

Board of Education Regular Meeting  
Monday, July 14, 2025 5:00 PM  
Jr/Sr High School Library  
611 West 7th Street  
Wayne, NE 68787

- I. Call the Meeting to Order
  - I.a. Pledge of Allegiance
  - I.b. Announce Open Meetings Act Posting and Location - Posted at Wayne Community Schools, Published in the Wayne Herald (7/10/25), and online: [www.wayneschools.org](http://www.wayneschools.org)
  - I.c. Action on Absence and Roll Call
  - I.d. Approval of Agenda - The Board may enter Closed Session to discuss any matter for which Closed Session is lawful and appropriate.
  - I.e. Consent Agenda - Discuss, Consider, and Take Necessary Action on Minutes of Previous Meetings and Financial Claims
    - I.e.I. Approval of Minutes of Previous Meetings
    - I.e.II. Approval of Financial Reports and Claims
  - I.f. Personnel
- II. Communications from the Public (Policy 8346) and Requested Presentations
- III. Action Items
  - III.a. Old Business
    - III.a.I. Second Reading of the 2025 Policy Updates - Discuss, Consider, and Take Necessary Action on Second Reading of Policy Updates
      - III.a.I.1. Policy 1200: Anti-Discrimination
      - III.a.I.2. Policy 3131: Procurement Plan: School Food Authorities
      - III.a.I.3. Policy 3132: Internal Controls
      - III.a.I.4. Policy 3410: Safe Driving Record Standard for Drivers

- III.a.I.5. Policy 4003: Anti-Discrimination, Anti-Harassment, and Anti-Retaliation
- III.a.I.6. Policy 4009: Drug Use
- III.a.I.7. Policy 5001: Admission Requirements
- III.a.I.8. Policy 5004: Part-Time Enrollment
- III.a.I.9. Policy 5201: Promotion and Retention
- III.a.I.10. 5202z: Notification of Rights Under FERPA
- III.a.I.11. Policy 5301: Association Activities
- III.a.I.12. Policy 5401: Equal Opportunity
- III.a.I.13. Policy 5507: Foster Care Student Transportation
- III.a.I.14. Policy 6113: Electronic Communication Devices and Cell Phones
- III.a.I.15. Policy 6931: Behavioral Intervention and Classroom Management
- III.a.II. Second Reading of 2025-26 Certificated Staff Handbook - Discuss, Consider, and Take Necessary Action on Second Reading of 2025-26 Certificated Staff Handbook
- III.a.III. Second Reading of 2025-26 Non-Certificated Staff Handbook - Discuss, Consider, and Take Necessary Action on Second Reading of 2025-26 Non-Certificated Staff Handbook
- III.a.IV. Third Reading of Voluntary Student Accident & Catastrophic Insurance - Discuss, Consider, and Take Necessary Action on Third Reading of Voluntary Student Accident & Catastrophic Insurance
- III.b. New Business
  - III.b.I. Policy 2101: Acknowledgment of Superintendent as CEO of District - Discuss, Consider, and Take Necessary Action on Policy 2101: Acknowledgment of Superintendent as CEO of District
  - III.b.II. Payment Application No. 24: Hausmann Construction - Discuss, Consider, and Take Necessary Action on Payment Application No. 24: Hausmann Construction
  - III.b.III. Transfer of Funds to Lunch Fund - Discuss, Consider, and Take Necessary Action on Transfer of funds to Lunch Fund

III.b.IV. Audit Engagement Letter - Discuss, Consider, and Take Necessary Action on Audit Engagement Letter

III.b.V. Substitute Teacher Rates - Discuss, Consider, and Take Necessary Action on Substitute Teacher Rates

III.b.VI. School Resource Officer Inter-local Agreement with the City of Wayne - Discuss, Consider, and Take Necessary Action on the School Resource Officer Inter-local Agreement with the City of Wayne

III.b.VII. 2025-26 Nebraska Rural Community Schools Association (NRCSA) Annual Membership - Discuss, Consider, and Take Necessary Action on 2025-26 NRCSA Membership

IV. Administration and Board Committee Reports:

IV.a. Administration - Written reports were provided by Administration. Copies of their reports are available at the District Office upon request. Principal reports are not given in July.

IV.a.I. Superintendent

IV.a.I.1. Accreditation

IV.b. Board Committees

IV.b.I. Foundation and Community Relations - Justin Davis, Jaime Manz, Sylvia Ruhl, Mark Lenihan, Misty Bear, Rusty Parker

IV.b.II. Curriculum and Committee on American Civics - Jaime Manz, Jodi Pulfer, Sylvia Ruhl, Mark Lenihan, Andi Diediker, Russ Plager

IV.b.III. Facility/Safety/Finance - Justin Davis, Lynn Junck, Brent Pick, Mark Lenihan, Russ Plager, Dave Wragge, Darian Stoltenberg, Jordan Widner

IV.b.IV. Policy/Title IX - Jaime Manz, Brent Pick, Jodi Pulfer, Mark Lenihan, Misty Bear, Courtney Maas

IV.b.V. Negotiations - Justin Davis, Lynn Junck, Jodi Pulfer, Mark Lenihan

IV.b.VI. Legislative - Lynn Junck, Brent Pick, Sylvia Ruhl, Mark Lenihan

V. Boardsmanship

VI. Future Agenda Items

\*ELC Ribbon Cutting and Open House - August 1st - 10:00 AM

\*All Staff Training - August 4th-5th

\*Board and Staff Breakfast - August 11th

\*PK-12 Open House - Tuesday, August 12, 2025 5-7PM

\*Approval of Teacher Training Schedule

\*Americanism Hearing

\*Special Meeting for Year-End Claims and Budget Workshop - Monday, August 25  
\*NASB Area Membership Meeting - Wednesday, August 27 - Norfolk

VII. Recess

VIII. Board Work Session

VIII.a. Budget Workshop

VIII.b. Facilities Workshop

VIII.c. Strategic Plan Update

IX. Adjournment

**Wayne Community Schools  
Board of Education Regular Meeting Minutes  
June 9, 2025**

The regular meeting of the Wayne Board of Education was held at 611 West 7th Street, Wayne, NE, 68787, on Monday, June 9, 2025, at 5:00 PM. Notice of the meeting and place of agenda was posted at Wayne Community Schools, posted in The Wayne Herald, and online: wayneschools.org. A copy of the Nebraska Open Meetings Act was displayed for the public to read.

Present Board Members:

Mr. Justin Davis  
Mr. Lynn Junck  
Mrs. Jaime Manz  
Mr. Brent Pick  
Dr. Jodi Pulfer  
Mrs. Sylvia Ruhl

I. Call the Meeting to Order

Discussion: The meeting was called to order at 5:00 p.m. in the Jr/Sr High School Library.

I.a. Pledge of Allegiance

I.b. Announce Open Meetings Act Posting and Location - Posted at Wayne Community Schools, Published in the Wayne Herald (6/5/2025), and online: [www.wayneschools.org](http://www.wayneschools.org)

I.c. Action on Absence and Roll Call

I.d. Approval of Agenda - The Board may enter Closed Session to discuss any matter for which Closed Session is lawful and appropriate.

Motion to approve agenda, as presented, passed with a motion by Mrs. Jaime Manz and a second by Mrs. Sylvia Ruhl. Motion carried with six yes votes.

Mr. Justin Davis: Yes  
Mr. Lynn Junck: Yes  
Mrs. Jaime Manz: Yes  
Mr. Brent Pick: Yes  
Dr. Jodi Pulfer: Yes  
Mrs. Sylvia Ruhl: Yes

I.e. Consent Agenda - Discuss, Consider, and Take Necessary Action on Minutes of Previous Meetings and Financial Claims

Motion to approve consent agenda, as presented, passed with a motion by Mr. Lynn Junck and a second by Mrs. Jaime Manz. Motion carried with six yes votes.

Mr. Justin Davis: Yes  
Mr. Lynn Junck: Yes  
Mrs. Jaime Manz: Yes  
Mr. Brent Pick: Yes  
Dr. Jodi Pulfer: Yes  
Mrs. Sylvia Ruhl: Yes

I.e.I. Approval of Minutes of Previous Meetings

I.e.II. Approval of Financial Reports and Claims

I.f. Personnel

Discussion: Currently looking to fill positions in the kitchen, custodial, and paras.

II. Communications from the Public (Policy 8346) and Requested Presentations

II.a. Luke Virgil - Wayne Area Economic Development

Discussion: Luke Virgil, Wayne America, Inc., discussed the changes that have taken place since changing their name. He also discussed local happenings.

II.b. Melinda Vraspir - Linpepco (Pepsi Vendor)

Discussion: Melinda Vraspir, Linpepco, discussed things that Linpepco has to offer.

II.c. Annual Hearing and Review of Policies:

II.c.I. Policy 5415: Anti-Bullying

Discussion: Policy 5415: Anti-Bullying was reviewed as required annually by the Nebraska Department of Education. There was no public comment on the policy. All policies can be found at: [www.wayneschools.org](http://www.wayneschools.org).

II.c.II. Policy 5416: Student Fees

Discussion: Policy 5416: Student Fees was reviewed as required annually by the Nebraska Department of Education. There was no public comment on the policy. All policies can be found at: [www.wayneschools.org](http://www.wayneschools.org).

II.c.III. Policy 5417: Wellness

Discussion: Policy 5417: Wellness was reviewed as required annually by the Nebraska Department of Education. There was no public comment on the policy. All policies can be found at: [www.wayneschools.org](http://www.wayneschools.org).

II.c.IV. Policy 5418: Homeless Students

Discussion: Policy 5418: Homeless Students was reviewed as required annually by the Nebraska Department of Education. There was no public comment on the policy. All policies can be found at: [www.wayneschools.org](http://www.wayneschools.org).

#### II.c.V. Policy 6400: Parent/Community Involvement in Schools

Discussion: Policy 6400: Parent/Community Involvement in Schools was reviewed as required annually by the Nebraska Department of Education. Dr. Lenihan discussed the updated version of the policy that will be voted on later in the meeting. There was no public comment on the policy. All policies can be found at: [www.wayneschools.org](http://www.wayneschools.org).

### III. Action Items

#### III.a. Old Business

##### III.a.I. Second Reading of 2025-26 7-12 Handbook - Discuss, Consider, and Take Necessary Action on Second Reading of 2025-26 7-12 Handbook

Motion to approve the Second Reading of 2025-26 7-12 Handbook passed with a motion by Mrs. Sylvia Ruhl and a second by Mr. Lynn Junck. Motion carried with six yes votes.

Mr. Justin Davis: Yes  
Mr. Lynn Junck: Yes  
Mrs. Jaime Manz: Yes  
Mr. Brent Pick: Yes  
Dr. Jodi Pulfer: Yes  
Mrs. Sylvia Ruhl: Yes

Discussion: The Board approved the Second Reading of 2025-26 7-12 Handbook.

##### III.a.II. Second Reading of 2025-26 Elementary (3-6) Handbook - Discuss, Consider, and Take Necessary Action on Second Reading of 2025-26 Elementary (3-6) Handbook

Motion to approve the Second Reading of 2025-26 Elementary (3-6) Handbook passed with a motion by Mrs. Sylvia Ruhl and a second by Mr. Lynn Junck. Motion carried with six yes votes.

Mr. Justin Davis: Yes  
Mr. Lynn Junck: Yes  
Mrs. Jaime Manz: Yes  
Mr. Brent Pick: Yes  
Dr. Jodi Pulfer: Yes  
Mrs. Sylvia Ruhl: Yes

Discussion: The Board approved the Second Reading of 2025-26 Elementary (3-6) Handbook.

III.a.III. Second Reading of 2025-26 Pre-K Early Learning Center Handbook - Discuss, Consider, and Take Necessary Action on Second Reading of 2025-26 Pre-K ELC Handbook

Motion to approve the Second Reading of 2025-26 Pre-K Early Learning Center Handbook passed with a motion by Mrs. Jaime Manz and a second by Mr. Brent Pick. Motion carried with six yes votes.

Mr. Justin Davis: Yes  
Mr. Lynn Junck: Yes  
Mrs. Jaime Manz: Yes  
Mr. Brent Pick: Yes  
Dr. Jodi Pulfer: Yes  
Mrs. Sylvia Ruhl: Yes

Discussion: The Board approved the Second Reading of 2025-26 Pre-K Early Learning Center Handbook.

III.a.IV. Second Reading of 2025-26 K-2 Early Learning Center Handbook - Discuss, Consider, and Take Necessary Action on Second Reading of 2025-26 K-2 ELC Handbook

Motion to approve the Second Reading of 2025-26 K-2 Early Learning Center Handbook passed with a motion by Mrs. Jaime Manz and a second by Mr. Lynn Junck. Motion carried with six yes votes.

Mr. Justin Davis: Yes  
Mr. Lynn Junck: Yes  
Mrs. Jaime Manz: Yes  
Mr. Brent Pick: Yes  
Dr. Jodi Pulfer: Yes  
Mrs. Sylvia Ruhl: Yes

Discussion: The Board approved the Second Reading of 2025-26 K-2 Early Learning Center Handbook.

Second Reading of Voluntary Student Accident & Catastrophic Insurance - Discuss, Consider, and Take Necessary Action on Second Reading of Voluntary Student Accident & Catastrophic Insurance

Motion to approve the Class 2 Voluntary Student Catastrophic Insurance for PK-12th grade with the stipulation of Dr. Lenihan bringing more information to the Board on Class 1 insurance passed with a motion by Mr. Brent Pick and a second by Mr. Lynn Junck. Motion carried with six yes votes.

Mr. Justin Davis: Yes  
Mr. Lynn Junck: Yes  
Mrs. Jaime Manz: Yes  
Mr. Brent Pick: Yes  
Dr. Jodi Pulfer: Yes  
Mrs. Sylvia Ruhl: Yes

Discussion: The Board approved selecting Class 2 insurance for PK-12 students. Dr. Lenihan will bring more information to the Board in July.

### III.b. New Business

III.b.I. Payment Application No. 23: Hausmann Construction - Discuss, Consider, and Take Necessary Action on Payment Application No. 23: Hausmann Construction

Motion to approve Payment Application #23 to Hausmann Construction in the amount of \$395,994.48 passed with a motion from Mr. Brent Pick and a second by Mrs. Jaime Manz. Motion carried with six yes votes.

Mr. Justin Davis: Yes  
Mr. Lynn Junck: Yes  
Mrs. Jaime Manz: Yes  
Mr. Brent Pick: Yes  
Dr. Jodi Pulfer: Yes  
Mrs. Sylvia Ruhl: Yes

Discussion: The Board approved Payment Application No. 23 from Hausmann Construction.

III.b.II. Track Refurbishment Bid Proposal - Discuss, Consider, and Take Necessary Action on Trac Refurbishment Bid Proposal

Motion to approve the quote from Fisher Tracks for \$87,570 for Track Refurbishment and Structural Overspray, with the stipulation that \$30,000 will be used from the vending agreement if approved, passed with a motion by Mr. Brent Pick and a second by Mrs. Jaime Manz. Motion carried with six yes votes.

Mr. Justin Davis: Yes  
Mr. Lynn Junck: Yes  
Mrs. Jaime Manz: Yes  
Mr. Brent Pick: Yes  
Dr. Jodi Pulfer: Yes  
Mrs. Sylvia Ruhl: Yes

Discussion: The Board approved the Track Refurbishment and Structural Overspray bid from Fisher Tracks.

III.b.III. First and Final Readings on Policies 5101 (Student Discipline), 5103 (ExtraCurricular), and 6400 (Parent Involvement) - Discuss, Consider, and Take Necessary Action on Policies 5101 (Student Discipline), 5103 (Extra-Curricular), and 6400 (Parent Involvement)

Motion to First and Final Readings on Policies 5101 (Student Discipline), 5103 (Extra-Curricular), and 6400 (Parent Involvement) passed with a motion by Mrs. Sylvia Ruhl and a second by Mrs. Jaime Manz. Motion carried with six yes votes.

Mr. Justin Davis: Yes  
Mr. Lynn Junck: Yes  
Mrs. Jaime Manz: Yes  
Mr. Brent Pick: Yes  
Dr. Jodi Pulfer: Yes  
Mrs. Sylvia Ruhl: Yes

Discussion: The Board approved Policies 5101, 5103, and 6400 on First and Final Readings. These policies are to be implemented by July 1 per State Statute.

III.b.IV. First Reading of the 2025 Policy Updates - Discuss, Consider, and Take Necessary Action on First Reading of the 2025 Policy Updates

Motion to approve the First Reading of the 2025 Policy updates III.b.IV.1.- III.b.IV.16. passed with a motion by Mrs. Jaime Manz and a second by Mrs. Sylvia Ruhl. Motion carried with six yes votes.

Mr. Justin Davis: Yes  
Mr. Lynn Junck: Yes  
Mrs. Jaime Manz: Yes  
Mr. Brent Pick: Yes  
Dr. Jodi Pulfer: Yes  
Mrs. Sylvia Ruhl: Yes

III.b.IV.1. Policy 1200 - Anti-Discrimination  
III.b.IV.2. Policy 3131 - Procurement Plan: School Food Authorities  
III.b.IV.3. Policy 3132: Internal Controls  
III.b.IV.4. Policy 3410: Safe Driving Record Standard for Drivers  
III.b.IV.5. Policy 4003: Anti-discrimination, Anti-harassment, and Anti-retaliation  
III.b.IV.6. Policy 4009: Drug Use  
III.b.IV.7. Policy 5001: Admission Requirements  
III.b.IV.8. Policy 5004: Part-Time Enrollment  
III.b.IV.9. 5202z: Notification of Rights Under FERPA  
III.b.IV.10. Policy 5201: Promotion and Retention  
III.b.IV.11. Policy 5301: Association Activities  
III.b.IV.12. Policy 5401: Equal Opportunity

- III.b.IV.13. Policy 5414: Identification of Gifted
- III.b.IV.14. Policy 5507: Foster Care Student Transportation
- III.b.IV.15. Policy 6113: Electronic Communication Devices and Cell Phones
- III.b.IV.16. Policy 6931: Behavioral Intervention and Classroom Management

Discussion: The Board approved the First Reading of Policy Updates. The updates reflect recent legislation.

III.b.V. Rescind Policies 5001 Form "Summary of the School Immunization Rules and Regulations", and Policy 6410 "Combined District and School Title I Parent and Family Engagement Policy" - Discuss, Consider, and Take Necessary on the Rescind Policies 5001 Form "Summary of the School Immunization Rules and Regulations", and Policy 6410 "Combined District and School Title I Parent and Family Engagement Policy"

Motion to approve the Rescind Policies 5001 Form "Summary of the School Immunization Rules and Regulations", and Policy 6410 "Combined District and School Title I Parent and Family Engagement Policy" passed with a motion by Mrs. Sylvia Ruhl and a second by Mr. Justin Davis. Motion carried with six yes votes.

Mr. Justin Davis: Yes  
Mr. Lynn Junck: Yes  
Mrs. Jaime Manz: Yes  
Mr. Brent Pick: Yes  
Dr. Jodi Pulfer: Yes  
Mrs. Sylvia Ruhl: Yes

Discussion: The Board approved rescinding Policies 5001: Summary of School Immunization Rules and Regulations and 6410: Combined District and School Title I Parent and Family Engagement.

III.b.VI. 2025-26 School Meal Prices - Discuss, Consider, and Take Necessary Action on 2025-26 School Meal Prices

Motion to approve the 2025-26 school meal prices as presented passed with a motion by Mr. Lynn Junck and a second by Mrs. Jaime Manz. Motion carried with six yes votes.

Mr. Justin Davis: Yes  
Mr. Lynn Junck: Yes  
Mrs. Jaime Manz: Yes  
Mr. Brent Pick: Yes  
Dr. Jodi Pulfer: Yes  
Mrs. Sylvia Ruhl: Yes

Discussion: The Board approved the following meal prices for 2025-26:  
Milk: \$0.50  
Breakfast (all students): \$2.00

Lunch (PK-6): \$3.00

Lunch (7-12): \$3.10

III.b.VII. 2025-26 Milk & Dairy Bid - Discuss, Consider, and Take Necessary Action on 2025-26 Milk & Dairy Bid

Motion to approve the quote from Hiland Dairy, Norfolk Nebraska Branch, for Milk and Dairy products for the 2025-26 school year passed with a motion by Mr. Brent Pick and a second by Mrs. Sylvia Ruhl. Motion carried with six yes votes.

Mr. Justin Davis: Yes

Mr. Lynn Junck: Yes

Mrs. Jaime Manz: Yes

Mr. Brent Pick: Yes

Dr. Jodi Pulfer: Yes

Mrs. Sylvia Ruhl: Yes

Discussion: The Board approved the bid for milk and dairy products from Hiland Dairy, Norfolk, NE, for the 2025-26 school year.

III.b.VIII. One-Year HVAC Service Agreement - Discuss, Consider, and Take Necessary Action on One-year HVAC Service Agreement

Motion to approve the One-Year HVAC Service Agreement with Rasmussen Mechanical Services for \$27,607 passed with a motion by Mr. Lynn Junck and a second by Mrs. Jaime Manz. Motion carried with six yes votes.

Mr. Justin Davis: Yes

Mr. Lynn Junck: Yes

Mrs. Jaime Manz: Yes

Mr. Brent Pick: Yes

Dr. Jodi Pulfer: Yes

Mrs. Sylvia Ruhl: Yes

Discussion: The Board approved a one-year HVAC Service Agreement with Rasmussen Mechanical Services.

III.b.IX. Banking Bid - Discuss, Consider, and Take Necessary Action on Banking Bid

Motion to approve the five-year agreement with State Nebraska Bank and Trust for banking services effective August 1, 2025 - July 31, 2030, passed with a motion by Mr. Brent Pick and a second by Mrs. Jaime Manz. Motion carried with six yes votes.

Mr. Justin Davis: Yes

Mr. Lynn Junck: Yes

Mrs. Jaime Manz: Yes

Mr. Brent Pick: Yes

Dr. Jodi Pulfer: Yes

Mrs. Sylvia Ruhl: Yes

Discussion: The Board approved the five-year agreement with State Nebraska Bank and Trust for banking services. This will take effect August 1, 2025 - July 31, 2030.

III.b.X. Beverage Vending Contract - Discuss, Consider, and Take Necessary Action on Beverage Vending Contract

Motion to approve the five-year beverage vending contract with Pepsi-Cola of Siouxland, Inc passed with a motion by Mr. Justin Davis and a second by Mr. Brent Pick. Motion carried with six yes votes.

Mr. Justin Davis: Yes

Mr. Lynn Junck: Yes

Mrs. Jaime Manz: Yes

Mr. Brent Pick: Yes

Dr. Jodi Pulfer: Yes

Mrs. Sylvia Ruhl: Yes

Discussion: The Board approved the five-year beverage vending contract with Pepsi-Cola of Siouxland, Inc.

III.b.XI. First Reading of 2025-26 Certificated Staff Handbook - Discuss, Consider, and Take Necessary Action on First Reading of 2025-26 Certificated Staff Handbook

Motion to approve the First Reading of 2025-26 Certificated Staff Handbook passed with a motion by Mrs. Jaime Manz and a second by Mrs. Sylvia Ruhl. Motion carried with six yes votes.

Mr. Justin Davis: Yes

Mr. Lynn Junck: Yes

Mrs. Jaime Manz: Yes

Mr. Brent Pick: Yes

Dr. Jodi Pulfer: Yes

Mrs. Sylvia Ruhl: Yes

Discussion: The Board approved the First Reading of the 2025-26 Certificated Staff Handbook.

III.b.XII. First Reading of 2025-26 Non-Certificated Staff Handbook - Discuss, Consider, and Take Necessary Action on First Reading of 2025-26 Non-Certificated Staff Handbook

Motion to approve the First Reading of the 2025-26 Non-Certificated staff Handbook passed with a motion by Mr. Brent Pick and a second by Mrs. Jaime Manz. Motion carried with six yes votes.

Mr. Justin Davis: Yes  
Mr. Lynn Junck: Yes  
Mrs. Jaime Manz: Yes  
Mr. Brent Pick: Yes  
Dr. Jodi Pulfer: Yes  
Mrs. Sylvia Ruhl: Yes

Discussion: The Board approved the First Reading of the 2025-26 Non-Certificated Staff Handbook.

#### IV. Administration and Board Committee Reports:

IV.a. Administration - Written reports were provided by Administration. Copies of their reports are available at the District Office upon request.

##### IV.a.I. Superintendent

###### IV.a.I.1. Extra Duty 25-26

Discussion: Dr. Lenihan discussed the Extra Duty assignments and noted there are open positions yet.

###### IV.a.I.2. ESSER Federal Funds Monitoring Close-out

Discussion: Dr. Lenihan discussed the final approval letter for ESSER Funds (Elementary and Secondary School Emergency Relief Fund) grant.

###### IV.a.I.3. Budget Timeline:

July - Finalized Line item budget, Financial Historical Reports, discussion on 6% budget growth override.

August 11, 2025 - School Board meeting - decision on approval of 6% budget growth override.

August 20th - Assessed valuations and real growth percentage certified by County.

Monday, August 25, 2025 - Special School Board Meeting for End of Year Claims and budget workshop.

Friday, August 29, 2025 - Deadline to send budget information to the Wayne Herald for publication.

Monday, September 8, 2025 - School Board meeting to approve the 25-26 budget.

TBD - Pink Post Card Meeting (if necessary).

Monday, September 30, 2025 - Filing deadline for Budget and LC-2 to NDE, Auditor of Public Accounts (APA), and County Clerk.

Discussion: Dr. Lenihan discussed the upcoming budget timeline.

###### IV.a.I.4. Early Childhood Grants - NDE

Discussion: Dr. Lenihan stated Wayne Community Schools was awarded a three-year extension on Early Childhood Grants from Nebraska Department of Education.

##### IV.a.II. High School Principal

Discussion: Dr. Lenihan reported in Mr. Plager's absence. He stated graduation went well.

#### IV.a.III. Special Education/Early Learning Center Director

Discussion: Mrs. Bear reported that preschool enrollment is going well.

#### IV.a.IV. Elementary Principals

Discussion: Mr. Diediker and Mrs. Maas stated packing is done and moving has started. Morgan Paulson was hired as secretary. Summer School letters are going out.

#### IV.a.V. Junior High Principal/Activities Director

Discussion: Mr. Wragge stated summer weights have begun. Jr. High schedules will include a fifth exploratory class for 2025-26.

#### IV.b. Board Committees

IV.b.I. Foundation and Community Relations - Justin Davis, Jaime Manz, Sylvia Ruhl, Mark Lenihan, Misty Bear, Rusty Parker

Discussion: Mr. Rusty Parker explained the Foundation's End of Year financials.

##### IV.b.I.1. Foundation End of Year Financial Report and 501 C-3 Status

IV.b.II. Curriculum and Committee on American Civics - Jaime Manz, Jodi Pulfer, Sylvia Ruhl, Mark Lenihan, Andi Diediker, Russ Plager

Discussion: Dr. Lenihan discussed the new long-range curriculum plan. This reflects the state adoption cycle.

##### IV.b.II.1. Curriculum Revision Cycle Update

IV.b.III. Facility/Safety/Finance - Justin Davis, Lynn Junck, Brent Pick, Mark Lenihan, Russ Plager, Dave Wragge, Darian Stoltenberg, Jordan Widner

Discussion: Mr. Jordan Widner stated the ELC playground work has begun. The Elementary roofing project will be starting soon.

IV.b.IV. Policy/Title IX - Jaime Manz, Brent Pick, Jodi Pulfer, Mark Lenihan, Misty Bear, Courtney Maas

IV.b.IV.1. Review of Policies 6000-6240-Should we take a break on these until fall and deal with new policies this summer?

Discussion: Due to the number of new policies to review, the Board will not be reviewing policies in July.

IV.b.V. Negotiations - Justin Davis, Lynn Junck, Jodi Pulfer, Mark Lenihan

Discussion: No report.

IV.b.VI. Legislative - Lynn Junck, Brent Pick, Sylvia Ruhl, Mark Lenihan

Discussion: No report.

## V. Boardsmanship

V.a. 2025 NASB Leadership Workshop - July 29: Kearney, NE or July 30: Lincoln, NE

## VI. Future Agenda Items

- \*Summer Board Retreat
- \*Second Reading of Policy Updates
- \*Second Reading of 2025-26 Non-Certificated Staff Handbook
- \*Second Reading of 2025-26 Certificated Staff Handbook
- \*Payment Application No. 24: Hausmann Construction
- \*Review of Policy 2101: Superintendent as CEO of District
- \*Review of Superintendent Evaluation Process
- \*Review of Substitute Teacher Rate
- \*Edit of Policy 8344 - Location of School Board Meetings

Discussion: Additional Future Agenda Items include:  
Voluntary Student Accident & Catastrophic Insurance

## VII. Adjournment

Motion to Adjourn Meeting passed with a motion by Mr. Lynn Junck and a second by Mrs. Jaime Manz. Motion carried with six yes votes.

Mr. Justin Davis: Yes  
Mr. Lynn Junck: Yes  
Mrs. Jaime Manz: Yes  
Mr. Brent Pick: Yes  
Dr. Jodi Pulfer: Yes  
Mrs. Sylvia Ruhl: Yes

Discussion: The meeting was adjourned at 7:16 p.m. The next regular Board Meeting will be Monday, July 14, 2025, beginning at 5:00 p.m. The meeting will take place in the Jr/Sr High School Library.

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Deb Daum, Secretary

# Wayne Public Schools

## Check Listing Report

Accounting Cycle: FY24-25; Begin Date: 06/11/2025; End Date: 06/11/2025; Bank: State Nebraska Bank; Sort By Element: FUND; Account Expression: ([FUND] = "06"); Created On: 6/10/2025 4:20:13 PM

Voucher Number	Bank Name	Account Number	Check Number	Payee	Amount	Type
LF-06112025	State Nebraska Bank	540978	5893	Cash-Wa Distributing	\$4,836.36	Accounts Payable
<b>Vendor</b>	<b>PO Number</b>	<b>Invoice #</b>	<b>Account Code</b>	<b>Description</b>	<b>Issue Date</b>	<b>Amount</b>
Cash-Wa Distributing		6/1/2025	06-2-031000-610-000-000	supply, SN		\$118.30
Cash-Wa Distributing		6/1/2025	06-2-031000-630-000-000	food, SN		\$4,718.06
<b>Sub Total</b>						<b>\$4,836.36</b>
<b>Voucher Number</b>	<b>Bank Name</b>	<b>Account Number</b>	<b>Check Number</b>	<b>Payee</b>	<b>Amount</b>	<b>Type</b>
LF-06112025	State Nebraska Bank	540978	5894	DBA Kemps - LeMars	\$2,889.68	Accounts Payable
<b>Vendor</b>	<b>PO Number</b>	<b>Invoice #</b>	<b>Account Code</b>	<b>Description</b>	<b>Issue Date</b>	<b>Amount</b>
DBA Kemps - LeMars		5/25/25	06-2-031000-630-000-000	food, SN		\$2,889.68
<b>Sub Total</b>						<b>\$2,889.68</b>
<b>Voucher Number</b>	<b>Bank Name</b>	<b>Account Number</b>	<b>Check Number</b>	<b>Payee</b>	<b>Amount</b>	<b>Type</b>
LF-06112025	State Nebraska Bank	540978	5895	Earthgrains Baking Companies, Inc.	\$534.75	Accounts Payable
<b>Vendor</b>	<b>PO Number</b>	<b>Invoice #</b>	<b>Account Code</b>	<b>Description</b>	<b>Issue Date</b>	<b>Amount</b>
Earthgrains Baking Companies, Inc.		5/25	06-2-031000-630-000-000	food, SN		\$534.75
<b>Sub Total</b>						<b>\$534.75</b>
<b>Voucher Number</b>	<b>Bank Name</b>	<b>Account Number</b>	<b>Check Number</b>	<b>Payee</b>	<b>Amount</b>	<b>Type</b>
LF-06112025	State Nebraska Bank	540978	5896	Hobart Sales And Service	\$1,143.00	Accounts Payable
<b>Vendor</b>	<b>PO Number</b>	<b>Invoice #</b>	<b>Account Code</b>	<b>Description</b>	<b>Issue Date</b>	<b>Amount</b>
Hobart Sales And Service		OC-105512/105510/105463/105464	06-2-031000-350-000-000	equipment inspections/rep. & maint., SN		\$1,143.00
<b>Sub Total</b>						<b>\$1,143.00</b>
<b>Voucher Number</b>	<b>Bank Name</b>	<b>Account Number</b>	<b>Check Number</b>	<b>Payee</b>	<b>Amount</b>	<b>Type</b>
LF-06112025	State Nebraska Bank	540978	5897	Main Street Garage, LLC	\$250.60	Accounts Payable
<b>Vendor</b>	<b>PO Number</b>	<b>Invoice #</b>	<b>Account Code</b>	<b>Description</b>	<b>Issue Date</b>	<b>Amount</b>
Main Street Garage, LLC		19537, 19538	06-2-031000-350-000-000	oil changes, inspections on 2022 Ford Transit & 2003 Ford F-350/ren. & maint. SN		\$250.60
<b>Sub Total</b>						<b>\$250.60</b>
<b>Voucher Number</b>	<b>Bank Name</b>	<b>Account Number</b>	<b>Check Number</b>	<b>Payee</b>	<b>Amount</b>	<b>Type</b>
LF-06112025	State Nebraska Bank	540978	5898	Major Refrigeration Co., Inc.	\$551.77	Accounts Payable
<b>Vendor</b>	<b>PO Number</b>	<b>Invoice #</b>	<b>Account Code</b>	<b>Description</b>	<b>Issue Date</b>	<b>Amount</b>
Major Refrigeration Co., Inc.		D5259	06-2-031000-350-000-000	seasonal service on condensers/rep. & maint., SN		\$551.77
<b>Sub Total</b>						<b>\$551.77</b>
<b>Voucher Number</b>	<b>Bank Name</b>	<b>Account Number</b>	<b>Check Number</b>	<b>Payee</b>	<b>Amount</b>	<b>Type</b>
LF-06112025	State Nebraska Bank	540978	5899	Pac 'n' Save	\$34.76	Accounts Payable
<b>Vendor</b>	<b>PO Number</b>	<b>Invoice #</b>	<b>Account Code</b>	<b>Description</b>	<b>Issue Date</b>	<b>Amount</b>
Pac 'n' Save		6/1/2025	06-2-031000-610-000-000	supply, SN		\$22.62
Pac 'n' Save		6/1/2025	06-2-031000-630-000-000	food, SN		\$12.14
<b>Sub Total</b>						<b>\$34.76</b>
<b>Voucher Number</b>	<b>Bank Name</b>	<b>Account Number</b>	<b>Check Number</b>	<b>Payee</b>	<b>Amount</b>	<b>Type</b>
LF-06112025	State Nebraska Bank	540978	5900	Sysco	\$5,661.67	Accounts Payable
<b>Vendor</b>	<b>PO Number</b>	<b>Invoice #</b>	<b>Account Code</b>	<b>Description</b>	<b>Issue Date</b>	<b>Amount</b>
Sysco		06/01/2025	06-2-031000-610-000-000	supply, SN		\$44.22
Sysco		06/01/2025	06-2-031000-630-000-000	food, SN		\$5,617.45
<b>Sub Total</b>						<b>\$5,661.67</b>
<b>Voucher Number</b>	<b>Bank Name</b>	<b>Account Number</b>	<b>Check Number</b>	<b>Payee</b>	<b>Amount</b>	<b>Type</b>
LF-06112025	State Nebraska Bank	540978	5901	Tiedtke, Teresa	\$273.45	Accounts Payable
<b>Vendor</b>	<b>PO Number</b>	<b>Invoice #</b>	<b>Account Code</b>	<b>Description</b>	<b>Issue Date</b>	<b>Amount</b>
Tiedtke, Teresa		6/2025	06-2-031000-580-000-000	mileage/meals-Child Nutrition Training Academy @ IINI June 26 2025		\$273.45
<b>Sub Total</b>						<b>\$273.45</b>
<b>Voucher Number</b>	<b>Bank Name</b>	<b>Account Number</b>	<b>Check Number</b>	<b>Payee</b>	<b>Amount</b>	<b>Type</b>

LF-06112025	State Nebraska Bank	540978	5902	Vestis	\$558.28	Accounts Payable
<b>Vendor</b>	<b>PO Number</b>	<b>Invoice #</b>	<b>Account Code</b>	<b>Description</b>	<b>Issue Date</b>	<b>Amount</b>
Vestis		5/31/2025	06-2-031000-610-000-000	supply, SN		\$558.28
<b>Sub Total</b>						<b>\$558.28</b>
<b>Grand Total</b>						<b>\$16,734.32</b>

# Wayne Public Schools

## Check Listing Report

Accounting Cycle: FY24-25; Begin Date: 06/11/2025; End Date: 06/11/2025; Bank: State Nebraska Bank; Sort By Element: FUND; Account Expression: ([FUND] = "06") ; Created On: 6/10/2025 4:20:13 PM

Check Date	Check Number	Payee	Type	Amount
06/11/2025	5893	Cash-Wa Distributing	Accounts Payable	\$4,836.36
06/11/2025	5894	DBA Kemps - LeMars	Accounts Payable	\$2,889.68
06/11/2025	5895	Earthgrains Baking Companies, Inc.	Accounts Payable	\$534.75
06/11/2025	5896	Hobart Sales And Service	Accounts Payable	\$1,143.00
06/11/2025	5897	Main Street Garage, LLC	Accounts Payable	\$250.60
06/11/2025	5898	Major Refrigeration Co., Inc.	Accounts Payable	\$551.77
06/11/2025	5899	Pac 'n' Save	Accounts Payable	\$34.76
06/11/2025	5900	Sysco	Accounts Payable	\$5,661.67
06/11/2025	5901	Tiedtke, Teresa	Accounts Payable	\$273.45
06/11/2025	5902	Vestis	Accounts Payable	\$558.28
<b>Sub Total</b>				<b>\$16,734.32</b>

# Wayne Public Schools

## Check Listing Report

Accounting Cycle: FY24-25; Begin Date: 06/11/2025; End Date: 06/11/2025; Bank: State Nebraska Bank; Sort By Element: FUND; Account Expression: ([FUND] = "06") ; Created On: 6/10/2025 4:20:13 PM

Check Date	Check Number	Payee	Description	Type	Amount
06/11/2025	5893	Cash-Wa Distributing	food/supply, SN	Accounts Payable	\$4,836.36
06/11/2025	5894	DBA Kemps - LeMars	food, SN	Accounts Payable	\$2,889.68
06/11/2025	5895	Earthgrains Baking Companies, Inc.	food, SN	Accounts Payable	\$534.75
06/11/2025	5896	Hobart Sales And Service	equipment inspections/maint. SN	Accounts Payable	\$1,143.00
06/11/2025	5897	Main Street Garage, LLC	2022 Ford Transit/2003 Ford E-350-oil changes/inspections, maint. SN	Accounts Payable	\$250.60
06/11/2025	5898	Major Refrigeration Co., Inc.	seasonal service on condensers	Accounts Payable	\$551.77
06/11/2025	5899	Pac 'n' Save	food/supply, SN	Accounts Payable	\$34.76
06/11/2025	5900	Sysco	food/supply, SN	Accounts Payable	\$5,661.67
06/11/2025	5901	Tiedtke, Teresa	travel expense-Child Nutrition Academy June 2-6, SN	Accounts Payable	\$273.45
06/11/2025	5902	Vestis	May '25 linen service/supply, SN	Accounts Payable	\$558.28
<b>Sub Total</b>					<b>\$16,734.32</b>

# Checks By Status

Sorted by Activity ID, Site ID.  
From 06/01/2025 to 06/30/2025.

Activity ID Site ID	Activity Name Site Name		Check / Void Date	Vendor Name	PO Number	Description	Amount
1005	ATHLETIC						
WAYNE	WAYNE COMMUNITY SCHOOLS						
18016	Cleared	06/02/2025	COPY WRITE			mount/mat bowling picture	35.99
18017	Cleared	06/02/2025	NEBRASKA COACHES ASSOCIATION			membership/clinic fees	1,735.00
18018	Cleared	06/02/2025	HARTINGTON-NEWCASTLE HS			TR timing system, 5/6	500.00
18019	Cleared	06/02/2025	Tanner Fischer			TR timing operator, 5/6	250.00
18020	Cleared	06/02/2025	Ryan Macholan			TR timing operator, 5/6	250.00
18031	Cleared	06/06/2025	U. S. BANK			credit card transaction(s)	2,715.81
18036	Cleared	06/11/2025	Arbiter Sports LLC			Activity Scheduler renewal	616.69
18041	Printed	06/26/2025	CECELIA A. VANDERSNICK			Asst. Bowling Coach/SY2024-25	3,681.00
<b>Total:</b>							<b>\$ 9,784.49</b>
1007	BASEBALL						
WAYNE	WAYNE COMMUNITY SCHOOLS						
18042B	Printed	06/26/2025	STADIUM SPORTS			apparel	1,056.00
<b>Total:</b>							<b>\$ 1,056.00</b>
1009	BOWLING						
WAYNE	WAYNE COMMUNITY SCHOOLS						
18030	Cleared	06/03/2025	STADIUM SPORTS			apparel	402.00
<b>Total:</b>							<b>\$ 402.00</b>
1011	GIRLS BASKETBALL						
WAYNE	WAYNE COMMUNITY SCHOOLS						
18031	Cleared	06/06/2025	U. S. BANK			credit card transaction(s)	371.05
18034	Cleared	06/06/2025	Country Inn/Suites Lincoln			lodging/team camp @ UNL	518.00
18042B	Printed	06/26/2025	STADIUM SPORTS			apparel	152.00
<b>Total:</b>							<b>\$ 1,041.05</b>
1015	FOOTBALL						
WAYNE	WAYNE COMMUNITY SCHOOLS						
18030	Cleared	06/03/2025	STADIUM SPORTS			apparel	162.00
18042B	Printed	06/26/2025	STADIUM SPORTS			apparel	107.00
<b>Total:</b>							<b>\$ 269.00</b>
1019	SOFTBALL						
WAYNE	WAYNE COMMUNITY SCHOOLS						
18037	Cleared	06/11/2025	BSN SPORTS			SB pants	1,640.36
<b>Total:</b>							<b>\$ 1,640.36</b>

# Checks By Status

Sorted by Activity ID, Site ID.  
From 06/01/2025 to 06/30/2025.

Activity ID Site ID	Activity Name Site Name		Check / Void Date	Vendor Name	PO Number	Description	Amount
<b>1020</b>			<b>TRACK/CROSS COUNTRY</b>				
WAYNE			WAYNE COMMUNITY SCHOOLS				
18027	Cleared	06/03/2025	PAC 'N' SAVE			supplies	128.43
18031	Cleared	06/06/2025	U. S. BANK			credit card transaction(s)	819.44
<b>Total:</b>							<b>\$ 947.87</b>
<b>1025</b>			<b>VOLLEYBALL</b>				
WAYNE			WAYNE COMMUNITY SCHOOLS				
18040	Cleared	06/12/2025	WSC Athletic Camps			VB team camp, 6/20	1,300.00
<b>Total:</b>							<b>\$ 1,300.00</b>
<b>1030</b>			<b>WRESTLING</b>				
WAYNE			WAYNE COMMUNITY SCHOOLS				
18043	Printed	06/26/2025	Danmar Products			face mask	102.99
<b>Total:</b>							<b>\$ 102.99</b>
<b>1512</b>			<b>FFA</b>				
WAYNE			WAYNE COMMUNITY SCHOOLS				
18024	Cleared	06/03/2025	AMAZON CAPITAL SERVICES			supply	223.86
18035	Cleared	06/06/2025	NE FFA Assoc.			State/Nat. Dues 03+ membership	18.00
<b>Total:</b>							<b>\$ 241.86</b>
<b>1515</b>			<b>JH W.E.B. (WHERE EVERYONE BELONGS)</b>				
WAYNE			WAYNE COMMUNITY SCHOOLS				
18027	Cleared	06/03/2025	PAC 'N' SAVE			supplies	180.83
<b>Total:</b>							<b>\$ 180.83</b>
<b>1535</b>			<b>SPEECH TEAM</b>				
WAYNE			WAYNE COMMUNITY SCHOOLS				
18021	Cleared	06/02/2025	BEN STEWART SPEECHWIRE TOURN. SERVICES			JH Speech Tourn., 5/3	145.00
18025	Cleared	06/03/2025	LINPEPCO - SIOUXLAND			beverages	151.65
18027	Cleared	06/03/2025	PAC 'N' SAVE			supplies	278.01
<b>Total:</b>							<b>\$ 574.66</b>
<b>1540</b>			<b>STUDENT COUNCIL</b>				
WAYNE			WAYNE COMMUNITY SCHOOLS				
18026	Cleared	06/03/2025	LINPEPCO - SIOUXLAND			beverages	169.60
<b>Total:</b>							<b>\$ 169.60</b>

# Checks By Status

Sorted by Activity ID, Site ID.  
From 06/01/2025 to 06/30/2025.

Activity ID Site ID	Activity Name Site Name	Check / Number	Status	Check / Void Date	Vendor Name	PO Number	Description	Amount
2036		CLASS OF 2025						
WAYNE		WAYNE COMMUNITY SCHOOLS						
18032	Cleared	06/06/2025	WAYNE GREENHOUSE, INC.		graduation flowers			450.00
Total:								\$ 450.00
2505		BAND						
WAYNE		WAYNE COMMUNITY SCHOOLS						
18029	Cleared	06/03/2025	MIDBELL MUSIC, INC.		resale item			11.99
Total:								\$ 11.99
3015		DISTRICT ENTRY FEES						
WAYNE		WAYNE COMMUNITY SCHOOLS						
18039	Cleared	06/11/2025	WAYNE AUTO PARTS		supplies			57.58
Total:								\$ 57.58
3510		CONCESSIONS						
WAYNE		WAYNE COMMUNITY SCHOOLS						
18025	Cleared	06/03/2025	LINPEPCO - SIOUXLAND		beverages			77.55
18027	Cleared	06/03/2025	PAC 'N' SAVE		supplies			122.70
Total:								\$ 200.25
4510		POWER DRIVE PROGRAM						
WAYNE		WAYNE COMMUNITY SCHOOLS						
18022	Cleared	06/02/2025	GROSSENBURG IMPLEMENT		supplies			139.04
18023	Cleared	06/02/2025	BOMGAARS		supplies			386.08
18028	Cleared	06/03/2025	ACE HARDWARE & HOME		supplies			23.95
18031	Cleared	06/06/2025	U. S. BANK		credit card transaction(s)			30.00
18039	Cleared	06/11/2025	WAYNE AUTO PARTS		supplies			18.48
Total:								\$ 597.55
5515		GRADES K-6						
WAYNE		WAYNE COMMUNITY SCHOOLS						
18031	Cleared	06/06/2025	U. S. BANK		credit card transaction(s)			881.84
18033	Cleared	06/06/2025	MAJESTIC THEATER		theater rental, 5/19/25			952.00
Total:								\$ 1,833.84
5530		MUSICAL						
WAYNE		WAYNE COMMUNITY SCHOOLS						
18038	Cleared	06/11/2025	Jackie Ruzicka		musical set design			500.00
Total:								\$ 500.00

# Checks By Status

Sorted by Activity ID, Site ID.  
From 06/01/2025 to 06/30/2025.

Activity ID Site ID			Activity Name Site Name			Amount
Check Number	Status	Check / Void Date	Vendor Name	PO Number	Description	
<hr/>						
5537			SPED - TRANSITION (FORMERLY RESOURCE)			
<hr/>						
WAYNE			WAYNE COMMUNITY SCHOOLS			
<hr/>						
18027	Cleared	06/03/2025	PAC 'N' SAVE		supplies	5.56
18031	Cleared	06/06/2025	U. S. BANK		credit card transaction(s)	54.62
<b>Total:</b>						<b>\$ 60.18</b>
<hr/>						
5544			STAFF SUPPORT SERVICES			
<hr/>						
WAYNE			WAYNE COMMUNITY SCHOOLS			
<hr/>						
18027	Cleared	06/03/2025	PAC 'N' SAVE		supplies	535.89
18032	Cleared	06/06/2025	WAYNE GREENHOUSE, INC.		graduation flowers	113.25
<b>Total:</b>						<b>\$ 649.14</b>
<hr/>						
5600			STUDENT FEE FUND			
<hr/>						
WAYNE			WAYNE COMMUNITY SCHOOLS			
<hr/>						
18044	Cleared	06/26/2025	S.D. 17 GENERAL FUND		Drivers ed. fees	14,025.00
<b>Total:</b>						<b>\$ 14,025.00</b>
<b>Report Total :</b>						<b>36,096.24</b>

# Wayne Public Schools

## Check Listing Report July 2025

Voucher Number	Bank Name	Account Number	Check Number	Payee	Amount	Type
July 2025 Board Warrants	State Nebraska Bank	540935		Hausmann Construction, Inc.	\$607,501.41	Accounts Payable
Vendor	PO Number	Invoice #	Account Code	Description	Issue Date	Amount
Hausmann Construction, Inc.		024-June 2025	08-2-045000-450-000-024	22-022 WCS Early Childhood center 7 HS Pay Application 24		\$607,501.41
<b>Sub Total</b>						<b>\$607,501.41</b>
Voucher Number	Bank Name	Account Number	Check Number	Payee	Amount	Type
July 2025 Board Warrants	State Nebraska Bank	540935		Trinity Electric	\$46,635.00	Accounts Payable
Vendor	PO Number	Invoice #	Account Code	Description	Issue Date	Amount
Trinity Electric		183783	08-2-026200-340-300-024	Fiber Install		\$46,635.00
<b>Sub Total</b>						<b>\$46,635.00</b>
Voucher Number	Bank Name	Account Number	Check Number	Payee	Amount	Type
July 2025 Board Warrants	State Nebraska Bank	540935	1815	Allo Communications	\$10,263.44	Accounts Payable
Vendor	PO Number	Invoice #	Account Code	Description	Issue Date	Amount
Allo Communications		6/24/25	08-2-026200-720-000-000	Monthly bill New Phones ELC Building		\$10,263.44
<b>Sub Total</b>						<b>\$10,263.44</b>
Voucher Number	Bank Name	Account Number	Check Number	Payee	Amount	Type
July 2025 Board Warrants	State Nebraska Bank	540935	1816	Beiermann Electric, LLC	\$4,073.58	Accounts Payable
Vendor	PO Number	Invoice #	Account Code	Description	Issue Date	Amount
Beiermann Electric, LLC		2090	08-2-026200-340-300-024	Installation of Lights 1st, 2nd, 3rd floors		\$4,073.58
<b>Sub Total</b>						<b>\$4,073.58</b>
Voucher Number	Bank Name	Account Number	Check Number	Payee	Amount	Type
July 2025 Board Warrants	State Nebraska Bank	540935	1817	Carlson West Povondra Architects	\$4,581.00	Accounts Payable
Vendor	PO Number	Invoice #	Account Code	Description	Issue Date	Amount
Carlson West Povondra Architects		23124-21	08-2-043000-340-000-000	Project Number 23124-Architects		\$4,581.00
<b>Sub Total</b>						<b>\$4,581.00</b>
Voucher Number	Bank Name	Account Number	Check Number	Payee	Amount	Type
July 2025 Board Warrants	State Nebraska Bank	540935	1818	Crouch Recreation, Inc	\$7,422.00	Accounts Payable
Vendor	PO Number	Invoice #	Account Code	Description	Issue Date	Amount
Crouch Recreation, Inc		5993	08-2-026200-610-001-000	Locker room clocks Remote Radio Enclosures Install		\$7,422.00
<b>Sub Total</b>						<b>\$7,422.00</b>
Voucher Number	Bank Name	Account Number	Check Number	Payee	Amount	Type
July 2025 Board Warrants	State Nebraska Bank	540935	1819	K-Log, Inc.	\$4,001.96	Accounts Payable
Vendor	PO Number	Invoice #	Account Code	Description	Issue Date	Amount
K-Log, Inc.		25-334685-1	08-2-045000-733-000-024	Double Pedestal Desk Task Chair		\$4,001.96
<b>Sub Total</b>						<b>\$4,001.96</b>
Voucher Number	Bank Name	Account Number	Check Number	Payee	Amount	Type

July 2025 Board Warrants	State Nebraska Bank	540935	1820	Korth Roofing LLC	\$36,545.00	Accounts Payable
<b>Vendor</b>	<b>PO Number</b>	<b>Invoice #</b>	<b>Account Code</b>	<b>Description</b>	<b>Issue Date</b>	<b>Amount</b>
Korth Roofing LLC		Elementary Roof Project	08-2-026200-450-005-000	Elementary Roof Remainder Payment		\$36,545.00
<b>Sub Total</b>						<b>\$36,545.00</b>
<b>Voucher Number</b>	<b>Bank Name</b>	<b>Account Number</b>	<b>Check Number</b>	<b>Payee</b>	<b>Amount</b>	<b>Type</b>
July 2025 Board Warrants	State Nebraska Bank	540935	1821	Pine Cove Consulting, LLC	\$53,009.46	Accounts Payable
<b>Vendor</b>	<b>PO Number</b>	<b>Invoice #</b>	<b>Account Code</b>	<b>Description</b>	<b>Issue Date</b>	<b>Amount</b>
Pine Cove Consulting, LLC		9545	08-2-026200-340-300-024	Tech installation at ELC		\$53,009.46
<b>Sub Total</b>						<b>\$53,009.46</b>
<b>Voucher Number</b>	<b>Bank Name</b>	<b>Account Number</b>	<b>Check Number</b>	<b>Payee</b>	<b>Amount</b>	<b>Type</b>
July 2025 Board Warrants	State Nebraska Bank	537047	25589	Aaron Daum	\$107.00	Accounts Payable
<b>Vendor</b>	<b>PO Number</b>	<b>Invoice #</b>	<b>Account Code</b>	<b>Description</b>	<b>Issue Date</b>	<b>Amount</b>
Aaron Daum		593764	01-2-026300-431-000-020	Repair JD JX75 Mower		\$107.00
<b>Sub Total</b>						<b>\$107.00</b>
<b>Voucher Number</b>	<b>Bank Name</b>	<b>Account Number</b>	<b>Check Number</b>	<b>Payee</b>	<b>Amount</b>	<b>Type</b>
July 2025 Board Warrants	State Nebraska Bank	537047	25590	ABC Mobile Storage, Inc	\$525.00	Accounts Payable
<b>Vendor</b>	<b>PO Number</b>	<b>Invoice #</b>	<b>Account Code</b>	<b>Description</b>	<b>Issue Date</b>	<b>Amount</b>
ABC Mobile Storage, Inc		77075	01-2-026100-440-001-000	July 2025 Storage rental		\$525.00
<b>Sub Total</b>						<b>\$525.00</b>
<b>Voucher Number</b>	<b>Bank Name</b>	<b>Account Number</b>	<b>Check Number</b>	<b>Payee</b>	<b>Amount</b>	<b>Type</b>
July 2025 Board Warrants	State Nebraska Bank	537047	25591	Acco Brands USA LLC	\$2,130.24	Accounts Payable
<b>Vendor</b>	<b>PO Number</b>	<b>Invoice #</b>	<b>Account Code</b>	<b>Description</b>	<b>Issue Date</b>	<b>Amount</b>
Acco Brands USA LLC	9288-2025	4730348263	01-2-011000-610-005-010	laminating film for ELC/ES t. sup.	06/11/2025	\$505.80
Acco Brands USA LLC	9288-2025	4730348263	01-2-011000-610-005-130	laminator for ES/ES furn. & fixt. sup.	06/11/2025	\$1,624.44
<b>Sub Total</b>						<b>\$2,130.24</b>
<b>Voucher Number</b>	<b>Bank Name</b>	<b>Account Number</b>	<b>Check Number</b>	<b>Payee</b>	<b>Amount</b>	<b>Type</b>
July 2025 Board Warrants	State Nebraska Bank	537047	25592	Ace Hardware & Home	\$887.35	Accounts Payable
<b>Vendor</b>	<b>PO Number</b>	<b>Invoice #</b>	<b>Account Code</b>	<b>Description</b>	<b>Issue Date</b>	<b>Amount</b>
Ace Hardware & Home		6/30/25	01-2-022300-610-000-000	Tech Supply ES-Paint and other upkeep materials		\$6.86
Ace Hardware & Home		6/30/25	01-2-026200-431-005-010	Tech Supply ES-Paint and other upkeep materials		\$880.49
<b>Sub Total</b>						<b>\$887.35</b>
<b>Voucher Number</b>	<b>Bank Name</b>	<b>Account Number</b>	<b>Check Number</b>	<b>Payee</b>	<b>Amount</b>	<b>Type</b>
July 2025 Board Warrants	State Nebraska Bank	537047	25593	Allo Communications	\$1,404.50	Accounts Payable
<b>Vendor</b>	<b>PO Number</b>	<b>Invoice #</b>	<b>Account Code</b>	<b>Description</b>	<b>Issue Date</b>	<b>Amount</b>
Allo Communications		6/24/25	01-2-011000-382-005-000	Monthly bill New Phones ELC Building		\$1,404.50
<b>Sub Total</b>						<b>\$1,404.50</b>
<b>Voucher Number</b>	<b>Bank Name</b>	<b>Account Number</b>	<b>Check Number</b>	<b>Payee</b>	<b>Amount</b>	<b>Type</b>
July 2025 Board Warrants	State Nebraska Bank	537047	25594	Amazon Capital Services	\$13,023.14	Accounts Payable
<b>Vendor</b>	<b>PO Number</b>	<b>Invoice #</b>	<b>Account Code</b>	<b>Description</b>	<b>Issue Date</b>	<b>Amount</b>
Amazon Capital Services	6634-2025	1HHYT9LF31XL 1KKQD94T4Y9J	01-2-011000-610-006-010	JH science lab sup., JH t. sup.	06/11/2025	\$329.26

Amazon Capital Services	6634-2025	1HHYT9LF31XL 1KKQD94T4Y9J	01-2-011000-610-006-070	JH science lab sup., JH t. sup.	06/11/2025	\$162.75
Amazon Capital Services	8378-2025	1LRKQYNMRV	01-2-011000-610-005-010	ES t. supply	06/13/2025	\$84.71
Amazon Capital Services	9367-2025	1PPQPCQPCRW	01-2-011000-610-006-090	JH art. supply	06/13/2025	\$169.40
Amazon Capital Services	9359-2025	11PVRTQTNLCW	01-2-021900-610-001-010	tennis balls/HS athl. equip. sup.	06/13/2025	\$81.36
Amazon Capital Services	9364-2025	1P7NVNDWLGDK	01-2-011000-610-001-010	40 graphing calculators, 30 scientific calculators/HS t. sup.	06/13/2025	\$4,833.90
Amazon Capital Services	9352-2025	1HXLNMYJPQFK	01-2-011000-610-001-070	HS science lab supply	06/13/2025	\$145.56
Amazon Capital Services	8347-2025	1FNHYVJXNL1K	01-2-022200-610-005-000	ES library supply	06/13/2025	\$33.12
Amazon Capital Services	9370-2025	1HKVFVD7P61Y	01-2-011000-610-006-120	JH tech supply	06/13/2025	\$171.05
Amazon Capital Services	8359-2025	1RM39MRYP3K3	01-2-011000-610-005-010	ES t. supply	06/13/2025	\$129.27
Amazon Capital Services	9355-2025	1FNHYVJXNF9D	01-2-011000-610-001-010	HS t. supply	06/13/2025	\$187.84
Amazon Capital Services	8329-2025	1RM39MRYWL34	01-2-011000-610-005-010	ES t. supply	06/13/2025	\$229.61
Amazon Capital Services	8332-2025	1MGTN9N7LFTV 1WFFDHQY46KG	01-2-011000-610-005-010	ES t. sup.	06/18/2025	\$462.44
Amazon Capital Services	9003-2025	1NF9VVMNPD69	01-2-011900-610-300-000	chair, portable desk/supply, prek	06/25/2025	\$149.97
Amazon Capital Services	8992-2025	14QL7F73LFVQ	01-2-011900-610-300-000	supply, prek	06/25/2025	\$324.39
Amazon Capital Services	8988-2025	14QL7F73QDHD	01-2-012003-610-001-011	HS SPED t. sup.	06/25/2025	\$174.83
Amazon Capital Services	9336-2025	1KN64KHTYP17	01-2-026200-610-000-000	hex keys/maint. sup. dist.	06/30/2025	\$17.98
Amazon Capital Services	9002-2025	1NWDY74QMDKR	01-2-012003-610-005-011	ES SPED t. sup.	06/30/2025	\$147.14
Amazon Capital Services	8991-2025	1FCKHPQNPT1X	01-2-011900-610-300-000	supply, Prek	06/30/2025	\$640.26
Amazon Capital Services	8989-2025	1V6QMYX3QRKW	01-2-012003-610-005-011	ES SPED t. sup.	06/30/2025	\$336.15
Amazon Capital Services	8384-2025	1PFHNQ4NQD1	01-2-011000-610-005-010	ES t. sup.	06/30/2025	\$57.23
Amazon Capital Services	8379-2025	1V67JVG DY9PH	01-2-011000-610-005-060	wireless speaker/ES choir	06/30/2025	\$80.74
Amazon Capital Services	8377-2025	161LH7GKP43L	01-2-011000-610-005-010	4TH GRADE ES SUPPLY	06/30/2025	\$304.15
Amazon Capital Services	8376-2025	137VW4YNP4CF	01-2-011000-610-005-010	3RD GRADE T. SUPPLY	06/30/2025	\$379.22
Amazon Capital Services	8374-2025	1NPFGGHKLGV1	01-2-011000-610-005-010	ES t. sup.	06/30/2025	\$47.46
Amazon Capital Services	8374-2025	1NPFGGHKLGV1	01-2-011000-610-005-130	ES furn./fixt. sup.	06/30/2025	\$64.81
Amazon Capital Services	8342-2025	1PWJPQ9RPDH	01-2-011000-610-005-010	ES t. sup. MAGNETIC PICTURE FRAME	06/30/2025	\$42.59
Amazon Capital Services	8320-2025	1L1WYYP6KMQ4 1TGPGRYWKCP 1LJ1XV	01-2-022200-610-005-000	ES libr. sup.	06/30/2025	\$560.50
Amazon Capital Services	9372-2025	11GF616THYD	01-2-011000-610-001-120	HS ind. tech. sup.	06/30/2025	\$72.84
Amazon Capital Services	9006-2025	1HDQY7VNG4CK 1VPMRH3Q7GXW	01-2-012003-610-005-011	ES t. sup., SPED	07/03/2025	\$696.70
Amazon Capital Services	9663-2025	19FWQCPT7JLGT	01-2-025100-610-000-000	date stamp/office supply, dist.	07/06/2025	\$9.70
Amazon Capital Services	9002B-2025	1P9QTJP7DLWP	01-2-012003-610-005-011	Phonics, Gr. 3/ES SPED t. sup.	07/07/2025	\$6.20
Amazon Capital Services	8750-2025	1X4C61M3DG6Y	01-2-011900-610-300-000	nap mats for prek/supplies-Preschool Extension Grant	07/07/2025	\$1,609.40
Amazon Capital Services	9009-2025	134HGPQLGY1C	01-2-011900-610-300-000	2 toothbrush racks/ELC sup.	07/07/2025	\$111.62
Amazon Capital Services	9337-2025	1RJKG4HGDRX	01-2-011900-610-300-000	stainless steel table w/wheels/ELC sup.	07/07/2025	\$168.99
<b>Sub Total</b>						<b>\$13,023.14</b>

Voucher Number	Bank Name	Account Number	Check Number	Payee	Amount	Type
July 2025 Board Warrants	State Nebraska Bank	537047	25595	Arbor Scientific	\$1,248.78	Accounts Payable
Vendor	PO Number	Invoice #	Account Code	Description	Issue Date	Amount
Arbor Scientific	9351-2025	492829	01-2-011000-610-006-070	JH Science Lab-Car and Ramp Lab, Physis Workshop Stand, Timer and Photogates, constant Velocity Car, Acceleration Car, Fan Cart, Forces on Incline Plane, Flying Pen, Standing Wave Kit, Introductory Energy and Motion Lab	07/07/2025	\$1,248.78
<b>Sub Total</b>						<b>\$1,248.78</b>
Voucher Number	Bank Name	Account Number	Check Number	Payee	Amount	Type
July 2025 Board Warrants	State Nebraska Bank	537047	25596	Beiermann Electric, LLC	\$1,565.76	Accounts Payable

Vendor	PO Number	Invoice #	Account Code	Description	Issue Date	Amount
Beiermann Electric, LLC		2091	01-2-026200-431-001-010	HS-3 Way switches troubleshooting rewire lights run cable for video board run cable from network closet to gym		\$1,565.76
<b>Sub Total</b>						<b>\$1,565.76</b>
Voucher Number	Bank Name	Account Number	Check Number	Payee	Amount	Type
July 2025 Board Warrants	State Nebraska Bank	537047	25597	Black Hills Energy	\$292.27	Accounts Payable
Vendor	PO Number	Invoice #	Account Code	Description	Issue Date	Amount
Black Hills Energy		June Billing	01-2-026100-621-001-000	Natural Gas		\$134.77
Black Hills Energy		June Billing	01-2-026100-621-005-000	Natural Gas		\$90.11
Black Hills Energy		June Billing	01-2-026100-621-006-000	Natural Gas		\$67.39
<b>Sub Total</b>						<b>\$292.27</b>
Voucher Number	Bank Name	Account Number	Check Number	Payee	Amount	Type
July 2025 Board Warrants	State Nebraska Bank	537047	25598	Blick Art Materials	\$474.98	Accounts Payable
Vendor	PO Number	Invoice #	Account Code	Description	Issue Date	Amount
Blick Art Materials	9286-2025	5573231	01-2-011000-610-001-010	coop order-t. supply - ES/ES SPED/ag classroom/JH/HS Coop Order Rulers 12in Paint Sticks DO a Dot Art Liqui Tex Basics Art Tissue Scissors Rulers 36 in glue dot adhesive	06/11/2025	\$35.19
Blick Art Materials	9286-2025	5573231	01-2-011000-610-001-100	coop order-t. supply - ES/ES SPED/ag classroom/JH/HS Coop Order Rulers 12in Paint Sticks DO a Dot Art Liqui Tex Basics Art Tissue Scissors Rulers 36 in glue dot adhesive	06/11/2025	\$58.32
Blick Art Materials	9286-2025	5573231	01-2-011000-610-005-010	coop order-t. supply - ES/ES SPED/ag classroom/JH/HS Coop Order Rulers 12in Paint Sticks DO a Dot Art Liqui Tex Basics Art Tissue Scissors Rulers 36 in glue dot adhesive	06/11/2025	\$350.41

Blick Art Materials	9286-2025	5573231	01-2-011000-610-006-010	coop order-t. supply - ES/ES SPED/ag classroom/JH/HS Coop Order Rulers 12in Paint Sticks DO a Dot Art Liqui Tex Basics Art Tissue Scissors Rulers 36 in glue dot adhesive	06/11/2025	\$17.60
Blick Art Materials	9286-2025	5573231	01-2-012003-610-005-011	coop order-t. supply - ES/ES SPED/ag classroom/JH/HS Coop Order Rulers 12in Paint Sticks DO a Dot Art Liqui Tex Basics Art Tissue Scissors Rulers 36 in glue dot adhesive	06/11/2025	\$13.46
<b>Sub Total</b>						<b>\$474.98</b>
<b>Voucher Number</b>	<b>Bank Name</b>	<b>Account Number</b>	<b>Check Number</b>	<b>Payee</b>	<b>Amount</b>	<b>Type</b>
July 2025 Board Warrants	State Nebraska Bank	537047	25599	Bomgaars	\$117.53	Accounts Payable
<b>Vendor</b>	<b>PO Number</b>	<b>Invoice #</b>	<b>Account Code</b>	<b>Description</b>	<b>Issue Date</b>	<b>Amount</b>
Bomgaars		6/16/2025	01-2-026200-431-005-010	Grounds, Maint Supply, ES Building Upkeep		\$81.87
Bomgaars		6/16/2025	01-2-026200-890-000-000	Grounds, Maint Supply, ES Building Upkeep		\$10.68
Bomgaars		6/16/2025	01-2-026300-610-000-000	Grounds, Maint Supply, ES Building Upkeep		\$24.98
<b>Sub Total</b>						<b>\$117.53</b>
<b>Voucher Number</b>	<b>Bank Name</b>	<b>Account Number</b>	<b>Check Number</b>	<b>Payee</b>	<b>Amount</b>	<b>Type</b>
July 2025 Board Warrants	State Nebraska Bank	537047	25600	BSN Sports, LLC	\$8,090.46	Accounts Payable
<b>Vendor</b>	<b>PO Number</b>	<b>Invoice #</b>	<b>Account Code</b>	<b>Description</b>	<b>Issue Date</b>	<b>Amount</b>
BSN Sports, LLC	9363-2025	929921295	01-2-021900-610-001-010	SB supplies/athl. equip. sup.	06/10/2025	\$1,593.50
BSN Sports, LLC	9378-2025	929906854 929914323	01-2-021900-610-001-010	HS athl. equip. sup.	06/11/2025	\$4,097.66
BSN Sports, LLC	9379-2025	929990195	01-2-021900-610-001-010	(2) 14' feather flag kits/HS athl. sup.	06/24/2025	\$738.30
BSN Sports, LLC	9660-2025	930113816	01-2-021900-610-006-010	JH FB shoulder pads, footballs/JH athl. sup.	07/01/2025	\$1,661.00
<b>Sub Total</b>						<b>\$8,090.46</b>
<b>Voucher Number</b>	<b>Bank Name</b>	<b>Account Number</b>	<b>Check Number</b>	<b>Payee</b>	<b>Amount</b>	<b>Type</b>
July 2025 Board Warrants	State Nebraska Bank	537047	25601	Bulk Bookstore	\$1,780.35	Accounts Payable
<b>Vendor</b>	<b>PO Number</b>	<b>Invoice #</b>	<b>Account Code</b>	<b>Description</b>	<b>Issue Date</b>	<b>Amount</b>
Bulk Bookstore	8375-2025	204085	01-2-011000-610-005-010	25 paperbacks/ES t. supply	06/13/2025	\$137.00
Bulk Bookstore	8345-2025	204066	01-2-011000-610-005-010	25 paperbacks/ES t. supply	06/13/2025	\$111.75
Bulk Bookstore	8357-2025	204065	01-2-011000-610-005-010	4th gr. paperback books/ES t. sup.	07/01/2025	\$1,531.60
<b>Sub Total</b>						<b>\$1,780.35</b>
<b>Voucher Number</b>	<b>Bank Name</b>	<b>Account Number</b>	<b>Check Number</b>	<b>Payee</b>	<b>Amount</b>	<b>Type</b>
July 2025 Board Warrants	State Nebraska Bank	537047	25602	Chemsearch FE	\$1,249.83	Accounts Payable
<b>Vendor</b>	<b>PO Number</b>	<b>Invoice #</b>	<b>Account Code</b>	<b>Description</b>	<b>Issue Date</b>	<b>Amount</b>
Chemsearch FE		9212491	01-2-026200-431-005-010	ES Water Treatment		\$1,249.83
<b>Sub Total</b>						<b>\$1,249.83</b>

Voucher Number	Bank Name	Account Number	Check Number	Payee	Amount	Type
July 2025 Board Warrants	State Nebraska Bank	537047	25603	City of Wayne	\$25,445.37	Accounts Payable
Vendor	PO Number	Invoice #	Account Code	Description	Issue Date	Amount
City of Wayne		5/15/25 to 6/16/25	01-2-011900-622-300-000	Utilities		\$4,405.23
City of Wayne		5/15/25 to 6/16/25	01-2-026100-410-001-000	Utilities		\$1,020.56
City of Wayne		5/15/25 to 6/16/25	01-2-026100-410-005-000	Utilities		\$1,020.56
City of Wayne		5/15/25 to 6/16/25	01-2-026100-410-006-000	Utilities		\$1,020.56
City of Wayne		INV03350	01-2-026100-621-001-010	Baseball Field Electricity		\$153.98
City of Wayne		5/15/25 to 6/16/25	01-2-026100-621-001-010	Utilities		\$5,941.50
City of Wayne		5/15/25 to 6/16/25	01-2-026100-621-005-010	Utilities		\$5,941.49
City of Wayne		5/15/25 to 6/16/25	01-2-026100-621-006-010	Utilities		\$5,941.49
<b>Sub Total</b>						<b>\$25,445.37</b>
Voucher Number	Bank Name	Account Number	Check Number	Payee	Amount	Type
July 2025 Board Warrants	State Nebraska Bank	537047	25604	Continental Alarm & Detection	\$370.00	Accounts Payable
Vendor	PO Number	Invoice #	Account Code	Description	Issue Date	Amount
Continental Alarm & Detection		326848 326823	01-2-026100-350-000-000	Remote Monitoring Services for JH/HS and Fitness Building May 1 to December 21, 2025		\$370.00
<b>Sub Total</b>						<b>\$370.00</b>
Voucher Number	Bank Name	Account Number	Check Number	Payee	Amount	Type
July 2025 Board Warrants	State Nebraska Bank	537047	25605	Curriculum Associates LLC	\$646.92	Accounts Payable
Vendor	PO Number	Invoice #	Account Code	Description	Issue Date	Amount
Curriculum Associates LLC	9000-2025	90895840	01-2-012003-610-006-011	JH SPED t. sup.	06/17/2025	\$646.92
<b>Sub Total</b>						<b>\$646.92</b>
Voucher Number	Bank Name	Account Number	Check Number	Payee	Amount	Type
July 2025 Board Warrants	State Nebraska Bank	537047	25606	Dakota Potters Supply, LLC	\$1,416.35	Accounts Payable
Vendor	PO Number	Invoice #	Account Code	Description	Issue Date	Amount
Dakota Potters Supply, LLC	9366-2025	PO 9366	01-2-011000-610-001-090	HS art supplies	06/18/2025	\$389.57
Dakota Potters Supply, LLC	9304-2025	PO 9304	01-2-011000-610-006-090	JH art supplies	06/18/2025	\$809.60
Dakota Potters Supply, LLC	9306-2025	PO 9306	01-2-011000-610-006-090	JH art supplies	06/18/2025	\$217.18
<b>Sub Total</b>						<b>\$1,416.35</b>
Voucher Number	Bank Name	Account Number	Check Number	Payee	Amount	Type
July 2025 Board Warrants	State Nebraska Bank	537047	25607	Deneil Parker	\$600.00	Accounts Payable
Vendor	PO Number	Invoice #	Account Code	Description	Issue Date	Amount
Deneil Parker	8961-2025	2024-2025	01-2-021900-320-000-010	accompanist 2024-2025	06/09/2025	\$600.00
<b>Sub Total</b>						<b>\$600.00</b>
Voucher Number	Bank Name	Account Number	Check Number	Payee	Amount	Type
July 2025 Board Warrants	State Nebraska Bank	537047	25608	Discount School Supply	\$21.24	Accounts Payable
Vendor	PO Number	Invoice #	Account Code	Description	Issue Date	Amount
Discount School Supply	8385-2025	P43462800001	01-2-011000-610-005-010	ES T. Supply Set of 24 Fly Swatter Painters	06/11/2025	\$21.24
<b>Sub Total</b>						<b>\$21.24</b>
Voucher Number	Bank Name	Account Number	Check Number	Payee	Amount	Type
July 2025 Board Warrants	State Nebraska Bank	537047	25609	Eakes Office Solutions	\$122.18	Accounts Payable

Vendor	PO Number	Invoice #	Account Code	Description	Issue Date	Amount
Eakes Office Solutions		INV659400	01-2-025100-443-000-000	Gold Fax Monthly Fee		\$40.49
Eakes Office Solutions	9380-2025	9148616-0	01-2-011000-610-000-080	staple cartridges for HS office copier/dist. copier sup.	06/05/2025	\$81.69
<b>Sub Total</b>						<b>\$122.18</b>
Voucher Number	Bank Name	Account Number	Check Number	Payee	Amount	Type
July 2025 Board Warrants	State Nebraska Bank	537047	25610	Egan Supply Co.	\$84.51	Accounts Payable
Vendor	PO Number	Invoice #	Account Code	Description	Issue Date	Amount
Egan Supply Co.	9287-2025	400296	01-2-011000-610-005-010	Coop Order-ES T. Supply Quart and Gallon Zip lock bags	06/10/2025	\$84.51
<b>Sub Total</b>						<b>\$84.51</b>
Voucher Number	Bank Name	Account Number	Check Number	Payee	Amount	Type
July 2025 Board Warrants	State Nebraska Bank	537047	25611	Electronic Contracting Company Inc.	\$384.00	Accounts Payable
Vendor	PO Number	Invoice #	Account Code	Description	Issue Date	Amount
Electronic Contracting Company Inc.		74514	01-2-026100-350-000-000	Annual Alarm Monitoring ELC 7/1/25 to 6/30/26		\$384.00
<b>Sub Total</b>						<b>\$384.00</b>
Voucher Number	Bank Name	Account Number	Check Number	Payee	Amount	Type
July 2025 Board Warrants	State Nebraska Bank	537047	25612	Elkhorn Valley Bank	\$22.00	Accounts Payable
Vendor	PO Number	Invoice #	Account Code	Description	Issue Date	Amount
Elkhorn Valley Bank		HSA Morgan Reynolds	01-2-011000-810-001-000	HSA Opening Fee Morgan Reynolds		\$22.00
<b>Sub Total</b>						<b>\$22.00</b>
Voucher Number	Bank Name	Account Number	Check Number	Payee	Amount	Type
July 2025 Board Warrants	State Nebraska Bank	537047	25613	ESU #1	\$1,033.14	Accounts Payable
Vendor	PO Number	Invoice #	Account Code	Description	Issue Date	Amount
ESU #1		012852	01-2-022300-330-000-000	LAN Manager Meeting 5/5/2025		\$25.00
ESU #1		012897	01-2-022300-330-000-000	MTSS Retreat-R. Kerby		\$883.14
ESU #1		012880	01-2-022300-330-000-000	Optimize ED Technology Training-Brenna Anderson, Pam Anderson, Paula Gemelke, Wendy Heikes, Cindy Sherman		\$125.00
<b>Sub Total</b>						<b>\$1,033.14</b>
Voucher Number	Bank Name	Account Number	Check Number	Payee	Amount	Type
July 2025 Board Warrants	State Nebraska Bank	537047	25614	Fast Pik #3	\$1,888.06	Accounts Payable
Vendor	PO Number	Invoice #	Account Code	Description	Issue Date	Amount
Fast Pik #3		7/1/2025	01-2-013000-626-001-000	Vehicle Full Bill		\$959.99
Fast Pik #3		7/1/2025	01-2-026500-626-000-000	Vehicle Full Bill		\$262.14
Fast Pik #3		7/1/2025	01-2-026500-626-000-050	Vehicle Full Bill		\$13.23
Fast Pik #3		7/1/2025	01-2-027100-626-000-010	Vehicle Full Bill		\$500.63
Fast Pik #3		7/1/2025	01-2-027120-626-000-001	Vehicle Full Bill		\$80.71
Fast Pik #3		7/1/2025	01-2-069970-626-000-002	Vehicle Full Bill		\$71.36
<b>Sub Total</b>						<b>\$1,888.06</b>
Voucher Number	Bank Name	Account Number	Check Number	Payee	Amount	Type
July 2025 Board Warrants	State Nebraska Bank	537047	25615	First Concord Benefits Group	\$100.00	Accounts Payable
Vendor	PO Number	Invoice #	Account Code	Description	Issue Date	Amount
First Concord Benefits Group		July 2025	01-2-025100-810-000-010	Monthly 125 plan Fee		\$100.00

<b>Sub Total</b>						<b>\$100.00</b>
<b>Voucher Number</b>	<b>Bank Name</b>	<b>Account Number</b>	<b>Check Number</b>	<b>Payee</b>	<b>Amount</b>	<b>Type</b>
July 2025 Board Warrants	State Nebraska Bank	537047	25616	First Student, Inc.	\$100,087.15	Accounts Payable
<b>Vendor</b>	<b>PO Number</b>	<b>Invoice #</b>	<b>Account Code</b>	<b>Description</b>	<b>Issue Date</b>	<b>Amount</b>
First Student, Inc.		11998959 12029594	01-2-027100-519-000-000	Activities from August 2024 and January 2025 Bill		\$43,418.18
First Student, Inc.		12060897	01-2-027100-519-000-000	May 2025 Bus Services		\$28,474.25
First Student, Inc.		11998959 12029594	01-2-027100-519-001-010	Activities from August 2024 and January 2025 Bill		\$14,771.02
First Student, Inc.		12060897	01-2-027100-519-001-010	May 2025 Bus Services		\$12,189.79
First Student, Inc.		11998959 12029594	01-2-027100-626-000-000	Activities from August 2024 and January 2025 Bill		\$1,032.47
First Student, Inc.		12060897	01-2-027100-626-000-000	May 2025 Bus Services		\$201.44
<b>Sub Total</b>						<b>\$100,087.15</b>
<b>Voucher Number</b>	<b>Bank Name</b>	<b>Account Number</b>	<b>Check Number</b>	<b>Payee</b>	<b>Amount</b>	<b>Type</b>
July 2025 Board Warrants	State Nebraska Bank	537047	25617	Francotyp-Postalia, Inc.	\$8,241.00	Accounts Payable
<b>Vendor</b>	<b>PO Number</b>	<b>Invoice #</b>	<b>Account Code</b>	<b>Description</b>	<b>Issue Date</b>	<b>Amount</b>
Francotyp-Postalia, Inc.		July 2025	01-2-025100-531-000-000	Postage meter load		\$8,100.00
Francotyp-Postalia, Inc.		RI106670766	01-2-025100-531-000-000	Quarterly Postage meter rental		\$141.00
<b>Sub Total</b>						<b>\$8,241.00</b>
<b>Voucher Number</b>	<b>Bank Name</b>	<b>Account Number</b>	<b>Check Number</b>	<b>Payee</b>	<b>Amount</b>	<b>Type</b>
July 2025 Board Warrants	State Nebraska Bank	537047	25618	Grossenburg Implement, Inc.	\$63.83	Accounts Payable
<b>Vendor</b>	<b>PO Number</b>	<b>Invoice #</b>	<b>Account Code</b>	<b>Description</b>	<b>Issue Date</b>	<b>Amount</b>
Grossenburg Implement, Inc.	9332-2025	1951723 1953482	01-2-026300-431-000-020	mower parts/grounds upkeep & rep., dist.	06/25/2025	\$63.83
<b>Sub Total</b>						<b>\$63.83</b>
<b>Voucher Number</b>	<b>Bank Name</b>	<b>Account Number</b>	<b>Check Number</b>	<b>Payee</b>	<b>Amount</b>	<b>Type</b>
July 2025 Board Warrants	State Nebraska Bank	537047	25619	H & B Specialized Products, Inc.	\$850.00	Accounts Payable
<b>Vendor</b>	<b>PO Number</b>	<b>Invoice #</b>	<b>Account Code</b>	<b>Description</b>	<b>Issue Date</b>	<b>Amount</b>
H & B Specialized Products, Inc.	9239-2025	34954	01-2-026200-431-001-010	(50) combinational locks for JH/HS lockers/JH-HS bldg. upkeep & rep.	07/07/2025	\$567.00
H & B Specialized Products, Inc.	9239-2025	34954	01-2-026200-431-006-010	(50) combinational locks for JH/HS lockers/JH-HS bldg. upkeep & rep.	07/07/2025	\$283.00
<b>Sub Total</b>						<b>\$850.00</b>
<b>Voucher Number</b>	<b>Bank Name</b>	<b>Account Number</b>	<b>Check Number</b>	<b>Payee</b>	<b>Amount</b>	<b>Type</b>
July 2025 Board Warrants	State Nebraska Bank	537047	25620	Hampton Inn - Kearney, NE EARTS	\$139.00	Accounts Payable
<b>Vendor</b>	<b>PO Number</b>	<b>Invoice #</b>	<b>Account Code</b>	<b>Description</b>	<b>Issue Date</b>	<b>Amount</b>
Hampton Inn - Kearney, NE EARTS		1749821655	01-2-023200-580-000-000	School Law Conference-Lenihan Lodging		\$139.00
<b>Sub Total</b>						<b>\$139.00</b>
<b>Voucher Number</b>	<b>Bank Name</b>	<b>Account Number</b>	<b>Check Number</b>	<b>Payee</b>	<b>Amount</b>	<b>Type</b>
July 2025 Board Warrants	State Nebraska Bank	537047	25621	Heartland Fire Protection	\$2,630.25	Accounts Payable
<b>Vendor</b>	<b>PO Number</b>	<b>Invoice #</b>	<b>Account Code</b>	<b>Description</b>	<b>Issue Date</b>	<b>Amount</b>
Heartland Fire Protection		117834	01-2-026200-431-000-010	Annual Fire Extinguisher Inspection		\$2,630.25
<b>Sub Total</b>						<b>\$2,630.25</b>
<b>Voucher Number</b>	<b>Bank Name</b>	<b>Account Number</b>	<b>Check Number</b>	<b>Payee</b>	<b>Amount</b>	<b>Type</b>





Voucher Number	Bank Name	Account Number	Check Number	Payee	Amount	Type
July 2025 Board Warrants	State Nebraska Bank	537047	25636	Nebraska Council Of School Administrators	\$453.00	Accounts Payable
Vendor	PO Number	Invoice #	Account Code	Description	Issue Date	Amount
Nebraska Council Of School Administrators		86967	01-2-022130-330-001-000	NCE Conference Registration (T. Rasmussen) Instructional Staff Training		\$353.00
Nebraska Council Of School Administrators		2025 Business Manager Training	01-2-025100-810-000-020	D. Stoltenberg Business Manager Training		\$100.00
<b>Sub Total</b>						<b>\$453.00</b>
Voucher Number	Bank Name	Account Number	Check Number	Payee	Amount	Type
July 2025 Board Warrants	State Nebraska Bank	537047	25637	Northeast Nebraska Insurance	\$40.00	Accounts Payable
Vendor	PO Number	Invoice #	Account Code	Description	Issue Date	Amount
Northeast Nebraska Insurance		D. Peters	01-2-025100-810-000-020	Notary Bond-D. Peters		\$40.00
<b>Sub Total</b>						<b>\$40.00</b>
Voucher Number	Bank Name	Account Number	Check Number	Payee	Amount	Type
July 2025 Board Warrants	State Nebraska Bank	537047	25638	One Office Solution	\$264.49	Accounts Payable
Vendor	PO Number	Invoice #	Account Code	Description	Issue Date	Amount
One Office Solution	9278-2025	611234-00	01-2-025100-531-000-000	USPS tracking labels for priority mail/postage, office dist.	06/25/2025	\$34.50
One Office Solution	9278B-2025	611234-01	01-2-025100-531-000-000	ink cartridge for postage meter/postage, office dist.	06/29/2025	\$229.99
<b>Sub Total</b>						<b>\$264.49</b>
Voucher Number	Bank Name	Account Number	Check Number	Payee	Amount	Type
July 2025 Board Warrants	State Nebraska Bank	537047	25639	One Source	\$192.00	Accounts Payable
Vendor	PO Number	Invoice #	Account Code	Description	Issue Date	Amount
One Source		2022182952	01-2-025700-340-000-000	June 2025 Background Checks		\$192.00
<b>Sub Total</b>						<b>\$192.00</b>
Voucher Number	Bank Name	Account Number	Check Number	Payee	Amount	Type
July 2025 Board Warrants	State Nebraska Bank	537047	25640	OTC Brands, Inc.	\$1,306.37	Accounts Payable
Vendor	PO Number	Invoice #	Account Code	Description	Issue Date	Amount
OTC Brands, Inc.	8994-2025	73753418201 73753418202	01-2-011900-610-300-000	ELC supplies	06/18/2025	\$1,306.37
<b>Sub Total</b>						<b>\$1,306.37</b>
Voucher Number	Bank Name	Account Number	Check Number	Payee	Amount	Type
July 2025 Board Warrants	State Nebraska Bank	537047	25641	Pac 'n' Save	\$11.25	Accounts Payable
Vendor	PO Number	Invoice #	Account Code	Description	Issue Date	Amount
Pac 'n' Save		7/1/05	01-2-011000-610-000-080	H2O		\$11.25
<b>Sub Total</b>						<b>\$11.25</b>
Voucher Number	Bank Name	Account Number	Check Number	Payee	Amount	Type
July 2025 Board Warrants	State Nebraska Bank	537047	25642	Parco Scientific Company	\$138.00	Accounts Payable
Vendor	PO Number	Invoice #	Account Code	Description	Issue Date	Amount
Parco Scientific Company	9289-2025	PU123696	01-2-011000-610-001-070	JH/HS science lab sup.	06/26/2025	\$92.00
Parco Scientific Company	9289-2025	PU123696	01-2-011000-610-006-070	JH/HS science lab sup.	06/26/2025	\$46.00
<b>Sub Total</b>						<b>\$138.00</b>
Voucher Number	Bank Name	Account Number	Check Number	Payee	Amount	Type

July 2025 Board Warrants	State Nebraska Bank	537047	25643	Percussion Source/West Music	\$1,136.14	Accounts Payable
<b>Vendor</b>	<b>PO Number</b>	<b>Invoice #</b>	<b>Account Code</b>	<b>Description</b>	<b>Issue Date</b>	<b>Amount</b>
Percussion Source/West Music	8382-2025	SI250117 SI25328	01-2-011000-610-005-060	ES Music: Woodblock with Mallet Triangle Cowbell with mallet	07/01/2025	\$86.45
Percussion Source/West Music	8391-2025	SI2533221 SI2531176 SI2531617 SI	01-2-011000-610-001-110	HS band instrument sup HS Band Supply-Mallets, Marching, Bass Felt Stick Corpmstr Hardimon Stand Conga WHeels Carrier Belt with Pad	07/08/2025	\$1,049.69
<b>Sub Total</b>						<b>\$1,136.14</b>
<b>Voucher Number</b>	<b>Bank Name</b>	<b>Account Number</b>	<b>Check Number</b>	<b>Payee</b>	<b>Amount</b>	<b>Type</b>
July 2025 Board Warrants	State Nebraska Bank	537047	25644	Perry Law Firm	\$777.60	Accounts Payable
<b>Vendor</b>	<b>PO Number</b>	<b>Invoice #</b>	<b>Account Code</b>	<b>Description</b>	<b>Issue Date</b>	<b>Amount</b>
Perry Law Firm		6/20/2025	01-2-023300-317-000-000	Legal Services 5/26/25 to 6/5/25		\$777.60
<b>Sub Total</b>						<b>\$777.60</b>
<b>Voucher Number</b>	<b>Bank Name</b>	<b>Account Number</b>	<b>Check Number</b>	<b>Payee</b>	<b>Amount</b>	<b>Type</b>
July 2025 Board Warrants	State Nebraska Bank	537047	25645	Peters, Diane R	\$32.50	Accounts Payable
<b>Vendor</b>	<b>PO Number</b>	<b>Invoice #</b>	<b>Account Code</b>	<b>Description</b>	<b>Issue Date</b>	<b>Amount</b>
Peters, Diane R		6/23/2025	01-2-025100-810-000-020	D. Peters Notary Renewal Fee		\$32.50
<b>Sub Total</b>						<b>\$32.50</b>
<b>Voucher Number</b>	<b>Bank Name</b>	<b>Account Number</b>	<b>Check Number</b>	<b>Payee</b>	<b>Amount</b>	<b>Type</b>
July 2025 Board Warrants	State Nebraska Bank	537047	25646	Plunkett's/Varment Guard	\$271.65	Accounts Payable
<b>Vendor</b>	<b>PO Number</b>	<b>Invoice #</b>	<b>Account Code</b>	<b>Description</b>	<b>Issue Date</b>	<b>Amount</b>
Plunkett's/Varment Guard		9223774	01-2-026200-431-000-010	Monthly Pest Control		\$271.65
<b>Sub Total</b>						<b>\$271.65</b>
<b>Voucher Number</b>	<b>Bank Name</b>	<b>Account Number</b>	<b>Check Number</b>	<b>Payee</b>	<b>Amount</b>	<b>Type</b>
July 2025 Board Warrants	State Nebraska Bank	537047	25647	Popplers Music, Inc.	\$316.45	Accounts Payable
<b>Vendor</b>	<b>PO Number</b>	<b>Invoice #</b>	<b>Account Code</b>	<b>Description</b>	<b>Issue Date</b>	<b>Amount</b>
Popplers Music, Inc.	8962-2025	3056901	01-2-011000-610-001-060	All-State 2025 Music/HS choir music	06/17/2025	\$316.45
<b>Sub Total</b>						<b>\$316.45</b>
<b>Voucher Number</b>	<b>Bank Name</b>	<b>Account Number</b>	<b>Check Number</b>	<b>Payee</b>	<b>Amount</b>	<b>Type</b>
July 2025 Board Warrants	State Nebraska Bank	537047	25648	Power Spelling, Inc.	\$770.00	Accounts Payable
<b>Vendor</b>	<b>PO Number</b>	<b>Invoice #</b>	<b>Account Code</b>	<b>Description</b>	<b>Issue Date</b>	<b>Amount</b>
Power Spelling, Inc.	8366-2025	1825	01-2-011000-643-005-000	Power Spelling subscription/ES web-based t. sup.	06/05/2025	\$770.00
<b>Sub Total</b>						<b>\$770.00</b>
<b>Voucher Number</b>	<b>Bank Name</b>	<b>Account Number</b>	<b>Check Number</b>	<b>Payee</b>	<b>Amount</b>	<b>Type</b>
July 2025 Board Warrants	State Nebraska Bank	537047	25649	PowerSchool Group, LLC	\$6,715.59	Accounts Payable
<b>Vendor</b>	<b>PO Number</b>	<b>Invoice #</b>	<b>Account Code</b>	<b>Description</b>	<b>Issue Date</b>	<b>Amount</b>
PowerSchool Group, LLC		INV455228	01-2-022300-643-000-000			\$6,715.59
<b>Sub Total</b>						<b>\$6,715.59</b>
<b>Voucher Number</b>	<b>Bank Name</b>	<b>Account Number</b>	<b>Check Number</b>	<b>Payee</b>	<b>Amount</b>	<b>Type</b>

July 2025 Board Warrants	State Nebraska Bank	537047	25650	Providence Medical Center	\$1,165.00	Accounts Payable
<b>Vendor</b>	<b>PO Number</b>	<b>Invoice #</b>	<b>Account Code</b>	<b>Description</b>	<b>Issue Date</b>	<b>Amount</b>
Providence Medical Center		5007405	01-2-021610-340-000-001	PT/OT Services		\$727.50
Providence Medical Center		5007405	01-2-021710-340-000-001	PT/OT Services		\$437.50
<b>Sub Total</b>						<b>\$1,165.00</b>
<b>Voucher Number</b>	<b>Bank Name</b>	<b>Account Number</b>	<b>Check Number</b>	<b>Payee</b>	<b>Amount</b>	<b>Type</b>
July 2025 Board Warrants	State Nebraska Bank	537047	25651	Quality 1 Graphics & Signs	\$48.00	Accounts Payable
<b>Vendor</b>	<b>PO Number</b>	<b>Invoice #</b>	<b>Account Code</b>	<b>Description</b>	<b>Issue Date</b>	<b>Amount</b>
Quality 1 Graphics & Signs		5242	01-2-026200-610-000-000	Lettering for doors		\$48.00
<b>Sub Total</b>						<b>\$48.00</b>
<b>Voucher Number</b>	<b>Bank Name</b>	<b>Account Number</b>	<b>Check Number</b>	<b>Payee</b>	<b>Amount</b>	<b>Type</b>
July 2025 Board Warrants	State Nebraska Bank	537047	25652	Rasmussen Mechanical Services	\$1,394.93	Accounts Payable
<b>Vendor</b>	<b>PO Number</b>	<b>Invoice #</b>	<b>Account Code</b>	<b>Description</b>	<b>Issue Date</b>	<b>Amount</b>
Rasmussen Mechanical Services		SRV122944	01-2-026400-431-005-000	Service on ES HVAC 5/6 and 5/14 2025		\$1,394.93
<b>Sub Total</b>						<b>\$1,394.93</b>
<b>Voucher Number</b>	<b>Bank Name</b>	<b>Account Number</b>	<b>Check Number</b>	<b>Payee</b>	<b>Amount</b>	<b>Type</b>
July 2025 Board Warrants	State Nebraska Bank	537047	25653	Really Good Stuff, LLC	\$124.10	Accounts Payable
<b>Vendor</b>	<b>PO Number</b>	<b>Invoice #</b>	<b>Account Code</b>	<b>Description</b>	<b>Issue Date</b>	<b>Amount</b>
Really Good Stuff, LLC	8370-2025	8901236	01-2-011000-610-005-010	ES t. sup. 25-26 DBL Side Calendar-Prmry Regions of USA Journals	07/08/2025	\$124.10
<b>Sub Total</b>						<b>\$124.10</b>
<b>Voucher Number</b>	<b>Bank Name</b>	<b>Account Number</b>	<b>Check Number</b>	<b>Payee</b>	<b>Amount</b>	<b>Type</b>
July 2025 Board Warrants	State Nebraska Bank	537047	25654	Riddell All American Sports Corp.	\$6,930.90	Accounts Payable
<b>Vendor</b>	<b>PO Number</b>	<b>Invoice #</b>	<b>Account Code</b>	<b>Description</b>	<b>Issue Date</b>	<b>Amount</b>
Riddell All American Sports Corp.	9384-2025	60537953	01-2-021900-610-001-010	9 should pads, 8 helmets/HS athletic equip. sup.	06/11/2025	\$5,182.95
Riddell All American Sports Corp.	9609-2025	952348128	01-2-021900-610-006-010	(11) JH FB helmets/JH athl. sup.	06/30/2025	\$1,747.95
<b>Sub Total</b>						<b>\$6,930.90</b>
<b>Voucher Number</b>	<b>Bank Name</b>	<b>Account Number</b>	<b>Check Number</b>	<b>Payee</b>	<b>Amount</b>	<b>Type</b>
July 2025 Board Warrants	State Nebraska Bank	537047	25655	Rochester 100 Inc.	\$936.00	Accounts Payable
<b>Vendor</b>	<b>PO Number</b>	<b>Invoice #</b>	<b>Account Code</b>	<b>Description</b>	<b>Issue Date</b>	<b>Amount</b>
Rochester 100 Inc.	8323-2025	97915	01-2-011000-610-005-010	communication folders/ES t. sup.	06/11/2025	\$936.00
<b>Sub Total</b>						<b>\$936.00</b>
<b>Voucher Number</b>	<b>Bank Name</b>	<b>Account Number</b>	<b>Check Number</b>	<b>Payee</b>	<b>Amount</b>	<b>Type</b>
July 2025 Board Warrants	State Nebraska Bank	537047	25656	S.D. 17 Activity Fund	\$57.58	Accounts Payable
<b>Vendor</b>	<b>PO Number</b>	<b>Invoice #</b>	<b>Account Code</b>	<b>Description</b>	<b>Issue Date</b>	<b>Amount</b>
S.D. 17 Activity Fund		Drivers Ed	01-2-013000-431-001-000	Reimb Wiper Blades for Dr. ED Car		\$57.58
<b>Sub Total</b>						<b>\$57.58</b>
<b>Voucher Number</b>	<b>Bank Name</b>	<b>Account Number</b>	<b>Check Number</b>	<b>Payee</b>	<b>Amount</b>	<b>Type</b>
July 2025 Board Warrants	State Nebraska Bank	537047	25657	S2 Roll Offs LLC	\$1,170.00	Accounts Payable
<b>Vendor</b>	<b>PO Number</b>	<b>Invoice #</b>	<b>Account Code</b>	<b>Description</b>	<b>Issue Date</b>	<b>Amount</b>
S2 Roll Offs LLC		330332 336711	01-2-026200-410-000-010	July 2025/August 2025 Trash Service		\$1,170.00

<b>Sub Total</b>						<b>\$1,170.00</b>
<b>Voucher Number</b>	<b>Bank Name</b>	<b>Account Number</b>	<b>Check Number</b>	<b>Payee</b>	<b>Amount</b>	<b>Type</b>
July 2025 Board Warrants	State Nebraska Bank	537047	25658	Scholastic Library Publishing	\$1,525.00	Accounts Payable
<b>Vendor</b>	<b>PO Number</b>	<b>Invoice #</b>	<b>Account Code</b>	<b>Description</b>	<b>Issue Date</b>	<b>Amount</b>
Scholastic Library Publishing	8324-2025	73338066	01-2-011000-643-005-000	BookFix subscription renewal/ES t. sup. web based	06/11/2025	\$1,525.00
<b>Sub Total</b>						<b>\$1,525.00</b>
<b>Voucher Number</b>	<b>Bank Name</b>	<b>Account Number</b>	<b>Check Number</b>	<b>Payee</b>	<b>Amount</b>	<b>Type</b>
July 2025 Board Warrants	State Nebraska Bank	537047	25659	School Outfitters	\$202.18	Accounts Payable
<b>Vendor</b>	<b>PO Number</b>	<b>Invoice #</b>	<b>Account Code</b>	<b>Description</b>	<b>Issue Date</b>	<b>Amount</b>
School Outfitters	8364-2025	14286240	01-2-011000-610-005-010	ES t. supply	06/12/2025	\$202.18
<b>Sub Total</b>						<b>\$202.18</b>
<b>Voucher Number</b>	<b>Bank Name</b>	<b>Account Number</b>	<b>Check Number</b>	<b>Payee</b>	<b>Amount</b>	<b>Type</b>
July 2025 Board Warrants	State Nebraska Bank	537047	25660	School Specialty, LLC	\$1,713.56	Accounts Payable
<b>Vendor</b>	<b>PO Number</b>	<b>Invoice #</b>	<b>Account Code</b>	<b>Description</b>	<b>Issue Date</b>	<b>Amount</b>
School Specialty, LLC	8349-2025	308104710669	01-2-011000-610-005-010	ES. T Supply: Stickers, Wiggle Eyes Inkpad for kids Stamp pad Elmers Glue Mather Pattern Blocks	07/08/2025	\$213.40
School Specialty, LLC	8336-2025	208135754736	01-2-011000-610-005-010	ES T.Supply: Holiday Pencils, Sheet Protector, Dry Erase Pen, Modeling Clay	07/08/2025	\$229.45
School Specialty, LLC	9284-2025	308104704538	01-2-011000-610-001-010	coop order/ELC sup, ES/JH/HS t. sup., ES SPED t. sup., ES/HS libr. sup.	07/08/2025	\$122.82
School Specialty, LLC	9284-2025	308104704538	01-2-011000-610-005-010	coop order/ELC sup, ES/JH/HS t. sup., ES SPED t. sup., ES/HS libr. sup.	07/08/2025	\$1,007.34
School Specialty, LLC	9284-2025	308104704538	01-2-011000-610-006-010	coop order/ELC sup, ES/JH/HS t. sup., ES SPED t. sup., ES/HS libr. sup.	07/08/2025	\$20.77
School Specialty, LLC	9284-2025	308104704538	01-2-011900-610-300-000	coop order/ELC sup, ES/JH/HS t. sup., ES SPED t. sup., ES/HS libr. sup.	07/08/2025	\$18.95
School Specialty, LLC	9284-2025	308104704538	01-2-012003-610-005-011	coop order/ELC sup, ES/JH/HS t. sup., ES SPED t. sup., ES/HS libr. sup.	07/08/2025	\$85.05
School Specialty, LLC	9284-2025	308104704538	01-2-022200-610-001-000	coop order/ELC sup, ES/JH/HS t. sup., ES SPED t. sup., ES/HS libr. sup.	07/08/2025	\$5.26
School Specialty, LLC	9284-2025	308104704538	01-2-022200-610-005-000	coop order/ELC sup, ES/JH/HS t. sup., ES SPED t. sup., ES/HS libr. sup.	07/08/2025	\$10.52
<b>Sub Total</b>						<b>\$1,713.56</b>
<b>Voucher Number</b>	<b>Bank Name</b>	<b>Account Number</b>	<b>Check Number</b>	<b>Payee</b>	<b>Amount</b>	<b>Type</b>
July 2025 Board Warrants	State Nebraska Bank	537047	25661	Security Shredding Services	\$40.00	Accounts Payable
<b>Vendor</b>	<b>PO Number</b>	<b>Invoice #</b>	<b>Account Code</b>	<b>Description</b>	<b>Issue Date</b>	<b>Amount</b>
Security Shredding Services		23228	01-2-025100-310-000-020	Shredding 6/4/25		\$40.00
<b>Sub Total</b>						<b>\$40.00</b>
<b>Voucher Number</b>	<b>Bank Name</b>	<b>Account Number</b>	<b>Check Number</b>	<b>Payee</b>	<b>Amount</b>	<b>Type</b>
July 2025 Board Warrants	State Nebraska Bank	537047	25662	Securly, Inc.	\$1,435.00	Accounts Payable
<b>Vendor</b>	<b>PO Number</b>	<b>Invoice #</b>	<b>Account Code</b>	<b>Description</b>	<b>Issue Date</b>	<b>Amount</b>
Securly, Inc.	9610-2025	139693	01-2-011000-643-006-000	digital hall pass/JH t. sup., web-based	06/23/2025	\$1,435.00
<b>Sub Total</b>						<b>\$1,435.00</b>
<b>Voucher Number</b>	<b>Bank Name</b>	<b>Account Number</b>	<b>Check Number</b>	<b>Payee</b>	<b>Amount</b>	<b>Type</b>
July 2025 Board Warrants	State Nebraska Bank	537047	25663	Silver Silo Design + Print	\$565.00	Accounts Payable
<b>Vendor</b>	<b>PO Number</b>	<b>Invoice #</b>	<b>Account Code</b>	<b>Description</b>	<b>Issue Date</b>	<b>Amount</b>

Silver Silo Design + Print		1006	01-2-021900-890-001-000	Graduation Programs		\$565.00
<b>Sub Total</b>						<b>\$565.00</b>
<b>Voucher Number</b>	<b>Bank Name</b>	<b>Account Number</b>	<b>Check Number</b>	<b>Payee</b>	<b>Amount</b>	<b>Type</b>
July 2025 Board Warrants	State Nebraska Bank	537047	25664	Staples	\$10,780.70	Accounts Payable
<b>Vendor</b>	<b>PO Number</b>	<b>Invoice #</b>	<b>Account Code</b>	<b>Description</b>	<b>Issue Date</b>	<b>Amount</b>
Staples	9533-2025	6030411986	01-2-011000-610-001-080	Annual paper buy-ES/JH/HS	07/08/2025	\$3,773.24
Staples	9533-2025	6030411986	01-2-011000-610-005-080	Annual paper buy-ES/JH/HS	07/08/2025	\$5,390.35
Staples	9533-2025	6030411986	01-2-011000-610-006-080	Annual paper buy-ES/JH/HS	07/08/2025	\$1,617.11
<b>Sub Total</b>						<b>\$10,780.70</b>
<b>Voucher Number</b>	<b>Bank Name</b>	<b>Account Number</b>	<b>Check Number</b>	<b>Payee</b>	<b>Amount</b>	<b>Type</b>
July 2025 Board Warrants	State Nebraska Bank	537047	25665	Sterling Computers	\$67,388.00	Accounts Payable
<b>Vendor</b>	<b>PO Number</b>	<b>Invoice #</b>	<b>Account Code</b>	<b>Description</b>	<b>Issue Date</b>	<b>Amount</b>
Sterling Computers	9275-2025	0209365	01-2-022300-650-001-010	200 Dell Chromebooks, licenses for Gr. 7 & 9/JH-HS tech hardware sup.	06/11/2025	\$33,694.00
Sterling Computers	9275-2025	0209365	01-2-022300-650-006-010	200 Dell Chromebooks, licenses for Gr. 7 & 9/JH-HS tech hardware sup.	06/11/2025	\$33,694.00
<b>Sub Total</b>						<b>\$67,388.00</b>
<b>Voucher Number</b>	<b>Bank Name</b>	<b>Account Number</b>	<b>Check Number</b>	<b>Payee</b>	<b>Amount</b>	<b>Type</b>
July 2025 Board Warrants	State Nebraska Bank	537047	25666	Super Duper Publications	\$106.95	Accounts Payable
<b>Vendor</b>	<b>PO Number</b>	<b>Invoice #</b>	<b>Account Code</b>	<b>Description</b>	<b>Issue Date</b>	<b>Amount</b>
Super Duper Publications	8387-2025	2990939A	01-2-012003-610-005-121	portable therapy center/ES SPED furn. & fixt. sup.	06/11/2025	\$106.95
<b>Sub Total</b>						<b>\$106.95</b>
<b>Voucher Number</b>	<b>Bank Name</b>	<b>Account Number</b>	<b>Check Number</b>	<b>Payee</b>	<b>Amount</b>	<b>Type</b>
July 2025 Board Warrants	State Nebraska Bank	537047	25667	Supreme School Supply Co.	\$69.76	Accounts Payable
<b>Vendor</b>	<b>PO Number</b>	<b>Invoice #</b>	<b>Account Code</b>	<b>Description</b>	<b>Issue Date</b>	<b>Amount</b>
Supreme School Supply Co.	9381-2025	190410	01-2-025100-610-000-000	(4) Activity Fund receipt books/supply, office dist.	06/10/2025	\$69.76
<b>Sub Total</b>						<b>\$69.76</b>
<b>Voucher Number</b>	<b>Bank Name</b>	<b>Account Number</b>	<b>Check Number</b>	<b>Payee</b>	<b>Amount</b>	<b>Type</b>
July 2025 Board Warrants	State Nebraska Bank	537047	25668	Teacher Direct	\$751.76	Accounts Payable
<b>Vendor</b>	<b>PO Number</b>	<b>Invoice #</b>	<b>Account Code</b>	<b>Description</b>	<b>Issue Date</b>	<b>Amount</b>
Teacher Direct	8362-2025	2025/02526	01-2-011000-610-005-010	ES T. Supply: Pink Eraser Command Adhesives Magnetic Dots Core Decor Doodle Swirl EZ Border Loop De Loop Border Fadeless Paper Roll blue and black	06/11/2025	\$122.26
Teacher Direct	8386-2025	2025/02583	01-2-011000-610-005-010	ES t. supply	06/13/2025	\$629.50
<b>Sub Total</b>						<b>\$751.76</b>
<b>Voucher Number</b>	<b>Bank Name</b>	<b>Account Number</b>	<b>Check Number</b>	<b>Payee</b>	<b>Amount</b>	<b>Type</b>
July 2025 Board Warrants	State Nebraska Bank	537047	25669	The Prophet Corp DBA Gopher	\$1,453.79	Accounts Payable
<b>Vendor</b>	<b>PO Number</b>	<b>Invoice #</b>	<b>Account Code</b>	<b>Description</b>	<b>Issue Date</b>	<b>Amount</b>
The Prophet Corp DBA Gopher	9365-2025	451296	01-2-011000-610-001-000	HS P.E. supply	06/13/2025	\$1,453.79
<b>Sub Total</b>						<b>\$1,453.79</b>

Voucher Number	Bank Name	Account Number	Check Number	Payee	Amount	Type
July 2025 Board Warrants	State Nebraska Bank	537047	25670	TK Elevator Corporation	\$691.98	Accounts Payable
Vendor	PO Number	Invoice #	Account Code	Description	Issue Date	Amount
TK Elevator Corporation		38707728	01-2-012003-350-000-001	Elevator Maint.		\$691.98
<b>Sub Total</b>						<b>\$691.98</b>
Voucher Number	Bank Name	Account Number	Check Number	Payee	Amount	Type
July 2025 Board Warrants	State Nebraska Bank	537047	25671	U.S. Bank	\$2,728.23	Accounts Payable
Vendor	PO Number	Invoice #	Account Code	Description	Issue Date	Amount
U.S. Bank		6/25/2025	01-2-011000-610-001-010	Credit Card Bill		\$178.00
U.S. Bank		6/25/2025	01-2-011000-610-001-120	Credit Card Bill		\$458.92
U.S. Bank		6/25/2025	01-2-011000-610-005-060	Credit Card Bill		\$415.88
U.S. Bank		6/25/2025	01-2-011000-640-001-000	Credit Card Bill		\$186.98
U.S. Bank		6/25/2025	01-2-011900-610-300-000	Credit Card Bill		\$158.45
U.S. Bank		6/25/2025	01-2-021300-580-000-000	Credit Card Bill		\$65.38
U.S. Bank		6/25/2025	01-2-021900-610-001-010	Credit Card Bill		\$68.28
U.S. Bank		6/25/2025	01-2-023200-580-000-000	Credit Card Bill		\$181.34
U.S. Bank		6/25/2025	01-2-026200-431-005-010	Credit Card Bill		\$140.00
U.S. Bank		6/25/2025	01-2-026300-431-000-020	Credit Card Bill		\$875.00
<b>Sub Total</b>						<b>\$2,728.23</b>
Voucher Number	Bank Name	Account Number	Check Number	Payee	Amount	Type
July 2025 Board Warrants	State Nebraska Bank	537047	25672	Unlimited Landscaping	\$8,169.75	Accounts Payable
Vendor	PO Number	Invoice #	Account Code	Description	Issue Date	Amount
Unlimited Landscaping		6/21/2025	01-2-026300-431-001-020	JH/HS Landscaping		\$5,446.50
Unlimited Landscaping		6/21/2025	01-2-026300-431-006-020	JH/HS Landscaping		\$2,723.25
<b>Sub Total</b>						<b>\$8,169.75</b>
Voucher Number	Bank Name	Account Number	Check Number	Payee	Amount	Type
July 2025 Board Warrants	State Nebraska Bank	537047	25673	US Cellular	\$83.98	Accounts Payable
Vendor	PO Number	Invoice #	Account Code	Description	Issue Date	Amount
US Cellular		0737852100	01-2-025100-382-000-000	Maint. Cellphone		\$83.98
<b>Sub Total</b>						<b>\$83.98</b>
Voucher Number	Bank Name	Account Number	Check Number	Payee	Amount	Type
July 2025 Board Warrants	State Nebraska Bank	537047	25674	Waste Connections of Nebraska Inc.	\$1,328.80	Accounts Payable
Vendor	PO Number	Invoice #	Account Code	Description	Issue Date	Amount
Waste Connections of Nebraska Inc.		4183937T052	01-2-026200-410-000-010	Disposal and Hauling		\$1,328.80
<b>Sub Total</b>						<b>\$1,328.80</b>
Voucher Number	Bank Name	Account Number	Check Number	Payee	Amount	Type
July 2025 Board Warrants	State Nebraska Bank	537047	25675	Wayne Auto Parts Inc.	\$21.42	Accounts Payable
Vendor	PO Number	Invoice #	Account Code	Description	Issue Date	Amount
Wayne Auto Parts Inc.	9618-2025	299458	01-2-026300-431-000-020	belts for mowers/grounds upkeep, dist.	07/07/2025	\$21.42
<b>Sub Total</b>						<b>\$21.42</b>
Voucher Number	Bank Name	Account Number	Check Number	Payee	Amount	Type
July 2025 Board Warrants	State Nebraska Bank	537047	25676	Wayne City Transit	\$13.50	Accounts Payable

Vendor	PO Number	Invoice #	Account Code	Description	Issue Date	Amount
Wayne City Transit		May Transit	01-2-027100-519-005-000	ES bussing		\$13.50
<b>Sub Total</b>						<b>\$13.50</b>
<b>Voucher Number</b>	<b>Bank Name</b>	<b>Account Number</b>	<b>Check Number</b>	<b>Payee</b>	<b>Amount</b>	<b>Type</b>
July 2025 Board Warrants	State Nebraska Bank	537047	25677	Wayne County Ag Society	\$125.00	Accounts Payable
Vendor	PO Number	Invoice #	Account Code	Description	Issue Date	Amount
Wayne County Ag Society		6/1/2025	01-2-023100-540-000-000			\$125.00
<b>Sub Total</b>						<b>\$125.00</b>
<b>Voucher Number</b>	<b>Bank Name</b>	<b>Account Number</b>	<b>Check Number</b>	<b>Payee</b>	<b>Amount</b>	<b>Type</b>
July 2025 Board Warrants	State Nebraska Bank	537047	25678	Wayne Herald	\$870.24	Accounts Payable
Vendor	PO Number	Invoice #	Account Code	Description	Issue Date	Amount
Wayne Herald		6/30/25	01-2-023100-540-000-000	Advertising: HS Secretary Kitchen Help Meeting Notice Proceedings SPED Files		\$870.24
<b>Sub Total</b>						<b>\$870.24</b>
<b>Voucher Number</b>	<b>Bank Name</b>	<b>Account Number</b>	<b>Check Number</b>	<b>Payee</b>	<b>Amount</b>	<b>Type</b>
July 2025 Board Warrants	State Nebraska Bank	537047	25679	Wayne State College	\$30,000.00	Accounts Payable
Vendor	PO Number	Invoice #	Account Code	Description	Issue Date	Amount
Wayne State College		7/1/25	01-2-021900-440-000-000	25/26 WSC facilities lease		\$30,000.00
<b>Sub Total</b>						<b>\$30,000.00</b>
<b>Voucher Number</b>	<b>Bank Name</b>	<b>Account Number</b>	<b>Check Number</b>	<b>Payee</b>	<b>Amount</b>	<b>Type</b>
July 2025 Board Warrants	State Nebraska Bank	537047	25680	Wilson Language Training Corp.	\$466.56	Accounts Payable
Vendor	PO Number	Invoice #	Account Code	Description	Issue Date	Amount
Wilson Language Training Corp.	9001-2025	102881	01-2-012003-610-006-011	portfolios & assessments/JH SPED t. supply	06/16/2025	\$466.56
<b>Sub Total</b>						<b>\$466.56</b>
<b>Voucher Number</b>	<b>Bank Name</b>	<b>Account Number</b>	<b>Check Number</b>	<b>Payee</b>	<b>Amount</b>	<b>Type</b>
July 2025 Board Warrants	State Nebraska Bank	537047	25681	Winners' Circle	\$47.30	Accounts Payable
Vendor	PO Number	Invoice #	Account Code	Description	Issue Date	Amount
Winners' Circle		57352	01-2-021900-890-001-000	Valedictorian/salutatorian plaques with engraved plates		\$47.30
<b>Sub Total</b>						<b>\$47.30</b>
<b>Voucher Number</b>	<b>Bank Name</b>	<b>Account Number</b>	<b>Check Number</b>	<b>Payee</b>	<b>Amount</b>	<b>Type</b>
July 2025 Board Warrants	State Nebraska Bank	537047	25682	Wragge, Abby	\$203.00	Accounts Payable
Vendor	PO Number	Invoice #	Account Code	Description	Issue Date	Amount
Wragge, Abby		May 2025 Conference	01-2-021300-580-000-000	Conference for School Nurse May 2025		\$203.00
<b>Sub Total</b>						<b>\$203.00</b>
<b>Voucher Number</b>	<b>Bank Name</b>	<b>Account Number</b>	<b>Check Number</b>	<b>Payee</b>	<b>Amount</b>	<b>Type</b>
LF-06112025	State Nebraska Bank	540978	5893	Cash-Wa Distributing	\$4,836.36	Accounts Payable
Vendor	PO Number	Invoice #	Account Code	Description	Issue Date	Amount
Cash-Wa Distributing		6/1/2025	06-2-031000-610-000-000	supply, SN		\$118.30
Cash-Wa Distributing		6/1/2025	06-2-031000-630-000-000	food, SN		\$4,718.06

<b>Sub Total</b>						<b>\$4,836.36</b>
<b>Voucher Number</b>	<b>Bank Name</b>	<b>Account Number</b>	<b>Check Number</b>	<b>Payee</b>	<b>Amount</b>	<b>Type</b>
LF-06112025	State Nebraska Bank	540978	5894	DBA Kemps - LeMars	\$2,889.68	Accounts Payable
<b>Vendor</b>	<b>PO Number</b>	<b>Invoice #</b>	<b>Account Code</b>	<b>Description</b>	<b>Issue Date</b>	<b>Amount</b>
DBA Kemps - LeMars		5/25/25	06-2-031000-630-000-000	food, SN		\$2,889.68
<b>Sub Total</b>						<b>\$2,889.68</b>
<b>Voucher Number</b>	<b>Bank Name</b>	<b>Account Number</b>	<b>Check Number</b>	<b>Payee</b>	<b>Amount</b>	<b>Type</b>
LF-06112025	State Nebraska Bank	540978	5895	Earthgrains Baking Companies, Inc.	\$534.75	Accounts Payable
<b>Vendor</b>	<b>PO Number</b>	<b>Invoice #</b>	<b>Account Code</b>	<b>Description</b>	<b>Issue Date</b>	<b>Amount</b>
Earthgrains Baking Companies, Inc.		5/25	06-2-031000-630-000-000	food, SN		\$534.75
<b>Sub Total</b>						<b>\$534.75</b>
<b>Voucher Number</b>	<b>Bank Name</b>	<b>Account Number</b>	<b>Check Number</b>	<b>Payee</b>	<b>Amount</b>	<b>Type</b>
LF-06112025	State Nebraska Bank	540978	5896	Hobart Sales And Service	\$1,143.00	Accounts Payable
<b>Vendor</b>	<b>PO Number</b>	<b>Invoice #</b>	<b>Account Code</b>	<b>Description</b>	<b>Issue Date</b>	<b>Amount</b>
Hobart Sales And Service		OC-105512/105510/105463/105464	06-2-031000-350-000-000	equipment inspections/rep. & maint., SN		\$1,143.00
<b>Sub Total</b>						<b>\$1,143.00</b>
<b>Voucher Number</b>	<b>Bank Name</b>	<b>Account Number</b>	<b>Check Number</b>	<b>Payee</b>	<b>Amount</b>	<b>Type</b>
LF-06112025	State Nebraska Bank	540978	5897	Main Street Garage, LLC	\$250.60	Accounts Payable
<b>Vendor</b>	<b>PO Number</b>	<b>Invoice #</b>	<b>Account Code</b>	<b>Description</b>	<b>Issue Date</b>	<b>Amount</b>
Main Street Garage, LLC		19537, 19538	06-2-031000-350-000-000	oil changes, inspections on 2022 Ford Transit & 2003 Ford E-350/rep. & maint. SN		\$250.60
<b>Sub Total</b>						<b>\$250.60</b>
<b>Voucher Number</b>	<b>Bank Name</b>	<b>Account Number</b>	<b>Check Number</b>	<b>Payee</b>	<b>Amount</b>	<b>Type</b>
LF-06112025	State Nebraska Bank	540978	5898	Major Refrigeration Co., Inc.	\$551.77	Accounts Payable
<b>Vendor</b>	<b>PO Number</b>	<b>Invoice #</b>	<b>Account Code</b>	<b>Description</b>	<b>Issue Date</b>	<b>Amount</b>
Major Refrigeration Co., Inc.		D5259	06-2-031000-350-000-000	seasonal service on condensers/rep. & maint., SN		\$551.77
<b>Sub Total</b>						<b>\$551.77</b>
<b>Voucher Number</b>	<b>Bank Name</b>	<b>Account Number</b>	<b>Check Number</b>	<b>Payee</b>	<b>Amount</b>	<b>Type</b>
LF-06112025	State Nebraska Bank	540978	5899	Pac 'n' Save	\$34.76	Accounts Payable
<b>Vendor</b>	<b>PO Number</b>	<b>Invoice #</b>	<b>Account Code</b>	<b>Description</b>	<b>Issue Date</b>	<b>Amount</b>
Pac 'n' Save		6/1/2025	06-2-031000-610-000-000	supply, SN		\$22.62
Pac 'n' Save		6/1/2025	06-2-031000-630-000-000	food, SN		\$12.14
<b>Sub Total</b>						<b>\$34.76</b>
<b>Voucher Number</b>	<b>Bank Name</b>	<b>Account Number</b>	<b>Check Number</b>	<b>Payee</b>	<b>Amount</b>	<b>Type</b>
LF-06112025	State Nebraska Bank	540978	5900	Sysco	\$5,661.67	Accounts Payable
<b>Vendor</b>	<b>PO Number</b>	<b>Invoice #</b>	<b>Account Code</b>	<b>Description</b>	<b>Issue Date</b>	<b>Amount</b>
Sysco		06/01/2025	06-2-031000-610-000-000	supply, SN		\$44.22
Sysco		06/01/2025	06-2-031000-630-000-000	food, SN		\$5,617.45
<b>Sub Total</b>						<b>\$5,661.67</b>
<b>Voucher Number</b>	<b>Bank Name</b>	<b>Account Number</b>	<b>Check Number</b>	<b>Payee</b>	<b>Amount</b>	<b>Type</b>
LF-06112025	State Nebraska Bank	540978	5901	Tiedtke, Teresa	\$273.45	Accounts Payable

Vendor	PO Number	Invoice #	Account Code	Description	Issue Date	Amount
Tiedtke, Teresa		6/2025	06-2-031000-580-000-000	mileage/meals-Child Nutrition Training Academy @ UNL, June 2-6, 2025		\$273.45
<b>Sub Total</b>						<b>\$273.45</b>
Voucher Number	Bank Name	Account Number	Check Number	Payee	Amount	Type
LF-06112025	State Nebraska Bank	540978	5902	Vestis	\$558.28	Accounts Payable
Vendor	PO Number	Invoice #	Account Code	Description	Issue Date	Amount
Vestis		5/31/2025	06-2-031000-610-000-000	supply, SN		\$558.28
<b>Sub Total</b>						<b>\$558.28</b>
<b>Grand Total</b>						<b>\$1,147,790.93</b>

# Wayne Public Schools

## Cash Summary Report July 2025

Fund	Description	Beginning Balance	Revenue	Expenditure	Other	Ending Balance	Encumbrances	Liabilities	Available
01	General Fund	\$8,018,314.34	\$1,008,016.95	(\$1,163,063.13)	\$0.00	\$7,863,268.16	(\$122,344.36)	(\$56.17)	\$7,740,867.63
02	Depreciation Fund	\$211,789.94	\$665.71	(\$13,020.00)	\$0.00	\$199,435.65	\$0.00	\$0.00	\$199,435.65
03	Employee Benefit Fund	\$12,122.00	\$38.97	\$0.00	\$0.00	\$12,160.97	\$0.00	\$1,391.07	\$13,552.04
05	Activity Fund	\$270,749.22	\$43,564.09	(\$36,096.24)	\$0.00	\$278,217.70	\$0.00	\$0.00	\$278,217.07
06	School Nutrition Fund	\$53,601.85	\$39,235.62	(\$37,519.23)	\$0.00	\$55,318.24	\$0.00	\$0.00	\$55,318.24
07	Bond Fund	\$979,499.67	\$69,661.27	\$0.00	\$0.00	\$1,049,160.94	\$0.00	\$0.00	\$1,049,160.94
08	Special Building Fund	\$4,082,320.39	\$41,512.61	(\$463,301.25)	\$0.00	\$3,660,531.75	\$0.00	\$0.00	\$3,660,531.75
09	Qualified Capital Fund	\$567,023.89	\$16,062.17	\$0.00	\$0.00	\$583,086.06	\$0.00	\$0.00	\$583,086.06
<b>Sub Total</b>		<b>\$14,158,197.71</b>	<b>\$1,175,193.30</b>	<b>(\$1,676,903.61)</b>	<b>\$0.00</b>	<b>\$13,656,487.40</b>	<b>(\$122,344.36)</b>	<b>\$1,334.90</b>	<b>\$13,535,477.94</b>

BDB: \$24439.09

FHT: \$1292.84

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Ernest B. Perry (1876-1962)  
Arthur E. Perry (1910-1982)  
R.R. Perry (1917-1999)  
Edwin C. Perry (1931-2012)

## MEMORANDUM

To: Dr. Bill Heimann, ESU 1 Administrator  
From: Justin Knight, Perry Law Firm  
Date: June 2, 2025  
RE: 2025 School District Annual Policy Service Update

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The Legislature has adjourned after their 90-day session. This Memo covers the policy updates as a result of this past session, as well as legislation passed in prior sessions.

### A. REQUIRED POLICY UPDATES

**1. Policies 1200, 4003, and 5401 (and accompanying forms)** – AM 1617 to LB 150 updates Nebraska’s Fair Employment Practice Act to add “military or veteran status” as a protected class. As a result, our nondiscrimination policies have been updated to add this new protected class.

In addition, with the changes in federal guidance under the new presidential administration, some of the “hard” deadlines in these policies can be relaxed to give greater flexibility for internal investigations.

**2. Policies 3131 (“Procurement Plan”) & 3132 (“Internal Controls”)** – Several bidding references were updated in the federal regulations governing grants and federal audit requirements. These policies have been updated to reflect these changes, as well as adding a new preference for veteran-owned businesses that was added to 2 C.F.R. § 200.321.

**3. Policy 3410 (“Safe Driving Record Standard for Drivers”)** – NDE Rule 91 requires a medical exam for drivers of small vehicles (vans and cars with 10 passengers or less) when driving routes, but not for activities-only drivers. In other words, a small vehicle driver of a regular pick-up/drop-off route must have a medical exam; but a coach that drives a small vehicle only to activities does not. This requirement has created confusion in situations involving unexpected driving situations, part-time or temporary drivers, and the like. Policy 3410 has been updated to clarify Rule 91’s requirements.

It is also worth noting that the U.S. Department of Transportation has proposed revised regulations that would change the background and testing requirements, so there may be more policy updates on this topic next year.

**4. Policy 4009 (“Drug and Substance Use and Abuse”)** – Updates in federal driving requirements (relating to alcohol and drug reporting to the federal Clearinghouse) require adding language to this policy for bus drivers.

In addition, in light of these changes, Form A (accompanying Policy 4009) needs to be updated. However, Forms C and D can be rescinded since they are no longer necessary.

**5. Policy 5001 (“Admission”)** – LB 143 tweaked the student admission statutes for military families. Neb. Rev. Stat. § 79-215 now requires a school to provisionally enroll a student if the student’s family resides on a federally owned facility within the District. We have updated Policy 5001 to make this clearer.

**6. Policy 5101 (“Student Discipline”)** – There are three main changes to this Policy:

A. New Dress Code: Two years ago, LB 298 imposed a new dress code policy requirement. However, an analysis of the text of this new statutory mandate shows how contradictory and convoluted the statutory directives appear to encompass. For one, Neb. Rev. Stat. 79-2,158 dictates that each school have a policy that “is consistent with” a model policy adopted by the State Board of Education. Yet, the same statutory provision states that a District “may include any other procedures and provisions that the school board deems appropriate,” which suggests that the model policy is more of a sample than a prescription. In addition, 79-2,158(2) outlines three specific components of each *school’s* required policy, which further suggests that the State Board’s model policy is to be more of an example (otherwise the Legislature would have specified that the model policy itself must include those three items). Still, 79-2,159(4) lists that the State Board’s model policy “may” develop a health and safety standard within the model dress code. That same provision requires the State Board to include detailed steps that administrators must take in “health and safety” situations (including obtaining parental consent before requiring a student to change clothes), despite the “health and safety” provision being optional. In fairness to the State Board of Education (who was given this unfunded mandate by the Legislature), it is unsurprising that these inconsistencies within statute have led to significant confusion and anxiety among school administrators across the state.

With all of this confusion in mind, we have updated the “dress code” component of our Student Discipline Act to try and keep the required changes as straightforward as possible, while complying with the law’s dictates that a school dress code cannot be used to discriminate against any student.

We have also attached the State Board’s model policy in case your district would like to adopt the State Board’s model policy.

This new dress code policy must be adopted by July 1, 2025.

B. Cell Phones. LB 140 requires all schools to adopt a “cell phone” policy before the beginning of the 2025-2026 school year. (The new, required policy is listed as Policy 6113.) Policy 5101 has been updated to clearly reference the new cell phone law and student disciplinary consequences.

C. Added Language About “Deep Fakes.” Finally, in light of the increase in “deep fakes,” this Policy has been updated to add language that students can be disciplined for deep fake images of students or staff. As noted below, LB 383 criminalizes “deep fakes” in certain situations, but having clear language in board policy can help school administrators better address concerns within the school setting.

7. **Policy 5004 (“Full-time and Part-time Enrollment”)** – LB 306 updates the part-time enrollment statutes to provide more options for non-public schools to participate in extracurricular activities. LB 306’s language is subject to differing interpretations, especially after the Legislature changed the part-time statutes to address these same concerns two years ago. School administrators will need to familiarize themselves with these new rules before the 2025-2026 school year.

8. **Policy 5103 (“Extracurricular Activity Discipline”)** – For the same reasons listed in the changes to Policy 5101, the reference to dress code violations have been removed.

9. **Policy 5201 (“Promotion and Retention”) and (New) Policy 5201x (“Request to Repeat Grade Form”)** – Last year, the Legislature adopted a new law (§ 79-2,161) that allows parents to require their student to repeat a grade if the student qualifies under the statutory criteria. To apply to repeat a grade, a parent must submit a form prescribed by NDE. We have updated the new statutory reference to Policy 5201 and added that form as Policy 5201x.

10. **Policy 5202z (Notification of Rights Under FERPA)** – Within the past year, the U.S. Department of Education issued a “Model Notice” to update parents’ rights under FERPA. To remain consistent with DOE’s guidance, we have updated this Policy.

11. **Policy 5301 (“Association Activities”)** – LB 89 requires each school board to adopt a policy designating each school-sponsored interscholastic athletic team or sport as either biologically male, female, or co-ed. The bill does not require each sport or team listed in the Policy. In turn, we added language to Policy 5301 to authorize the Superintendent to make the required designations.

12. **Policy 5414 (“Identification of Learners with High Ability”)** – We realized this Policy may no longer be accurate or current with your district’s practices. As a result, we revised the Policy to give school administrators more discretion in developing criteria to identify high-ability learners.

**13. (New) Policy 5507 (“Foster Care Student Transportation”)** – NDE audits have frequently requested information about the District’s foster care transportation. The Every Student Succeeds Act only requires a school district to have “procedures” (not requiring board approval). However, given the confusion and ease of having a formal board policy in these audits, we have prepared Policy 5507 to memorialize a school district’s foster care transportation requirements.

**14. (New) Policy 6113 (“Electronic Communication Devices and Cell Phones”)** – For the same reasons listed in the changes to Policy 5101, LB 140’s cell phone requirements have been added to this new policy.

**15. Policy 6400 (“Parental/Community Involvement in Schools”)** – Last year, the Legislature passed LB 71 to, in part, update Nebraska’s parental involvement statutes. Policy 6400 has been updated to reflect these changes. Note that LB 71 requires the updated Parental Involvement to be approved by July 1, 2025, and posted to the school’s website by August 1, 2025.

Further, LB 428 (passed this year) requires additional revisions to Policy 6400. LB 428 adds new requirements for school-issued surveys, including the rights of parents to review and/or opt their student out of “sensitive” surveys. Depending on what types of surveys your district administers, this update may need to be carefully examined before the beginning of the 2025-2026 school year.

**16. (New) Policy 6931 (“Behavioral Intervention and Classroom Management”)** – Two years ago, the Legislature passed LB 1329 which, in part, required each school to adopt a policy on “behavioral intervention, behavioral management, classroom management, and removal of a student from a classroom in school.” The Legislature directed the State Board of Education to develop a “model policy” reflecting the new policy’s requirements. By August 1, 2025, each school must adopt a policy “consistent with or comparable to the model policy.” This policy will now be a requirement for accreditation by NDE. To ensure compliance with this new accreditation requirement, our Policy 6931 largely mirrors the State Board’s model policy.

## **B. POLICY RESCISSIONS**

**1. Policy 5001 Forms (“Summary of the School Immunization Rules and Regulations”)** – This Form has led to confusion and headaches for schools that have not kept this current. To avoid further confusion and consternation, we recommend rescinding this form in your Policy Manual.

**2. Policy 6410 (“Combined District and School Title I Parent and Family Engagement Policy”)** – The US Department of Education informed NDE that Title I involvement policies need to be more specifically tailored to each school district, instead of incorporated as a general policy. As such, NDE has recommended that schools rescind their Title I Involvement

Policy and, instead, complete the template available on their website: <https://www.education.ne.gov/federalprograms/title-i-a-educationally-disadvantaged/#TitleIParentandFamilyengagement>

Of note, the Title I engagement “policy” does not need to be Board approved (despite being called a “policy”) under the Every Student Succeeds Act.

### C. OPTIONAL POLICY AND/OR HANDBOOK UPDATES

1. **Policy 3241 (“Emergency Response Mapping”)** – Last year, schools that adopted an Emergency Response Mapping Policy were eligible to apply for safety and security grant funds. If your district was not approved for grant funds and no longer want an Emergency Response Mapping Policy on file, you could rescind Policy 3241 this summer.

### D. OTHER CONSIDERATIONS

1. **Title IX Procedures** – In light of the constant changes to the Title IX Regulations, we recommended last year to rescind any Board-approved procedures. Instead, we recommended a policy that delegated the Superintendent the authority to develop procedures consistent with Title IX. If you have not done so, we would strongly recommend it. A copy of those procedures is attached. The procedures also need to be posted on the school’s website.

2. **Veteran’s Preference** – LB 144 (passed this session without an emergency clause) will update Nebraska’s veteran’s preference laws. In particular, LB 144 adds the spouse of a veteran who “was killed in the line of duty or died due to his or her military service” as a person who qualifies for a veteran’s preference. This update is a good reminder to review your district’s application forms to ensure that the school’s job applications state that positions are “subject to a veteran’s preference,” per Neb. Rev. Stat. § 48-227(3).

3. **Paid Sick Leave Initiative** – Last November, the voters approved Initiative 436, which requires an increase in employer-provided paid sick leave. However, the Initiative exempted political subdivisions from the paid sick leave requirements. Therefore, there are no required changes to any school’s paid sick leave benefits.

4. **Nebraska’s Minimum Wage Increase.** Similar to the Paid Sick Leave Initiative, Nebraska’s recent Minimum Wage Increase Initiative does not apply to political subdivisions, so school districts are not legally required to follow the increases in the State’s minimum wage rates.

**5. Medical Marijuana Initiative.** Nebraska voters also approved the Medical Marijuana Initiative last November. LB 677 would have added specific statutory requirements for medical marijuana in schools, but LB 677 did not advance. Thus, we will need to work over the summer months to prepare for medical marijuana requests by staff, students, and community members on school grounds and at school activities.

**6. New Open Meetings Act Poster.** LB 521 “cleaned up” language within the Open Meetings Act. The changes to the Open Meetings Act are largely technical and do not require any policy updates. With that being said, each board is required to have a current copy of the Open Meetings Act posted during all board meetings. The bill has an emergency clause so each board will need to update their Open Meetings Act posters this summer.

**7. Forthcoming Update on Bidding Threshold.** This year, the State Board of Education will update the bidding threshold for construction, remodeling, or repair projects. This update will result in a future policy update.

**8. Changes to NPERS –** Two main bills changed different aspects of the Retirement System: LB’s 295 and 645. None of these require policy changes but are worth noting.

a. LB 295 largely makes technical changes to the retirement statutes. However, LB 295 makes some substantive changes that your business managers will want to follow any new procedures implemented by NPERS.

b. LB 645 will adjust both the employer, employee, and state retirement contribution percentages on an annual basis, depending on the state retirement plan’s funding ratio. When the plan is well-funded, contribution percentages will decrease. But when the plan needs additional funding, contributions will increase. This change will likely have a significant impact on negotiations moving forward, given that teachers’ retirement deductions will now fluctuate from year-to-year. We will provide more information on this change in the fall for your negotiations preparations.

**9. LB 383 –** LB 383 passed this session that adopts two main statutory frameworks: (1) criminalizing “deep fakes” and (2) generally requiring parental consent for a minor to create or maintain a social media account. To date, some County Attorneys have been reluctant to prosecute instances of “deep fakes,” so LB 383 establishes clear statutory authority for criminal charges moving forward. In addition, it remains to be seen how social media companies will respond to LB 383 in Nebraska, though your school’s technology coordinator will want to keep a close eye on any forthcoming changes.

**10. Computer Science and Technology** – Years ago, the Legislature adopted computer science and technology curriculum requirements. These requirements will begin to take effect during the 2025-2026 school year. Most (if not all) schools already incorporate technology into the curriculum, so this change may not be significant. However, next year (2027-2028), graduates must have completed a five-credit hour computer science course. These requirements can be found at Neb. Rev. Stat. 79-3304.

**11. LB 390 (Library Directory)** – LB 390 (passed this year) will require all school districts to adopt a policy requiring a catalog of all books in school libraries and allow parents the option of being notified when their student checks out a book. However, this policy does not need to be adopted until the beginning of the 2026-2027 school year, so we will wait to distribute a library catalog policy until next summer.

**12. School Psychologist Interstate Licensure Company** – The Legislature adopted the Interstate Compact to allow greater flexibility in licensed school psychologists to work in Nebraska schools. This does not require any policy updates but may be of interest to those schools looking to hire a school psychologist from a different state.

**13. New Anaphylaxis Policy Requirement** – LB 457 requires DHHS and NDE to the develop a model policy “for the prevention of anaphylaxis and during a medical emergency resulting from anaphylaxis.” This policy needs to be adopted by July 1, 2026. Since we do not have the model policy, we will wait until next summer to send the required anaphylaxis policy.

**14. Forthcoming NDE Rule 15 Changes** – The State Board of Education has not made substantive changes to NDE Rules over the past year, at least changes that require policy updates. The State Board is considering changes to NDE Rule 15 (English Language Learners) that might require policy updates next year, depending on the final version of Rule 15.

**15. NSAA Coaching Change.** Last year, the NSAA voted to change its bylaws. Previously, coaches were required to meet a certification requirement to coach NSAA activities. Now, NSAA Bylaw 2.12 waives the certification requirement. Moving forward, each school is responsible for vetting their coaches. Some districts have a policy requiring background checks on all hires (including coaches). This may be a discussion within your district on how you plan to handle evaluating coaching hires and positions.

As always, please let us know if you have any questions or concerns.

Community RelationsPersonnel - All Employees and StudentsAnti-discriminationA. **Elimination of Discrimination.**

The policy of ~~[Name]~~ PublicWayne Community Schools is to not discriminate on the basis of sex, disability, race (including skin color, hair texture and protective hairstyles), color, religion, military or veteran status, national or ethnic origin, age, marital status, pregnancy, childbirth or related medical condition, sexual orientation or gender identity, or other protected status, in admission or access to, or treatment with regard to employment or with regard to its programs and activities.

~~[Name]~~ PublicWayne Community Schools and its staff shall comply with all state and federal laws prohibiting discrimination. The Board of ~~[Name]~~ PublicWayne Community Schools intends to take any necessary measures to assure compliance with such laws against any prohibited form of discrimination and directs its staff to take all actions necessary to meet this objective.

The Superintendent shall be the Coordinator for anti-discrimination laws (including the Americans with Disabilities Act of 1990 (ADA), and Section 504 of the Rehabilitation Act of 1973 (Section 504)) and complaints or concerns involving discrimination or compliance with those laws should be addressed to said Coordinator.

B. **Preventing Harassment and Discrimination of Employees and Students.**

1. **Purpose:** ~~[Name]~~ PublicWayne Community Schools is committed to offering employment and educational opportunity to its employees and students based on ability and performance in a climate free of discrimination. Accordingly, unlawful discrimination or harassment of any kind by administrators, teachers, co-workers or other persons is prohibited. In addition, ~~[Name]~~ PublicWayne Community Schools will try to protect employees or students from reported discrimination or harassment by non-employees or others in the work place and educational environment.

For purposes of this policy, discrimination or harassment based on a person's sex, disability, race (including skin color, hair texture and protective hairstyles), color, religion, military or veteran status, national or ethnic origin, age, marital status, pregnancy, childbirth or related medical condition, sexual orientation or gender identity, or other protected status, is prohibited. The following are general definitions of what might constitute prohibited harassment.

a. In general, ethnic or racial slurs or other verbal or physical conduct relating to a person's sex, disability, race (including skin color, hair texture and protective

hairstyles), color, religion, [military or](#) veteran status, national or ethnic origin, age, marital status, pregnancy, childbirth or related medical condition, sexual orientation or gender identity, or other protected status, constitutes harassment when they unreasonably interfere with the person's work performance or create an intimidating work, instructional or educational environment.

- b. Age harassment is a form of age discrimination. It can consist of demeaning jokes, insults or intimidation based on a person's age.
- c. Sexual harassment is a form of sex discrimination. It can consist of unwelcome sexual advances, requests for sexual favors, or physical or verbal conduct of a sexual nature by supervisors or others in the work place, classroom or educational environment.

Sexual harassment may exist when:

- (a) Supervisors or managers make submission to such conduct either an explicit or implicit term and condition of employment (including hiring, compensation, promotion, or retention);
- (b) Submission to or rejection of such conduct is used by supervisors or managers as a basis for employment related decisions such as promotion, performance evaluation, pay adjustment, discipline, work assignment, etc.
- (c) The conduct has the purpose or effect of unreasonably interfering with an individual's work or educational performance or creating an intimidating, hostile, or offensive working, class room or educational environment.

Sexual harassment may include explicit sexual propositions, sexual innuendo, suggestive comments, sexually oriented "kidding" or "teasing", "practical jokes", jokes about gender-specific traits, foul or obscene language or gestures, displays of foul or obscene printed or visual material, and physical contact, such as patting, pinching or brushing against another's body.

## 2. **Procedures:**

- a. Employees or students should initially report all instances of suspected discrimination or harassment to their immediate supervisor or teacher. However, if the employee or student is uncomfortable in presenting the problem to the supervisor or teacher, or if the supervisor or teacher is the problem, the employee or student is encouraged to go to the next level of supervision.
- b. If the report is not satisfactorily resolved within ten calendar days, or if the discrimination or harassment continues, the complaint should be reported to the Superintendent of [\[Name\] PublicWayne Community Schools](#).

- c. If a satisfactory arrangement cannot be obtained through the Superintendent, the complaint may be sent to the Board of Education.
- d. The person to whom the complaint is made is to thoroughly investigate the complaint and work with the person filing the complaint to seek an appropriate resolution so the discrimination or harassment can be remedied and put to an end.
- e. Complaints of discrimination or harassment will be treated with the utmost confidence, consistent with resolution of the problem.
- f. Based on the results of the investigation, appropriate corrective action may be taken.
- g. Under no circumstances will a supervisor or a teacher or the Board threaten or retaliate against a person for alleging discrimination or harassment.

Legal Reference: Title VI, 42 U.S.C. Sec. 2000d, Title VII, 42 U.S.C. Sec. 2000e, Title IX; 20 U.S.C. Sec. 1681, and the Nebraska Fair Employment Practices Act, Neb. Rev. Stat. Sec. 48-1101 et seq.  
Age Discrimination in Employment Act (ADEA), the Older Workers Benefit Protection Act (OWBPA), 29 U.S.C. Sec. 621 et seq., and the Nebraska Age Discrimination in Employment Act, Neb. Rev. Stat. Sec. 48-1001 et seq.;

Americans with Disabilities Act (ADA), 42 U.S.C. Sec. 12101 et seq.  
Section 504 of the Rehabilitation Act of 1973 (Section 504)  
Pregnancy Discrimination Act, 42 U.S.C. Sec. 2000e(k)  
Uniform Service Employment and Reemployment Rights Act (USERRA), 38 U.S.C. Sec. 4301 et seq.  
Neb. Rev. Stat. Sec. 79-2,115, et seq

Date of Adoption: ~~Insert Date~~ July 12, 2021

Date of Revision: July 14, 2025

## Business Operations

### Procurement Plan – School Food Authorities

The following procurement policy statement shall govern all purchasing activities that relate to any aspect of the National School Lunch and Breakfast Programs. This statement is meant to provide guidance to our personnel and vendors on acceptable and/or required procurement practices. Our goal is to fully implement all required and recommended procurement rules, regulations and policies set forth in 2 CFR 200, 7 CFR parts 210, 3016 and 3019, and by the State Agency.

### **Procurement Policy**

The purchasing procedure to be followed shall be determined by the anticipated total annual expenditure on items related to the food service program:

- When the annual total for food service program related items is less than \$250,000 (~~small purchases~~simplified acquisition-threshold) per procurement event or in aggregate purchases this organization will follow the informal ~~Small Purchases~~simplified acquisition threshold pPcedures.
- When the annual total for food service program related items is greater than \$250,000 (~~small purchases~~simplified acquisition -threshold) per year per procurement event or in aggregate purchases this organization will follow the Formal Competitive Solicitation Procedures.

### Micro-Purchase Procedures

Micro-Purchases may be used for single purchases under \$10,000 made with a vendor [2 CFR 200.320(a)].

Prices will be reviewed for reasonableness [2 CFR 200.320(a)].

Purchases will be spread equitably among all qualified sources [2 CFR 200.320(a)].

### Small Purchase~~Simplified Acquisition~~ Threshold Procedures

For purchases made below the ~~small purchases~~simplified acquisition –threshold, ~~Small Purchases~~simplified acquisition threshold pPcedures will be utilized to purchase necessary goods and services. When ~~Small Purchases~~simplified acquisition threshold pPcedures are used, this organization will take the following steps:

1. Contact a reasonable number of qualified vendors.
2. Write specifications for goods and services.
3. Document each vendor's quoted price. (ex. log sheet)
3. Select the company that provides the lowest, most responsive, and responsible bid.
4. Document supplier who was awarded the quote.
5. Manage orders by confirming product and prices match quotes.

### Formal Competitive Solicitation Procedures

For purchases made in excess of the ~~small-purchases~~simplified acquisition -threshold, a Formal Competitive Solicitation will be conducted. When Formal Competitive Solicitation Procedures are used, this organization will take the following steps:

1. Prepare an Invitation for Bid (“IFB”) or Request for Proposal (“RFP”) document specifically addressing the items to be procured
  - a. Include detailed specifications
  - b. Ensure price will be most heavily weighted
2. Publicly announce and advertise the bid/proposal at least 21 calendar days prior to bid opening
  - a. Announcements will include the date, time and location in which bids will be opened
3. Determine the most responsive and responsible bid/proposal by using the selection criteria set forth in the bid/proposal document
  - a. Responsible bidders will be those whose bid/proposal conform to all of the terms, conditions and requirements of the IFB/RFP
  - b. Responsible bidders will be those who are capable of performing successfully under the terms and conditions of the contract.
4. Award the contract
  - a. To the most responsive and responsible bidder based on the criteria set forth in the IFB/RFP
  - b. At least two weeks before program operations begin
  - c. If a protest is received, it must be handled in accordance with 7 CFR 210.21
5. Retain all records pertaining to the formal competitive bid process for a period of five years plus the current year

(Note: If the ~~small-purchases~~simplified acquisition -threshold established in the sponsor’s procurement policy statement is less than \$250,000, the smaller bid threshold will govern.)

### Procurement Summary

This organization incorporates the following elements into the Procurement Policy Statement, as required by 2 CFR 200 and 7 CFR parts 210, 3016 and 3019.

- A. Competition: We shall demonstrate our goods and services are procured in an openly competitive manner. Competition will not be unreasonably restricted. [7 CFR 210.21(c)(1)] [2 CFR Part 200.319(a)(1-7)]
- B. Comparability: We recognize for true competition to take place, we must maintain reasonable product specifications to adequately describe the products to be purchased and the volume of planned purchases based upon pre-planned menu cycles. [2 CFR 200.319(a)(6)]

- C. Documentation: We shall maintain for the current year and the preceding three years all significant materials that will serve to document our policies and procedures. [2 CFR 200.318(i)]
- D. Code of Conduct: This program shall be governed by the attached Code of Conduct and it shall apply to all personnel, employees, directors, agents, officers, volunteers or any person(s) acting in any capacity concerning the food service procurement program. [2 CFR 200.318(c)(1)]
- E. Contract Administration: Purchases shall be checked or verified by designated staff to assure that all goods and services are received and prices verified. All invoices and receipts shall be signed, dated, and maintained in the documentation file. [2 CFR Part 200.318(b)]
- G. General Requirements:
1. Small, minority, veteran-owned, and women's businesses enterprises and labor surplus firms are used when possible. [2 CFR 200.321]
  2. Ensure compliance with the Buy American Provision when purchasing food 7 CRF 210.21(d).
  3. A cost or price analysis in connection with every procurement action in excess of the Small Purchases simplified acquisition -~~t~~Threshold including contract modifications. [2 CFR 200.323(a)]
  4. Documented Procurement Procedures and activities will be maintained. [2 CFR 200.318(a)]
- H. Duties of Food Service Supervisor:
1. Plan the goods or services needed for the school food service program for the school year based on planned menus through needs assessment, forecasting and budgeting.
  2. Develop written specifications for food/supplies needed. Include details such as descriptions and product requirements (e.g. packaging, weight, pack size, etc.) for needed goods or services.
  3. Compare product specifications among all vendors/contractors. Information for prices obtained from grocery stores, farmer's markets, etc.
  4. Make procurement awards based on the lowest and best vendor's response as determined by quality, availability, service, and price.
  5. Place and confirm orders with vendors or make plans to purchase the required items.
  6. To make procurement awards based on the lowest and best vendor's response as determined by quality, availability, service and price.
  7. To work with vendors on a fair and equal basis.
  8. To conduct an in-house procurement review once per year.

Date of Adoption: ~~{Insert Date}~~ August 12, 2019

| Date of Revision: July 14, 2025

Business OperationsInternal Controls

The District will develop and maintain internal control procedures as required by law and in accordance with sound fiscal monitoring practices that will ensure appropriate oversight of state and federal funds. The following internal control procedures will be utilized for all federal grants:

Generally: If the District receives federal awards, grants, or other funds, the District will:

- (a) Establish and maintain effective internal control over the federal award that provides reasonable assurance that the District manages the federal award in compliance with federal statutes, regulations, and the terms and conditions of the federal award. The District will endeavor to develop and maintain these internal controls consistent with the “Standards for Internal Control in the Federal Government” issued by the Comptroller General of the United States or the “Internal Control Integrated Framework” issued by the Committee of Sponsoring Organizations of the Treadway Commission (COSO);
- (b) Comply with the U.S. Constitution, federal statutes, regulations, and the terms and conditions of the federal award;
- (c) Evaluate and monitor the District's compliance with statutes, regulations and the terms and conditions of federal award;
- (d) Take prompt action when instances of noncompliance are identified including noncompliance identified in audit findings; and
- (e) Take reasonable measures to safeguard protected personally identifiable information and other information the federal awarding agency, or pass-through entity, designates as “sensitive” or the District considers sensitive, consistent with applicable federal, state, and local laws regarding privacy and responsibility over confidentiality.

Legal Reference: 2 C.F.R. § 200.303.

Management requirements: The District will manage equipment (including replacement equipment), whether acquired in whole or in part under a federal award, until the District disposes of such equipment. The District will, as a minimum, meet the following requirements:

- 1) Maintain property records of the equipment (including equipment description, serial number or other identification number, source of funding, acquisition date, and the like);
- 2) Maintain a physical inventory procedure, with an inventory occurring at a minimum of every two (2) years;
- 3) Implement a Control System procedure;

- 4) Continue to develop and implement adequate maintenance procedures for the equipment;
- 5) Continue to develop and implement sales procedures for the equipment; and
- 6) Continue to develop and implement disposition procedure for the equipment.

Legal Reference: 2 C.F.R. §§ 200.313 & 200.33.

Procurement: The District will use its own documented procurement procedures which reflect applicable State, local, and tribal laws and regulations, provided that the procurements conform to applicable Federal law and the requirement standards imposed by law, including:

- 1) A procedure for micro-purchases (Under \$10,000);
- 2) A procedure for ~~small purchases~~ simplified acquisition thresholds (between \$10,000 to \$250,000);
- 3) A procedure for sealed bids;
- 4) A procedure for competitive proposals; and
- 5) A procedure for noncompetitive bids.

Legal Reference: 2 C.F.R. §§ 200.317 through 200.326.

Cross-Reference: Policies 3130 & 3131.

Record Retention: Financial records, supporting documents, statistical records, and all other related records pertinent to a federal award will be retained for a period of three (3) years from the date of submission of the final expenditure report or, for Federal awards that are renewed quarterly or annually, from the date of the submission of the quarterly or annual financial report, respectively, as reported to the federal awarding agency or pass-through entity in the case of a sub-recipient.

For all other records, the District will retain such records for the length of time as required by law.  
Legal Reference: 2 C.F.R. § 200.333.

Suspension and Debarment: The District will not contract with any entity or individual who has been debarred, suspended, or otherwise excluded from or ineligible for participation in federal assistance programs or activities. Before entering into a contract regarding a federal award, the District will verify that a vendor has not been debarred, suspended or otherwise excluded, and the District will maintain a copy of said verification.

Legal Reference: 2 C.F.R. § 200.213.

Financial Management: The District will maintain financial management systems to account for the federal funds, including records documenting compliance with federal statutes, regulations, and the terms and conditions of the federal award. These records will be sufficient to permit the District to prepare reports required by general and program-specific terms and conditions; and the tracing of funds to a level of expenditures adequate to establish that such funds have been used according to the Federal statutes, regulations, and the terms and conditions of the Federal award. The financial management system will provide for the following:

- 1) Identifying all of the federal awards received and expended and the federal programs under which they were received;

- 2) Ensuring that accurate, current, and complete disclosure of the financial results of each federal award or program are maintained in accordance with reporting requirements;
- 3) Identifying adequately the source and application of funds for federally-funded activities;
- 4) Ensuring effective controls over and accountability for all funds, property, and other assets;
- 5) Comparing actual expenditures with budget amounts for each federal award;
- 6) Ensuring payments of federal funds are made in accordance with applicable law, including 2 CFR § 200.305; and
- 7) Determining the allowability of costs in accordance with applicable law and the conditions of the federal award.

Legal Reference: 2 C.F.R. § 200.302.

Program Income: The District will consult with the federal awarding agency and refer to the applicable law and federal program terms and conditions to determine how to account for, deduct and otherwise handle income from federal programs.

Legal Reference: 2 C.F.R. § 200.307.

Cost Sharing or Matching: For all federal awards, any shared costs or matching funds and all contributions, including cash and ~~third-party~~ third-party in-kind contributions, must be accepted as part of the District's cost sharing or matching, when such contributions meet all of the following criteria:

- 1) Are verifiable from the District's records;
- 2) Are not included as contributions for any other Federal award;
- 3) Are necessary and reasonable for accomplishment of project or program objectives;
- 4) Are allowable under the applicable Cost Principles requirements;
- 5) Are not paid by the Federal Government under another Federal award, except where the federal statute authorizing a program specifically provides that Federal funds made available for such program can be applied to matching or cost sharing requirements of other Federal programs;
- 6) Are provided for in the approved budget when required by the federal awarding agency; and
- 7) Conform to other provisions of the law or terms and conditions of the federal award, as applicable.

Legal Reference: 2 C.F.R. § 200.306.

Compensation: Compensation for personal services includes all remuneration for services of employees rendered during the period of performance under the federal award, including, but not limited to wages, salaries, and fringe benefits. Costs of compensation may be allowable under federal law and the federal grant to the extent that they satisfy the following requirements:

- 1) Is reasonable for the services rendered; and
- 2) Conforms to the established written expectations of the District, as applied consistently to both Federal and non-Federal activities.

If the District intends to charge compensation to federal awards, such charges will be based on records that accurately reflect the work performed, and will:

- 1) Be supported by a system of internal control which provides reasonable assurance that the charges are accurate, allowable, and properly allocated;
- 2) Be incorporated into the official records of the District;
- 3) Reasonably reflect the total activity for which the employee is compensated by the District, not exceeding 100% of compensated activities;
- 4) Encompass both federally-assisted and all other activities compensated by the District on an integrated basis, but may include the use of subsidiary records as defined in the District's written procedures;
- 5) Comply with the established accounting policies and practices of the District; and
- 6) Differentiate and account for the distribution of the employee's salary or wages among specific activities or cost objectives if the employee works on more than one (1) Federal award; a Federal award and non-Federal award; an indirect cost activity and a direct cost activity; two (2) or more indirect activities which are allocated using different allocation bases; or an unallowable activity and a direct or indirect cost activity.

Budget estimates will generally not be used to support charges to Federal awards but may be used for interim accounting purposes.

Legal Reference: 2 C.F.R. §§ 200.430 & 200.431.

Federal Funds for Construction Projects: For all federal awards, the District will comply with all applicable legal requirements, including the Davis-Bacon Act.

Legal Reference: 34 C.F.R. § 75.600, et seq.

Capitalization and Depreciation: The District will follow the rules for selected items of cost at 2 C.F.R. Part 200, Subpart E, when charging these specific expenditures to a federal grant. When applicable, District staff will check costs against the selected items of cost requirements to ensure the cost is allowable. In addition, federal, state, or program-specific rules, including the terms and conditions of the award, may deem a cost as unallowable and District personnel shall follow those requirements. The following rules of allowability apply to equipment and other capital expenditures:

- A. Capital expenditures for general purpose equipment, buildings, and land are unallowable as direct charges, except with the prior written approval of the federal awarding agency or pass-through entity.
- B. Capital expenditures for special purpose equipment are allowable as direct costs, provided that items with a unit cost of \$5,000 or more have the prior written approval of the federal awarding agency or pass-through entity.
- C. Capital expenditures for improvements to land, buildings, or equipment which materially increase their value or useful life are unallowable as a direct cost except with the prior written approval of the federal awarding agency or pass-through entity.

D. Allowability of depreciation on buildings, capital improvements, and equipment shall be in accordance with 2 CFR § 200.436 and 2 CFR § 200.465.

E. When approved as a direct cost by the federal awarding agency or pass-through entity under Sections A - C, capital expenditures will be charged in the period in which the expenditure is incurred, or as otherwise determined appropriate and negotiated with the Federal awarding agency.

F. If the District is instructed by the federal awarding agency to otherwise dispose of or transfer the equipment, the costs of such disposal or transfer are allowable.

G. Any depreciation will be computed, charged, and recorded in a manner consistent with federal regulations and any requirements of the federal awarding agency.

Legal Reference: 2 C.F.R. §§200.436 & 200.439.

Maintaining Records: Financial records, supporting documents, statistical records, and all other District records pertinent to a federal award must be retained for the minimum period time as required by federal law or the terms of the federal awarding agency, whichever is longer in time.

Legal Reference: 2 C.F.R. § 200.334.

Conflict of Interest: Notwithstanding any other Board Policies or Procedures, the District shall ensure that it avoids any conflicts of interest regarding any federal awards. The District will disclose in writing any potential conflict of interest to the federal awarding agency or pass-through entity in accordance with applicable federal awarding agency policy.

Legal Reference: 2 C.F.R. § 200.112.

Unexpected or Extraordinary Circumstances: For all federal awards, if the District does not currently have in place a sufficient policy that addresses extraordinary circumstances, such as those caused by COVID-19, the District may amend or create a policy at a later date in order to put emergency contingencies in place for federal and non-federal similarly situated employees. If the conditions exist for charges to be made to the federal grant, then charges may also be made to any non-federal sources that are used by the District in order to meet a matching requirement. The District will take other steps to comply with federal award requirements in the event of unexpected or extraordinary circumstances.

Legal Reference: 2 C.F.R. § 200, et seq.

Date of Adoption: ~~[Insert Date]~~ February 10, 2025

Date of Revision: July 14, 2025

Business OperationsSafe Driving Record Standard for Drivers

Standard for Pupil Transportation Vehicle Drivers: Each person who is required to have a permit to operate a pupil transportation vehicle for this School District shall meet all requirements to hold and continue to hold a pupil transportation operator's permit, including the successful completion of a physical assessment and a Medical Examiner's Certificate.

One of the requirements for obtaining such a permit is that the person have a record of satisfactory driving as determined by Board policy. For such persons, a satisfactory driving record means a record which reflects the absence of any of the following offenses or circumstances:

1. Motor vehicle homicide;
2. Driving while under the influence of alcoholic liquor or drugs or refusal to submit to a chemical test, within the immediate prior 7 years; or,
3. Reckless driving or willful reckless, within the immediate prior 7 years; or
4. Accumulation of 5 or more points under the motor vehicle operators' license point system within the immediate prior 4 years. In the event the person has accumulated 3 or 4 points within the immediate prior 4 years, the determination of whether the person has a satisfactory driving record shall be made by the Superintendent or Superintendent's designee based on the nature and proximity of the offense as it relates to safe transportation.

Standard for Drivers of Small Vehicles for Activity Trips: Each person who drives a small vehicle (car or van) other than a pupil transportation vehicle for school activities and who is not required to have a permit to operate a pupil transportation vehicle shall be precluded from driving in the event it is discovered that the person does not have a record of satisfactory driving. For such persons, a satisfactory driving record means a record which reflects the absence of any of the following offenses or circumstances:

1. Motor vehicle homicide;
2. Driving while under the influence of alcoholic liquor or drugs or refusal to submit to a chemical test, within the immediate prior 7 years; or,
3. Reckless driving or willful reckless, within the immediate prior 7 years; or
4. Accumulation of 5 or more points under the motor vehicle operators' license point system, within the immediate prior 4 years. In the event the person has accumulated 3 or 4 points within the immediate prior 4 years, the determination of whether the person has a satisfactory driving record shall be made by the Superintendent or Superintendent's designee based on the nature and proximity of the offense as it relates to safe transportation.

Drivers who exclusively drive small vehicles for activity trips are not required to obtain a Medical Examiner's Certificate.

Standard for Drivers of Other School Vehicles: Each person who drives a school vehicle other than a pupil transportation vehicle and does not transport students in the vehicle shall be precluded from driving in the event it is discovered that the person does not have a record of satisfactory driving. In the event the person's employment position requires driving vehicles as a function of the person's employment, the employment may be terminated in the absence of a record of satisfactory driving. For such persons, a satisfactory driving record means a record which reflects the absence of any of the following offenses or circumstances:

1. Motor vehicle homicide;
2. Driving while under the influence of alcoholic liquor or drugs or refusal to submit to a chemical test, within the immediate prior 7 years; or,
3. Reckless driving or willful reckless, within the immediate prior 7 years; or
4. Accumulation of 6 or more points under the motor vehicle operators' license point system within the immediate prior 4 years. In the event the person has accumulated 3, 4 or 5 points within the immediate prior 4 years, the determination of whether the person has a satisfactory driving record shall be made by the Superintendent or Superintendent's designee based on the nature and proximity of the offense as it relates to safe transportation.

The record of satisfactory driving standards shall apply to all new employees from and after adoption of this policy. Existing employees shall be subject to the same standards, provided that the Superintendent or Superintendent's designee may determine to permit an exception based on the existing employee's record of satisfactory driving while employed with the District and the nature and proximity of prior driving offenses as such offenses relate to safe transportation.

Legal Reference: Neb. Rev. Stat. Sections 79-318, 79-602, 79-607 and 79-608  
Neb. Rev. Stat. Sec. 60-4,182 (point system)  
Title 92, Nebraska Administrative Code, Chapters 91 & 92

Date of Adoption: ~~[Insert Date]~~ June 12, 2017  
Date of Revision: July 14, 2025



Personnel - All Employees (& Students)Anti-discrimination, Anti-harassment, and Anti-retaliation**A. Elimination of Discrimination.**

~~[Name]~~ Public Wayne Community Schools hereby gives this statement of compliance and intends to comply with all state and federal laws prohibiting discrimination. This school district intends to take any necessary measures to assure compliance with such laws against any prohibited form of discrimination.

~~[Name]~~ Public Wayne Community Schools does not discriminate on the basis of sex, disability, race (including skin color, hair texture and protective hairstyles), color, religion, military or veteran status, national or ethnic origin, age, marital status, pregnancy, childbirth or related medical condition, sexual orientation or gender identity, or other protected status in its programs and activities and provides equal access to designated and approved youth groups. Reasonable accommodations will be provided to employees with disabilities and to those who are pregnant, have given birth, or have a related medical condition, as required by law. The following persons have been designated to handle inquiries regarding the non-discrimination policies:

Students: ~~[Name of Director]~~, Director of Student Services ~~[or other title]~~, ~~[Street Address]~~ 611 West 7<sup>th</sup> Street, [City], Wayne, NE [Zip Code] 68787 ( 402 ) 375 - 3150 (~~[Email Address]~~).

Employees and Others: ~~[Name of Director]~~, Human Resources Director ~~[or other title]~~, ~~[Street Address]~~, 611 West 7<sup>th</sup> Street [City] Wayne, NE [Zip Code] 68787 ( 402 ) 375 - 3150 (~~[Email Address]~~).

Complaints or concerns involving discrimination or needs for accommodation or access should be addressed to the appropriate Coordinator. For further information about anti-discrimination laws and regulations, or to file a complaint of discrimination with the Office of Civil Rights in the U.S. Department of Education (OCR), please contact the OCR at One Petticoat Lane, 1010 Walnut Street, 3<sup>rd</sup> Floor, Suite 320, Kansas City, Missouri 64106, (816) 268-0550 (voice), Fax (816) 268-0599, (800) 877-8339 (telecommunications device for the deaf), or [ocr.kansascity@ed.gov](mailto:ocr.kansascity@ed.gov).

**B. Prohibited Harassment, Discrimination, and Retaliation of Employees, Students and Others.****1. Purpose:**

The ~~[Name]~~ Public Wayne Community Schools is committed to offering employment and educational opportunities to its employees and students in a climate free of discrimination. Accordingly, unlawful discrimination, harassment or retaliation of any kind by District employees, including, co-workers, non-employees (such as volunteers), third parties, and others is strictly prohibited and will not be tolerated.

Harassment is a form of discrimination and includes verbal, non-verbal, written, graphic, or physical conduct relating to a person's sex, disability, race (including skin color, hair texture and protective hairstyles), color, religion, military or veteran status, national or

ethnic origin, age, marital status, pregnancy, childbirth or related medical condition, sexual orientation or gender identity, or other protected status, that is sufficiently serious to deny, interfere with, or limit a person's ability to participate in or benefit from an educational or work program or activity, including, but not limited to:

- a. Conduct that is sufficiently severe or pervasive to create an intimidating, hostile, or abusive educational or work environment, or
- b. Requiring an individual to endure the offensive conduct as a condition of continued employment or educational programs or activities, including the receipt of aids, benefits, and services.

Educational programs and activities include all academic, educational, extracurricular, athletic, and other programs of the school, whether those programs take place in a school's facilities, on a school bus, at a class or training program sponsored by the school at another location, or elsewhere.

Discriminatory harassment because of a person's sex, disability, race (including skin color, hair texture and protective hairstyles), color, religion, [military or veteran status](#), national or ethnic origin, age, marital status, pregnancy, childbirth or related medical condition, sexual orientation or gender identity, or other protected status, may include, but is not limited to:

- a. Name-calling,
- b. Teasing or taunting,
- c. Insults, slurs, or derogatory names or remarks,
- d. Demeaning jokes,
- e. Inappropriate gestures,
- f. Graffiti or inappropriate written or electronic material,
- g. Social media comments, including cyberbullying or cyber-harassment,
- h. Visual displays, such as cartoons, posters, or electronic images,
- i. Threats or intimidating or hostile conduct,
- j. Physical acts of aggression, assault, or violence, or
- k. Criminal offenses

The following examples are additional or more specific examples of conduct that may constitute sexual harassment:

- a. Unwelcome sexual advances or propositions,
- b. Requests or pressure for sexual favors,
- c. Comments about an individual's body, sexual activity, or sexual attractiveness,
- d. Physical contact or touching of a sexual nature, including touching intimate body parts and inappropriate patting, pinching, rubbing, or brushing against another's body,
- e. Physical sexual acts of aggression, assault, or violence, including criminal offenses (such as rape, sexual assault or battery, and sexually motivated stalking), against a person's will or where a person is incapable of giving consent due to the victim's age, intellectual disability, or use of drugs or alcohol,

- f. Requiring sexual favors or contact in exchange for aids, benefits, or services, such as grades, awards, privileges, promotions, etc., or
- g. Gender-based harassment; acts of verbal, nonverbal, written, graphic, or physical conduct based on sex or sex-stereotyping, but not involving conduct of a sexual nature.

If the District knows or reasonably should know about possible harassment, including violence, the District will conduct a prompt, adequate, reliable, thorough, and impartial investigation to determine whether unlawful harassment occurred (see section entitled "Grievance Procedures," below), and take appropriate interim measures, if necessary. If the District determines that unlawful harassment occurred, the District will take prompt and effective action to eliminate the harassment, prevent its recurrence, and remedy its effects, if appropriate. If harassment or violence that occurs off school property creates a hostile environment at school, the District will follow this policy and grievance procedure, within the scope of its authority.

All District employees are expected to take prompt and appropriate actions to report and prevent discrimination, harassment, and retaliation by others. Employees who witness or become aware of possible discrimination, including harassment and retaliation, must immediately report the conduct to his or her supervisor or the compliance coordinator designated to handle complaints of discrimination (designated compliance coordinator).

## **2. Anti-retaliation:**

The District prohibits retaliation, intimidation, threats, coercion, or discrimination against any person for opposing discrimination, including harassment, or for participating in the District's discrimination complaint process or making a complaint, testifying, assisting, or participating in any manner, in an investigation, proceeding, or hearing. Retaliation is a form of discrimination.

The District will take immediate steps to stop retaliation and prevent its recurrence against the alleged victim and any person associated with the alleged victim. These steps will include, but are not limited to, notifying students, employees, and others, that they are protected from retaliation, ensuring that they know how to report future complaints, and initiating follow-up contact with the complainant to determine if any additional acts of discrimination, harassment, or retaliation have occurred. If retaliation occurs, the District will take prompt and strong responsive action, including possible discipline, including expulsion or termination, if applicable.

## **3. Grievance (or Complaint) Procedures:**

Employees or students should initially report all instances of discrimination, harassment or retaliation to their immediate supervisor or teacher or to the compliance coordinator designated to handle complaints of discrimination. If the employee or student is uncomfortable in presenting the problem to the supervisor or teacher, or if the supervisor or teacher is the problem, the employee or student may report the alleged discrimination, harassment or retaliation to the designated coordinator, or in the case of students, to another staff person (such as a counselor or principal).

Other individuals may report alleged discrimination to the designated coordinator. If the designated coordinator is the person alleged to have committed the discriminatory act, then the complaint should be submitted to the Superintendent for assignment. A discrimination complaint form is attached to this grievance procedure and is available in the office of each District building, on the District's website, and from the designated coordinators.

Under no circumstances will a person filing a complaint or grievance involving discrimination be retaliated against for filing the complaint or grievance.

*i. Level 1 (Investigation and Findings):*

Once the District receives a grievance, complaint or report alleging discrimination, harassment, or retaliation, or becomes aware of possible discriminatory conduct, the District will conduct a prompt, adequate, reliable, thorough, and impartial investigation to determine whether unlawful harassment occurred. If necessary, the District will take immediate, interim action or measures to protect the alleged victim and prevent further potential discrimination, harassment, or retaliation during the pending investigation. The alleged victim will be notified of his or her options to avoid contact with the alleged harasser, such as changing a class or prohibiting the alleged harasser from having any contact with the alleged victim pending the result of the District's investigation. The District will minimize any burden on the alleged victim when taking interim measures to protect the alleged victim.

The District will promptly investigate all complaints of discrimination, even if an outside entity or law enforcement agency is investigating a complaint involving the same facts and allegations. The District will not wait for the conclusion or outcome of a criminal investigation or proceeding to begin an investigation required by this grievance procedure. If the allegation(s) involve possible criminal conduct, the District will notify the complainant of his or her right to file a criminal complaint, and District employees will not dissuade the complainant from filing a criminal complaint either during or after the District's investigation.

The District will aim to complete its investigation within ten (10) working days after receiving a complaint or report, unless extenuating circumstances exist as determined by the investigator. Extenuating circumstances may include the unavailability of witnesses due to illness or incapacitation, or additional time needed because of the complexity of the investigation, the need for outside experts to evaluate the evidence (such as forensic evidence), or multiple complainants or victims. If extenuating circumstances exist, the extended timeframe to complete the investigation will ~~not exceed ten (10) additional working days without the consent of the complainant, unless the alleged victim agrees to a longer timeline~~ be determined by the investigator and in compliance with any legal requirements. Periodic status updates will be given to the parties, when appropriate.

The District's investigation will include, but is not limited to:

- a. Providing the parties with the opportunity to present witnesses and provide evidence.

- b. An evaluation of all relevant information and documentation relating to the alleged discriminatory conduct.
- c. For allegations involving harassment, some of the factors the District will consider include: 1) the nature of the conduct and whether the conduct was unwelcome, 2) the surrounding circumstances, expectations, and relationships, 3) the degree to which the conduct affected one or more students' education, 4) the type, frequency, and duration of the conduct, 5) the identity of and relationship between the alleged harasser and the suspect or suspects of the harassment, 6) the number of individuals involved, 7) the age (and sex, if applicable) of the alleged harasser and the alleged victim(s) of the harassment, 8) the location of the incidents and the context in which they occurred, 9) the totality of the circumstances, and 10) other relevant evidence.
- d. A review of the evidence using a “preponderance of the evidence” standard (based on the evidence, is it more likely than not that discrimination, harassment, or retaliation occurred?)

The designated compliance coordinator (or designated investigator) will complete an investigative report, which will include:

- a. A summary of the facts,
- b. Findings regarding whether discrimination, harassment or other inappropriate conduct occurred, and
- c. If a finding is made that discrimination, harassment or other inappropriate conduct occurred, the recommended remedy or remedies necessary to eliminate such discrimination, harassment or other inappropriate conduct.

If someone other than the designated compliance coordinator conducted the investigation, the compliance coordinator will review, approve, and sign the investigative report. The District will ensure that prompt, appropriate, and effective remedies are provided if a finding of discrimination, harassment, or retaliation is made. The District will maintain relevant documentation obtained during the investigation and documentation supportive of the findings and any subsequent determinations, including the investigative report, witness statements, interview summaries, and any transcripts or audio recordings, pertaining to the investigative and appeal proceedings.

The District ~~will~~ may, when appropriate or when legally required, send concurrently to the parties written notification of the decision (findings and any remedy) regarding the complaint within one ~~(1) working day~~ week after the investigation is completed. The Family Educational Rights and Privacy Act (FERPA), 20 U.S.C. Sec. 11232g; 34 C.F.R. Part 99, permits the District to disclose relevant information to a student who was discriminated against or harassed.

*ii. Level 2 (Appeal to the Superintendent):*

If a party is not satisfied with the findings or remedies (or both) set forth in the decision, he or she may file an appeal in writing with the Superintendent within five (5) working days after receiving the decision. The Superintendent will review the appeal and the

investigative documentation and decision, conduct additional investigation, if necessary, and issue a written determination about the appeal within ten (10) working days after receiving the appeal. The party who filed the appeal will be sent the Superintendent's determination at the time it is issued, and a copy will be sent to the designated compliance coordinator. [If the Superintendent is the subject of the complaint, the party will file the appeal directly with the Board.]

*iii. Level 3 (Appeal to the Board):*

If the party is not satisfied with the Superintendent's determination, he or she may file an appeal in writing with the Board of Education within five (5) working days after receiving the Superintendent's determination. The Board of Education will review the appeal, the Superintendent's determination, the investigative documentation and decision, and allow the party to address the Board ~~at a Board meeting~~ or a Committee of the Board of Education to present his or her appeal. ~~The party will be allowed to address the Board at the Board's next regularly scheduled Board meeting (unless the Board receives the appeal within one week of the next regularly scheduled Board meeting) or at a time and date agreed to by the Board, designated compliance officer and the party.~~ The Board or Committee of the Board of Education may, in its discretion, will issue a written determination about the appeal ~~within thirty (30) days after the party addresses the Board.~~ The Board or a Committee of the Board may, in the alternative, vote on the appeal and send the party the outcome of the vote. The party who filed the appeal will be sent the Board's determination. ~~at the time it is issued, and a copy will be sent to the designated compliance coordinator.~~ The Board's or Committee's determination, and any actions taken, will be final on behalf of the District.

**4. Confidentiality:**

The identity of the complainant will be kept confidential to the extent permitted by state and federal law. The District will notify the complainant of the anti-retaliation provisions of applicable laws and that the District will take steps to prevent retaliation and will take prompt and strong responsive actions if retaliation occurs.

If a complainant requests confidentiality or asks that the complaint not be pursued, the District will take all reasonable steps to investigate and respond to the complaint consistent with the request for confidentiality or the request not to pursue an investigation, as long as doing so does not prevent the District from responding effectively to the harassment and preventing harassment of other students. If a complainant insists that his or her name or other identifiable information not be disclosed to the alleged perpetrator, the District will inform the complainant that its ability to respond may be limited. Even if the District cannot take disciplinary action against the alleged harasser, the District will pursue other steps to limit the effects of the alleged harassment and prevent its recurrence, if warranted.

**5. Training:**

The District will ensure that relevant District employees are adequately trained so they understand and know how to identify acts of discrimination, harassment, and retaliation, and how to report it to appropriate District officials or employees.

In addition, the District shall ensure that employees designated to address or investigate discrimination, harassment, and retaliation, including designated compliance coordinators, receive training to promptly and effectively investigate and respond to complaints and reports of discrimination, and to know the District's grievance procedures and the applicable confidentiality requirements.

**6. Designated Compliance Coordinators:**

Designated compliance coordinators will be responsible for:

- a. Coordinating efforts to comply with anti-discrimination, anti-harassment, and anti-retaliation laws and regulations.
- b. Coordinating and implementing training for students and employees pertaining to anti-discrimination, anti-harassment and anti-retaliation laws and regulations, including the training areas listed above.
- c. Investigating complaints of discrimination (unless the coordinator designates other trained individuals to investigate).
- d. Monitoring substantiated complaints or reports of discrimination, as needed (and with the assistance of other District employees, if necessary), to ensure discrimination or harassment does not recur, and that retaliation conduct does not occur or recur.
- e. Overseeing discrimination complaints, including identifying and addressing any patterns or systemic problems, and reporting such patterns or systemic problems to the Superintendent and the Board of Education.
- f. Communicating regularly with the District's law enforcement unit investigating cases and providing current information to them pertaining to anti-discrimination, anti-harassment, and anti-retaliation standards and compliance requirements.
- g. Reviewing all evidence in harassment or violence cases brought before the District's disciplinary committee or administrator to determine whether the complainants are entitled to a remedy under anti-discrimination laws and regulations that was not available in the disciplinary process.
- h. Ensuring that investigations address whether other students or employees may have been subjected to discrimination, including harassment and retaliation.
- i. Determining whether District employees with knowledge of allegations of discrimination, including harassment and retaliation, failed to carry out their duties in reporting the allegations to the designated compliance coordinator and responding to the allegations.
- j. Recommending changes to this policy and grievance procedure.
- k. Performing other duties as assigned.

**7. Preventive Measures:**

The District will publish and widely distribute on an ongoing basis a notice of nondiscrimination (notice) in electronic and printed formats, including prominently displaying the notice on the District's website and posting the notice at each building in the District. The District also will designate an employee to coordinate compliance with anti-discrimination laws (see Designated Compliance Coordinator section, above, for further

information on compliance coordinator), and widely publish and disseminate this grievance procedure, including prominently posting it on the District's website, at each building in the District, reprinting it in District publications, such as handbooks, and sending it electronically to members of the school community.

The District also may distribute specific harassment and violence materials (such as sexual violence), including a summary of the District's anti-discrimination, anti-harassment, and anti-retaliation policy and grievance procedure, and a list of victim resources, during events such as school assemblies and back to school nights, if recent incidents or allegations warrant additional education to the school community.

Legal Reference: Title VI, 42 U.S.C. Sec. 2000d, Title VII, 42 U.S.C. Sec. 2000e, Title IX; 20 U.S.C. Sec. 1681, and the Nebraska Fair Employment Practices Act, Neb. Rev. Stat. Sec. 48-1101 et seq.  
Age Discrimination in Employment Act (ADEA), the Older Workers Benefit Protection Act (OWBPA), 29 U.S.C. Sec. 621 et seq., and the Nebraska Age Discrimination in Employment Act, Neb. Rev. Stat. Sec. 48-1001 et seq.;  
Americans with Disabilities Act (ADA), 42 U.S.C. Sec. 12101 et seq.  
Section 504 of the Rehabilitation Act of 1973 (Section 504)  
Pregnancy Discrimination Act, 42 U.S.C. Sec. 2000e(k)  
Uniform Service Employment and Reemployment Rights Act (USERRA), 38 U.S.C. Sec. 4301 et seq.  
Neb. Rev. Stat. Sec. 79-2,115, et seq

Date of Adoption: ~~[Insert Date]~~ July 12, 2021

Date of Revision: July 14, 2025

## Notice of Nondiscrimination

The ~~[Name] Public-Wayne Community~~ School District does not discriminate on the basis of sex, disability, race (including skin color, hair texture and protective hairstyles), color, religion, [military or](#) veteran status, national or ethnic origin, age, marital status, pregnancy, childbirth or related medical condition, sexual orientation or gender identity, or other protected status in its programs and activities and provides equal access to designated youth groups. The following persons have been designated to handle inquiries regarding the non-discrimination policies:

Students: ~~[Name of Director],~~ Director of Student Services ~~[or other title], [Street Address]~~ 611 West 7<sup>th</sup> Street, [City] Wayne, NE [Zip Code] 68787 ( 402 ) 375 - 3150 (~~[Email Address]~~).

Employees and Others: ~~[Name of Director],~~ Human Resources Director ~~[or other title], [Street Address]~~ 611 West 7<sup>th</sup> Street, Wayne, [City], NE [Zip Code] 68787 ( 402 ) 375 - 3150 (~~[Email Address]~~).

Complaints or concerns involving discrimination or needs for accommodation or access should be addressed to the appropriate Coordinator. For further information about anti-discrimination laws and regulations, or to file a complaint of discrimination with the OCR at One Petticoat Lane, 1010 Walnut Street, 3rd Floor, Suite 320, Kansas City, Missouri 64106, (816) 268-0550 (voice), Fax (816) 268-0599, (800) 877-8339 (telecommunications device for the deaf), or [ocr.kansascity@ed.gov](mailto:ocr.kansascity@ed.gov).

**Complaint Form  
Discrimination, Harassment or Retaliation**

The ~~[Name]~~ Public-Wayne Community School District does not discriminate on the basis of sex, disability, race (including skin color, hair texture and protective hairstyles), color, religion, military or veteran status, national or ethnic origin, age, marital status, pregnancy, childbirth or related medical condition, sexual orientation or gender identity, or other protected status, in its programs and activities and provides equal access to designated youth groups. This complaint form is to be used when a person has a complaint related to discrimination, harassment or retaliation on such bases in regard to employment or the programs and activities of the school district.

Refer to Board Policy 4003 and/or 5401 for the particulars of the complaint and grievance process. You may attach additional materials to this form if needed.

The applicable coordinator may be contacted if you have questions about filling out this complaint form:  
Students: ~~[Name of Director]~~, Director of Student Services ~~[or other title]~~, ~~[Street Address]~~ 611 West 7<sup>th</sup> Street, [City] Wayne, NE [Zip Code] 68787 ( 402 ) 375 - 3150 ~~([Email Address])~~.  
Employees and Others: ~~[Name of Director]~~, Human Resources Director ~~[or other title]~~, ~~[Street Address]~~ 611 West 7<sup>th</sup> Street, [City] Wayne, NE [Zip Code] 68787 ( 402 ) 375 - 3150 ~~([Email Address])~~.

Name: \_\_\_\_\_ Date: \_\_\_\_\_

(1) Description of the complaint: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_.

(2) Names of any witnesses to the matter being complained about: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_.

(3) Identify and attach any document supporting the complaint: \_\_\_\_\_  
\_\_\_\_\_.

(4) Confidentiality: I    do    do not give consent to my identity being shared with the person(s) against whom I am complaining. If I do not give consent, I understand that the investigation may be hindered, but that the District will nonetheless investigate and take prompt and effective action to remediate the concerns I have raised, if appropriate.  
\_\_\_\_\_  
\_\_\_\_\_.

(5) Relief requested (what I want done in response to this complaint): \_\_\_\_\_  
\_\_\_\_\_.

The undersigned states: The facts in this complaint are true to the best of my knowledge, information and belief. I give permission for an investigation to be made into this complaint. I understand that the District will take steps to prevent me being retaliated against for filing this complaint, that I am to notify the District if any such retaliation occurs, and that the District will take prompt and strong responsive action if retaliation occurs.

Received by: \_\_\_\_\_ Signature: \_\_\_\_\_  
Date: \_\_\_\_\_

Personnel - All EmployeesDrug and Substance Use and Abuse

It is the policy of the [Name] Public- Wayne Community School District to eliminate the influence of drugs, alcohol and other chemicals within the school environment and to educate students against the usage of drugs, alcohol and illegal substances. The District will implement regulations and practices which will insure compliance with laws relating to drugs and alcohol, including: the Drug-Free Workplace Act and the Omnibus Transportation Employee Testing Act of 1991, and all regulations and rules promulgated pursuant thereto.

**Section 1 Drug-Free Workplace**

The District has established the school as a drug-free workplace. The drug-free workplace for this purpose includes school grounds, school utilized vehicles, and places in which school activities are held. The school district recognizes that the use, possession, or being under the influence of illicit drugs or alcohol constitutes a hazard to the positive development of students and employees and a substantial interference with school purposes.

1. The unlawful manufacture, distribution, disposition, possession, or use of a controlled substance is prohibited in the work place. Employees are also prohibited from possessing, using or distributing illicit drugs or alcohol, or being under the influence of illicit drugs or alcohol, on any district property or district sponsored event. Any level of impairment from illicit drugs, alcohol, or inhalants, and the presence of any odor of illicit drugs (such as marijuana) or alcohol in the work place or on duty time shall be a violation of the drug-free workplace.
2. The possession or distribution of a look-alike drug or look-alike controlled substance is prohibited. In addition, employees are expected to serve as role models for students and will be considered to have violated the District's expectations in the event the employee commits a criminal drug or alcohol offense off the work place or off duty time.
3. As a condition of employment, employees will abide by the District's drug-free workplace policies and notify the Superintendent or designee of any criminal drug statute conviction for a violation occurring in the workplace no later than 5 days after such conviction.
4. Disciplinary sanctions, up to and including termination of employment and referral for prosecution, will be imposed upon employees who violate the aforementioned standards of conduct. Sanctions for violation thereof may include the requirement that the employee complete an appropriate rehabilitation program, reprimands, and non-renewal, cancellation, or termination of contract of employment.
5. Employees shall be advised through employee publications about drug and alcohol counseling and rehabilitation and reentry programs that are available.
6. Employees shall be furnished with a paper or digital copy of this policy.

This policy supplements and is in addition to all other policies, regulations, practices, procedures and contractual provisions regarding or related to the improper or unlawful possession, use, or distribution of illicit drugs and alcohol.

## **Section 2      Alcohol and Drug Testing**

The District will implement regulations and practices which will insure compliance with the Omnibus Transportation Employee Testing Act of 1991, and all regulations and rules promulgated pursuant thereto. Employees in "safety-sensitive" positions, as defined by the Act and regulations promulgated thereunder, including employees whose position requires a commercial driver's license (CDL), shall be tested for alcohol and controlled substances as required by law. (See attached Appendix "1"). Refusal to submit to such pre-employment testing, or testing positive, shall disqualify an applicant from employment. Reasonable suspicion, random, post-accident, return-to-duty, and follow-up testing shall also be conducted. Employees who test positive shall be immediately removed from safety-sensitive positions and shall be removed from employment.

Legal Reference:      41 U.S.C. §§701 to 707  
                             49 U.S.C. §31306 and 49 CFR Part 382

Date of Adoption:    ~~{Insert Date}~~ July 11, 2022  
Date of Revision:    July 14, 2025

## 4009 - APPENDIX 1

**CONTROLLED SUBSTANCES AND ALCOHOL USE AND TESTING:  
FEDERAL REGULATIONS, [NAME] PUBLIC SCHOOL'S COMPLIANCE POLICIES  
AND PROCEDURES, AND EDUCATIONAL MATERIALS**

The U.S. Department of Transportation (DOT) and the Federal Highway Administration (FHWA) have issued regulations requiring that individuals who perform safety-sensitive functions and who are required to maintain a commercial driver's license (CDLs) be tested for controlled substances and alcohol and not engage in controlled substances use or alcohol misuse. Information concerning those regulations, ~~[Name] Public~~ Wayne Community Schools policies and procedures, and educational materials relating to controlled substances use and alcohol misuse is set forth as follows:

**(A) The persons designated by ~~[Name] Public~~ Wayne Community Schools to answer employee questions about these materials are:**

Superintendent of Schools  
Secondary Principal

**(B) The categories of employees who are subject to the provisions of the federal controlled substances and alcohol use and testing regulations are:**

Individuals who perform safety-sensitive functions and who are required to maintain a commercial driver's license (CDLs), including bus drivers and distribution and maintenance employees who are subject to driving commercial motor vehicles.

**(C) The term "safety-sensitive functions" means:**

- (1) All time waiting to be dispatched, unless the driver has been relieved from duty;
- (2) All time inspecting equipment or inspecting, servicing, or conditioning any commercial motor vehicle (i.e., a vehicle in excess of 26,000 pounds GVWR or designed to carry 16 or more passengers, including the driver) at any time;
- (3) All driving time (i.e., time spent at the 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;
- (6) All time spent performing the driver requirements of 49 CFR §§392.40 and 392.41 relating to accidents;
- (7) All time repairing, obtaining assistance, or remaining in attendance upon a disabled vehicle.

(D) **Employee conduct that is prohibited by the federal controlled substances and alcohol use and testing regulations includes:**

1. **Alcohol concentration.**  
No driver shall 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. **Alcohol possession.**  
No driver shall be on duty or operate a commercial motor vehicle while the driver possesses alcohol.
3. **On-duty use.**  
No driver shall use alcohol while performing safety-sensitive functions.
4. **Pre-duty use.**  
No driver shall perform safety-sensitive functions within four (4) hours after using alcohol.
5. **Use following an accident.**  
No driver required to take a post-accident alcohol test shall use alcohol for eight hours following the accident, or until the driver undergoes a post-accident alcohol test, whichever occurs first.
6. **Refusal to submit to a required alcohol or controlled substances test.**  
No driver shall refuse to submit to a post-accident alcohol or controlled substances test, a reasonable suspicion alcohol or controlled substance test, or a follow-up alcohol or controlled substances test.
7. **Controlled substances use.**  
No driver shall report for duty or remain on duty requiring the performance of safety-sensitive functions when the driver uses any controlled substance, except when the use is pursuant to the instructions of a physician who has advised the driver that the substance does not adversely affect the driver's ability to safely operate a commercial motor vehicle.
8. **Controlled substances test.**  
No driver shall report for duty, remain on duty or perform a safety-sensitive function, if the driver tests positive for controlled substances.

(E) **The circumstances under which an employee will be tested for alcohol and/or controlled substances pursuant to the federal regulations include:**

1. **Pre-employment testing.**  
Prior to the first time a driver performs safety-sensitive functions, the driver shall undergo testing for alcohol and controlled substances. No safety-sensitive functions are to be performed unless the driver has been administered an alcohol test with a result indicating an alcohol concentration less than 0.04, and has received a controlled substances test result from the medical review officer indicating a verified negative test result.

**2. Post-accident testing.**

- (a) As soon as practicable following an accident involving a commercial motor vehicle, each surviving driver:
- (1) Who was performing safety-sensitive functions with respect to the vehicle, if the accident involved the loss of human life; or
  - (2) Who receives a citation under State or local law for a moving traffic violation arising from the accident shall undergo a test for alcohol and controlled substances.
- (b) (1) *Alcohol tests.* Shall be administered within two hours following the accident unless such can not reasonably be done, and not more than eight hours following the accident.
- (2) *Controlled substance tests.* Shall be administered within 32 hours following the accident.
- (c) A driver who is subject to post-accident testing shall remain readily available for such testing or may be deemed by the employer to have refused to submit to testing. The driver shall be permitted to leave the immediate scene of an accident for the period necessary to obtain assistance in responding to the accident, or to obtain necessary emergency medical care, but shall otherwise remain readily available for testing.

**3. Random testing.**

- (a) Drivers shall be subject to random testing. The minimum annual percentage rate for random alcohol testing should be 25 percent of the average number of driver positions, or such minimum annual percentage rate as established from time to time by the FHWA. The minimum annual percentage rate for random controlled substance testing shall be 50 percent of the average number of driver positions.
- (b) The selection of drivers for random alcohol and controlled substances testing shall be made by a scientifically valid method. Under the selection process used, each driver shall have an equal chance of being tested each time selections are made.
- (c) The random alcohol and controlled substances tests shall be unannounced and the dates for administering random alcohol and controlled substances tests shall be spread reasonably throughout the calendar year.
- (d) Each driver who is notified of selection for random alcohol and/or controlled substances testing shall proceed to the test site immediately; provided, however, that if the driver is performing a safety-sensitive function at the time of notification, the driver shall cease to perform the safety-sensitive function and proceed to the testing site as soon as possible.

**4. Reasonable suspicion testing.**

- (a) A driver shall submit to an alcohol test when the employer has reasonable suspicion to believe that the driver has engaged in conduct prohibited by the federal drug and alcohol testing regulations (except for possession of alcohol).
- (b) Under federal law, notwithstanding the absence of a reasonable suspicion alcohol test, a driver is prohibited from reporting for duty or remaining on duty requiring the performance of safety-sensitive functions while the driver is under the influence of or impaired by alcohol and must not perform or continue to perform safety-sensitive functions, until:

- (i) An alcohol test is administered and the driver's alcohol concentration measures less than 0.02; or
- (ii) Twenty-four hours have elapsed following the determination that there is reasonable suspicion to believe that the driver has violated the prohibitions concerning the use of alcohol.

5. **Return-to-duty testing.**

(a) Alcohol. If a driver has engaged in conduct prohibited by the federal drug and alcohol testing regulations concerning alcohol and has not been terminated, the driver shall undergo a return-to-duty alcohol test with a result indicating an alcohol concentration of less than 0.02.

(b) Controlled Substances. If a driver has engaged in conduct prohibited by the federal drug and alcohol testing regulations concerning controlled substances, and has not been terminated, the driver shall undergo a return-to-duty controlled substances test with a result indicating a verified negative result for controlled substances use.

6. **Follow-up testing.**

Following a determination that a driver is in need of assistance in resolving problems associated with alcohol misuse and/or use of controlled substances, the driver shall, if still employed, be subject to unannounced follow-up alcohol and/or controlled substances testing as directed by a substance abuse professional in accordance with the provisions of federal regulations.

Random, reasonable suspicion, and follow-up alcohol testing shall be conducted only when the driver is performing safety-sensitive functions, just before the driver is to perform safety-sensitive functions, or just after the driver has ceased performing safety-sensitive functions.

**(F) The procedures that will be used to test for the presence of alcohol and controlled substances, to protect the employee and the integrity of the testing processes, to safeguard the validity of the test results, and to ensure that those results are attributed to the correct employee include:**

The procedures outlined in 49 CFR 40, concerning procedures for Transportation Workplace Drug and Alcohol Testing Program, will be followed. This includes use of a "split sample" approach for drug testing and chain of custody procedures including documentation of screening aliquots.

**(G) An employee is required to submit to alcohol and controlled substances tests administered pursuant to the federal regulations.**

**(H) A "refusal to submit" to an alcohol or controlled substance test includes:**

*Refuse to submit* (to an alcohol or controlled substances test) means that a driver (1) Fails to provide adequate breath for testing without a valid medical explanation after he or she has received notice of the requirement for breath testing, (2) fails to provide adequate urine for controlled substances testing without a valid medical explanation after he or she has received notice of the requirement for urine testing, or (3) engages in conduct that clearly obstructs the

testing process. A failure to remain readily available for post-accident testing, or to notify the employer of the need for such testing, or to proceed to the test site immediately for random testing, may be deemed by the employer to constitute a refusal to submit.

**The consequences for refusing to submit to an alcohol or controlled substances test are as follows:** A driver who has refused to submit to a required alcohol or controlled substance test is subject to the same consequences as a driver who has tested positive on an alcohol (concentration of 0.04 or greater) or controlled substances test.

**(I) The consequences under the federal regulations for employees who have violated the federal regulations relating to controlled substances and alcohol use and testing include:**

The driver shall be removed from and not permitted to perform safety-sensitive functions. The driver shall be referred for evaluation by a substance abuse professional for a determination of what assistance, if any, the employee needs in resolving problems associated with alcohol misuse and controlled substances abuse.

Before a driver returns to duty requiring the performance of a safety-sensitive function after engaging in conduct prohibited by the federal regulations, the driver shall, if still employed, undergo a return-to-duty alcohol test with a result indicating an alcohol concentration of less than 0.02 if the conduct involved alcohol, or a controlled substances test with a verified negative result if the conduct involved a controlled substance.

In addition, each driver identified as needing assistance in resolving problems associated with alcohol misuse or controlled substance use, if still employed,

- (i) Shall be evaluated by a substance abuse professional to determine that the driver has properly followed any rehabilitation program prescribed, and
- (ii) Shall be subject to unannounced follow-up alcohol and controlled substances tests administered by the employer following the driver's return to duty.

The driver may also be subject to the penalty provisions of 49 U.S.C. § 521(b).

**(J) The consequences under the federal regulations for employees found to have an alcohol concentration of 0.02 or greater but less than 0.04 include:** Removal from safety-sensitive functions for a period of not less than 24 hours following administration of the test.

**(K) Information to assist employees in avoiding alcohol misuse and controlled substances use, signs and symptoms of an alcohol or a controlled substances problem, and available methods of intervening when such a problem is suspected:** Information will be made available by the counselor to employees ~~upon request~~.

(L) The requirement that the following personal information collected and maintained under this part shall be reported to the Clearinghouse:

(i) A verified positive, adulterated, or substituted drug test result;

(ii) An alcohol confirmation test with a concentration of 0.04 or higher;

- (iii) A refusal to submit to any test required by law;
- (iv) An employer's report of actual knowledge of:
  - (A) On duty alcohol use; ~~pursuant to § 382.205;~~
  - (B) Pre-duty alcohol use ~~pursuant to § 382.207;~~
  - (C) Alcohol use following an accident ~~pursuant to § 382.209;~~ and
  - (D) Controlled substance use ~~pursuant to § 382.213;~~
- (v) A substance abuse professional (~~SAP as defined in § 40.3 of this title~~) report of the successful completion of the return-to-duty process;
- (vi) A negative return-to-duty test; and
- (vii) An employer's report of completion of follow-up testing.

Legal Reference:     49 CFR §382.601(b)(12).

Date of Adoption:    ~~[Insert Date]~~ July 14, 2025

**APPLICANT'S CONSENT  
TO OBTAIN PAST DRUG AND ALCOHOL TEST RESULTS**

I, \_\_\_\_\_ *[insert applicant's name]*, understand that as a condition of hire with [Name] Public Schools ("*School District*") I must give the School District written Consent to obtain the results of all DOT required drug and/or alcohol tests (including any refusals to be tested) from all of the companies for which I worked as a driver, or for which I took a pre-employment drug and/or alcohol test during the past two (2) years. I also understand that the School District requires me to consent to access to the same information concerning any non-DOT driver drug and/or alcohol tests which I took during this same period of time. I have also been advised and understand that my signing of this consent does not guarantee me a job or guarantee that I will be offered a position with the School District.

Below I have listed all of the companies for which I worked as a driver, or for which I took a pre-employment driver position drug and/or alcohol test during the past two (2) years. I hereby consent to the School District obtaining from those companies, and I hereby consent to those companies furnishing to the School District, all requested information concerning my drug and alcohol tests, including:

- (i) all DOT and non-DOT alcohol test results of 0.04 or greater during the past two (2) years;
- (ii) all verified positive DOT and non-DOT drug test results during the past two (2) years;
- (iii) all instances in which I refused to submit to a DOT required drug and/or alcohol test during the past two (2) years;
- (iv) any other violations of DOT agency drug and alcohol testing regulations during the past two (2) years; and
- (v) documentation of successful completion of DOT return-to-duty requirements (including follow-up tests) in the event of a violation of a DOT drug and alcohol testing regulations during the past two (2) years.

I specifically authorize the companies to fully complete the School District's Report of Past Drug and/or Alcohol Test Results form.

The following is a list of all of the companies for which I worked as a driver, or for which I took a pre-employment driver position drug and/or alcohol test, during the past two (2) years:

<u>Company name</u>	<u>Dates worked for/took pre-employment test</u>
_____	_____
_____	_____
_____	_____
_____	_____

**APPLICANT CERTIFICATION**

I have carefully read and fully understand this Consent to release my past drug and alcohol test results. In authorizing the release of my test results, I consent and agree to waive any physician-patient privilege that may otherwise exist with respect to the confidentiality of my drug and alcohol test results. I further release the Company and its medical review officer, and any officer, employee or agent of the Company or medical review officer whose disclosure of the results is in accordance with this release from any and all claims or causes of actions which may result from the disclosure of such test results to the person or persons identified on this release form.

In signing below, I certify that all of the information which I have furnished on this form is true and complete, and that I have identified all of the companies for which I have either worked, or for which I took a pre-employment drug and/or alcohol test, as a driver during the past two years. I understand that this information is material to my hiring and that my failure to provide true and complete information will automatically disqualify me for a position with the School District or, in the event that I am hired, subject me to immediate termination. Further, I understand that in the event of receipt of a report of past drug and/or alcohol violation, any conditional offer of employment will be revoked and in the event I have been hired, any employment will be automatically ended.

Signature of Applicant      Print Name      Date      Reviewed: November 15th, 2022

**General Consent for Limited Queries of the Federal Motor Carrier Safety Administration (FMCSA)  
Drug and Alcohol Clearinghouse**

I, (Driver Name), hereby provide consent to ~~[Name]~~ Public Wayne Community Schools (“District”) to conduct a limited query of the FMCSA Commercial Driver’s License Drug and Alcohol Clearinghouse (Clearinghouse) to determine whether drug or alcohol violation information about me exists in the Clearinghouse. This consent is valid for so long as I remain an applicant for, or an employee of, the District for a position that requires a CDL.

I understand that if the limited query conducted by the District indicates that drug or alcohol violation information about me exists in the Clearinghouse, FMCSA will not disclose that information to the District without first obtaining additional specific consent from me.

I further understand that if I refuse to provide consent for the District to conduct a limited query of the Clearinghouse, the District must prohibit me from performing safety-sensitive functions, including driving a commercial motor vehicle, as required by FMCSA’s drug and alcohol program regulations.

---

Employee Signature

Date

StudentsAdmission RequirementsMinimum Age:

A child shall be eligible for admission into kindergarten at the beginning of the school year if the child is five years of age or will be five years of age on or before July 31 of the calendar year in which the school year for which the child is seeking admission begins. The School Board shall admit a child who will reach the age of five years on or after August 1 and on or before October 15 of such school year if the parent or guardian requests such entrance and provides an affidavit stating that (i) the child attended kindergarten in another jurisdiction in the current school year; (ii) the family anticipates a relocation to another jurisdiction that would allow admission within the current year; or (iii) the child is capable of carrying the work of kindergarten which can be demonstrated through a recognized assessment procedure approved by the Board.

Early Admission to Kindergarten:

The following assessment procedure for determining if a child is capable of carrying the work of kindergarten is approved and shall be made available to interested persons:

Early kindergarten enrollment exceptions may be made for younger children who are intellectually advanced. At a minimum, eligibility for the admission shall be based upon an analysis of the child's: (1) mental ability, (2) emotional/social development, (3) pre academic skills, and (4) fine motor skills.

The kindergarten early entrance assessment procedures are designed to identify and place in kindergarten those children who:

- a. will turn 5 years of age between August 1 and October 15;
- b. are deemed by parents or guardians as being intellectually advanced and likely to benefit from advanced grade placement; and
- c. are selected on the basis of testing by professionals trained and certified to administer the assessments that will produce evidence of strength in:
  1. mental ability defined as scoring 84th percentile or above on a standardized assessment of cognitive ability such as the Wechsler Pre Primary Scale of Intelligence III, or the Stanford-Binet V;
  2. a test of emotional/social development such as the Behavior Assessment System for Children, Second Edition (BASC-2);
  3. 75th percentile or greater on a test of pre academic skills such as the Woodcock Johnson III; and
  4. a test of fine motor ability, scoring 75th percentile or above on a standardized measurement such as the Beery VMI.

In the discretion of the Superintendent or designee, the assessments may be administered by the School District's professional staff, or the parents or guardians may be required, at their own expense, to have all or some of the required assessments completed by reputable professionals and to submit the results of such assessments to the School District.

The decision regarding early entrance to kindergarten requires careful consideration of all factors that affect kindergarten success with final determination to be made based on the recommendation of the District Evaluation Team, to be composed of such individuals as the Superintendent or designee determine appropriate. The academic, social, and emotional readiness, as well as the student's physical development and well-being, must be weighed with institutional factors also considered. Sound decision making in the area of early entrance to kindergarten is dependent upon reliable information regarding a student's readiness and a thoughtful balancing of the myriad of factors implicated by the decision. Parents will be notified in writing of the results of the Early Kindergarten Entrance assessment and the determination of the District Evaluation Team in a timely fashion; not to exceed three weeks after the assessments are completed.

Parents must fill out the early entrance application forms, which include a parent questionnaire.

The assessment request and parent questionnaire must be completed and returned to the District no later than July 1st before fall enrollment to allow summer assessment to be completed.

Decisions regarding early kindergarten entrance must include consideration of the above and shall not be made based on sex, disability, race, color, religion, veteran status, national or ethnic origin, age, marital status, pregnancy, childbirth or related medical condition, sexual orientation or gender identity, or other protected status of the child or the child's parents or guardians. Institutional factors, such as capacity, may also be considered.

Admission to First Grade:

A child may be eligible to enter first grade, even if the child has not attended kindergarten, if the child is six years of age or will be six years of age on or before October 15 of the current school year and school officials determine that first grade is the appropriate placement for the child.

Graduates:

A student who has received a high school diploma or received a General Equivalency Diploma shall not be eligible for admission or continued enrollment.

Age 21:

A student shall not be admitted or continued in enrollment after the end of the school year in which the student reaches the age of 21. The school year for this purpose ends at the last day of instruction for graduating seniors.

Birth Certificate, Physical, Visual Evaluation and Immunization:

The parents or legal guardian shall furnish:

- (1) A certified copy of the student's birth certificate issued by the state in which the child was born, upon admission of a child for the first time, within 30 days of enrollment. Other reliable proof of the child's identity and age, accompanied by an affidavit explaining the inability to produce a copy of the birth certificate, may be used in lieu of a birth certificate. An affidavit is defined as a notarized statement by an individual who can verify the reason a copy of the birth certificate cannot be produced. (Failure to provide the birth certificate does not result in non-enrollment or disenrollment, but may result in a referral to local law enforcement for investigation).
- (2) Evidence of a physical examination by a physician, physician assistant, or nurse practitioner, within six months prior to the entrance of the child into the beginner grade and the seventh grade or, in the case of a transfer from out of state, to any other grade, unless the parent or legal guardian submits a written statement objecting to a physical examination.
- (3) Evidence of a visual evaluation by a physician, a physician assistant, an advanced practice registered nurse, or an optometrist, within six months prior to the entrance of the child into the beginner grade or, in the case of a transfer from out of state, to any other grade, unless the parent or legal guardian submits a written statement objecting to a visual evaluation.
- (4) Evidence of protection against diphtheria, tetanus, pertussis, polio, measles, mumps, and rubella, Hepatitis B, Varicella (chicken pox), and other diseases as required by applicable law, by immunization, prior to enrollment, unless the parent or legal guardian submits a written statement that establishes that an exception to the immunization requirements are met.
- (5) Every student entering the seventh grade shall have a booster immunization containing diphtheria and tetanus toxoids and an acellular pertussis vaccine which meets the standards approved by the United States Public Health Service for such biological products, as such standards existed on January 1, 2009.

The Superintendent or Superintendent's designee shall notify the parent or guardian in writing of the foregoing requirements and of the right to submit affidavits or statements to object to the requirements, as applicable. The Superintendent or Superintendent's designee shall also provide a telephone number or other contact information to assist the parent or guardian in receiving information regarding free or reduced-cost visual evaluations for low-income families who qualify.

A student who fails to meet the foregoing requirements shall not be permitted to enroll or to enter school, or if provisionally enrolled or enrolled without compliance, shall not be permitted to continue in school until evidence of compliance or an exemption from compliance is given.

Enrollment of Expelled Students

If a student has been expelled from any public school district in any state, or from a private, denominational, or parochial school in any state, and the student has not completed the terms or time period of the expulsion, the student shall not be permitted to enroll in this school district until the expulsion period from such other school has expired, unless the School Board of this school district, in its sole and absolute discretion upon a proper application, approves by a majority vote the enrollment of such student prior to expiration of the expulsion period. As a condition of enrollment, the School Board may require attendance in an alternative school, class or educational program pursuant to Nebraska law until the terms or time period of the original underlying expulsion are completed. For purposes of this policy, the term expulsion or expelled includes any removal from any school for a period in excess of twenty (20) school days.

Military Families

If a parent presents evidence to the District of military orders that the military family will be stationed in the State of Nebraska during the current or following school year, and the parent resides in or is stationed on federally owned property within the boundaries of the District, the District will enroll preliminarily the parent's students, including any such student that has an Individualized Education Plan, a 504 Plan, or otherwise receives special education services.

Legal Reference:     Neb. Rev. Stat. Sections 43-2001 to 43-2012  
                          Neb. Rev. Stat. Sec. 79-214  
                          Neb. Rev. Stat. Sections 79-217 to 79-223  
                          Neb. Rev. Stat. Sec. 79-266.01  
                          173 NAC Chapters 3 and 4 (HHS Regulations)

Date of Adoption:    ~~{Insert Date}~~ July 10, 2023

Date of Revision:    July 14, 2025

## Students

### Full-time and Part-time Enrollment

#### Full-time Enrollment

Students must be enrolled in ~~[Name]~~Public Wayne Community Schools on a full-time basis. Full-time basis is defined as attending classes for the full instructional day within the public school system.

Exceptions are permitted only for:

1. enrolled students attending another state accredited institution such as a vocational-technical school or a college or university for school credit;
2. enrolled students taking the limited number of credits needed to graduate in the school year;
3. enrolled students in need of modified school attendance as an accommodation for a disability or similar unique circumstance;
4. enrolled students receiving special education services where the student's IEP requires a modified schedule, or non-enrolled students receiving special education services or other legally mandated services required to be provided to eligible resident children under state and federal laws and regulations;
5. students from other school districts participating in programs offered by the District pursuant to an interlocal agreement or other arrangement approved by the School Board; and
6. non-public school students in accordance with the policies and procedures set forth in this policy.

#### Part-Time Enrollment of Non-Public School Students

The School Board shall allow the part-time enrollment of students who are residents of the school district and who are also enrolled in a private, denominational, or parochial school or in a school which elects pursuant to section 79-1601 not to meet accreditation or approval requirements. Such students are referred to herein as "non-public school students."

The School Board establishes the following guiding principles for enrollment of non-public school students:

- (1) The primary school for a non-public school student is the student's private, denominational, parochial or home school.
- (2) Enrollment of a non-public school student in ~~[Name]~~Public Wayne Community Schools is allowed for the purpose of providing enhanced educational opportunities not otherwise available to the non-public school student. It is not to supplant programming of the student's primary school.
- (3) Non-public school students are not to be given priority over full-time students.
- (4) Non-public school students are to be enrolled only in programs or courses that are educationally appropriate for the student.
- (5) Enrollment of non-public school students is not to negatively affect the educational

services to be provided to full-time students.

The School Board establishes the following specific policies and procedures for enrollment of non-public school students. In the event the specific policies and procedures require interpretation or do not fully resolve an issue, the above established guiding principles are to be considered.

A. Non-Public School Student Enrollment Application Procedures.

1. Application. Parent or guardian must submit an Application of Non-Public School Student for Part-Time Enrollment to the principal of the school the student desires to attend.
2. Deadline for Applications. The application must be received by August 1<sup>st</sup> preceding the school year the student wishes to enroll.
  - a. Change of Residence Exception: The application deadline for a student who becomes a resident of the District after the school year has commenced is: 20 calendar days after the student becomes a resident of the District. The principal may delay enrollment until the next following quarter or semester starts, or at such other time as determined to be educationally appropriate.
  - b. High School Course Exception: The application deadline for a student who desires to enroll in a second semester high school course is December 1<sup>st</sup>.
3. Action on Applications. The principal will review the application and will notify the parent of the approval or denial of the application within 2 weeks of receipt of the application or 2 weeks prior to the start of school or 2 weeks prior to the start of the next semester, whichever is later.
4. Appeals. The parent or guardian may appeal the principal's action to deny their application. Any such appeal must be submitted to the Superintendent within 14 calendar days from the date of the principal's action. The appeal shall be in writing and shall be decided on the basis of the written submission. The Superintendent may request the parent or guardian to provide further explanation or information and the appeal may be denied in the event the parent or guardian fails to fully respond on a timely basis. The Superintendent shall decide the appeal within 10 calendar days of the submission of the appeal. The Superintendent may make a decision later than the 10 days in the event good reason for delay exists. Good reason includes but is not limited to the Superintendent being unable to gather the information the Superintendent determines necessary to make the decision within the decision period.
5. Annual Applications. Part-time enrollment is determined annually. Application must be made each school year. There will be no guarantee that enrollment will be continued from one year to the next.

B. Non-Public School Student Admission

1. Admission Requirements. Students must meet the normal admission requirements. This includes the requirements that the student: be a resident of the District, be of school attendance age and not have graduated or have received a GED.
2. Admission Process. Students must complete the normal enrollment process and forms required by the District and/or the building for enrollment of all children. This includes the requirements relating to: birth certificates, immunizations, physical examinations, and visual evaluations.

C. Non-Public School Student Enrollment Standards

1. Maximum Enrollment. Students may not typically enroll in more than 2 middle school or high school courses during any one semester. Elementary students may not enroll in programming of greater than 90 minutes of instruction each day.
2. Capacity Limits. Enrollment will ordinarily be subject to capacity limits. Any grade level, program, or course which has been determined to be at capacity for option enrollment purposes will ordinarily not be available for non-public school students.
3. Integrated Courses. Students must meet prerequisite requirements to be enrolled in a course by appropriate credits earned through an accredited program. The principal may on a discretionary basis allow prerequisite requirements to be satisfied where the student provides reasonable indications that the academic criteria have been met, such as results from achievement tests or other indications of adequate preparation.
4. Educationally Appropriate Programs and Courses. Students will not be allowed to enroll in programs or courses which the school administration determines to not be educationally appropriate for the student. Determination of whether a program or course is educationally appropriate will be made based on the standards the District uses for making academic placement decisions.
5. Selection of Courses. Subject to Paragraphs 1 through 4 of this Paragraph C, and all other applicable provisions of this Policy, non-public school students may select their courses.

D. Non-Public School Student Policies

1. General Standard. Non-public school students who are enrolled part-time are to be subject to the same standards as full-time enrolled students except where appropriate to reflect their part-time status.
2. Building assignment. Students must enroll in the attendance center that serves the student's residence, provided that the administration reserves the authority to make a different attendance center assignment. A student may request assignment to an attendance center other than that of the student's residence under the intra-district transfer procedures.
3. No Partial Part-Time Enrollment. Students must apply for enrollment and attend the entire school year for which enrollment is made or, for high school courses, for the full length of the course. Once enrolled, part-time students will be required to participate in all activities, programs, and tests related to the program or course for which the student is enrolled, including as applicable State or District-wide assessments, as full-time students.
4. Student Conduct Policies. Students enrolled on a part-time basis shall be required to follow all school policies that apply to other students at any time the part-time student is present on school grounds or at a school-sponsored activity or athletic event. This includes the District's student conduct policies. Students enrolled on a part-time basis shall be subject to discipline, including suspension or expulsion, for violation of student conduct rules.
5. Attendance. Students enrolled on a part-time basis are not exempt from the compulsory attendance laws or from the District's attendance policies. Students who engage in excessive absenteeism as defined in Board policy are to be reported under the truancy laws.
6. Presence on School Grounds. Students enrolled on a part-time basis are to be present on school grounds during the school day only at the times required for their attendance in the program or course in which they are enrolled. Exceptions may be made in the discretion of the principal or the principal's designee. Students must sign in and out of the school by following the building level procedure. Students are responsible for being aware of any changes in the school schedule during inclement weather or for other reasons.
7. Transportation. Students enrolled on a part-time basis are not entitled to transportation or transportation reimbursement, unless otherwise required by law. Full-time students will be given first consideration for parking on the high school campus.

8. Academic Honors. Students enrolled on a part-time basis will not be eligible to graduate or receive a diploma from the District or receive academic honors (for example, class rank and honor roll) except to the extent the student meets all requirements of the District's policies for such, including attainment of minimum credits and semesters of attendance.
  
9. Extracurricular Activities. Any student who is a resident of the District and who is enrolled in a school which elects pursuant to section 79-1601 not to meet accreditation or approval requirements may participate in any of the District's extracurricular activity programs to the same extent and subject to the same requirements, conditions, and procedures as a full-time student in the District. Non-resident students may only be admitted on a part-time basis or permitted to participate in a school-sponsored extracurricular activity when required by law. The District's Activities Director will coordinate with the student's parent or guardian to secure assurances of compliance with these expectations. Any student covered by this subsection must enroll in ~~no more and no less than~~ five credit hours through the District in ~~any the~~ semester in which the student participates in an extracurricular activity. There shall be no preference given to any student participating in any extracurricular activity based off their status as a full-time or part-time student. Part-time students will be expected to comply with the same or similar expectations as full-time students to participate in any activity, including team rules. Participation in activities that are subject to the bylaws of the Nebraska School Activities Association (NSAA) will be limited to those students who meet the NSAA bylaws.

Legal Reference: Neb. Rev. Stat. Sec. 79-2,136 and Sec. 79-526  
Title 92, Nebraska Administrative Code, Chapter 10

Date of Adoption: ~~[Insert Date]~~ July 10, 2023

Date of Revision: July 14, 2025

## Students

### Promotion and Retention, Acceleration, and Early Graduation

Students will typically progress annually from grade to grade. A student may be retained at a grade level or be required to repeat a course or program when such is determined in the judgment of the Principal, in consultation with the student's teachers and counselor, to be appropriate for the educational interests of the student and the school's educational program.

If a parent or guardian would like their student to retake a grade level, the parent or guardian must meet with the Superintendent or designee to discuss the student repeating a grade. At that meeting, the parent or guardian must provide evidence of academic needs, illness, or excessive absenteeism that would warrant the student to repeat the grade. A student in kindergarten through fourth grade may be retained due to academic needs, illness, or excessive absenteeism. A student in grades fifth through twelfth grade may be retained due to excessive absenteeism. At such meeting, the Superintendent or designee shall identify any alternative educational opportunities, including remedial instruction, if applicable, and verify any special education supports available to such student. If the student's parent or guardian still intends for their student to repeat a grade, such parent or guardian shall then complete the required form and return such form to the District. Upon completion of the form and if all requirements pursuant to this policy and law are met, the District shall permit the student to repeat the student's grade for the next school year.

#### Acceleration

Students with exceptional talents may, with the permission of the principal and parents, take classes beyond their current grade level. Enrichment opportunities, outside the school district, may be allowed when they do not conflict with the school district's graduation requirements. Acceleration ahead in a grade level should be approached with caution and should only occur with the joint approval of the superintendent, the principal and the parent or guardian.

#### Early Graduation

The request for early graduation must be made (on the form provided in this policy) at least six months prior to the expected graduation date. The application form must be signed by the parent or guardian and the student. The Wayne Board of Education will provide authorization to the principal and superintendent for final approval of the request for early graduation based on the academic record of the student.

Early graduation will not be unreasonably withheld if the student has earned the required credit and successfully completed the required courses for graduation from the Wayne School District.

The principal, school counselor, and teachers will closely monitor the student's performance to ensure that all the requirements for graduation are met and will report the progress of student to the parents and the student on a regular basis. The superintendent will prepare a summary report of the number and progress of early graduation students annually.

Legal Reference: Neb. Rev. Stat. Sec. 79-526 & 79-2,161

Date of Adoption: March 8, 2021

Date of Revision: July 14, 2025



Request to Repeat a Grade  
August 2024

[Nebraska Revised Statute 79-2.161](#) establishes a procedure whereby a parent or guardian can request their child to repeat a grade for the following reasons:

- a) Academic needs (*Student in grades Kindergarten thru fourth*) – Academic needs means that a child is at least one year below grade level and behind the child's typically developing peers in reading, English, and language arts such that the child does not possess the necessary academic skills required to succeed in reading, English, and language arts at grade level for the next grade the student would otherwise advance to
- b) Excessive Absenteeism (*Student in grades K-12*) – Excessive absenteeism means that the child was absent fifty percent or more of the school year and includes excused absences, unexcused absences, and absences due to suspension or expulsion. Absences due to approved school-related activities, such as field trips, competitions, athletic events, and testing, are not included; and
- c) Illness (*Student in grades Kindergarten thru fourth*) - Illness means that the child experienced a severe mental or physical illness resulting in hospitalization of two or more weeks during the school year.

A parent or guardian intending to have their child repeat a grade shall request a meeting with school district superintendent or their designee to discuss the decision. The meeting should identify any alternative educational opportunities. If after meeting with the superintendent or their designee, the parent still wishes to retain their child, they must complete this form.

**Parent/Guardian Name:** \_\_\_\_\_

**Name of Child:** \_\_\_\_\_

**Grade Level to be Repeated:** \_\_\_\_\_

**Current School District:** \_\_\_\_\_

**Date of Meeting with District:** \_\_\_\_\_

**Reason and Description for Requesting Repeating of Grade:**

Academic Needs (K-4)

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Excessive Absenteeism (K-12)

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Illness (K-4)

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**Summary of Meeting with Superintendent or their Designee:**

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Please submit this form to the superintendent or their designee with whom you met initially about the request for retention. Upon completion of the form, and if all requirements are met, the school district shall honor the request to repeat a grade for the next school year.

\_\_\_\_\_  
Signature of Parent/Guardian                      Date

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**To be completed by district:**

**School of Attendance Name:** \_\_\_\_\_

**School of Attendance Code:** \_\_\_\_\_

**Student State ID (To be Provided by District):** \_\_\_\_\_

\_\_\_\_\_  
Signature of Superintendent/Designee                      Date

Districts, please retain a copy of this form, and email [nde.form@nebraska.gov](mailto:nde.form@nebraska.gov) for instructions on how to securely submit this form.

**Application for Wayne High School Early Graduation**

Policy 5201

**Students Name** \_\_\_\_\_ **Date**

\_\_\_\_\_

**Parent or Guardian Name** \_\_\_\_\_ **Date**

\_\_\_\_\_

**Expected Date for Early Graduation** \_\_\_\_\_

**Required Credit to be successfully completed prior to graduation:**

		CREDIT COMPLETED AS OF: _____
Language Arts:	40 credit hours	_____ credit hours
Science:	30 credit hours	_____ credit hours
Mathematics:	30 credit hours	_____ credit hours
Social Studies:	30 credit hours	_____ credit hours
Physical Education:	10 credit hours	_____ credit hours
Fine Arts:	10 credit hours	_____ credit hours
Computer Science & Technology:	5 credit hours	_____ credit hours
Personal Finance:	5 credit hours	_____ credit hours
Total Required Hours:	160 credit hours	_____ credit hours
Total Elective Hours:	65 credit hours	_____ credit
hours		
Total Required Hours For Graduation:	225 credit hours	_____ credit hours

**Required Courses to be successfully completed prior to graduation:**

Required Course: \_\_\_\_\_ Date Completed:

\_\_\_\_\_

Required Course: \_\_\_\_\_ Date Completed:

\_\_\_\_\_

Required Course: \_\_\_\_\_ Date Completed:

\_\_\_\_\_

Required Course: \_\_\_\_\_ Date Completed:

\_\_\_\_\_

Required Course: \_\_\_\_\_ Date Completed:

\_\_\_\_\_

**Student Signature:** \_\_\_\_\_ **Date:**

\_\_\_\_\_

**Parent or Guardian Signature:** \_\_\_\_\_ **Date:**

\_\_\_\_\_

**Counselor Signature:** \_\_\_\_\_ **Date:**

\_\_\_\_\_

**Principal Signature:** \_\_\_\_\_ **Date:**

\_\_\_\_\_

## Notification of Rights Under FERPA

The Family Educational Rights and Privacy Act (FERPA) affords parents and students over 18 years of age (“eligible students”) certain rights with respect to the student’s education records. They are:

- 1) The right to inspect and review the student’s education records within 45 days of the day the District receives a request for access.

Parents or eligible students should submit to the school principal (or appropriate school official) a written request that identifies the record(s) they wish to inspect. The principal will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.

- 2) The right to request the amendment of the student’s education records that the parent or eligible student believes are inaccurate or misleading at the time the record was created.

Parents or eligible students may ask the School District to amend a record that they believe is inaccurate or misleading. They should write the school principal, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading. If the District decides not to amend the record as requested by the parent or eligible student, the District will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.

- 3) The right to consent to disclosures of personally identifiable information contained in the student’s education records, except to the extent that FERPA authorizes disclosure without consent.

One exception which permits disclosure without consent is disclosure to school officials with legitimate educational interests or otherwise allowed by law. A school official is a person employed by the District as an administrator, supervisor, instructor or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the School Board; a person or company with whom the District has contracted to perform a special task (such as an attorney, auditor, medical consultant or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee or assisting another school official in performing his or her tasks.

A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

Upon request, the District discloses education records without consent to officials of another School District in which a student seeks or intends to enroll.

- 4) The right to file a complaint with the U.S. Department of Education concerning alleged failures by the District to comply with the requirements of FERPA. The name and address of the office that administers FERPA is:

~~Kathleen Styles~~, Office of the Chief Privacy Officer  
U.S. Department of Education  
400 Maryland Avenue, S.W.  
Washington, D.C. 20202

### Notice Concerning Directory Information

The District may disclose directory information. The primary purpose of directory information is to allow the District to include information from your child's education records in certain school publications. Examples may include:

- A playbill, showing your student's role in a drama production;
- The annual yearbook;
- Honor roll or other recognition lists;
- Graduation programs; and
- Sports activity sheets, such as for wrestling, showing weight and height of team members.

Under FERPA, "directory information" is generally not considered harmful or an invasion of privacy if released, can also be disclosed to outside organizations without a parent's prior written consent. Outside organizations include, but are not limited to, companies that manufacture class rings or publish yearbooks. The types of personally identifiable information that the District has designated as directory information are as follows:

1. Student's Name, address, telephone ~~listing~~number, and the name, address, telephone ~~listings (if not unlisted)~~ number, e-mail address and ~~work or~~ other contact information of the student's parent/guardian or other adult acting in loco parentis or with authority to act as parent or guardian in educational matters for the student;
2. School and dates of attendance;
3. Student's current grade;
4. Student's enrollment status (e.g. full-time or part-time);
- ~~5. Student's date of birth and place of birth;~~
- ~~6.~~5. Student's extra-curricular participation;
- ~~7.~~6. Student's achievement awards or honors;
- ~~8.~~7. Student's weight and height if a member of an athletic team; and
- ~~9.~~8. Student's photograph; and
- ~~10.~~9. \_\_\_\_\_ School or school district the student attended before he or she enrolled in [Name] Public Schools.

Notwithstanding the foregoing, the District does not designate as directory information personally identifiable information from students' education records where the District determines that the disclosure to the potential recipient poses a risk to student safety or well-being, including but not limited to circumstances where the potential recipient is a registered sex offender and the personally identifiable information would permit the potential recipient to communicate with or otherwise contact the student, or would otherwise not be in a student's best interests.

A parent or eligible student has the right to refuse to let the District designate information about the student as directory information. Parents or guardians may refuse to allow their student's information to be designated as "directory information" at any time during the school year, so long as the parent or guardian notifies the Superintendent in writing. ~~The period of time within which a parent or eligible student has to notify the District in writing that he or she does not want information about the student designated as directory information is as follows: two weeks from the time this information is first received. Please contact the Superintendent's office to indicate your refusal to have your child's information designated as directory information.~~

The District may disclose information about former students without meeting the conditions in this section.

### OPTIONAL

~~In addition, notice is further given that FERPA permits the disclosure of personally identifiable information from students' education records, without consent of the parent or eligible student, if the disclosure meets certain conditions found in Sec. 99.31 of the FERPA regulations. Except for disclosures to school officials, disclosures related to some judicial orders or lawfully issued subpoenas, disclosures of directory information, and disclosures to the parent or eligible student, Sec. 99.32 of the FERPA regulations requires the District to record the disclosure. Parents and eligible students have a right to inspect and review the record of disclosures. The District may disclose personally identifiable information from the education records of a student without obtaining prior written consent of the parents or the eligible student—~~

~~To other school officials, including teachers, within the educational agency or institution whom the school has determined to have legitimate educational interests. This includes contractors, consultants, volunteers, or other parties to whom the District has outsourced institutional services or functions, provided that the conditions listed in Sec. 99.31(a)(1)(i)(B)(1) – (a)(1)(i)(B)(2) are met. (Sec. 99.31(a)(1))~~

~~To officials of another school, school system, or institution of postsecondary education where the student seeks or intends to enroll, or where the student is already enrolled if the disclosure is for purposes related to the student's enrollment or transfer, subject to the requirements of Sec. 99.34. (Sec. 99.31(a)(2))~~

~~To authorized representatives of the U.S. Comptroller General, the U. S. Attorney General, the U.S. Secretary of Education, or State and local educational authorities, such as the Nebraska Department of Education. Disclosures under this provision may be made, subject to the~~

~~requirements of Sec. 99.35, in connection with an audit or evaluation of Federal or State-supported education programs, or for the enforcement of or compliance with Federal legal requirements that relate to those programs. These entities may make further disclosures of personally identifiable information to outside entities that are designated by them as their authorized representatives to conduct any audit, evaluation, or enforcement or compliance activity on their behalf. (Sections 99.31(a)(3) and 99.35)~~

~~In connection with financial aid for which the student has applied or which the student has received, if the information is necessary to determine eligibility for the aid, determine the amount of the aid, determine the conditions of the aid, or enforce the terms and conditions of the aid. (Sec. 99.31(a)(4))~~

~~To State and local officials or authorities to whom information is specifically allowed to be reported or disclosed by a State statute that concerns the juvenile justice system and the system's ability to effectively serve, prior to adjudication, the student whose records were released, subject to Sec. 99.38. (Sec. 99.31(a)(5))~~

~~To organizations conducting studies for, or on behalf of, the District, in order to: (a) develop, validate, or administer predictive tests; (b) administer student aid programs; or (c) improve instruction. (Sec. 99.31(a)(6))~~

~~To accrediting organizations to carry out their accrediting functions. (Sec. 99.31(a)(7))~~

~~To parents of an eligible student if the student is a dependent for IRS tax purposes. (Sec. 99.31(a)(8))~~

~~To comply with a judicial order or lawfully issued subpoena. (Sec. 99.31(a)(9))~~

~~To appropriate officials in connection with a health or safety emergency, subject to Sec. 99.36. (Sec. 99.31(a)(10))~~

~~Information the District has designated as "directory information" under Sec. 99.37. (Sec. 99.31(a)(11))~~

The District's policy is for education records to be kept confidential except as permitted by the FERPA law, and the District does not approve any practice which involves an unauthorized disclosure of education records. In some courses student work may be displayed or made available to others. Also, some teachers may have persons other than the teacher or school staff, such as volunteers or fellow students, assist with the task of grading student work and returning graded work to students. The District does not either approve or disapprove such teaching practices, and designates such student work as directory information and/or as non-education records. Each parent and eligible student shall be presumed to have accepted this designation in the absence of the parent or eligible student giving notification to the District in writing in the manner set forth above pertaining to the designation of directory information. Consent will be presumed to have been given in the absence of such a notification from the parent or eligible student.

**Notice Concerning Designation of Law Enforcement Unit:**

The District designates the [Name] Police Department as the District's "law enforcement unit" for purposes of (1) enforcing any and all federal, state or local law, (2) maintaining the physical security and safety of the schools in the District, and (3) maintaining safe and drug free schools.

StudentsAssociation Activities

The ~~[Name]~~ Public Wayne Community School District is a member of the Nebraska School Activities Association, which is a voluntary organization of public and private schools of Nebraska organized for the purpose of promoting and regulating the competition between schools in what is generally known as the extracurricular activities.

All students participating in extracurricular activities shall follow the rules provided by the Nebraska School Activities Association and rules of ~~[Name]~~ Public Wayne Community Schools. The Superintendent or designee shall, as required by law, designate each school-sponsored interscholastic athletic team or sport as either: (1) boys; (2) girls; or (3) mixed.

Students who represent ~~[Name]~~ Public Wayne Community Schools in any of its allied or extracurricular activities shall practice a high level of citizenship both in school and in community living.

Legal Reference:     LB 89 (2025)

Date of Adoption:    ~~[Insert Date]~~ July 14, 2025

Students (& Employees)Anti-discrimination, Anti-harassment, and Anti-retaliation**A. Elimination of Discrimination.**

The ~~[Name]~~ Public Wayne Community School District hereby gives this statement of compliance and intends to comply with all state and federal laws prohibiting discrimination. This school district intends to take any necessary measures to assure compliance with such laws against any prohibited form of discrimination.

The ~~[Name]~~ Public Wayne Community School District does not discriminate on the basis of sex, disability, race (including skin color, hair texture and protective hairstyles), color, religion, military or veteran status, national or ethnic origin, age, marital status, pregnancy, childbirth or related medical condition, sexual orientation or gender identity, or other protected status in its programs and activities and provides equal access to designated youth groups. The following persons have been designated to handle inquiries regarding the non-discrimination policies:

Students: ~~[Name of Director]~~, Director of Student Services ~~[or other title]~~, ~~[Street Address]~~ 611 West 7<sup>th</sup> Street, [City] Wayne, NE [Zip Code] 68787 ( 402 ) 375 - 3150 (~~[Email Address]~~).

Employees and Others: ~~[Name of Director]~~, Human Resources Director ~~[or other title]~~, ~~[Street Address]~~ 611 West 7<sup>th</sup> Street, [City] Wayne, NE [Zip Code] 68787 ( 402 ) 375 - 3150 (~~[Email Address]~~).

Complaints or concerns involving discrimination or needs for accommodation or access should be addressed to the appropriate Coordinator. For further information about anti-discrimination laws and regulations, or to file a complaint of discrimination with the Office for Civil Rights in the U.S. Department of Education (OCR), please contact OCR at One Petticoat Lane, 1010 Walnut Street, 3rd Floor, Suite 320, Kansas City, Missouri 64106, (816) 268-0550 (voice), Fax (816) 268-0599, (800) 877-8339 (telecommunications device for the deaf), or ocr.kansascity@ed.gov.

**B. Prohibited Harassment, Discrimination, and Retaliation of Employees, Students and Others.****1. Purpose:**

The ~~[Name]~~ Public Wayne Community School District is committed to offering employment and educational opportunities to its employees and students in a climate free of discrimination. Accordingly, unlawful discrimination, harassment and retaliation of any kind by District employees, including, co-workers, non-employees (such as volunteers), third parties, and others is strictly prohibited and will not be tolerated.

Harassment is a form of discrimination and includes verbal, non-verbal, written, graphic, or physical conduct relating to a person's sex, disability, race (including skin color, hair texture and protective hairstyles), color, religion, military or veteran status, national or ethnic origin, age, marital status, pregnancy, childbirth or related medical condition, sexual orientation or gender identity, or other protected status, that is sufficiently serious to deny,

interfere with, or limit a person's ability to participate in or benefit from an educational or work program or activity, including, but not limited to:

- a. Conduct that is sufficiently severe or pervasive to create an intimidating, hostile, or abusive educational or work environment, or
- b. Requiring an individual to endure the offensive conduct as a condition of continued employment or educational programs or activities, including the receipt of aids, benefits, and services.

Educational programs and activities include all academic, educational, extracurricular, athletic, and other programs of the school, whether those programs take place in a school's facilities, on a school bus, at a class or training program sponsored by the school at another location, or elsewhere.

Discriminatory harassment because of a person's sex, disability, race (including skin color, hair texture and protective hairstyles), color, religion, [military or veteran status](#), national or ethnic origin, age, marital status, pregnancy, childbirth or related medical condition, sexual orientation or gender identity, or other protected status, may include, but is not limited to:

- a. Name-calling,
- b. Teasing or taunting,
- c. Insults, slurs, or derogatory names or remarks,
- d. Demeaning jokes,
- e. Inappropriate gestures,
- f. Graffiti or inappropriate written or electronic material,
- g. Visual displays, such as cartoons, posters, or electronic images,
- h. Threats or intimidating or hostile conduct,
- i. Physical acts of aggression, assault, or violence, or
- j. Criminal offenses

The following examples are additional or more specific examples of conduct that may constitute sexual harassment:

- a. Unwelcome sexual advances or propositions,
- b. Requests or pressure for sexual favors,
- c. Comments about an individual's body, sexual activity, or sexual attractiveness,
- d. Physical contact or touching of a sexual nature, including touching intimate body parts and inappropriate patting, pinching, rubbing, or brushing against another's body,
- e. Physical sexual acts of aggression, assault, or violence, including criminal offenses (such as rape, sexual assault or battery, and sexually motivated stalking), against a person's will or where a person is incapable of giving consent due to the victim's age, intellectual disability, or use of drugs or alcohol,
- f. Requiring sexual favors or contact in exchange for aids, benefits, or services, such as grades, awards, privileges, promotions, etc., or
- g. Gender-based harassment; acts of verbal, nonverbal, written, graphic, or physical conduct based on sex or sex-stereotyping, but not involving conduct of a sexual nature.

If the District knows or reasonably should know about possible harassment, including violence, the District will conduct a prompt, adequate, reliable, thorough, and impartial investigation to determine whether unlawful harassment occurred (see section entitled “Grievance Procedures,” below), and take appropriate interim measures, if necessary. If the District determines that unlawful harassment occurred, the District will take prompt and effective action to eliminate the harassment, prevent its recurrence, and remedy its effects, if appropriate. If harassment or violence that occurs off school property creates a hostile environment at school, the District will follow this policy and grievance procedure, within the scope of its authority.

All District employees are expected to take prompt and appropriate actions to report and prevent discrimination, harassment, and retaliation by others. Employees who witness or become aware of possible discrimination, including harassment and retaliation, must immediately report the conduct to his or her supervisor or the compliance coordinator designated to handle complaints of discrimination (designated compliance coordinator).

**2. Anti-retaliation:**

The District prohibits retaliation, intimidation, threats, coercion, or discrimination against any person for opposing discrimination, including harassment, or for participating in the District's discrimination complaint process or making a complaint, testifying, assisting, or participating in any manner, in an investigation, proceeding, or hearing. Retaliation is a form of discrimination.

The District will take immediate steps to stop retaliation and prevent its recurrence against the alleged victim and any person associated with the alleged victim. These steps will include, but are not limited to, notifying students, employees, and others, that they are protected from retaliation, ensuring that they know how to report future complaints, and initiating follow-up contact with the complainant to determine if any additional acts of discrimination, harassment, or retaliation have occurred. If retaliation occurs, the District will take prompt and strong responsive action, including possible discipline, including expulsion or termination, if applicable.

**3. Grievance (or Complaint) Procedures:**

Employees or students should initially report all instances of discrimination, harassment or retaliation to their immediate supervisor or teacher or to the compliance coordinator designated to handle complaints of discrimination (designated coordinator). If the employee or student is uncomfortable in presenting the problem to the supervisor or teacher, or if the supervisor or teacher is the problem, the employee or student may report the alleged discrimination, harassment or retaliation (“discrimination”) to the designated coordinator, or in the case of students, to another staff person (such as a counselor or principal).

Other individuals may report alleged discrimination to the designated coordinator. If the designated coordinator is the person alleged to have committed the discriminatory act, then the complaint should be submitted to the Superintendent for assignment. A discrimination complaint form is attached to this grievance procedure and is available in the office of each District building, on the District's website, and from the designated coordinators.

Under no circumstances will a person filing a complaint or grievance involving discrimination be retaliated against for filing the complaint or grievance.

*i. Level 1 (Investigation and Findings):*

Once the District receives a grievance, complaint or report alleging discrimination, harassment, or retaliation, or becomes aware of possible discriminatory conduct, the District will conduct a prompt, adequate, reliable, thorough, and impartial investigation to determine whether unlawful harassment occurred. If necessary, the District will take immediate, interim action or measures to protect the alleged victim and prevent further potential discrimination, harassment, or retaliation during the pending investigation. The alleged victim will be notified of his or her options to avoid contact with the alleged harasser, such as changing a class or prohibiting the alleged harasser from having any contact with the alleged victim pending the result of the District's investigation. The District will minimize any burden on the alleged victim when taking interim measures to protect the alleged victim.

The District will promptly investigate all complaints of discrimination, even if an outside entity or law enforcement agency is investigating a complaint involving the same facts and allegations. The District will not wait for the conclusion or outcome of a criminal investigation or proceeding to begin an investigation required by this grievance procedure. If the allegation(s) involve possible criminal conduct, the District will notify the complainant of his or her right to file a criminal complaint, and District employees will not dissuade the complainant from filing a criminal complaint either during or after the District's investigation.

The District will aim to complete its investigation within ten (10) working days after receiving a complaint or report, unless extenuating circumstances exist as determined by the investigator. Extenuating circumstances may include the unavailability of witnesses due to illness or incapacitation, or additional time needed because of the complexity of the investigation, the need for outside experts to evaluate the evidence (such as forensic evidence), or multiple complainants or victims. If extenuating circumstances exist, the extended timeframe to complete the investigation will be determined by the investigator and in compliance with any legal requirements not exceed ten (10) additional working days without the consent of the complainant, unless the alleged victim agrees to a longer timeline. Periodic status updates will be given to the parties, when appropriate.

The District's investigation will include, but is not limited to:

- a. Providing the parties with the opportunity to present witnesses and provide evidence.
- b. An evaluation of all relevant information and documentation relating to the alleged discriminatory conduct.
- c. For allegations involving harassment, some of the factors the District will consider include: 1) the nature of the conduct and whether the conduct was unwelcome, 2) the surrounding circumstances, expectations, and relationships, 3) the degree to which the conduct affected one or more students' education, 4) the type, frequency, and duration of the conduct, 5) the identity of and relationship between the alleged harasser and the suspect or suspects of the harassment, 6) the number of individuals involved, 7) the

age (and sex, if applicable) of the alleged harasser and the alleged victim(s) of the harassment, 8) the location of the incidents and the context in which they occurred, 9) the totality of the circumstances, and 10) other relevant evidence.

- d. A review of the evidence using a “preponderance of the evidence” standard (based on the evidence, is it more likely than not that discrimination, harassment, or retaliation occurred?)

The designated compliance coordinator (or designated investigator) will complete an investigative report, which will include:

- a. A summary of the facts,
- b. Findings regarding whether discrimination, harassment or other inappropriate conduct occurred, and
- c. If a finding is made that discrimination, harassment or other inappropriate conduct occurred, the recommended remedy or remedies necessary to eliminate discrimination, harassment or other inappropriate conduct.

If someone other than the designated compliance coordinator conducted the investigation, the compliance coordinator will review, approve, and sign the investigative report. The District will ensure that prompt, appropriate, and effective remedies are provided if a finding of discrimination, harassment, or retaliation is made. The District will maintain relevant documentation obtained during the investigation and documentation supportive of the findings and any subsequent determinations, including the investigative report, witness statements, interview summaries, and any transcripts or audio recordings, pertaining to the investigative and appeal proceedings.

The District ~~will~~ may, when appropriate or when legally required, send concurrently to the parties written notification of the decision (findings and any remedy) regarding the complaint within one (1) ~~working day~~ working day-week after the investigation is completed. The Family Educational Rights and Privacy Act (FERPA), 20 U.S.C. § 11232g; 34 C.F.R. Part 99, permits the District to disclose relevant information to a student who was discriminated against or harassed.

*ii. Level 2 (Appeal to the Superintendent):*

If a party is not satisfied with the findings or remedies (or both) set forth in the decision, he or she may file an appeal in writing with the Superintendent within five (5) working days after receiving the decision. The Superintendent will review the appeal and the investigative documentation and decision, conduct additional investigation, if necessary, and issue a written determination about the appeal within ten (10) working days after receiving the appeal. The party who filed the appeal will be sent the Superintendent’s determination at the time it is issued, and a copy will be sent to the designated compliance coordinator. [If the Superintendent is the subject of the complaint, the party will file the appeal directly with the Board.]

*iii. Level 3 (Appeal to the Board):*

If the party is not satisfied with the Superintendent’s determination, he or she may file an appeal in writing with the Board of Education within five (5) working days after receiving the Superintendent’s determination. The Board of Education will review the appeal, the

Superintendent's determination, the investigative documentation and decision, and allow the party to address the Board or a Committee of the Board of Education at a Board meeting to present his or her appeal. ~~The party will be allowed to address the Board at the Board's next regularly scheduled Board meeting (unless the Board receives the appeal within one week of the next regularly scheduled Board meeting) or at a time and date agreed to by the Board, designated compliance officer and the party.~~ The Board or Committee of the Board of Education may, in its discretion, will issue a written determination about the appeal within thirty (30) days after the party addresses the Board. The Board or a Committee of the Board may, in the alternative, vote on the appeal and send the party the outcome of the vote. The party who filed the appeal will be sent the Board's determination ~~at the time it is issued, and a copy will be sent to the designated compliance coordinator.~~ The Board's determination, and any actions taken, will be final on behalf of the District.

**4. Confidentiality:**

The identity of the complainant will be kept confidential to the extent permitted by state and federal law. The District will notify the complainant of the anti-retaliation provisions of applicable laws and that the District will take steps to prevent retaliation and will take prompt and strong responsive actions if retaliation occurs.

If a complainant requests confidentiality or asks that the complaint not be pursued, the District will take all reasonable steps to investigate and respond to the complaint consistent with the request for confidentiality or the request not to pursue an investigation, as long as doing so does not prevent the District from responding effectively to the harassment and preventing harassment of other students. If a complainant insists that his or her name or other identifiable information not be disclosed to the alleged perpetrator, the District will inform the complainant that its ability to respond may be limited. Even if the District cannot take disciplinary action against the alleged harasser, the District will pursue other steps to limit the effects of the alleged harassment and prevent its recurrence, if warranted,

**5. Training:**

The District will ensure that relevant District employees, including but not limited to officials, administrators, teachers, substitute teachers, counselors, nurses and other health personnel, coaches, assistant coaches, paraprofessionals, aides, bus drivers, and school law enforcement officers, are adequately trained so they understand and know how to identify acts of discrimination, harassment, and retaliation, and how to report it to appropriate District officials or employees.

**6. Designated Compliance Coordinators:**

Designated compliance coordinators will be responsible for:

- a. Coordinating efforts to comply with anti-discrimination, anti-harassment, and anti-retaliation laws and regulations.
- b. Coordinating and implementing training for students and employees pertaining to anti-discrimination, anti-harassment and anti-retaliation laws and regulations, including the training areas listed above.
- c. Investigating complaints of discrimination (unless the coordinator designates other trained individuals to investigate).
- d. Monitoring substantiated complaints or reports of discrimination, as needed (and with the assistance of other District employees, if necessary), to ensure

- discrimination or harassment does not recur, and that retaliation conduct does not occur or recur.
- e. Overseeing discrimination complaints, including identifying and addressing any patterns or systemic problems, and reporting such patterns or systemic problems to the Superintendent and the Board of Education.
  - f. Communicating regularly with the District's law enforcement unit investigating cases and providing current information to them pertaining to anti-discrimination, anti-harassment, and anti-retaliation standards and compliance requirements.
  - g. Reviewing all evidence in harassment or violence cases brought before the District's disciplinary committee or administrator to determine whether the complainants are entitled to a remedy under anti-discrimination laws and regulations that was not available in the disciplinary process.
  - h. Ensuring that investigations address whether other students or employees may have been subjected to discrimination, including harassment and retaliation.
  - i. Determining whether District employees with knowledge of allegations of discrimination, including harassment and retaliation, failed to carry out their duties in reporting the allegations to the designated compliance coordinator and responding to the allegations.
  - j. Recommending changes to this policy and grievance procedure.
  - k. Performing other duties as assigned.

The designated compliance coordinators will not have other job responsibilities that may create a conflict of interest with their coordinator responsibilities.

**7. Preventive Measures:**

The District will publish and widely distribute on an ongoing basis a notice of nondiscrimination (notice) in electronic and printed formats, including prominently displaying the notice on the District's website and posting the notice at each building in the District. The District also will designate an employee to coordinate compliance with anti-discrimination laws (see Designated Compliance Coordinator section, above, for further information on compliance coordinator), and widely publish and disseminate this grievance procedure, including prominently posting it on the District's website, at each building in the District, reprinting it in District publications, such as handbooks, and sending it electronically to members of the school community. The District will provide training to employees and students at the beginning of each academic year in the areas identified in the Training section, above.

The District also may distribute specific harassment and violence materials (such as sexual violence), including a summary of the District's anti-discrimination, anti-harassment, and anti-retaliation policy and grievance procedure, and a list of victim resources, during events such as school assemblies and back to school nights, if recent incidents or allegations warrant additional education to the school community.

Legal Reference: Title VI, 42 U.S.C. Sec. 2000d, Title VII, 42 U.S.C. Sec. 2000e, Title IX; 20 U.S.C. Sec. 1681, and the Nebraska Fair Employment Practices Act, Neb. Rev. Stat. Sec. 48-1101 et seq.

Age Discrimination in Employment Act (ADEA), the Older Workers Benefit Protection Act (OWBPA), 29 U.S.C. Sec. 621 et seq., and the Nebraska Age Discrimination in Employment Act, Neb. Rev. Stat. Sec. 48-1001 et seq.;

Americans with Disabilities Act (ADA), 42 U.S.C. Sec. 12101 et seq.

Section 504 of the Rehabilitation Act of 1973 (Section 504)

Pregnancy Discrimination Act, 42 U.S.C. Sec. 2000e(k)

Uniform Service Employment and Reemployment Rights Act (USERRA), 38 U.S.C. Sec. 4301 et seq.

Neb. Rev. Stat. Sec. 79-2,115, et seq

Date of Adoption: ~~[Insert Date]~~ July 12, 2021

Date of Revision: July 14, 2025

StudentsFoster Care Student Transportation

In accordance with federal and state law, the District's written transportation procedures for foster care children are as follows:

**Students to be Transported**

DHHS will contact the District to inform the District of a foster care student living in the District and/or to be educated by the District. The District will communicate with DHHS on any further matters concerning said foster care student(s).

**School of Origin**

The District will work to develop a transportation plan for each foster care student needing transportation to the student's school of origin, as defined and required by federal law. Each student's situation will be different, so there is no single transportation plan for every foster care student. Transportation options may include: (1) the foster care family; (2) a bus or school vehicle; (3) transportation to a pickup location; or (4) some other form of transportation in accordance with state and federal law. Foster care students on an IEP may require other considerations and/or different transportation obligations.

When required by law, the District will coordinate the foster care student's transportation to the school of origin while any disputes regarding transportation until the disputes are resolved.

**Costs**

If the student can be transported by the District without the District incurring any additional costs, then the District will normally transport the student. However, if the District will need to incur additional costs to transport the student, then DHHS will cover any such additional costs associated with the foster care student's transportation. If the District and DHHS are unable to agree on a transportation plan, the District and DHHS will work together to resolve any differences.

**Oversight, Implementation, and Administration**

The District's Homeless Liaison is responsible for overseeing these procedures, updating them as needed, and otherwise ensuring that the District complies with the transportation requirements for foster care students.

Legal Reference: 20 U.S.C. § 6312.

Date of Adoption: July 14, 2025

InstructionElectronic Communication Devices and Cell Phones

All students are prohibited from accessing or using an electronic communication device while on school property or attending a school instructional function, unless:

1. When required by a student's Individualized Education Program or 504 Plan;
2. When authorized by the District for educational purposes during instructional time;
3. In the case of an emergency or perceived threat of danger;
4. When necessary to monitor or manage a student's health care; or
5. When determined appropriate by the Superintendent or Superintendent's designee.

All exceptions listed herein must be approved in advance by the appropriate school staff member.

Any student who violates this Policy may be subject to discipline under the District's Student Discipline Policy.

Legal Reference: LB 140 (2025)

Date of Adoption: [Insert Date]

Instruction

Behavioral Intervention and Classroom Management

1. Purpose

The District is committed to creating a learning environment where every individual is valued, respected, and supported. This Policy emphasizes the shared responsibility of individuals for their actions and their ability to learn, grow, and thrive. This Policy further provides a framework for encouraging positive behavior, addressing challenges in a caring and constructive way, and ensuring safe and supportive school and classroom environments.

2. General Principles

As part of the District’s commitment to all students, the Board hereby implements a tiered-system of support to foster a positive school climate and culture, encourage appropriate student behavior, and provide the necessary supports for academic and behavioral success.

This Policy does not replace or alter the Student Discipline Act when behaviors warrant student disciplinary action under that Student Discipline Act.

3. Standards

<b>Tier 1: Universal Supports</b>			
	<b>District Level</b>	<b>School Level</b>	<b>Classroom Level</b>
<b>Sound Infrastructure &amp; Shared Leadership</b>	Develop and maintain a district-wide behavior framework, ensuring alignment with the district's vision and goals. Establish a leadership team to oversee implementation and sustainability.	Create school-level leadership teams to implement the district behavior framework. Build systems to support staff in consistent implementation of universal behavior strategies.	Teachers set up clear, consistent behavior expectations aligned with school and district policies. Classroom routines and physical environments are structured to promote positive behaviors.
<b>Layered Continuum of Support</b>	Ensure all schools have access to evidence-based universal behavior practices and instructional tools for promoting positive behavior.	Develop a school-wide plan for teaching and reinforcing positive behavior expectations for all students.	Integrate the development of emotional and interpersonal skills into daily instruction and explicitly teach expected behaviors.
<b>Data-Based Decision-Making</b>	Implement a district-wide behavior data system for tracking	Use behavioral data to assess school culture,	Collect and reflect on classroom behavior data to identify patterns or

	student behavioral incidents, attendance, and other indicators of behavior. Analyze district trends to guide support for schools.	climate and adjust universal supports.	unanticipated signs of distress and adjust teaching practices as needed.
<b>Communication and Collaboration</b>	Share district-wide behavior policies, expectations, and data with all stakeholders, including families and the community.	Develop intervention teams to identify students in need of Tier 2 support and manage their plans.	Teachers collaborate with intervention teams to integrate targeted strategies into the classroom.
<b>Tier 2: Targeted Supports</b>			
	<b>District Level</b>	<b>School Level</b>	<b>Classroom Level</b>
<b>Sound Infrastructure &amp; Shared leadership</b>	Provide a menu of evidence-based Tier 2 intervention and training for implementation.	Develop intervention teams to identify students in need of Tier 2 support and manage their plans.	Teachers collaborate with intervention teams to integrate targeted strategies into the classroom that align with school and district policies.
<b>Layered Continuum of Support</b>	Allocate resources to support targeted interventions, such as additional staff or training for small group supports.	Implement interventions such as mentoring programs, social skills groups, or targeted behavior coaching.	Provide additional supports like daily progress monitoring and structured break.
<b>Data-Based Decision-Making</b>	Use district-wide systems to track the effectiveness of Tier 2 interventions and adjust as needed.	Monitor progress using behavior data: point sheets, observations, or student self-assessments and input data in district-wide systems.	Document daily data on student progress to evaluate the impact of interventions.
<b>Communication and Collaboration</b>	Facilitate communication between schools, families, and community partners about available Tier 2 supports.	Engage families in the intervention process by providing regular updates and involving them in problem solving and goal setting.	Maintain open lines of communication with families about their child's progress and strategies to promote support the behavior goals at home.
<b>Tier 3: Intensive, Individualized Supports</b>			
	<b>District Level</b>	<b>School Level</b>	<b>Classroom Level</b>
<b>Sound Infrastructure &amp; Shared leadership</b>	Ensure access to specialized staff to design and oversee intensive interventions.	Assemble a multidisciplinary team to develop and implement Functional Behavioral Assessments (FBAs) and Behavior	Collaborate with specialists to integrate individualized supports into classroom routines that align with school and district policies.

		Intervention Plans (BIPs).	
<b>Layered Continuum of Support</b>	Coordinate external services and resources for students requiring wraparound support beyond the school.	Provide interventions or sessions tailored to the student's unique needs and communicate with external services and resources to align supports for students.	Consistently implement accommodations and modifications, such as sensory supports or de-escalation plans, to address individual behaviors.
<b>Data-Based Decision-Making</b>	Regularly review data on Tier 3 interventions and outcomes to ensure its effectiveness.	Use detailed, frequent data collection to refine and adjust BIPs based on student progress.	Implement daily monitoring and adjust individualized strategies as data indicates.
<b>Communication and Collaboration</b>	Partner with community agencies to align supports for students with complex needs.	Conduct regular meetings with families to review and revise plans based on student progress.	Provide ongoing feedback to families and specialists about the student's daily performance, progress, and needs.

4. Addressing Dysregulated Behavioral and Classroom Removal

This Policy outlines a structured approach for managing dysregulated behavior that disrupts the learning environment or poses safety concerns. The aim is to ensure the safety and well-being of all students and staff, while supporting the student in developing self-regulation skills and reintegrating into the classroom.

A. Criteria for Removal

- i. *Safety Concerns*: Immediate removal may occur if a student poses a threat to their own safety, the safety of others, or the environment.
- ii. *Disruption to Learning*: Removal may be necessary if the student's behavior significantly disrupts instruction or the learning environment.
- iii. *Attempted Interventions*: Whenever possible, staff should use de-escalation techniques, behavior redirection, or other Tier 1 or Tier 2 interventions before considering removal. Severe behaviors that endanger safety may bypass prior interventions.

B. Procedure for Removal

- i. *Behavior Documentation*: The teacher or staff member documents the behavior leading to the removal, including antecedents, attempted interventions, and the incident itself. A clear, objective description of the behavior must be included.

- ii. *Safe Transition*: The student is escorted to a designated safe space, such as the office or a designated calming area, by trained personnel. Efforts are made to ensure the student remains calm and safe during the transition.
- iii. *Notification*: Parents or guardians are notified as soon as possible about the removal. A detailed account of the behavior and any interventions attempted are shared.

C. Post-Removal Actions

- i. *Restorative Meeting*: A meeting involving the student, parents or guardians, teacher or other designated staff member, and administrator may be scheduled to review the behavior, its impact, and steps to prevent recurrence. The meeting emphasizes restoring relationships and understanding the root cause of the behavior.
- ii. *Behavior Support Plan (if needed)*: For recurring incidents, a behavior support plan is developed or reviewed, including targeted interventions and supports aligned with the student's needs. The plan may include strategies such as check-ins, mentoring, or additional behavioral learning supports.

D. Transition Back to the Classroom

- i. *Reintegration Plan*: The student returns to the classroom with appropriate support, which may include a reintegration checklist, a designated buddy, or frequent check-ins with a trusted adult. Expectations and routines are explicitly reviewed with the student.
- ii. *Ongoing Support and Monitoring*: Follow-up meetings with the student, teacher or other designated staff member, and parents/guardians are scheduled to evaluate progress. Data from behavior observations are used to adjust interventions and supports as needed.
- iii. *Focus on Positive Growth*: A strengths-based approach is applied to recognize and reinforce improvements in behavior.

5. Communication and Collaboration

Families are partners in addressing the student's behavior and supporting reintegration. School staff will provide clear and transparent communication about any incident, the student's plan for return, and available resources. Collaboration will also occur between general education, special education, school psychologist, behavior specialists, school counselors, and/or social workers to ensure all supports align with the student's needs and strengths.

6. Required Training

The District will ensure that school employees are trained in behavioral awareness and intervention as required by this Policy and state law. The Superintendent is hereby delegated the authority and responsibility to develop or contract for such training and to ensure that the appropriate staff receive said training as required by state law.

7. Monitoring and Feedback

Parents, guardians, students, advocates and community members are encouraged to provide feedback on this Policy and the District's actions under this Policy. The Superintendent or designee is also directed to provide any feedback to the Board of Education as the Superintendent deems appropriate.

Legal Reference: Neb. Rev. Stat. § 79-262.01

Date of Adoption:

# Wayne Community Schools Teacher Handbook

## 20254-20265 School Year

### Intent of Handbook

Welcome to Wayne Community Schools. This handbook is intended to be used by teachers and other certificated staff to provide general information about Wayne Community Schools and to serve as a guide to the District's policies, rules, and regulations, benefits of employment, and performance expectations.

References in this handbook to "teachers" are intended to apply to all certificated staff. This includes administrative staff to the extent the handbook deals with professional expectations and conduct.

Each teacher is responsible for becoming familiar with the handbook and knowing the information contained in it. Although the information found in this handbook is detailed and specific on many topics, the handbook is not intended to be all encompassing so as to cover every situation and circumstance that may arise. This handbook is intended to supplement other documents that deal with your employment, including your employment contract, the negotiated agreement between the Wayne Community Schools and the Wayne Community Schools Education Association, and the policies and regulations of the Board of Education. In reading this handbook, please understand that where a direct conflict exists, state or federal law, the negotiated agreement, and Board policies and regulations will control.

This handbook does not create a "contract" of employment. Staff positions and assignments which do not legally require a certificate or are otherwise not protected by the teacher tenure laws may be ended or changed on an "at will" basis notwithstanding anything in this handbook or any other publication or statement, except for a contract approved by the Board of Education.

The administration will be responsible for interpreting the rules contained in the handbook and shall have the right to make decisions and make rule revisions at any time. Should a situation or circumstance arise that is not specifically covered in this handbook, the administration will decide based upon applicable school district policies, state and federal statutes and regulations, and the best interests of the District.

This handbook will be in effect for the 20254-20265 and subsequent school years unless replaced by a later edition.

### Wayne Community Schools Mission Statement

Wayne Community Schools is committed to the success of all students  
and the development of independent lifelong learners

### Wayne Community Schools Vision Statement

Learning for Life, Every Student, Every Day

### Wayne Community Schools Value Statements

Wayne Community Schools values...  
W – Working in Partnerships  
C – Committing/Commitment to Excellences  
S – Success in Life

The District seeks to provide an essential education by developing and maintaining:

- Qualified and competent administrative, teaching, paraprofessional, and operational staff;
- Integrated, planned curriculum that prepares students to achieve state standards and such additional standards as are established by the Board of Education and to reach the student outcomes identified above;
- Comprehensive support programs and services that meet the diverse needs of students;
- Safe, clean and supportive facilities and learning environments;
- Implementation of a curriculum that meets the following:
  - Is based on state standards in reading, writing, speaking, listening, mathematics, science and social studies/history and essential learning in visual and performing arts, world languages, technology, health and physical education, and career and technical education and such additional standards; as are established by the Board of Education;
  - Is appropriate for the developmental level of the students;
  - Addresses diverse learning needs;
  - Instills a passion for learning and the importance of life-long learning;
  - Develops problem solving and critical thinking skills, decision making skills, data gathering, and critical use of information;
  - Develops expected work ethics, as well as group participation and leadership skills;
  - Incorporates character education and multicultural education, including respect for diversity;
  - Provides for application of technology in all learning areas;
  - Provides access to advanced courses; and
  - Is organized in a schedule that is functional and meets student needs in all curriculum areas.
- Providing a supportive learning environment which includes:
  - a welcoming and inviting environment that is emotionally safe, nurturing, supportive, and disciplined; that promotes respect, trust, integrity, and regard for self and others; and that honors diversity;
  - learning as the central purpose with students engaged in meaningful, relevant, and productive learning experiences; and
  - Implementation of policies and practices that result in an orderly environment with emphasis on consistent school-wide positive behavior.

#### **Notice of Nondiscrimination**

Wayne Community Schools hereby gives this statement of compliance and intends to comply with all state and federal laws prohibiting discrimination. This school district intends to take any necessary measures to assure compliance with such laws against any prohibited form of discrimination.

Wayne Community Schools does not discriminate on the basis of sex, disability, (including skin color, hair texture and protective hairstyles), race, color, religion, veteran status, national or ethnic origin, age, marital status, pregnancy, childbirth or related medical condition, sexual orientation or gender identity, or other protected status in its programs and activities and provides equal access to the Boy Scouts and other designated youth groups. Reasonable accommodations will be provided to employees with disabilities and to those who are pregnant, have given birth, or have a related medical condition, as required by law. The following persons have been designated to handle inquiries regarding the non-discrimination policies:

**High School:** High School Principal, 611 West 7th Street, Wayne, NE 68787, (402) 375-3150

**Jr. High School:** Jr. High Principal 611 West 7th Street, Wayne, NE 68787, (402) 375-3150

**Elementary:** Elementary School Principal, 312 Douglas Street, Wayne, NE 68787, (402) 375-3854

**Early Learning Center:** ELC Principal, 903 W 7<sup>th</sup> Street, Wayne NE 68787, (402) 833-1450

**District staff:** Business Manager/Human Resource Director, 611 West 7th Street, Wayne, NE 68787, (402) 375-3150

The District has three expectations that employees and students should follow:

- 1) Be Prepared
- 2) Be Respectful
- 3) Be Safe and Do the Right Thing

WCS Character Traits:

- |                      |                    |
|----------------------|--------------------|
| 1) Respect           | 5) Perseverance    |
| 2) Responsibility    | 6) Self-Discipline |
| 3) Honesty/Trust     | 7) Courage         |
| 4) Caring & Fairness | 8) Citizenship     |

**Members of the Board of Education**

<b>Name</b>	<b>Contact Information</b>
Dr. Jodi Pulfer	jopulfe1@waynebluedevils.org
Mrs. Jaime Manz	jamanz1@waynebluedevils.org
Mr. Justin Davis	judavis1@waynebluedevils.org
Mr. Lynn Junck	lyjunck1@waynebluedevils.org
Mrs. Sylvia Ruhl	syruhl1@waynebluedevils.org
Mr. Brent Pick	brpick1@waynebluedevils.org

## I. GENERAL SCHOOL POLICIES

### A. Teacher Absences

The Board of Education has established a policy concerning the teacher's absence due to illness and emergencies.

Absences resulting from personal illness, snowbound conditions, serious family illness or funeral in the immediate family are considered as excused absences. Others are not. Specifics may be found in the most recent negotiated agreement between the WEA and the Board of Education.

With the exception of a family emergency or an extenuating circumstance, personal days will not be approved or allowed the day prior to Thanksgiving break, or the last day of each semester. All applicable paid leave will be used before any unpaid leave is taken. All paid leave must be used prior to and in conjunction with the FMLA (Family Medical Leave Act). The FMLA entitles eligible employees of Wayne Community Schools to take unpaid, job-protected leave for specified family and medical reasons with continuation of group health insurance coverage under the same terms and conditions as if the employee had not taken leave. The employee must give at least 30 days' notice, or notice as soon as practical to Human Resources at 611 West 7<sup>th</sup> street for an eligibility determination.

### B. Severe Weather - Dismissal

The superintendent shall have the authority to call off or dismiss school in cases of severe weather. Public announcement of school closure will be made over Wayne radio KTCH and the automated calling system.

### C. Purchases

All purchases in the name of the School District will be arranged for through the superintendent's office. Any purchase made otherwise will ordinarily not be paid for by the Board. If you wish to make a purchase for your department, first come to the office and receive a P.O. from the principal.

Activity account funds collected by organizations are turned in to the bookkeeper who will issue a receipt. The principal will authorize all student organization expenses with a purchase order. The Athletic Director in cooperation with the principal will administer the budget for the athletic department.

### D. Social Activities

All social activities:

1. must be planned by student organizations under supervision of school personnel.
2. must be on the master calendar of school activities approved by the principal and superintendent at least 5 days prior to the activity.
3. must use school facilities or other approved public rented private facilities approved by the superintendent or principal.
4. 7-12 may be held until 11:30 p.m. on non-school nights and 10:00 p.m. on school nights. Lights should be out and the building vacated by 12:30 a.m. on weekends and 10:30 p.m. on school nights.

Students in grades 7-12 coming to school parties will be admitted until one-half hour after starting time. No one will be expected to leave the building with the intention of coming back to the party except with the permission of one of the teachers in attendance.

E. Newspaper Articles

All newspaper articles or media information must be approved by the principal.

F. Payment of Salary

Salary payments will be made to all certified employees in twelve equal installments on the 20th of each month. If the 20th falls on a non-school day, all employees will be paid on the last working day before the 20th of each month.

G. Grievance

Refer to grievance procedure in Wayne Board of Education Policy 4112.

H. Travel Policy

Wayne Community Schools has implemented the following rules for travel reimbursement. It is the responsibility of the building principal or the appropriate administrator – hereafter named “administrator” – to make lodging reservations and coordinate travel for those attending. If people from two different buildings are going to the same conference, the appropriate administrators are responsible to coordinate travel with each other to minimize expenses. Many Nebraska hotels will direct bill to the District for lodging. This is encouraged. As a public entity, the District is exempt from taxes. Given adequate notice, the superintendent’s secretary will make lodging reservations if the appropriate administrators so wish.

**Meals: (per admin regulation 4141)**

- Non-Overnight Travel –
  - Daily Maximum- 50% per diem rate
  - Only necessary meals that occur during meeting time and cannot be consumed at home will be reimbursed
- Overnight Travel –
  - In Nebraska – Nebraska per diem rate
  - Out of State – Per diem rate at location of travel
- The District will not reimburse for meals that were included in registration.
- For overnight travel staff should partake in breakfast provided by the hotel if available.

**Lodging:** Administrators are responsible for obtaining appropriate lodging reservations at direct bill rate.

**Transportation:**

Administrators are responsible for arranging school transportation for the travel. If school transportation is not available, mileage will be reimbursed at the rate assigned by the School Finance and Organization Services and the mileage chart from the superintendent’s office. Administrators are responsible to organize travel plans to minimize transportation costs.

**Expense Reimbursement:**

An expense summary reimbursement form is to be completed by the traveler and signed by the administrator. The administrator will forward the expense summary to the superintendent’s office.

**Documentation:**

The district will accept the following documentation for meals and expenses:  
Original Receipts

Copies of Receipts  
Travel Log

At times, when dining with people from different organizations, you are unable to obtain a receipt or a copy. If this occurs, please list the date and time of the meal (breakfast, lunch, supper), as well as the people you were with and the cost of the meal.

I. Authority and Responsibility

Every employee will have the authority and responsibility to supervise any and all students within the building or on the school grounds or at any school sponsored activity at home or away from home. Any rudeness or refusal of the student to comply with an employee's request shall be reported to the student's principal as soon as possible. Every employee may expect complete support from their superiors and the Board of Education for reasonable disciplinary measures taken.

J. Hours of Duty

Wayne Community Schools faculty shall be on duty in the classroom and available to students, from 7:45 AM – 4:00 PM. (Wayne Board of Education Policy 4004). Hours may be extended for meetings or other duties that may arise. Should teachers need to leave the building during work hours for any reason the office staff should be notified. (Wayne Board of Education Policy 4006)

K. Tobacco Use by Staff

The use of tobacco products in the District's buildings and on school grounds, all owned or leased facilities and vehicles, is prohibited. Tobacco means any tobacco product (including but not limited to cigarettes, cigars, and chewing tobacco), vapor products (such as e-cigarettes), electronic nicotine delivery systems, alternative nicotine products, tobacco product look-alikes, and products intended to replicate tobacco products either by appearance or effect.

**II. GENERAL INFORMATION WITH REGARD TO PROCEDURE**

A. Activity Schedules and Building Use for Special Meetings

Our high school buildings are in great demand and are used for many and varied activities. Many times, special equipment or special areas are involved. We have night meetings, adult education classes, Saturday morning meetings, and classes, community activities, etc. We use the Lecture Hall, gymnasium, student commons, music rooms, shops, regular classrooms, etc. Use of these areas requires close cooperation between the people who are assigned to the area, the custodial staff and the administration. All must be aware of the fact that the space is being used, the time, groups involved, etc. On many occasions special personnel must be contacted to operate the equipment involved. The best example is the Lecture Hall. Very few of you can or should operate the light board. A special crew has been trained to do this work -- thus it is important that we know in advance if and when a group will use the Lecture Hall. The same type of problem exists in the gym area and involves P.E. staff, who have general supervisory responsibility for this space. In an effort to improve our scheduling, please follow the procedures given if you plan to use space in the building other than that assigned to you on the regular class schedule.

1. Contact the principal's office to request to use the space wanted. This is absolutely necessary to avoid conflicts, and multiple requests for the same area.
2. Contact person in charge of the area to be used a week in advance so arrangements can be made.
3. Notify custodial staff so that lighting, cleaning, and security problems will be properly handled.

NOTE: The principal will try to assist in completing items 2 and 3, but you are to assume prime

responsibility for this obligation.

A few other suggestions that are important include the following:

1. Be present personally when you use special areas or space. Do not turn the equipment or area over to other people or students. We must have a faculty member present and in charge at all times.
2. Be sure all equipment is cared for, lights turned off, and doors locked when you leave. Check out required keys from the principal.
3. There is a custodian on duty in the schools at night. Contact him/her if you need help in an emergency.
4. Report any special problems noted in the use of areas to which you have been assigned.
5. There is an increasing number of activities, practices, and rehearsals being scheduled on Wednesday nights, which are considered a community church activity night, and on Sundays. In order to better coordinate our program with the churches' activities, scheduling of rehearsals and activities must be completed by 6:30 on Wednesdays, and will only be allowed for Varsity teams on Sundays prior to a conference tournament or district game on Monday. It is impossible not to have some of our activities during these two periods, however, we must make every effort to limit it. All rehearsals, practices, meetings, events, and activities you feel must be scheduled on Wednesday nights or Sundays must be requested to the principal for approval prior to scheduling.

ALL SCHOOL ACTIVITIES, BOTH IN THE BUILDING AND AWAY FROM THE SCHOOL, MUST BE APPROVED AND SCHEDULED IN THE PRINCIPAL'S OFFICE.

### **III. PERSONAL AND PROFESSIONAL CONDUCT (Nebraska Department of Education Rule 27, section 004)**

#### **A. Professional Ethics Standards**

The Wayne Community Schools expects its certificated employees to adhere to the professional ethics standards established by the Nebraska Department of Education, as such standards may be modified from time to time. The professional ethics standards which certificated employees are expected to adhere to include those set forth below. References to "educator" shall include all certificated employees of the District.

#### **Preamble**

The educator shall believe in the worth and dignity of human beings. Recognizing the supreme importance of the pursuit of truth, the devotion to excellence and the nurture of democratic citizenship, the educator shall regard as essential to these goals the protection of the freedom to learn and to teach and the guarantee of equal educational opportunity for all. The educator shall accept the responsibility to practice the profession to these ethical standards.

The educator shall recognize the magnitude of the responsibility he or she has accepted in choosing a career in education, and engages, individually and collectively with other educators, to judge his or her colleagues, and to be judged by them, in accordance with the provisions of this code of ethics.

The standards listed in this section are held to be generally accepted minimal standards for public school certificate holders in the State of Nebraska and for all educators, including administrators, with respect to ethical and professional conduct.

**Principle I - Commitment as a Professional Educator:**

Fundamental to the pursuit of high educational standards is the maintenance of a profession possessed of individuals with high skills, intellect, integrity, wisdom, and compassion. The educator shall exhibit good moral character, maintain high standards of performance and promote equality of opportunity.

In fulfillment of the educator's contractual and professional responsibilities, the educator:

1. Shall not interfere with the exercise of political and citizenship rights and responsibilities of students, colleagues, parents, school patrons, or school board members.
2. Shall not discriminate on the basis of race, color, creed, sex, marital status, age, national origin, ethnic background, or handicapping condition.
3. Shall not use coercive means, or promise or provide special treatment to students, colleagues, school patrons, or school board members in order to influence professional decisions.
4. Shall not make any fraudulent statement or fail to disclose a material fact for which the educator is responsible.
5. Shall not exploit professional relationships with students, colleagues, parents, school patrons, or school board members for personal gain or private advantage.
6. Shall not sexually harass students, parents or school patrons, employees, or board members.
7. Shall not have had revoked for cause in another state a teaching certificate, administrative certificate, or any certificate enabling a person to engage in any of the activities for which a special services counseling certificate is issued in Nebraska.
8. Shall not engage in conduct involving dishonesty, fraud, deceit, or misrepresentation in the performance of professional duties.
9. Shall seek no reprisal against any individual who has reported a violation of this rule.

**Principle II - Commitment to the Student:**

Mindful that a profession exists for the purpose of serving the best interests of the client, the educator shall practice the profession with genuine interest, concern, and consideration for the student. The educator shall work to stimulate the spirit of inquiry, the acquisition of knowledge and understanding, and the thoughtful formulation of worthy goals.

In fulfillment of the obligation to the student, the educator:

1. Shall permit the student to pursue reasonable independent scholastic effort, and shall permit the student access to varying points of view.
2. Shall not deliberately suppress or distort subject matter for which the educator is responsible.
3. Shall make reasonable effort to protect the student from conditions which interfere with the learning process or are harmful to health or safety.
4. Shall conduct professional educational activities in accordance with sound educational practices that are in the best interest of the student.
5. Shall keep in confidence personally identifiable information that has been obtained in the course of professional service, unless disclosure serves professional purposes, or is required by law.
6. Shall not tutor for remuneration students assigned to his or her classes unless approved by the Board of Education.
7. Shall not discipline students using corporal punishment.

**Principle III - Commitment to the Public:**

The magnitude of the responsibility inherent in the education process requires dedication to the principles of our democratic heritage. The educator bears particular responsibility for instilling an

understanding of the confidence in the rule of law, respect for individual freedom, and a responsibility to promote respect by the public for the integrity of the profession.

In fulfillment of the obligation to the public, the educator:

1. Shall not misrepresent an institution with which the educator is affiliated, and shall take added precautions to distinguish between the educator's personal and institutional views.
2. Shall not use institutional privileges for private gain or to promote political candidates, political issues, or partisan political activities.
3. Shall neither offer nor accept gifts or favors that will impair professional judgment.
4. Shall support the principle of due process and protect the political, citizenship, and natural rights of all individuals.
5. Shall not commit any act of moral turpitude, nor commit any felony under the laws of the United States or any state or territory.
6. Shall, with reasonable diligence, attend to the duties of his or her professional position.

**Principle IV - Commitment to the Profession:**

In belief that the quality of the services to the education profession directly influences the nation and its citizens, the educator shall exert every effort to raise professional standards, to improve service, to promote a climate in which the exercise of professional judgment is encouraged, and to achieve conditions which attract person's worthy of the trust to careers in education. The educator shall believe that sound professional relationships with colleagues are built upon personal integrity, dignity, and mutual respect.

In fulfillment of the obligation to the profession, the educator:

1. Shall provide upon the request of an aggrieved party, a written statement of specific reasons for recommendations that lead to the denial of increments, significant changes in employment, or termination of employment.
2. Shall not misrepresent his or her professional qualifications, nor those of colleagues.
3. Shall practice the profession only with proper certification, and shall actively oppose the practice of the profession by persons known to be unqualified.

**Principle V - Commitment to Professional Employment Practices:**

The educator shall regard the employment agreement as a pledge to be executed both in spirit and in fact. The educator shall believe that sound personnel relationships with governing boards are built upon personal integrity, dignity, and mutual respect.

In fulfillment of the obligation to professional employment practices, the educator:

1. Shall apply for, accept, offer, or assign a position or responsibility on the basis of professional preparation and legal qualifications.
2. Shall not knowingly withhold information regarding a position from an applicant or employer, or misrepresent an assignment or conditions of employment.
3. Shall give prompt notice to the employer of any change in availability of service.
4. Shall conduct professional business through designated procedures, when available, that have been approved by the employing agency.
5. Shall not assign to unqualified personnel, tasks for which an educator is responsible.
6. Shall permit no commercial or personal exploitation of his or her professional position.
7. Shall use time on duty and leave time for the purpose for which intended.

B. Evaluations

Evaluations of teachers will be conducted in accordance with the District's evaluation policy. Supervisors reserve the right to observe, appraise or evaluate teachers more frequently than required by policy on an as-needed basis. Teachers are expected to participate constructively and positively in the evaluation process and to accept and implement constructive suggestions and improvement strategies developed by the administration.

C. Role Model

Teachers serve as role models for students and their actions and conduct reflect on the school as a whole. Teachers are in all respects to conduct themselves in a professional manner.

D. Relationships

It is important for teachers to maintain an effective working relationship with the administration and all co-workers, including other teachers and support staff. Teachers are also to maintain appropriate relationships with students. Appropriate relationships are established by extending social courtesies, following through on commitments and promises, complying with administrative directives and Board policies, being honest and consistent, and not intruding into personal matters outside the scope of duties or gossiping or spreading rumors about others.

E. Professional Attire

It is important for teachers to project a professional image to students, parents and co-workers. Appropriate attire is one of the means of projecting a professional image. Teachers are expected to maintain professional attire when on duty. As professionals, teachers are expected to be aware of the standard to be maintained, and are expected to dress accordingly for the specific teaching position they are in. As a minimal guide, teachers should not wear clothing which students would not be permitted to wear at school. The administration may establish more detailed guidelines for individual teachers should that be necessary. Following are levels of dress that should be followed. These levels are to be used as a guide for certificated staff and provide a level of consistency of expectations. Building level administrators will be responsible to announce these levels to staff and will remind staff if they are not meeting said level of expectations.

1) Professional dress - This level of attire describes the highest level of professional dress and should be used on certain "special occasions" such as parent-teacher conferences, special visitors to school and/or classroom, and other events that call for dressy attire.

2) Regular dress - This level of attire will be the level that certificated staff use on a regular basis when they are at work. Jeans and other pants should be neat, with no holes or tears. Clothing for the upper torso should also be in good condition and look presentable. Shoulders and mid-section should be completely covered, and there should be no holes, rips, or tears, in any clothing. With the exception of the physical education teachers, no sweatpants or work out type pants should be worn. PE teachers' sweatpants should meet a professional standard and look decent. Clothing and footwear that is appropriate for the particular area of instruction may be worn. On workshop/in-service days, professional dress will be followed when an off-campus presenter is invited, or when staff go off site for the professional development. Footwear should be neat, clean, and appropriate. Open-toed shoe with a dress appearance or dress heel is acceptable. At times, staff must wear certain types of shoes for medical conditions. Should this be the case, please discuss the situation with your supervisor. Beach style flip-flops are not acceptable.

3) Spirit dress - Dress days such as homecoming, Husker dress, Wildcat Wednesday and the like, will be announced periodically by the administration. Teachers and administrative staff are encouraged to partake on student dress themes for homecoming, red-ribbon week, and other special dress days the students partake in.

F. Private Tutoring

Teachers are encouraged to provide individual assistance to students as a part of their duties. Teachers who engage in private tutoring for pay (compensation of any kind from a source other than the District) are subject to the following rules:

1. The teacher may not arrange to provide private tutoring for any child enrolled in the teacher's class.
2. The teacher is not to provide private tutoring in a school building.
3. The teacher is not to provide private tutoring during duty time.
4. The teacher is not to advertise or promote the teacher's private tutoring services in the school or in the school's communications systems except with the express permission of the Superintendent or designee.

G. Outside Employment

Teachers shall not perform duties unrelated to District employment during duty hours. In addition, teachers shall not engage in employment which conflicts with their school duties. Teachers are not required to notify the District of outside employment except: (1) teachers who are also employed by another Nebraska school district in order to comply with Nebraska State Retirement System regulations and (2) teachers who have a work-related injury in order to comply with workers' compensation requirements.

H. Admission Procedures at High School Athletics, Dramatics, Music and Other School Activities

Listed below are general principles and procedures we intend to follow:

1. Faculty and staff will receive a family activity pass in exchange for taking tickets at one school activity. (NSAA activities excluded.)
2. Faculty Passes are not good for play-offs or district tournaments. These are special events that we host that have rules preventing the honoring of school passes.
3. There may be occasions when special guests, such as parents of activity sponsors will be attending a school function. A complimentary pass will be issued upon request. See principal's office.
4. All admission tickets used for a high school activity will be serial numbered.
5. Admission prices and complimentary ticket plans must be approved by the superintendent.
6. Any faculty member is invited to discuss any admissions problem not covered by this handbook with the principal.

I. Evacuation Procedures

Remember to review safety and evacuation procedures with your classes. The emergency response plan and fire escape routes must be posted in all rooms. Exit signs should be posted near the exit to your classroom. Should you have such sign missing, notify the principal immediately. Tornado exit signs should be posted nearby. All faculty members are responsible to take your emergency blue bag with you for all evacuation procedures.

~~The following is a breakdown of exits and procedures for fire drills:~~

**NEED TO REVIEW ALL OF THESE AND BRING BACK AT 2<sup>ND</sup> READING**

**7-12 FIRST FLOOR (Lower Level)**

<b>Room #</b>	<b>Exit</b>	<b>Alternate Exit(s)</b>
Stage	West Doors	South Doors, East Commons Doors
113 (LH)	West Doors	North Door LH, South Door, Commons, East Door
114 (7/8 Band)	West Doors	South Door, Commons, East Door
(7/8 Girls Locker)	West Door	West Locker Room Doors, Commons
H.S. 9/12 Girls Locker	West Doors	West Doors Locker Room, Commons
120 (Computer Lab)	West Shop Door	West Doors, Wrestling Room West Door
121 (Wood Shop)	West Shop Door	West Doors, Wrestling Room West Door
122 (Metal Shop)	West Shop Door	West Doors, Wrestling Room West Door
123 (Shop)	West Shop Door	Wrestling Room Doors, West Doors
124 (Ag class)	West Shop Door	West Doors, East Door Commons, South Doors
H.S. Boys Locker	South Locker Room Door	South Door, West Doors
7/8 Boys Locker	South Locker room door	South Doors, West Doors
119 (Band)	West Door Band Room	West Doors, East Door Commons, South Doors
100 (Commons)	East Commons Doors	West Doors, South Doors, East Doors
101	East Commons Doors	West Doors, South Doors, East Doors
102	East Commons Doors	West Doors, South Doors, East Doors
Faculty Lounge	East Commons Doors	West Doors, South Doors, East Doors
IMC Room	East Commons Doors	West Doors, South Doors, East Doors
103	East Doors	Commons, West Doors, South Door
104	East Doors	Commons, West Doors, South Door
105	East Doors	Commons, West Doors, South Door
106	East Doors	Commons, West Doors, South Door
107	East Doors	Commons, West Doors, South Door
108	East Doors	Commons, West Doors, South Door
Wrestling Room	West Wrestling Door	West Doors, West Shop Door
303	South Doors	East Commons Doors
304	South Doors	East Commons Doors
305	South Doors	East Commons Doors
Kitchen	South Doors of Kitchen	South Hallway Doors, East Commons Doors

**7-12 SECOND FLOOR (Upper Level)**

210 (LH)	North Door LH	West Doors, North Main Door
211 (Girls Gym)	North Door Girls Locker	West Doors, N. Door LH, N. Door – Main Entrance
213 (Boys Gym)	South Door Boys Locker	N. Door – Main Entrance, N. Door LH, West Doors
200 (Office)	N. Door – Main Entrance	West Doors, East Doors
202	N. Door – Main Entrance	East Doors, West Doors
203	N. Door – Main Entrance	East Doors, West Doors
204	N. Door – Main Entrance	East Doors, West Doors
205	East Doors – Lower Floor	N. Doors – Main Entrance, West Doors
206	East Doors – Lower Floor	N. Doors – Main Entrance, West Doors
207	East Doors – Lower Floor	N. Doors – Main Entrance, West Doors
208	East Doors – Lower Floor	N. Doors – Main Entrance, West Doors
209	N. Door – Main Entrance	East Doors, West Doors

217 (Science)	N. Door – Art Room	N. Door – Upper L.H., West Doors
218 (Art)	N. Door – Art Room	N. Door – Upper L.H., West Doors
401	N. Door – Main Entrance	South Doors Jr. High
402	South Doors Jr. High	N. Doors – Main Entrance
403	South Doors Jr. High	N. Doors – Main Entrance
404	South Doors Jr. High	N. Doors – Main Entrance
405	South Doors Jr. High	N. Doors – Main Entrance
406 (Computer Lab)	South Doors Jr. High	N. Doors – Main Entrance
407 (Library)	N. Door – Main Entrance	South Doors Jr. High

For the 2024-25 school year, all classrooms at the new addition to the high school should use the east doors for their main fire escape route.

**Early Learning Center and Elementary – Refer to exit signs in classrooms and once outside report to home base.**

**SPECIAL INSTRUCTIONS:**

1. The first person to each exit door is responsible for keeping the door open while others pass through.
2. Students should walk rapidly, but must not run.
3. Visiting and talking cannot be tolerated. This hinders evacuation.
4. Classes and instructors leave in a group. Follow the group ahead; do not mix with them. In general, the order will be determined by relative distance to the exit.
5. Move down the walks outside the doors far enough so that groups following will have space. All should be a minimum of 100 feet from the building.

Fire drills will be conducted at intervals during the school year. Be familiar with procedure(s) for the room in which you are stationed each school period.

TORNADO - Disaster Procedure

According to the Wayne County Civil Defense Emergency Operations Plan, "A tornado will hit at some spot in the county on the average of about once every other year." Please read the following and thoroughly familiarize yourself with the procedures to be followed in the event any tornado watch, alert, or warning is called. Be prepared to act when necessary.

Tornado Watch: This term is generally announced on the radio and TV when atmospheric conditions indicate the likelihood of tornado development during a specified period of time. Local Procedures involve no direct action on the part of teachers, staff, or students.

Tornado Warning: This term applies when a tornado has been sighted and is nearby. Danger is imminent, and the following actions are to be taken immediately:

1. All persons on the upper floors are to move, in an orderly manner, to the lower level.
2. All persons are to assemble utilizing the following areas for shelter:

**Early Learning Center:** Kindergarten classrooms~~Restrooms in middle hallway.~~

**Elementary:** Grades K-6 – Lower hallway between fire doors.

<b>Jr./Sr. High:</b>	Seniors	Old Choir Room (by Band Room)
	Grades 9-11 Boys	Boys Locker Rooms
	Grades 9-11 Girls	Girls Locker Rooms
	Grades 7 & 8 Boys	Jr. High Boys Locker Room

Grades 7 & 8 Girls                      Jr. High Girls Locker Room  
Office Staff/Custodians/Visitors      Teacher Restrooms by Lounge

(Female teachers to girl's locker rooms; male teachers to boy's locker rooms; band and shop instructors, and senior class sponsor to choir room.)

As much as possible, all persons should be seated on the floor, facing away from doors or other openings, knees drawn up to chest, head down, and hands and forearms overhead and back of neck. All persons are to remain in place and as quiet as possible until the "all-clear" is given.

Signals:

Tornado Watch: None

Tornado Alert or Tornado Warning: Intercom message, if power is on. If no power, office personnel will bring verbal message to each classroom.

All Clear: Intercom or verbal message.

Special Notices:

No one is to leave the building. Any emergency situation can cause panic. Staff members should do everything they can to keep others as calm and quiet as possible.

J. Students Acting Abnormally

A student who exhibits signs of alcohol or drug use should be escorted to the central office for referral to the building principal and health service personnel. If the student is uncooperative during the referral process, the building principal or designate should be contacted immediately.

K. Room Assignment

We try to assign a specific room to each teacher. It is your responsibility to see that this room is locked each night before leaving the building. All lights should be turned out, the windows closed and locked, and the shades should be left open. There should be no unnecessary marring of furniture, books, walls or other equipment. The teacher in charge of a room is directly responsible for all the equipment and supplies in that room. Students will be asked to pay for excessive and unnecessary damage.

L. Keys

Teachers are issued keys for their own personal use. In the acceptance of these keys, you also accept a responsibility for the room which they open. Each teacher will also be issued a key for their own room. Keys for the outer door will also be issued, if requested. Keys will be issued in the fall and turned in at the end of the school term. (Teachers may request use of keys during summer months.)

M. Mailboxes

Each teacher has his/her own mailbox in the office. This should be visited daily. Mail will come into the office sometime in the morning. Students should not be sent to the office for teachers' mail. **Emergency messages only** will be hand delivered to teachers.

**IV. STANDARDS OF COMPETENCY (Nebraska Department of Education Rule 27, section 005)**

A. Administrative and Supervisory Requirements:

Educators must possess the abilities and skills necessary to accomplish the designated task. Each educator shall:

1. Keep records for which he or she is responsible in accordance with law and policies of the school system;
2. Supervise others in accordance with law and policies of the school system;
3. Recognize the role and function of community agencies and groups as they relate to the school and to his or her position, including but not limited to health and social services, employment services, community teaching resources, cultural opportunities, educational advisory committees, and parent organizations.

Each teacher and special services provider shall:

1. Utilize available instructional materials and equipment necessary to accomplish the designated task;
2. Adhere to and enforce written and dated administrative policy of the school which has been communicated to the teacher or special services provider;
3. Use channels of communication when interacting with administrators, community agencies, and groups, in accordance with school policy.

Each administrator shall:

1. Use available instructional personnel, materials and equipment necessary to accomplish the designated task;
2. Adhere to and enforce school law, state board regulation, and written and dated school board policy which has been communicated to the administrator;
3. Use channels of communication when interacting with teachers, community agencies and groups in accordance with school policy.

B. Analysis of Individual Needs and Individual Potential:

The educator shall utilize or promote the utilization of diagnostic techniques to analyze the needs and the potential of individuals. These may include but need not necessarily be limited to:

1. Personal observation;
2. Analysis of individual performance and achievement;
3. Specific performance testing.

C. Instructional Procedures:

Each educator shall seek accomplishment of the designated task through selection and utilization of appropriate instructional procedures. Each educator shall:

1. Create an atmosphere which fosters interest and enthusiasm for learning and teaching;
2. Use procedures appropriate to accomplish the designated task;
3. Encourage expressions of ideas, opinions and feelings.

Each teacher shall:

1. Create interest through the use of materials and techniques appropriate to the varying abilities and background of students;
2. Consider individual student interests and abilities when planning and implementing instruction.

Each administrator shall:

1. Support the creation of interest by providing the materials, equipment and encouragement necessary for the teacher to accomplish the designated task;

2. Make reasonable assignment of tasks and duties in light of individual abilities and specialties and available personnel resources.

D. Communication Skills:

In communicating with students and other educators, each educator, within the limits prescribed by his or her assignment and role, shall:

1. Utilize information and materials that are relevant to the designated task;
2. Use language and terminology which are relevant to the designated task;
3. Use language which reflects an understanding of the ability of the individual or group;
4. Assure that the designated task is understood;
5. Use feedback techniques which are relevant to the designated task;
6. Consider the entire context of the statements of others when making judgments about what others have said;
7. Encourage each individual to state his ideas clearly.

E. Management Techniques:

The educator shall:

1. Resolve discipline problems in accordance with law, school board policy, and administrative regulations and policies;
2. Maintain consistency in the application of policy and practice;
3. Use management techniques which are appropriate to the particular setting such as group work, seat work, lecture, discussion, individual projects and others;
4. Develop and maintain positive standards of conduct.

F. Competence in Specialization:

Each educator shall:

1. Possess knowledge, with his or her area of specialization, consistent with his or her record of professional preparation;
2. Be aware of current developments in his or her field;
3. Possess knowledge of resources which may be utilized in improving instruction in his or her area of specialization.

G. Evaluation of Learning and Goal Achievement:

An educator shall accept responsibility commensurate with delegated authority to evaluate learning and goals achievement. Each educator shall:

1. Utilize several types of evaluation techniques;
2. Provide frequent and prompt feedback concerning the success of learning and goal achievement efforts;
3. Analyze and interpret effectively the results of evaluation for judging instruction, the achievement of stated goals, or the need for further diagnosis;
4. Utilize the results of evaluation for planning, counseling and program modification;
5. Explain methods and procedures of evaluation to those concerned.

H. Human and Interpersonal Relationships:

Educators shall possess effective human and interpersonal relations skills. Each educator shall:

1. Allow others who hold and express differing opinions or ideas to freely express such ideas;

2. Not knowingly misinterpret the statement of others;
3. Not show disrespect for or lack of acceptance of others;
4. Provide leadership and direction for others by appropriate example;
5. Offer constructive criticism when necessary;
6. Comply with reasonable requests and orders given by and with proper authority;
7. Not assign unreasonable tasks;
8. Demonstrate self-confidence and self-sufficiency in exercising authority.

I. Personal Requirements:

In assessing the mental or physical health of educators, no decision adverse to the educator shall be made except on the advice or testimony of personnel competent to make such judgment by reason of training, licensure and experience. However, certain behaviors are held to be probable cause to examine, and each educator within the scope of delegated authority shall:

1. Be able to engage in physical activity appropriate to the designated task except for temporary disability;
2. Be able to communicate so effectively as to accomplish the designated task;
3. Appropriately control his or her emotions;
4. Possess and demonstrate sufficient intellectual ability to perform designated tasks.

**V. ACADEMIC MATTERS**

A. Purpose and Goals of Academic Achievement

The Wayne Community Schools Board of Education is committed to providing a quality education for all Wayne Community Schools students consistent with the school's mission statement. Effective, quality instruction by teachers is an essential means of meeting the District's mission of providing a quality education.

B. Teaching to Student Understanding to Assure Learning

Each teacher is responsible for teaching in a manner to meet the mission of the District and to assure student understanding and learning of the principles and concepts to be presented to students within the curriculum adopted by the District. Teachers will model classroom instruction on the educational model implemented by the District and reflected in the teacher evaluation instrument adopted by the Board of Education. Teachers are responsible for familiarizing themselves with the instructional model and the principles of instruction set forth in the evaluation instrument. The administration shall provide periodic in-services regarding the instructional model.

State and federal laws and regulations have been enacted which require that students with certain needs be provided instruction and services consistent with those special needs. Examples include students who have been verified as in need of special education ("special education students"), students with other disabilities which impact the educational program ("504 students"), and limited English proficient students ("LEP or ELL students"). The District's policy is to comply with the state and federal laws and regulations in all respects. Teachers who are assigned special education, 504, or LEP/ELL students are required to provide instruction and services consistent with legal requirements and the requirements of Board policy and regulation.

C. Instruction in the Curriculum

Teachers shall instruct students in the curriculum, including the use of curriculum materials, adopted and implemented by the Board of Education and as directed by the administration.

D. Measuring and Reporting Academic Achievement

Grades and Grading. Measuring and accurately reporting the level of each student's academic achievement is of critical importance to students, parents, staff, the board of education and community. To this end, each teacher shall develop a variety of assessment instruments and techniques to measure student achievement in the curriculum adopted and implemented by the school district, record the results of such assessment, and report such results on Report Cards. Teachers should endeavor to measure student learning and understanding on a frequent basis during each quarter to provide an accurate evaluation of each student's academic achievement for that period. It is recommended that the teacher record at least two grades per week in PowerSchool. It is generally preferable to give numerical grades for tests, quizzes, and daily work. **GRADES MUST BE RECORDED FOR ALL CURRICULAR AREAS.**

Recording Grades. Each teacher shall record grades in the Daily Class Record. A sufficient number of grades must be recorded in the grade book to justify all quarter and semester grades for each student. Please keep consistent and complete records. Teachers must be able to support and justify the grades that each individual student earns.

Grade Scales. Teachers are to use only the grading scales set forth below. Any deviation from the approved grade scales must be approved by the building principal.

PreK-K SCALE: TS Gold

1-2 STUDENT EVALUTION SCALE:

E = Excellent  
S = Satisfactory  
P = Progressing  
N = Needs Improvement

3-12 STUDENT EVALUATION SCALE: The grade scales to be used for reporting student progress are as follows:

A =	95-100	C =	78-81
A- =	93-94	C- =	75-77
B+ =	90-92	D+ =	72-74
B =	87-89	D =	68-71
B- =	85-86	D- =	65-67
C+ =	82-84	F =	below 65

Inc. = Incomplete

Conditional - indicates credit for students achieving to, or near their capacity and yet not achieving a passing mark according to grading standards (not counted as college requisite course). Credits are awarded provided future work is satisfactory.

Failing grades are very easy to place behind a student's name. It is not advisable to give a student a failing grade unless every effort has been made to find the solution to their problem.

The following steps should be followed if a student is doing unsatisfactory work.

1. Have personal conference with the pupil.
2. Give the pupil special help.
3. Check teacher expectations.
4. Check the intelligence test.
5. Consult the principal and pupil's parent.
6. Consult the S.A.T. group.

Before failing a student for the semester, the principal and counselor should be consulted. If it is

certain the student is going to fail for the semester, the teacher should be sure he/she has retained definite evidence of the student's work.

At least two grades should be placed in the grade book each week for every pupil.

The preceding grade scales are expected to be used according to the following guidelines:

1. No other grade scales are to be used on official records or reports.
2. "Failing," "unsatisfactory" or equivalent terms indicate that student performance does not meet the minimum requirements established for the course. A final mark of "failing" or "unsatisfactory" in a credit-bearing course means that credit hours will not be granted.
3. The mark given at the end of each reporting period is considered an evaluation of the pupil's status at the time (for example, the final mark in a semester course is an evaluation of the pupil's status as of the close of the semester).
4. Teachers may exercise professional judgment in distributing marks.

Reconsideration of Grades/Marks: Questions raised concerning duly assigned grades will be resolved cooperatively in a conference which includes the teacher(s) involved and the Principal. In the event a grade is questioned by parents or students, the parents/guardians and/or student may be included in the conference.

Failure to resolve the issue will result in a second conference involving the Superintendent or designee and the participants in the initial conference described above. The grades designated by teachers will not be changed unilaterally by the Superintendent unless the Superintendent determines that the grade is not consistent with the requirements of law, Board policy, or the best interests of the District.

Transfer Grades: A student transferring into Wayne Community Schools at the fifteen-to eighteen-week time period will have all grades on transcript from an accredited school accepted for semester credit. Grades must be approved for credit by the Principal.

Reports to Parents: Grades and credit are assigned on a quarter (9 weeks) or semester basis (18 weeks). Reports are sent to parents at the close of each nine weeks during the school year; the reporting periods are referred to as first quarter, first semester, third quarter, and second semester.

The grade reports are produced from information supplied by teachers and distributed to students at school or are mailed to parents.

All term or mid-quarter grades are calculated on a cumulative basis; i.e., the grade given at the end of the first quarter represents an evaluation of work done during that quarter, and the grade given at the close of the semester represents an evaluation of all the work done during the entire eighteen weeks.

The end-of-quarter and end-of-semester reports are directed to parents, not to students. Students probably know quite well how they stand in such areas as citizenship, attitude, cooperation, attendance, preparation of assignments, etc. The parents do not have this knowledge. If any such factors have significant bearing on the student's grades or their relationship with teachers, notes should be sent to parents. Arrangements will be made to place these teacher-written notes with the grade report forms. The notes may call attention to deficiencies, faults, or failures; or they may be commendatory in nature. If carefully prepared, they can be most valuable. Parents need to have information about areas of strengths and areas needing improvement and progress being made by their child. For their instruction, and for our ultimate well-being, if and when problems arise, it is essential that the reports be as informative as possible. Teachers should, in all cases, plan to keep on file duplicate copies of the notes which are sent to parents.

Please accept, cooperatively and professionally, the responses that parents may make subsequent to the distribution of term or mid-quarter reports. Parents are not always helpful or reasonable under these circumstances but they do need information and direction. Please encourage parents to discuss their student-centered problems with you and give them all possible assistance.

#### E. Parent-Teacher Conferences

Parent-Teacher conferences are a critical opportunity for teachers to dialogue with parents (or guardians) of students regarding student achievement and learning. Parent-Teacher conferences will be scheduled yearly. Refer to District Calendar for Parent-Teacher conference dates. Teacher attendance at Parent-Teacher conferences is mandatory. A teacher may only be excused from attendance at Parent-Teacher conferences in writing by the Superintendent.

Teachers are expected to be prepared for such conferences. Being prepared includes having completed grade books which include all student assignments, work or tests completed within five (5) days of the date of the Parent-Teacher conference.

#### F. Care of Injured Students

Quite often students are injured in some way during school, and it is our responsibility to see that they are properly handled.

The school nurse is on call at any time an injury occurs. And, in most cases, the school nurse will care for the injury if you contact her.

There are times when injuries are so small that you will look after them and perhaps apply first aid. The most important thing about this whole situation is that you use good judgment. Some cases will not require any attention, while some will require immediate attention from the nurse or the family doctor. Head injuries should be reported to the nurse.

In case you seek the aid of a doctor, it is important that you ask the student the name of the family doctor. If the student does not know the name of the doctor, you should contact the parents by telephone.

In case of an injury that requires the attention of the nurse or the family doctor, you again should use your judgment as to whether an injured student should be accompanied by another student, or if he is able to go alone. You also must decide, in case of a more serious injury, if the teacher should accompany him or if some student should accompany him. Do not allow one student to drive another home without clearance through the office. It is the responsibility of the school to give proper attention to all injuries. A good deal of responsibility rests with each teacher as to the manner in which injuries should be handled. If you are in doubt, contact the office for assistance.

#### Report of Injuries:

All injuries which require the attention of the school nurse should be reported in writing the same day the injury occurs. The school nurse will supply a report form and notify the principal whenever serious injuries occur.

Check on the injured students. Many times, a visit or telephone call does much to make the student and parents feel we are interested. Additional information is available in the school Safety Handbook.

#### Payment of Bills:

Be certain that students understand they are to pay their own doctor bills. Insurance coverage is the responsibility of each student and his family.

#### G. Study Hall Regulations **(7-12)**

As a study hall teacher, it is important that these policies are enforced at all times. We must be consistent in all study halls. According to the size of the study hall, the amount and type of supervision will vary. However, it is important that once seating charts are made out, you do not just sit at the

desk. You will need to move about the study hall. The desks/tables have been cleaned and they should be kept clean at all times. Students should report any markings on desks so that they will not be the ones required to remove any writing. Students are not to write notes in study hall. If you pick up a note, throw it away immediately without reading it. This will cause much less confusion than you keeping the note.

A meeting of study hall teachers in each building will be held shortly after school begins to see if the rules need to be changed or if there are any problems not covered in the general rules and regulations.

### Procedures

1. Each student has assigned seat. A seating chart should be available for use by substitute teachers.
2. Each student leaving study hall must sign out and return ten minutes before the end of the period. Privileges will be lost for two days for failure to do so (talking, locker, restroom, passes, etc.).
  - a. One sign out to restroom (one male and one female). Use lower restroom if the study hall is on lower floor and upper restroom if the study hall is on upper floor.
  - b. No locker passes at any time. You are expected to bring all the materials you need to study hall with you. Going to your locker on a restroom pass will result in your privileges being restricted.
  - c. "Failing List People" may not check out unless on a pass from a teacher of the class that the student is failing.
  - d. Students must have a pass to the library - any materials (magazine, newspaper, etc.) must be returned at end of the hour.
  - e. No passes of any kind will be given during the last ten minutes.
  - f. No passes of any kind will be given to any room other than those in A or C above. Exceptions must be cleared at the central office.
3. Students may speak with permission only and stand while speaking.
4. Studying together (two students) permitted in specified area only.
5. No sitting under the steps.
6. Each student must have some type of work at their desk. No one is to remain and use the area to sleep, talk, distract, etc.

#### H. Sponsoring School Buses

The following are basic procedures and regulations governing all school sponsored bus trips:

1. The sponsor is to have a written list of students riding their bus so that an exact roll can be taken.
2. In case more than one bus travels on the same trip, the loads are not to be interchanged after leaving Wayne. Many students seek to swap places about the time you are to return home.
3. The students are expected to have a good time, but the sponsor is responsible for the general conduct of their group and must see that orderliness is maintained. Students must sit in specific seats. Insurance coverage is voided if they are allowed to congregate in groups.
4. The use of tobacco is prohibited.
5. Sometimes students can be excused from returning to Wayne on a school bus if arrangements have been made with the principal, before the trip is started. This requires parental approval. The parent must personally pick up the child.
6. A sponsor can always expect a certain number of incidents to come up not covered by normal regulations. The sponsor is to use their own judgment as these problems arise.
7. If a sponsor has any question about duties, these questions should be settled with the principal before a sponsored trip is undertaken.
8. Submit bus request forms to the principal.

#### I. School Vans

We own several vans which may be used by student groups. The procedure for using these vans is as follows:

1. Request that the equipment be reserved for you on the dates you wish to use it. Contact the high school principal.
2. Check out the van key and credit cards from the high school principal's office. Return the key and cards as soon as possible when you return.
3. Please see that the inside of the van is clean at the end of each trip.
4. Use the van credit card to purchase gas and return the copy of charge slips with credit card. The vans use lead-free gas.
5. A small vehicle bus operator's license is no longer required to drive a school van. However, only 10 passengers plus the driver may be transported in a vehicle without complying with the state school bus regulations. Lights must be on while transporting students.

J. Securing Publicity for School Activities

Wayne Herald - You are expected to call, send, or fax down information before noon on Tuesday of the week you need your article to run in the paper.

There are many occasions throughout the year when faculty members will have a news item or a clever story of some type that is worthy of coverage. The Herald invites you to call in any time and give them the article. We probably have been quite lax at times in calling down articles that are worthy of publicity -- don't pass up the opportunity to send items from your department.

Radio Station KTCH - The radio station has been very cooperative in providing news coverage for special events. In fact, they are anxious to receive this news because it helps increase their listening audience. We have probably missed a great deal of publicity because we forget to call the radio station on special news items.

Public Access Cablevision – American Broadband may assist in public programming upon request. Contact the principal's office for additional information.

K. School Funds -- Policies for Purchases and Handling

1. Activity Fund
  - a. All receipts must be deposited to the High School Activity Fund and checks drawn to pay bills. All bills should be paid as soon as possible. Requests for payment must be made at least two (2) days prior to the due date.
  - b. Each club/activity/organization/class has an account in the high school activity fund.
  - c. Check requisitions for payment of bills by the activity fund account must have the bill or invoice attached and put in the principal's mailbox for approval. In those cases where it is impossible to acquire an invoice, a detailed explanation of the expenditure should be given. Example would be paying of game officials.
  - d. Students should have a note from sponsor authorizing a student to charge to the high school activity account and instruction on how it should be completed. Be sure to identify your activity.
  - e. Large expenditures of organizational activity funds must have approval of the principal prior to purchase.
  - f. Staff members responsible for an activity account must take the necessary actions to operate within a balanced budget. All money collected should be counted and turned in to the activity secretary immediately after collection. Never leave money in an unsecured area.
  - g. Requests to the Superintendent's office for reimbursement to the Activity Fund for money already spent for items or services that were approved and budgeted for in the General Fund are to be submitted to the principal.

## 2. General Fund

Submit promptly to the school accountant an invoice or sales slip for any item that is to be paid by the District.

### L. Lesson Plans

All teachers will submit lesson plans for the week using one of the two approved lesson plan templates before they leave school on Friday night, or before school starts on Monday. Well written plans should be made available to substitutes when regular staff are ill or absent. They should (1) guide instruction on a daily and weekly basis; (2) include content and instructional methods; (3) indicate necessary resources to be procured in advance; (4) provide continuity with prior learning; and (5) be flexible to meet individual student's needs. Lesson plans submitted late will be documented in the teacher's evaluation file, if the practice becomes habitual.

### Multi Media

Here are some general policies with regard to the showing of films:

1. All presentations should be previewed.
2. Show the presentation only in the class for which it has definite relationship to the unit now being studied. **A description of the purpose must be outlined in lesson plans.**
3. Use a study guide of some sort, don't have the film day be just a day off for the teacher and students.
4. R rated films should have parent permission before students are allowed to view. K-6 films should be rated G or PG.
5. PreK-6 may show a limited number of movies for classroom celebrations, per principal approval and using terms of the movie license.

### M. Faculty Lounge

A professional lounge has been established for use by staff during their planning period, lunch hour, and before/after school. It is your responsibility to keep it neat and clean.

Students are not allowed in the faculty lounge unless a teacher is present.

## VI. **DUTIES AND RESPONSIBILITIES**

### A. Supervision of Students

Proper supervision of students is an important responsibility for teachers and other adults responsible for our students. Teachers and other adults responsible for student supervision are expected to meet the four "P's" for student supervision and safety.

#### 1. Proper Supervision

- Report to all duty assignments on time.
- Circulate through your duty area. Pay particular attention to areas and activities that pose an increased risk of injury.
- Be vigilant while supervising students. Never leave your classroom unattended; the need to make a copy is not greater than the need to supervise your students. If an emergency requires that you leave your classroom, request that another nearby staff member cover your class, or notify the office so someone can provide assistance. If you are on recess duty,

your responsibility is to supervise the students in your assigned area. When talking with other adults or students, remember that your primary duty is supervision and make sure you are aware of what all students who you are to be supervising are doing.

- If you have seen or have been informed that a particular student has a propensity to act dangerously or in an unpredictable manner, your supervision of that student must increase with the known risk of injury. (Remember, though, that this type of information may be confidential—do not share confidential information about students except with other staff who need to know the information to perform their jobs).
- Be careful with touching students. Use of corporal punishment is prohibited at Wayne Community Schools. Touching students should be limited to that necessary to protect the student from harm (e.g., falling from playground equipment) and that which professional educators determine appropriate for purposes of proper student relationships.

Be careful with your language. Profanity or abusive language should not be used. Be a good role model for students. If a student uses such language, you should correct the student and take such disciplinary action as is appropriate, which may include making a report to administration.

## 2. Proper Instructions

- Proper instructions are important to reduce the risk of injury when students undertake an activity, especially an activity that has an increased risk of harm to students.
- Repeat the instructions on how to complete a task that has a heightened risk of danger as often as needed. Do not assume because students heard the directions once that they will be remembered.
- When you go over safety rules with students note it in your written records (e.g., your lesson plan book or daily reports).
- Review playground and classroom safety rules with students at least once each semester and note when you do it in your written records. Also, if any students are absent when you review the rules contact the student(s) to review the same information and also note that contact in your written records.

## 3. Proper Maintenance of Buildings, Grounds, and Equipment

- Conduct periodic inspections of equipment under your control or in your area of supervision.
- If equipment is broken and presents a risk of injury, immediately take it out of service (if it can't be moved, tape a "Do Not Use" sign) and notify the office so those repairs may be undertaken.
- Check your communication device (whether it be a school phone in your supervision area, a walkie-talkie, or a cell phone) periodically to make sure you can communicate with the office immediately in the event of an emergency.

## 4. Proper Warnings

- If you have knowledge of a hazard that can likely cause injury, take steps to warn other staff and students. Tell the office so additional warnings may be given.

### Contact the Office for Assistance

The office administration should be contacted immediately when a situation exists which could cause injury to students or others. Examples include:

- student fight
- student health problem (fainting, bleeding, high temperature, difficulty breathing, etc.); if the office cannot be immediately contacted, call 911 if the problem appears to be of immediate and serious concern
- a report or a suspicion that a student has a weapon or other dangerous item or drugs, alcohol, or other illegal substances
- presence of an intruder (a non-student or staff member who refuses to go to the office)

### Student Searches

Office administration should also be contacted before performing searches of students or their belongings. You may direct a student suspected of having an item in violation of school rules to wait with you until another adult is present, or to follow you to the office if you can leave your assigned area without causing risk of harm to others. Do not use physical force to detain the student or to make the student accompany you except as reasonably necessary to protect the student or others.

#### Student Rights

Students should be treated fairly and given the same treatment without consideration of race, color, religion, gender, or disability. Students who need special accommodations should be given those accommodations as needed for them to participate in school and school activities.

Further, students have the right to have their school records kept confidential. Such information should be shared only with other school staff with a need to know the information to perform their duties.

#### B. Managing Student Conduct

Discipline is everyone's responsibility. It begins with the student being responsible for his/her own behavior and understanding the consequences it may cause. The teacher is responsible for articulating classroom expectations at the beginning of the school year, implementing the classroom expectations on a consistent basis, and being familiar with the student handbook. All staff are responsible for **all students** in the hallways, in the rest rooms, at assemblies, at pep rallies, and during lunch. Consequences for inappropriate behavior may include students making up time before or after school, a student or a parent conference, or a referral to an administrator.

The following guidelines will assist in maintaining appropriate student conduct and complying with the process required for student discipline.

1. On the first day of class make students aware of classroom expectations. Students will accept them if they know in advance and if they are fair and consistent. Students often appreciate giving input on classroom rules. These expectations should be in writing. Give one copy to the students, post one copy in the room and provide one copy for the principal.
2. It is important to document student behavior in your classroom, calls to parents, referrals, and/or communications with a student.
3. If, after attempts to improve student behavior, the problems continue, talk to the student's counselor or the Principal about possible alternatives in discipline procedures. Be attentive and respond to "bullying."
4. If a student continues to cause problems, inform the administration for disciplinary action using the approved reporting forms. Be sure to state the problem clearly and expectations in terms of assistance, as at times the student's and teacher's stories are different. Be prepared to provide documentation.
5. Follow up on any referral. The student may not go to the principal or the counselor when sent. The administrator or attendance coordinator will inform the teacher of the consequences.
6. Refer students with continued and significant behavioral problems to the student assistance team for a determination of whether the student is in need of special services. Contact the counselor if you have questions as to the procedure.
7. Talk with other teachers about the classroom management techniques they use to establish an atmosphere conducive to learning in their classroom. A large repertoire of classroom management techniques always enhances learning.
8. Read and understand the student handbook and the student conduct rules of the District.
9. Use good judgment when dealing with difficult situations involving students. Physical confrontation generally escalates tense situations. Corporal punishment is prohibited in our school district and is not to be used. Physical force may only be used to the extent reasonably necessary to protect the student, yourself and others, and to protect property as may be reasonable.

10. Violations of student rules which are also violations of state law are required to be reported to law enforcement. Make a report of such conduct to the Principal so this law may be followed.

C. Dispensing Medication

Teachers are not permitted to give any medication to students unless trained under the Medication Aid Act, Neb. Rev. Stat. §71-6718 to 71-6743. Students who need to take prescription medicine must have a signed parent release form on file in the office. Medications are to be taken in the presence of the office staff, the nurse, or medication aide and are to be stored in the office. Medical procedures are not to be administered in the classroom except in accordance with the District's Safety and Security Management Plan and the District's Emergency Protocol (asthma/anaphylaxis protocol).

If students must take medication and/or perform medical procedures prescribed by a duly licensed physician during school hours, it is the responsibility of the parents or guardians to sign permission to dispense the medicine at the school and to submit a note or prescription from the physician authorizing the medicine and/or medical procedure. School district personnel will not administer medicine, including over the counter medicine, without this signed form and note or prescription. Any medication brought to school needs to be properly labeled. The label should include the following information: Student's name, name of medication, dosage needed, and time of dispensing the medication.

D. Reporting Child Abuse

Nebraska State Law and school policy mandates school officials to make a report to the proper law enforcement agency or the Department of Health and Human Services (Child Protective Services) when there is reasonable cause to believe that a child has been abused or neglected, or a child is in a situation which would reasonably result in abuse or neglect. According to Nebraska State Law, abuse or neglect means knowingly, intentionally, or negligently causing or permitting a minor child to be:

1. Placed in a situation that endangers his or her life or physical or mental health;
2. Cruelly confined or cruelly punished;
3. Deprived of necessary food, clothing, shelter, or care;
4. Left unattended in a motor vehicle if such minor child is six years of age or younger;
5. Sexually abused; or
6. Sexually exploited by allowing, encouraging, or forcing such person to solicit for or engage in prostitution, debauchery, public indecency, or obscene or pornographic photography, films, or depictions.

Teachers are to inform their principal or supervisor that they intend to make a report. Administrative staff may sometimes choose to make the report for a teacher. However, informing a principal or supervisor does not end the teacher's responsibility; teachers are obligated to make certain a report was made if they do not do it themselves.

It is vital that the report be made as accurately and as soon as possible. To assure accuracy, you are encouraged to document the date of the incident and specific statements or explanations made by a child regarding an abuse/neglect concern. Timeliness in making a report will assist in minimizing further risk to the child by allowing the police or Child Protective Services workers to interview the child during the school day and prior to an evening or weekend. In cases of physical injury (e.g., bruising or other marks), it is essential the police observe and document the injury. A counselor or an administrator will help you.

## VII. SPECIFICS RELATING TO WAYNE COMMUNITY SCHOOLS

A. Attendance

Attendance will be handled through the principal's office. The teacher's first assignment each class period is the attendance report.

B. Equipment and Room Damage

Watch constantly for marks, cuttings, etc., in your rooms, study halls, lecture hall, etc. Work immediately on a corrective program if your students are to blame. Halls and restrooms must be supervised by everyone. Please report damage to the office. Work hard to keep your room and its equipment neat and clean. PLEASE DO NOT place any spray/bomb type aerosol cans in the wastebaskets.

C. Fire Drill and Tornado Evacuation Procedures

The evaluation procedures for all building rooms and areas have been published. Post the instructions on your room bulletin board. Be sure all students understand the correct route for leaving. Tornado instructions are published on page 11.

D. Fund Raising Policy

All activity group fundraising must be coordinated through the Superintendent/Principals office and must comply with Policy 1300.

E. Schedule of Events

All events should be scheduled through the Athletic Office using the R-School scheduling software. The updated activity calendar is found on the school district web site

F. School Visitor Regulations

We have many visitors during the school year, some being students from other schools, some college students, some parents, and few unclassified as strangers. All visitors should report to the office for a visitor pass.

To protect yourselves, we make the following suggestions:

1. We are happy to welcome the parents at any time and know that you will make them feel welcome.
2. Children coming in from other schools can be a problem, therefore we will not issue passes for their attendance. They may visit before/after school or at lunch hour.
3. Visiting college students are usually Field Experience Students or student teachers.
4. There are certain unclassified strangers that sometimes appear in our building. You should be alert and report the fact to the office. We have had people outside of school disturb our building during the school day. Be certain to report this to the office.
5. We have past graduates who seem to enjoy coming back occasionally, and we suggest that you use your own judgment as to how they should be handled. We don't want to give our alumni the idea that they are not welcome, yet we must be sure that they do not become a nuisance. If there are questions, ask them to pick up a visitor's pass.

G. Hall Duty

Teachers are required to supervise the halls outside their classroom doors when classes are passing. Do not tolerate running, pushing, or horse-play just because the students involved are not in your classes. Teachers should assume responsibility for supervision of students at all times at any school function or activity as well as in any part of the building.

Teachers are also expected to serve hall duty, bus duty, and/or door duty before and after school. A schedule and list of duties will be provided by the principal. Elementary teachers should monitor

movement of students to their final destination at the end of the day.

#### H. Sponsorship

All school teachers may be assigned to sponsor school organizations. Every effort is made to keep the assignments in line with preparation and teaching load.

The elementary principal must approve all meetings held at the elementary school. Meetings held at the high school should be registered at the high school office on the calendar provided.

If a group of students or a teacher wishes to organize a club of some type that presently is nonexistent, permission should be obtained from the administration and Board of Education.

#### I. Classroom Procedure

1. Classes should not be dismissed before the dismissal bell rings. If in doubt, call the office for information.
2. Students who are to participate in extracurricular activity must be in school one-half day prior to the performance. Exceptions to this mandatory rule will be dealt with by the principal.
3. You are responsible for everything in your room. In the event of a loss, please notify the office promptly. Please do not "borrow" chairs, desks, or other school equipment from various rooms without permission from the administration. In the event additional furnishings are necessary, the building custodian should also be alerted.
4. Never leave a group of students unattended unless an emergency arises and then inform the office for a substitute and assistance.

#### J. Examinations

Semester examinations may be given at the option of the teacher. Class tests may be given as often as a teacher finds them necessary to evaluate their teaching and student comprehension and retention.

#### K. Make-up Work

Any student absent from school for any extended period may call the principal's office or send someone to pick up his/her assignments.

#### L. Eligibility **(7-12)**

For all activities involving contest or participation between high schools of other districts and towns, students will need to meet the eligibility standards.

To be eligible, students must have received passing grades in at least four subjects for the previous semester and not be listed on the weekly unsatisfactory work sheet in three or more subjects. The students will be evaluated on a cumulative basis.

#### M. Tardiness

1. **K-12:** Pupils arriving in the building after 8:05 a.m., and coming in late from lunch, report directly to the principal's office on the main floor of the building. If a student bypasses the office, they should be marked as an "unexcused tardy", kept in class, and assigned a seminar.
2. **7-12:** Students are allowed sufficient time for passing to classes. Excessive tardies may result in a seminar from the teacher(s), or other discipline action as stated in the student handbook.
3. **7-12:** If a student's tardiness is excused, at least one of the following will occur: pink pass/planner pass from teacher who kept student late; e-mail from teacher to teacher (student

can prompt the need for the teacher to check e-mail if tardy is excused); phone call from teacher to teacher. If a teacher has already taken attendance, he/she will need to take attendance again to change absence/unexcused tardy to excused tardy. Refer to the Student Handbook for further details.

N. Convocations

Each teacher is to sit with their class or particular group that is under their supervision during or at the time of the assembly. Each teacher will be responsible for the behavior of their group.

O. Announcements **(7-12)**

Announcements should be presented or e-mailed to the secretaries no later than 10:30 a.m. each day. Announcements will be read by teachers each day at the beginning of fourth period from PowerSchool. All announcements, if written out, must be signed by the sponsor to be deemed authentic.

Announcements placed on the bulletin boards must be signed by the sponsor of the activity. If sponsors are in doubt as to their advisability, they should contact the principal for his approval.

P. Locker Inspection

Locker inspection will be held as necessary during the year.

Q. Lost and Found

All lost and found articles should be turned in at the office of the principal. Students and teachers who have misplaced or lost an item should inquire at the office.

R. First Aid

General first aid supplies will be kept in the nurse's office. Injuries requiring more than just first aid, should be reported at once to the office so that the parents can be notified and the student can be taken to their family doctor.

S. Drills

Tornado and fire drills will be held periodically. The principal will inform each teacher of the procedure for leaving the building.

T. Ticket Selling and Supervision

All teachers are expected to help and take their turn performing necessary duties at athletic contests or any public performance by our students. These duties will be assigned by the athletic director.

U. Faculty Meetings

Faculty meetings will be scheduled to provide information, in-service activities, and other items pertaining to the welfare of the school and faculty.

**WAYNE COMMUNITY SCHOOLS**  
**GUIDELINES FOR**  
**NON-CERTIFICATED STAFF EMPLOYEE**  
**BENEFITS**  
**2025-2026 SCHOOL YEAR**

**Notice of Nondiscrimination**

Wayne Community Schools hereby gives this statement of compliance and intends to comply with all state and federal laws prohibiting discrimination. This school district intends to take any necessary measures to assure compliance with such laws against any prohibited form of discrimination.

Wayne Community Schools does not discriminate on the basis of sex, disability, (including skin color, hair texture and protective hairstyles), race, color, religion, veteran status, national or ethnic origin, age, marital status, pregnancy, childbirth or related medical condition, sexual orientation or gender identity, or other protected status in its programs and activities and provides equal access to the Boy Scouts and other designated youth groups. Reasonable accommodations will be provided to employees with disabilities and to those who are pregnant, have given birth, or have a related medical condition, as required by law. The following persons have been designated to handle inquiries regarding the non-discrimination policies:

**High School:** High School Principal, 611 West 7th Street, Wayne, NE 68787, (402) 375-3150.

**Jr. High School:** Jr. High School Principal, 611 West 7th Street, Wayne, NE 68787, (402) 375-3150).

**Elementary:** Elementary School Principal, 312 Douglas Street, Wayne, NE 68787, (402) 375-3854).

**Early Learning Center:** ELC Principal, 903 West 7<sup>th</sup> Street, Wayne, NE 68787, (402) 833-1450).

**District staff:** Human Resource Contact, 611 West 7th Street, Wayne, NE 68787, (402) 375-3150.

## **GENERAL INFORMATION-**

**Job Descriptions** are available for all positions. **Evaluations** shall be provided each employee prior to June 1 by his/her immediate supervisor.

**Job Descriptions** for teachers' aids shall be developed annually by building principals and be subject to approval by the superintendent.

**Paid Holidays:** 12-month Full-Time Employees receive these specified paid holiday (New Year's Day, Good Friday, Memorial Day, Juneteenth, Fourth of July, Labor Day, Thanksgiving Day, Day after Thanksgiving, Christmas Eve, and Christmas Day).

**NSAA Moratorium:** The school offices will be closed during the 5-day NSAA moratorium (typically December 23 to December 27 of each year). Work schedules will be determined by the Superintendent.

### **Tobacco Use by Staff**

The use of tobacco products in the District's buildings and on school grounds, all owned or leased facilities and vehicles, is prohibited. Tobacco means any tobacco product (including but not limited to cigarettes, cigars, and chewing tobacco), vapor products (such as e-cigarettes), electronic nicotine delivery systems, alternative nicotine products, tobacco product look-alikes, and products intended to replicate tobacco products either by appearance or effect.

**Attendance:** It is expected the employee will work the scheduled hours for the classification/position they will fill. If an employee cannot fulfill the scheduled hours the employee's supervisor may change the assigned classification.

**Family and Medical Leave Act:** The FMLA entitles eligible employees of Wayne Community Schools to take unpaid, job-protected leave for specified family and medical reasons with continuation of group health insurance coverage under the same terms and conditions as if the employee had not taken leave. FMLA leave will be taken in conjunction with the employee's sick leave.

The employee must give at least 30 days' notice, or notice as soon as practical to Human Resources at 611 West 7<sup>th</sup> Street for an eligibility determination

Along with the following guidelines, all employees are expected to follow the policies of the Wayne Community School Board. These policies may be found on the school's website:

<http://www.wayneschools.org>

They are located under the District Heading, the School Board/Policy subheadings.

## **Classifications:**

**12 Month Full Time:** A 12 Month Full Time employee is an employee who works 12 months of the year and 40 hours per week.

### **Vacation and Holidays: 12 Month Full Time Employees -**

**Vacation:** Vacation days are us or lose annually to be determined on August 31<sup>st</sup> of each school year. Vacation hours will be paid out upon separation to Wayne Community Schools.

New employees will accrue 8 hours per month worked but no greater than 40 hours total by August 31<sup>st</sup>.

**Holidays:** 12-month Full-Time Employees receive these specified paid holiday (New Year's Day, Good Friday, Memorial Day, Juneteenth, Fourth of July, Labor Day, Thanksgiving Day, Day after Thanksgiving, Christmas Eve, and Christmas Day).

## **Insurance:**

**Medical Insurance:** The District will pay 100% of the premium for employees selecting the Health Savings Plan, and Employee only coverage of the Traditional Plan (PPO). Employees who select the Traditional Health Insurance plan (PPO) beyond employee only (ES, EC, ES&C), will pay 10% of their premium. This premium shall be paid directly from the school district to the insurance carrier designated by the Board of Education in the name of the employees. Insurance coverage shall commence with the first day of the month following the employees start date. Medical insurance will be renewed every year of employment. Medical insurance will be terminated on the last day of the month of separation with Wayne Community Schools.

**Term Life Insurance:** The district will pay the full premium of a \$30,000 term life insurance policy. This coverage is integrated with the health insurance package. An additional \$30,000 coverage may be purchased by the employee.

**Disability Protection:** The employee is required to purchase disability insurance at their own cost. This insurance is designated to pay 60% of employee's basis monthly earnings.

**This program is mandatory.**

**Dental Insurance:** A dental insurance program is offered at group rates as an addendum to the health policy. Employee only dental premiums are paid by the district. Employees may select additional coverage for children, spouse, and/or family. The additional premium cost beyond employee only will be paid by the employee. Insurance coverage shall commence with the first day of the month following the employees start date.

## **Leave Policies -**

**Sick Leave:** All 12-month employees (full-time 40-hour) will receive 80 hours per year.

Bereavement leave is included in sick leave.

Illness of spouse, child, father, mother, brother, sister, grandparent, applicable in-law, and extended family members is included in sick leave. Leave for illness of any other individual is granted at the discretion of the superintendent.

Sick Leave hours can accumulate to 440 for full-time (40-hour, 12 month) employees, however, if separation with Wayne Community Schools, sick leave hours will not be paid out.

Catastrophic Illness or Injury Leave is available. Refer to the Wayne Community Schools Board of Education Policy 4032.

**9 Month Full Time:** A 9 Month Full Time employee is an employee who works 9 months of the school year when school is in session 35-40 hours per week. If hours are not met per week, the employee may be subject to going to part-time, under supervisor discretion.

### **Vacation and Holidays: 9-month Full-Time Employees**

**Vacation Schedule:** 9-month full-time employees will receive 16 hours of vacation pay annually beginning September 1 of the school year. Vacation pay is use or lose annually and does not accrue. Upon separation to Wayne Community Schools, vacation days will be paid out.

**Holidays:** 9-month full-time (35-40 hours) employees receive these specified paid holidays: New Year's Day, Good Friday, Labor Day, Thanksgiving Day, Day after Thanksgiving, and Christmas Day.

### **Insurance:**

Insurance for 9-month, full-time employees will be paid through the summer.

**Medical Insurance:** The District will pay 100% the premium for employees selecting Employee only coverage of the Health Savings Plan, and Employee only coverage for children, spouse, and/or family. The additional premium cost beyond employee only will be paid by the employee. Insurance coverage shall commence with the first day of the month following the employees start date. Employees in the 9-month full-time classification must work the full number of hours assigned by their supervisor, and no less than 35 hours per week.

**Term Life Insurance:** The district will pay the full premium of \$30,000 term life insurance policy. This coverage is integrated with the health insurance package. An additional \$30,000 coverage may be purchased by the employee.

**Disability Protection:** The employee is required to purchase disability insurance at their own cost. This insurance is designated to pay 60% of employee's basis monthly earnings. **This program is mandatory.**

**Dental Insurance:** A dental insurance program is offered at group rates as an addendum to the health policy. Employee only dental premiums are paid by the district. Employees may select additional coverage for children, spouse, and/or family. The additional premium cost beyond employee only will be paid by the employee. Insurance coverage shall commence with the first day of the month following the employees start date.

**Leave Policies -**

**Sick Leave:** All 9-month (35-40 hour) employees will receive 40 hours per year. Sick leave hours accumulate to 320 hours for 9-month, full-time (35-40 hours) employees.

Bereavement leave is included in sick leave.

Illness of spouse, child, father, mother, brother, sister, grandparent, applicable in-law, and extended family members is included in sick leave. Leave for illness of any other individual is granted at the discretion of the superintendent.

Sick leave hours can accumulate to 320 for 9-month, full-time (35-40 hour) employees, however, if separation with Wayne Community Schools, sick leave hours will not be paid out.

Catastrophic Illness or Injury Leave is available. Refer to the Wayne Community Schools Board of Education Policy 4032.

**Part Time:** A Part Time employee works less than 12 months per year and/or less than 30 hours per week. Examples include people who work 9 months of the year (when school is in session) or those who work 12 months of the year but less than 30 hours per week. A person who works an average of less than 30 hours per week over their scheduled weeks (school year, 11 months including summer, etc...)

**Vacation and Holidays: Part-time Employees (30 hours or less)**

**Vacation:** Part-time Employees (30 hours or less) will receive 12 hours vacation annually beginning September 1 of the school year. Vacation pay is use or lose annually and does not accrue.

**Holidays:** 9-month part-time (30 or less hours) employees receive these specified paid holidays: New Year's Day, Good Friday, Labor Day, Thanksgiving Day, Day after Thanksgiving, and Christmas Day.

**Insurance:** Part-time (30 or less hours) receive no insurance.

**STUDENT ACCIDENT INSURANCE COVERAGE**  
POLICY GA-2200Ed.11-16(ID)(KS)(LA)(MN)(MT)(NC)(ND)(OH)

**Premiums & Coverage Options**

**One Time Policy Year Premiums**

<b>School Time Coverage Grades PK-12 (Does NOT Include Interscholastic Sports Coverage grades 7-12)</b> Protects the student while: a) attending regular school sessions, b) participating in or attending school-sponsored and supervised extracurricular activities, c) traveling directly to and from school for regular school sessions, and while traveling to and from school-sponsored and supervised extracurricular activities in school provided transportation. DOES NOT cover participation in interscholastic sports for students in grades 7-12.	\$16
<b>Full Time Coverage Grades PK-12 (Does NOT Include Interscholastic Sports Coverage grades 7-12)</b> Covers the student 24 hours a day until school starts next year. Includes coverage while at home and school, on weekends and during summer vacation. DOES NOT cover participation in interscholastic sports for students in grades 7-12.	\$99
<b>School Time Coverage Grades PK-12 AND Interscholastic Sports Coverage Grades 7-12 (does not include Football grades 9-12)</b> In addition to School-Time Coverage shown above, includes All Interscholastic Sports Coverage that protects the student while practicing for or competing in school-sponsored and supervised interscholastic sports including travel in school provided transportation for grades 7-12. DOES NOT cover Football for grades 9-12.	\$91
<b>Full Time Coverage Grades PK-12 AND Interscholastic Sports Coverage Grades 7-12 (does not include Football grades 9-12)</b> In addition to the Full-Time Coverage shown above, includes All Interscholastic Sports Coverage that protects the student while practicing or competing in school-sponsored and supervised interscholastic sports including travel in school-provided transportation for grades 7-12. DOES NOT cover Football for grades 9-12.	\$174
<b>Football Coverage Grades 9 - 12</b> Protects the student while practicing for or competing in school-sponsored and supervised interscholastic football including travel in school-provided transportation for grades 9-12.	\$250
<b>Extended Dental Coverage Grades PK-12</b> Provides benefits up to a maximum of \$5,000 for any dental injury. Covers the student 24 hours a day until school starts next year. Treatment must begin within 60 days from the date of the injury and must be performed within one year from the date of injury. However, if within the one year period following the date of injury the student's attending dentist certifies that dental treatment and/or replacement must be deferred beyond one year, the policy pays the estimated cost of such deferred treatment, but not to exceed \$200 for each tooth. Benefits for prostheses are limited to \$500 per injury, including procedures performed to install them. Dental prostheses include, but are not limited to: crowns, dentures, bridges, and implants. Extended Dental does not cover treatment for orthodontics, dental disease, or expenses that exceed the dental prosthesis maximum benefit limit.	\$9

**The Medical Benefits and Exclusions below apply to the Coverage Options listed above.**

**MEDICAL BENEFITS (What the Insurance Plan Pays)** - When injury covered by the policy results in treatment by a Licensed Physician within 60 days from the date of accident, the Company will pay the Usual and Customary Charges (U&C) incurred for covered services as listed below, for charges actually incurred within one year from the date of injury up to the specified Maximum Medical Benefit of \$50,000 per injury. (In MT and NC benefits are payable after the deductible per injury is satisfied, the deductible is the amount paid or payable for the same injury by Other Valid Coverage)  
This policy will pay benefits regardless of Other Valid Coverage if the covered claim expense is less than \$200. If the covered claim expense exceeds \$200, benefits shall be paid first by Other Valid Coverage. (This coverage is excess in KS, and this coverage is primary in MT and NC after deductible, and in ID, IL)

**All Amounts Listed Below are Per Injury**

**PHYSICIAN'S SERVICES**

- a) **Surgical Care** (surgeon, assistant surgeon, and anesthesia) .....80% U&C, up to \$2,500
- b) **Nonsurgical Care** (includes physiotherapy performed other than in a hospital, 1 visit per day).....U&C, up to \$50 per visit, maximum 6 visits

**HOSPITAL CARE**

- a) **Inpatient Care**
  - 1) **Hospital Semi-Private Room** .....U&C, up to \$500 per day
  - 2) **Hospital Miscellaneous Services** .....80% U&C, up to \$2,500
- b) **Outpatient Care**
  - 1) **Facility Charges for Day Surgery** .....U&C, up to \$2,500
  - 2) **Emergency Room** .....80% U&C, up to \$500

**Note: Benefits for hospital miscellaneous and outpatient care charges are limited to services not scheduled under Medical Benefits.**

- X-RAY SERVICES** (includes charges for reading) .....U&C, up to \$250
- LABORATORY SERVICES** .....U&C, up to \$250
- DIAGNOSTIC IMAGING** (includes MRI, CT scan, bone scan and charges for reading) .....U&C, up to \$500
- DENTAL TREATMENT** (in lieu of all other medical benefits; for repair and/or replacement of each sound and natural tooth) .....U&C, up to \$250 per tooth (In SD, sound and natural is deleted)
- AMBULANCE SERVICES** .....U&C, up to \$500
- ORTHOPEDIC APPLIANCES** (when prescribed by a physician for healing) .....U&C, up to \$250
- PRESCRIPTION DRUGS** (take home).....U&C, up to \$250
- REPLACEMENT EYEGLASSES, CONTACT LENSES, HEARING AIDS** (when medical treatment is required for covered injury) .....U&C, up to \$250
- MOTOR VEHICLE INJURY** .....Same as any injury, up to \$2,500 (In KS,\$2,500 limit does not apply)

**ACCIDENTAL DEATH AND DISMEMBERMENT**

When injury covered by this policy results in Accidental Death or Dismemberment within 180 days from the date of accident, the following benefits will be payable.  
Loss of Life .....\$2,500      Loss of an Eye.....\$2,500      Double Dismemberment .....\$10,000      Single Dismemberment.....\$2,500

The policy contains a provision limiting coverage to the usual and customary charges. This limitation may result in additional out-of-pocket expenses for the insured.  
K-1511/1513(2025)



**ENROLLMENT FORM FOR STUDENT ACCIDENT INSURANCE**

**COVERAGE PLANS**

**One Time Policy Year Premiums**

	<b>Full Time Coverage (Does NOT include Interscholastic Sports Coverage)</b>	<input type="checkbox"/> \$ 99
	<b>Full Time Coverage AND Interscholastic Sports Coverage (Does not include Football Grades 9-12)</b>	<input type="checkbox"/> \$174
	<b>School Time Coverage (Does NOT Include Interscholastic Sports Coverage)</b>	<input type="checkbox"/> \$ 16
	<b>School Time Coverage AND Interscholastic Sports Coverage (Does not include Football Grades 9-12)</b>	<input type="checkbox"/> \$ 91
	<b>Football Coverage (Grades 9-12)</b>	<input type="checkbox"/> \$250
	<b>Extended Dental Coverage (Grades PK-12)</b>	<input type="checkbox"/> \$ 9

**DO NOT SEND CASH**

**TOTAL PREMIUM**

Make Checks payable to: **STUDENT ASSURANCE SERVICES, INC.**  
\*Please write student's name on the front of check. **NO REFUNDS**

\_\_\_\_\_  
 ↑ STUDENT'S LAST NAME ↑ (one letter in each box)

STUDENT'S FIRST NAME \_\_\_\_\_ M.I.

Please Print Address \_\_\_\_\_

(Street)

(City) (State) (Zip)

Email Address \_\_\_\_\_

Name of School \_\_\_\_\_

Name of District \_\_\_\_\_

Student's Age \_\_\_\_\_ Grade \_\_\_\_\_ Phone \_\_\_\_\_

X \_\_\_\_\_

### EXCLUSIONS (What the Plan DOES NOT Pay)

- Any sickness, disease, infection (unless caused by an open cut or wound), including but not limited to: aggravation of a congenital condition, blisters, headaches, hernia of any kind, mental or physical infirmity, Osgood-Schlatter disease, osteochondritis, osteochondritis dissecans, osteomyelitis, spondylolysis, slipped femoral capital epiphysis, orthodontics.
- Injuries for which benefits are paid under Workers' Compensation or Employer's Liability Laws. (In NC, benefits are excluded if the employee, employer, or carrier is responsible or liable according to final adjudication or settlement order under state law)
- Any Injury involving a two or three-wheeled motor vehicle or snowmobile or any motorized or engine driven vehicle not designed primarily for use on public streets and highways, unless the insured is participating in an activity sponsored by the Policyholder. (In ID, Insured must be participating as a professional)
- The practice or play of interscholastic sports including travel to or from such activity, practice, or play for students in grades 7-12, unless such premium is paid.
- In Kansas - No benefits are payable for accidental bodily injuries arising out of a motor vehicle accident to the extent such benefits are payable under any medical expense payment provision (by whatever terminology used including such benefits mandated by law) of any automobile policy.
- In Ohio - Reinjury if the insured participated in a covered activity against medical advice.

**IT IS NOT THE INTENT OF THE POLICY TO PROVIDE BENEFITS FOR AN EXISTING MEDICAL PROBLEM. A re-injury will not be covered if the insured has received treatment within a period of 180 days prior to the effective date of the policy. (In OH, this provision does not apply)**

#### WHAT KIND OF INSURANCE IS THIS?

This is accidental bodily injury insurance; it covers accidental bodily injury occurring while the coverage is in force. Medical illnesses such as ear infections or sore throats are not covered.

#### WHO SHOULD CONSIDER BUYING THIS INSURANCE?

- All families with no other health coverage.
- Families with other medical or dental coverage having deductibles, copays or coinsurance. Our policy applies benefits toward your other health coverage out-of-pocket expenses. (This coverage is primary in MT and NC after deductible, and in ID, IL)

#### HOW TO ENROLL

- Select the desired coverage(s) from the options listed above. Premium cannot be prorated. There are two enrollment and payment options.
- Complete the Enrollment Form and enclose the premium (check made payable to: STUDENT ASSURANCE SERVICES, INC. or credit card payment information). Please write the name of the student on the check. Return the premium payment with the requested enrollment information in an envelope and mail to: Student Assurance Services, Inc. P.O. Box 196, Stillwater, MN 55082-0196; OR
- Complete enrollment form online at the Student Assurance Services, Inc. website [www.sas-mn.com](http://www.sas-mn.com). The online form is available under the K-12 School Look-up.
- Be sure to retain this brochure and a copy of the premium payment as proof of insurance. You will not receive a policy or ID card. The master policy is issued to the school.

#### EFFECTIVE AND EXPIRATION DATES

Coverage becomes effective the later of: the Master Policy Effective Date; or 12:01A.M. following the date the envelope containing the enrollment form and premium payment is postmarked by the U.S. Postal Service; or for online enrollment 12:01A.M. following the date the proper premium is received by the Plan Administrator. Interscholastic sports coverage expires on the last day of the authorized season of the current school year. School-Time and Full-Time coverage expire on the selected expiration date of the annual term policy.

#### HOW TO FILE A CLAIM

- Notify the school and obtain a claim form immediately. The school will fill out Part A of the claim form if it's a school injury.
- Parents complete Part B of the claim form. **Answer all questions.**
- Submit copies of the student's *itemized bills* to the student's family medical and dental coverage first, even if there is a large deductible. The other insurance plan will send a report called an Explanation of Benefits (EOB). This plan is supplemental to all other valid coverage. The claim must be filed with the other coverage first! (Coverage is excess in KS, primary in MT and NC after deductible, and in ID, IL) This Plan **DOES NOT** cover penalties imposed for failure to use providers preferred or designated by the primary coverage. (In KS, penalty does not apply)
- Send the completed claim form, copies of student's itemized bills and EOB to:  
STUDENT ASSURANCE SERVICES, INC.  
PO BOX 196 • STILLWATER, MN 55082
- No claim can be completed until **all of the above documents** have been provided.

NOTE: Student must be treated by a Licensed Physician within 60 days of the date of the injury. Proof of claim should be submitted within 90 days from the date of accident, or a reasonable time thereafter not to exceed one year. Itemized bills should be submitted within 90 days from the date of treatment or reasonable time thereafter not to exceed one year. The policy is responsible only for expenses incurred within one year. (In NC, itemized bills must be submitted within 180 days from the date of treatment, not to exceed one year)

This provides a very brief description of some of the important features of the insurance policy. It is not the insurance policy and does not represent it. A full explanation of benefits, exceptions and limitations is contained in the Group Accident Insurance Policy Form GA-2200Ed.11-16 (and any state specific), and any applicable endorsement(s). This policy is considered term accident insurance (except in ID) and is non-renewable. This product may not be available in all states and is subject to individual state regulations. The Master Policy is issued to the School District/School. A copy of the Privacy Notice and Certificate of Coverage (where applicable) may be obtained on the website [www.sas-mn.com](http://www.sas-mn.com).

K-1511/1513(2025)

Administered by

**STUDENT ASSURANCE SERVICES, INC.**  
PO Box 196 • Stillwater MN 55082-0196  
Toll Free 800-328-2739 - (651) 439-7098

[www.sas-mn.com](http://www.sas-mn.com)



**HAVE QUESTIONS?  
CALL US TOLL FREE AT  
(800) 328-2739 OR (651) 439-7098**

Underwritten by



## STUDENT ACCIDENT INSURANCE CREDIT CARD PAYMENT

INDICATE PREMIUM SELECTED AND COMPLETE THE REQUESTED ENROLLMENT INFORMATION FOUND ON THE REVERSE SIDE OF THIS FORM.  
**There is a \$5.00 Processing Fee added to ALL Credit Card Transactions (does not apply to IN, NC residents)**

Please charge \$ \_\_\_\_\_ + \$5.00 Processing Fee = \$ \_\_\_\_\_ to the following credit card:  VISA®,  MasterCard®, or  Discover®

Credit Card Number \_\_\_\_\_ Security Code (on back of card, 3 digits) \_\_\_\_\_ Card Expiration Date (Month) (Year) \_\_\_\_\_  
Credit card billing will state: "Student Assurance Services, Inc."

Print Cardholder Name \_\_\_\_\_ Date \_\_\_\_ / \_\_\_\_ / \_\_\_\_

Cardholder Signature \_\_\_\_\_

Cardholder Address \_\_\_\_\_  
(Street) (City) (State) (Zip)

Telephone Number ( \_\_\_\_\_ ) \_\_\_\_\_ - \_\_\_\_\_

GAA-2203Ed.11-16

**DETACH - Place inside envelope**

K-1511/1513(2025)

# CATASTROPHIC ACCIDENT INSURANCE

2025 – 2026 School Year



## BENEFIT SUMMARY

- Provides Accident Medical Expense Benefits with a maximum benefit of \$5,000,000 per Insured per Covered Accident. Accident Expense Benefits are payable:
  - (a) after \$25,000 of covered expenses have been incurred within two years after the date of the Covered Accident; and
  - (b) after benefits have been paid under other Health Care Plans; and
  - (c) for Covered Expenses incurred within 10 years from the date of the Covered Accident.
- Provides an Accidental Death benefit of \$10,000, and a Dismemberment benefit of up to \$20,000.

## CLASS DESCRIPTION & COVERAGE

- CLASS 1: All student athletes, student managers, student trainers, student coaches, cheerleaders and band members who participate in school sponsored and supervised interscholastic athletic activities.
- CLASS 2: All students, from pre-kindergarten through the twelfth grade, while they are attending regularly scheduled classes and taking part in all school-sponsored and supervised activities including off-season athletic training and conditioning, except interscholastic athletics. (Includes Class 3 students, if Class 2 students are covered under the Policy)
- CLASS 3: All students who participate in all school-sponsored and supervised extracurricular non-athletic activities and clubs.

## PREMIUM

- CLASS 1: \$3.25 per student
- CLASS 2: \$1.20 per student
- CLASS 3: \$0.40 per student

100% participation is required - Minimum Policy Premium - \$500.00

## HOW TO ENROLL

- Please complete the attached APPLICATION
- Include your check with the APPLICATION made payable to Student Assurance Services, Inc.
- Please send the APPLICATION and check to:

**STUDENT ASSURANCE SERVICES, INC.**  
P.O. BOX 196  
STILLWATER, MN 55082-0196

## CONTACT INFORMATION

- Marketed by: Student Assurance Services, Inc.  
333 North Main Street  
P.O. Box 196  
Stillwater, MN 55082-0196  
Phone (651) 439-7098 – Toll Free 1-800-328-2739
- Underwritten by: Great American Insurance Group  
Cincinnati, Ohio 45202

This brochure provides a summary of the coverage to be provided and is not intended to substitute for or duplicate policy provisions. It is subject to the provisions of the policy of insurance to be issued by Great American Insurance Company. You will need to contact us for exact policy language, as well as for any limitations and restrictions that may be applicable. The policy is the only contract between the Policyholder and us. It contains the actual terms, conditions and limits of the coverage to be provided. If there is any conflict between this quote and the policy, the policy will govern in all cases. Acceptance of this quote is contingent upon and subject to the actual terms and conditions of the policy as issued.

### Description of Coverage

This plan provides benefits for Covered Expenses incurred for treatment of injuries resulting directly, and independently of all other causes, from a Covered Accident. The Covered Accident must occur while the student is taking part in the activity described in the Covered Activity(ies), or while traveling, via transportation provided by the school, directly to or from an activity as a member of a group supervised by the school.

### General Limitations

Benefits are payable only for Covered Losses incurred as a result of participation in Covered Activities.

**LIMITATION ON MULTIPLE COVERED ACTIVITIES:** If an Insured suffers a Covered Loss while participating in more than one Covered Activity, We will pay only one benefit, the largest benefit unless there is a specific written exception in this Policy. **LIMITATION ON MULTIPLE BENEFITS:** If an Insured can recover benefits under more than one of the Benefits stated in the Schedule, as a result of the same Accident, We will pay only one benefit, the largest benefit.

• **Accident Medical Expense Benefits**

If, as a result of a covered Injury, the Insured, requires care and treatment rendered by a doctor, the Company will pay the Usual and customary charges which are deemed medically necessary provided the first expense is incurred no later than 180 days after the date of the Covered Accident. This Benefit is payable subject to the Benefit Maximum per Covered Accident, the Deductible, and the Maximum Benefit Period shown in the Application. The benefit amount for this benefit is payable in excess of any In Force Policy and its applicable deductible. In the event and only in the event of the reduction or exhaustion of the limit of insurance of the In Force Policy solely as the result of actual payment of benefits covered thereunder, this Policy shall pay excess of the reduced limit of insurance of the In Force Policy and its applicable deductible. This Policy shall only pay pursuant to the terms and conditions of this Policy and no other policy. We will pay the Usual and Customary amount, reduced by the payment by any other insurance plan. This Policy will recognize payment by any other insurance plan as reducing or satisfying the deductible amount of this Policy.

• **Accidental Death and Dismemberment Benefit**

If an Insured suffers a loss of life as a result of a Covered Injury, We will pay the applicable amount shown in the Schedule. The death must occur within 365 days of the Covered Injury.

• **Accidental Dismemberment Benefit**

If a Covered Injury to an Insured results in any of the following Covered Losses, We will pay the percentage shown below. The Covered Loss must occur within 365 days of the Covered Accident. The benefit amount is based on the maximum amount shown in the Schedule for the person suffering the Covered Loss.

<u>Covered Loss</u>	<u>Percentage of Maximum Amount</u>	<u>Covered Loss</u>	<u>Percentage of Maximum Amount</u>
Both Hands or Both Feet	100%	Sight of Both Eyes	100%
One Hand or One Foot plus the loss of Sight of One Eye	100%	Speech and Hearing	100%
One Hand; One Foot; or Sight of One Eye	50%	Hearing in One Ear	25%
Thumb and Index Finger of the same Hand	25%		

• For purposes of this Benefit, DEFINITIONS is amended to include the following: Covered Loss means:

1. For a foot or hand, actual severance through or above the ankle or wrist joint;
2. For thumb and index finger, complete severance through or above the metacarpophalangeal joint of Both digits;
3. Total and permanent loss of sight;
4. Total and permanent loss of speech; or
5. Total and permanent loss of hearing.

• **General Exclusions** - A loss will not be a Covered Loss if it is caused by, contributed to, or results from:

1. Sickness, disease, mental infirmity, emotional or psychological trauma, or bacterial or viral infection, or medical or surgical treatment thereof, except for any bacterial infection resulting from an accidental external cut or wound or accidental ingestion of contaminated food;
2. Suicide, self-destruction, attempted suicide or self-destruction, or intentional self-inflicted injury, while sane or insane;
3. War or any act of war, whether declared or not;
4. Commission of, or attempt to commit, a felony, an assault, or other illegal activity;
5. The covered person being legally intoxicated as determined according to the laws of the jurisdiction in which the injury occurred
6. The covered person being intoxicated or under the influence of any drugs or narcotics unless administered by or upon the advice of a physician.
7. Any loss arising out of terrorism or terrorist acts.
8. Injury covered by workers' compensation, employer's liability laws, or similar occupational benefits, or while engaging in activity for monetary gain from sources other than the Policyholder;
9. A covered accident that occurs while on active duty service in the military, naval or air force of any country or international organization. Upon our receipt of proof of service, we will refund any premium paid for this time. Reserve or National Guard active duty training is not excluded, unless it extends beyond 31 days;
10. Travel in any aircraft owned, leased, or controlled by the Policyholder, or any of its subsidiaries or affiliates. An aircraft will be deemed to be "controlled" by the Policyholder if the aircraft may be used as the Policyholder wishes for more than 10 straight days, or more than 15 days in any year;
11. Practice or play in any sports activity, including travel to and from the activity and practice, except as specifically provided in the policy;
12. Aggravation, during a covered activity, of an injury the covered person suffered before participating in that covered activity, unless we receive a written medical release from the covered person's physician;
13. Participation in covered activities not sponsored by or under the supervision of the Policyholder.
14. The covered person riding or driving in any kind of race.

• **Accident Medical Exclusions:** In addition to the General Exclusions stated in the Policy, We will not cover expenses under this additional benefit for:

1. Pre-existing conditions occurring within the first 12 months of coverage (except as specifically provided by the policy);
2. Treatment by persons employed or retained by a Policyholder, or by any immediate family member or member of the covered person's household;
3. Pregnancy, childbirth, or miscarriage;
4. Elective abortion, an abortion for any reason other than to preserve the life of the female upon whom the abortion is performed;
5. Mental and nervous disorders (except as specifically provided in the policy);
6. Damage to or loss of dentures or bridges, or damage to existing orthodontic equipment (except as specifically covered by the policy);
7. Elective or cosmetic surgery, except for reconstructive surgery needed as the result of an injury;
8. Eyeglasses, contact lenses, hearing aids, wheelchairs, braces, appliances, examinations or prescriptions for them, or repair or replacement of artificial limbs, orthopedic braces, or orthotic devices (except as specifically provided in the policy);
9. Expenses for which the covered person would not be responsible for in the absence of this policy;
10. Treatment of injuries that result over a period of time (such as blisters, tennis elbow, etc.), and that are a normal, foreseeable result of participation in the covered activity;
11. Treatment or service provided by a private duty nurse (except as specifically provided in the policy);
12. Replacement of artificial limbs, eyes, or other prosthetic appliances;
13. Routine physicals, check-ups, routine ob-gyn visits, pap smears, or wellness visits;
14. Overuse symptoms including, but not limited to, bursitis, tendonitis, shin splints, stress fractures, heat exhaustion, heat stroke, heat prostration, malfunctions of the heart, embolism, reinjuries or the aggravation thereof, sprains, hernia, strains, muscle tears, or repetitive motion injury, except as specifically provided in the policy;
15. Expenses due to an aggravation or re-injury of a pre-existing condition (except as specifically provided in the policy);
16. Repair or replacement of existing dentures, partial dentures, braces, fixed or removable bridges, or other artificial dental restoration (except as specifically provided in the policy);
17. Repair, replacement, examinations for prescriptions, or the fitting of eyeglasses or contact lenses;
18. Medical expenses and disability for which the covered person is entitled to benefits under any Worker's Compensation Act;
19. Expenses incurred that are in excess of reasonable charges, or expenses that are not medically necessary; or
20. Dental treatment necessitated by sickness, deterioration or disease, for cosmetic, preventive, diagnostic or orthodontic purposes, or by any reason other than an injury.

• **Definitions**

**Accident** means a sudden, abrupt, and unexpected event. **Covered Accident** means an accident that occurs directly and independently of all other causes while coverage is in effect for a covered person resulting in a covered loss or injury under the policy for which benefits are payable. **Contributory** means the Insured is required to pay all or a portion of the premium. Whether the benefits are Contributory or Non-Contributory is stated in the Schedule. **Covered Activity** means those activities set out in the Covered Activities section of the schedule of benefits, with respect to which covered persons are provided accident insurance under the policy. **Covered Loss** or **Covered Losses** means an accidental death, dismemberment or other injury covered under the policy. **Covered Person** means an eligible person, who enrolls for coverage, if required, and for whom the required premium is paid. **Eligible Person** means a person in a Class of Eligible Persons, as shown in the schedule of benefits. **Injury** means bodily injury sustained by a covered person caused by a covered accident that:

1. Occurs while this policy is in effect as to the person whose injury is the basis of claim;
2. Occurs while the covered person is participating in a covered activity; and
3. Results directly and independently of all other causes in a covered loss.

**Physician** means a provider or practitioner who:

1. Is properly licensed or certified to provide care or treatment under the laws of the state where he or she practices;
2. Provides services that are within the scope of his or her license or certificate; and
3. Is neither the covered person nor a member of the covered person's household or an immediate family member.

**Schedule of Benefits** means the benefits, benefit amounts, terms, limitations and provisions of coverage selected by the Policyholder which is attached to and made a part of this policy. **Spouse** means an adult person with whom the covered person enters into a marriage, civil union, or comparable relationship in a state or nation in which the marriage, civil union or comparable relationship is sanctioned by law and legally valid at the time it is entered into by the parties. **Policy** means the contract issued by us to the Policyholder for the benefit of a covered person.



**LIFETIME CATASTROPHIC ACCIDENT  
INSURANCE COVERAGE  
2024 – 2025**



**For Further Information; Please contact:**



**Dissinger Reed, A Division of HUB  
International  
9200 Ward Parkway, Suite 500  
Kansas City, MO 64114  
Phone (800) 386-9183 Fax (913) 491-0527**

**NEBRASKA SCHOOL ACTIVITIES ASSOCIATION (NSAA)  
2024-2025 CATASTROPHIC ACCIDENT INSURANCE  
GENERAL SUMMARY**

The Nebraska School Activities Association (NSAA) has purchased excess catastrophic accident insurance for the 2024-2025 school year, effective 08/01/2024. This plan is provided through American Specialty Insurance and Risk Services, of Fort Wayne, Indiana. Coverage is underwritten by Mutual of Omaha Insurance Company in Omaha, Nebraska.

**ELIGIBILITY**

All student athletes, student managers, student trainers, student cheerleaders and student participants in interscholastic competition and activities.

**COVERED EVENT(S)**

Eligible insureds are covered while participating in interscholastic competitions and activities governed by the regulations of the state high school athletic/activities authority, including school supervised tryouts, practices and game related activities. Coverage is also provided while traveling in transportation: (a) paid for or reimbursed by the Policyholder/Sponsoring Organization; and (b) proceeding directly to and from and without interruption between approved locations authorized by the Policyholder/Sponsoring Organization.

**DESCRIPTION OF COVERAGE**

Benefits are payable for Medical Expenses incurred by an Insured following a covered accident subject to: (a) the \$50,000.00 Covered Accident Deductible (it must be satisfied within 24 months from the date of the accident), (b) the Lifetime Maximum Benefit Period and (c) the Maximum Benefit Amount of \$2,000,000.00. Coverage is excess of Other Insurance Plans.

Benefit Highlights include:

1. \$20,000.00 Accidental Death, Dismemberment, Loss of Sight, Speech or Hearing Benefit.
2. \$125,000.00 Combined Home Health Care and Custodial Care Benefit per calendar year.
3. Special Expense Benefit: Includes those reasonable and customary expenses incurred for special items to accommodate the insured person's physical disability or adaptation/modification of the insured person's housing or motor vehicle. All special items, modification or adaptation expenses must be approved by the doctor to be medically necessary and appropriate for the insured person. The benefit maximum is \$100,000.00 during the first ten years following the date of the accident and \$50,000.00 during each ten year period thereafter.
4. \$50,000.00 Adjustment Expense Benefit: Includes those reasonable and customary expenses incurred: (a) for training a member of the Immediate Family to perform Rehabilitative or custodial functions necessary to the care of the insured; (b) for travel expenses for Immediate Family members between their home and the insured's place of treatment; and (c) for lost earnings by the insured's parents, due to and in connection with a covered accident.
5. College Education Benefit: Maximum college education benefit of \$50,000.00. The insured must commence or recommence undergraduate study within 10 years after the date of the covered accident. The College Education Benefit will terminate at the earlier of: a) the date the Insured Person completes the requirements for any undergraduate degree; b) the twentieth (20<sup>th</sup>) anniversary of the date of the commencement or re-commencement of undergraduate study; and, c) the date the Maximum Aggregate Benefit has been met.
6. Paralysis Benefit: Maximum Benefit Amount of \$20,000.00 if an Insured, as the result of a covered accident, is paralyzed within 60 days of the covered accident, remains paralyzed for twelve months and has been medically diagnosed that the paralysis is permanent.

See the benefit Schedule attached for additional details.

**NONDUPLICATION OF BENEFITS.** If any item of expense is payable under more than one provision of this policy, payment will be made only under the provision providing the greater benefit.

## **EXCLUSIONS AND LIMITATIONS**

No benefits are payable for:

1. Repetitive Motion Injuries or the aggravation thereof;
2. bacterial infection, except infection of and through a wound accidentally sustained;
3. loss from intentionally self-inflicted injury, suicide while sane or insane;
4. loss from commitment of or an attempt to commit a felony, or engagement in an illegal activity;
5. loss from an act of declared or undeclared war;
6. loss from participation in a riot or insurrection;
7. loss from travel or flight in or descent from any aircraft, unless the Insured is a passenger for authorized group or team travel on a regularly scheduled flight on a commercial airline, or is a passenger on an aircraft chartered solely for the purpose of travel which has a valid airworthiness certificate from the jurisdiction in which operated and which is being operated by a duly licensed pilot;
8. charges which exceed the Allowable Expense;
9. charges incurred for dental work unless the Insured sustains an Injury which results in damage to his or her natural teeth;
10. charges incurred for television, telephone, water pitcher, and other personal convenience items, or expenses for other persons, except as may be specifically provided for elsewhere in this policy;
11. charges incurred for services or supplies not specifically provided for in the policy;
12. charges which would not have been made in the absence of insurance or which the Insured is not legally obligated to pay;
13. charges incurred for cosmetic procedures, unless made Medically Necessary by an Injury;
14. charges incurred for eyeglasses, contact lenses, or hearing aids or for any examination or fitting related to these devices unless made Medically Necessary by an Injury;
15. charges incurred for care, treatment, or service which is not Medically Necessary to the diagnosis or treatment of an Injury;
16. charges incurred for the professional services of a person who either lives with the Insured or is an Immediate Family Member;
17. charges incurred for Experimental or Investigational Drug or Treatment;
18. charges incurred for articles of clothing which are intended for use more than once;
19. routine medical examination and related medical services;
20. charges which are recoverable from any other insurance policy, service contract, Workers' Compensation, or other arrangements of insured or self-insured group coverage;
21. injuries associated with activities or travel outside the United States, unless the Injury occurred as part of an Activity held outside the United States and the treatment is not considered an Experimental or Investigational Drug or Treatment in the United States;
22. Pre-existing Condition;
23. any loss sustained or contracted in consequence of the Insured's being intoxicated or under the influence of any narcotic unless administered on the advice of the Insured's Physician;
24. Injury caused by, attributable to, or resulting from the Insured's Intoxication;
25. Injury caused by, attributable to, or resulting from the Insured's use of a Controlled Substance unless administered on the advice of a Physician and taking the prescribed dosage.

## **CLAIMS ADMINISTRATION**

Claims will be paid by the Mutual of Omaha Special Risk Services Department. The claim procedure is prompt and efficient and there is a toll-free number for schools, parents and providers to use. Each NSAA member school will receive claim forms. When there is a school-related Injury, the school's responsibility is to verify the student's name and the circumstances of the Accident. Once the claim is filed by the parents and/or providers of the service, there is no further school involvement.

Mail the completed claim form to:

**Mutual of Omaha Special Risk Services  
P.O. Box 31156  
Omaha, NE 68131**

Call our toll-free number with Claim questions: **1-800-524-2324**

**The above is a general summary of the insurance. The policy on file with the NSAA contains all of the provisions, exclusions, and qualifications of the insurance benefits. If any discrepancy exists between this summary and the policy, the policy will govern and control the payment of benefits. Copies of the policy are available from the office of the NSAA.**

**Coverage Underwritten by: Mutual of Omaha Insurance Company; 3300 Mutual of Omaha Plaza, Omaha, NE 68175**

**ALLOCATED CATASTROPHIC SCHEDULE OF BENEFITS**

<b>Covered Accident Deductible:</b>	\$50,000
Eligible medical expenses payable under any other insurance policy or service contract will be used to satisfy or reduce the Covered Accident Deductible.	
<b>Aggregate Limit of Liability:</b>	\$2,000,000
The maximum amount for which We are liable for an Insured Person for all benefits under this plan due to any one Accident.	
<b>Full Excess Medical, Dental, Rehabilitative and Custodial Care Expense Benefits:</b>	
Benefit Percentage	100%
Deductible Establishment Period	24 Months
Maximum Benefit Period	Lifetime from the accident date
Maximum Benefit Amount	\$2,000,000
Maximum for Medically Necessary Hospital Inpatient Services and Supplies	Included in Medical Maximum
Maximum for Confinement in an Extended Care Facility Per Calendar Year	\$365,000
Daily Room And Board Limit For:	
Private Or Semi-Private Room	Average Semi-Private Rate Of Hospital In Which Confined
Intensive Care	Allowable Expense
Combined Home Health and Custodial Care Maximum Benefit per Calendar Year	\$125,000
Treatment Of Mental Or Nervous Disorders	
Doctor Fees (Amount Per Visit / Visits Per Day / Visits Per Calendar Year)	\$90 / 1 / 50
Inpatient Hospital	Up To 45 Days
Spinal Manipulation Benefit Maximum Amount Per Calendar Year	\$1,000
Maximum Outpatient Physical Therapy Benefit Amount per Calendar Year	\$50,000
Physical Therapy includes, but is not limited to: heat treatment, diathermy, microtherm, ultrasonic, adjustment and manipulation.	
Prosthetic Devices Benefit	
Maximum Benefit Amount payable during the first two (2) Years after the covered accident	\$100,000
Maximum Benefit Amount payable for each consecutive ten (10) year period immediately thereafter	\$100,000
	(\$200,000.00 if amputation of the leg above the knee)
Lifetime Maximum Benefit Amount	\$500,000
	(\$750,000.00 If amputation of the leg above the knee)
<b>Accidental Death, Dismemberment, or Loss of Sight, Speech or Hearing Benefit:</b>	
Principal Sum	\$20,000
Loss Establishment Period	180 Days
<b>Loss of Life Due To Heart or Circulatory Malfunctions Benefit:</b>	
Maximum Benefit Amount	\$20,000
Loss Establishment Period	90 Days
<b>Disability Benefit:</b>	
Total Disability Benefit	\$1,500 Per Month
Monthly Gross Earnings Limit for Total Disability	\$2,500 for 6 Months
Total Disability Maximum Period Payable	Lifetime
Partial Disability Benefit Amount	\$750 Per Month
Monthly Gross Earnings Limit for Total Disability	\$2,500 for 6 Months
Partial Disability Maximum Period Payable	Lifetime
<b>Adjustment Expense Benefit:</b>	
Expense For Training Of Family Member Within # Of Months After Covered Accident	\$10,000 / 24
Expense For Travel Per Family Member Within # Of Months After Covered Accident	\$5,000 / 24
% Of Gross Lost Earnings / Not To Exceed Amount Per Week /	
During The Specified # Of Weeks / Within # Of Months After Covered Accident.	75% / \$500 / 30 Weeks / 24
Maximum Lifetime Benefit	\$50,000
<b>Special Expense Benefit:</b>	
Limit During the First 10 Years Following The Date of the Covered Accident	\$100,000
Limit For Each 10 Year Period Thereafter	\$50,000
<b>College Education Benefit</b>	
Loss Establishment Period	10 Years
Maximum Aggregate Benefit	\$50,000
<b>Paralysis Benefit:</b> (Beginning within 60 days of injury, continuing for 12 months and diagnosis of permanence)	
Maximum Principal Sum Amount	Up to \$20,000
Loss Establishment Period	60 days from date of Injury
Paralysis Waiting Period	12 consecutive months



# STUDENT ASSURANCE SERVICES, INC.

*Specializing in Student Accident Insurance*

## CATASTROPHIC ACCIDENT COVERAGE

### Coverage Description

- ◆ Deductible per injury \$25,000 – Benefits paid by any other insurance, including primary health insurance, and the basic plan coverage that we provide will help satisfy the deductible. (Disappearing Deductible).
- ◆ Medical Benefit Maximum - From \$1,000,000 to \$6,000,000
- ◆ Death and Dismemberment Benefit - \$10,000/\$20,000 (not subject to deductible)
- ◆ Benefit Period – 10 years
- ◆ Catastrophic Cash Benefit – up to \$600,000
- ◆ Excess Provision – Full excess except the following will be paid as primary: IL association non-schools only, CO, ID, MD, ND, NH, NY, and OH)
- ◆ Medical Expense – Benefit Schedule is paid at the Usual and Customary with no sub-limitations except for Crisis Management.
- ◆ Crisis Management Benefit - Counseling sessions are limited to \$100 per session, 25 sessions, within one year of covered accident.

### Why Have This Type of Insurance for your Student

- ◆ This plan will provide coverage for all school sponsored and supervised activities, depending on covered class selected.
- ◆ This Plan provides coverage for felonious assault as any other accident, which will include attack by gun (active shooter) or knife. Plan also includes coverage for injuries incurred by students that occur in school provided transportation.
- ◆ The Death or Dismemberment benefit is not subject to the deductible and is payable for any covered class selected.

### Important Information On Other Side

## **Who We Are**

- ◆ Student Assurance Services is an agency that specializes in providing Student Accident Insurance to PK-12 Students.
- ◆ We were established in 1971 and have been serving schools for over 45 years.
- ◆ We are located at 333 N. Main Street, PO Box 196, Stillwater MN 55082, Phone 800-328-2739, email info@sas-mn.com

## **Who Is The Underwriter**

- ◆ The Student Accident Catastrophic coverage is underwritten by Great American Insurance Group. Their home office is located in Cincinnati, Ohio 45202. They are rated A+ by A.M. Best.

## **Claims Administration**

All claims and correspondence should be sent to:  
Student Assurance Services, PO Box 196, Stillwater, MN 55082, 1-800-328-2739. Student Assurance Services will administer and process all claims for both the base plan and the catastrophic plan underwritten by Great American Insurance Group. Claims will be seamless. Only one claim form will be needed, and claims covered under both policies will automatically roll to the catastrophic plan.

## **How to Purchase Coverage**

**Contact Student Assurance Services, Inc.  
PO Box 196  
Stillwater, MN 55082  
1-800-328-2730 or your local appointed agent**

## **Important Information On Other Side**



# Student Injuries Can Happen

**Medical Expenses Can Be a Financial Hardship When the Unexpected Occurs**

**Approved By Your School/School District - Available for All Students PK-12**

## What is Student Accident Insurance?

- ◆ Coverage that provides financial assistance with your out-of-pocket medical expenses when your student sustains an accidental bodily injury.

## Why Consider Student Accident Insurance For Your Student?

- ◆ High Deductible/Copayments to your Family's Primary Health Insurance
- ◆ No Health Insurance for your Student
- ◆ Your Student participates in a interscholastic sport where an unexpected injury is more likely to occur.
- ◆ Your Student is prone to injuries

## Coverage Options Available Through Your School

- ◆ School Time Coverage - \$16.00
  - ◆ Interscholastic Sports Coverage (w/School Time-\$91.00 or 24 Hour Coverage-\$174.00)
  - ◆ 24-Hour/Full-Time Coverage - \$99.00
  - ◆ Football Coverage - \$250.00 (Grades 9-12 for the football season)
  - ◆ Extended Dental Coverage - \$9.00
- Premium Paid Once a School Year**

## To Enroll Your Student & Review Medical Benefits

**Go to:** [www.sas-mn.com](http://www.sas-mn.com)

*or scan this QR code with your smart phone to be directed to our website*



Please locate "K-12 Students & Parents" on our homepage. Within this division, you will be able to search for your student's school district. Once located, you will have access to the following information:

- ◆ **Purchase Coverage**  
(Managed Online or by Printing/Mailing Enrollment Form and premium)
- ◆ **Brochure (English & Spanish)**  
(Explains medical benefits, exclusions and coverage options)
- ◆ **Claim Form**  
(fillable form when enrolled student sustains injury)

**For Questions, Call Student Assurance Services at (800) 328-2739**



**Specializing in Student Accident Insurance Since 1971.**

*The above information is just a brief description of Student Assurance Service's student accident insurance. For more information including costs, benefits, effective dates, exclusions, limitations, please refer to [www.sas-mn.com](http://www.sas-mn.com) Students are able to purchase coverage only if his/her school district is a policyholder with the insurance company*

**Student Accident/Catastrophic Insurance****NSAA Catastrophic Insurance**

\$3.25/student	Cost covered by NSAA
\$5 million catastrophic coverage	\$2 million catastrophic coverage
\$25,000 deductible (vanishing)	\$50,000 deductible
\$10,000 death benefit (not subject to deduct)	\$20,000 death benefit ( not subject to deduct)
Covers all extra-curricular activities	Covers NSAA activities
10 year benefit	Lifetime benefit
Supplemental to ALICAP (which is required)	Supplemental to ALICAP (which is required)
<b>SOME DIFFERENCES</b>	
In 25 states (most Nebraska Schools)	\$50,000 college education benefit
Provides crisis counseling	
District membership allows parents eligible to purchase additional coverage	
<b>Total Cost</b>	
Class 2 - \$1.20/student*1025=\$1230 Class 1(7th/8th) - \$3.25/student*165=\$536.25 Class 1 (7th-12th) - \$3.25/student*510=\$1657.50	NSAA - no cost
<b>Difference between 7th/8th-7th-12th (all pk -12 with Class 2</b>	
<b>Class 2 w/7th/8th = \$1,766.25</b> <b>Class 2 w 7th-12th = \$2,887.50</b> <b>Difference = \$1,121.25</b>	
<b>From Alicap:</b> ALICAP has always encouraged schools to continue to purchase that traditional Student Accident Insurance, as ALICAP does not provide coverage for students. Rather, the times when ALICAP would assist with Student Accidents is when the school could be found negligent for proper supervision or the facility caused the accident etc.	

AdministrationAuthority and Responsibility of the Superintendent

The administration of the District in all its aspects, except as otherwise provided by law, is delegated to the Superintendent who shall carry out the executive and administrative functions in accordance with the policies adopted by the Board. The School Board shall establish the Superintendent as CEO of the Wayne Community Schools District 17 annually at the July meeting of the Board of Education.

The execution of all decisions made by the Board shall be delegated to the Superintendent.

Date of Adoption: June 12, 2017

# AIA® Document G702® – 1992

## Application and Certificate for Payment

**TO OWNER:** Wayne County School District 90-0017  
 a/k/a Wayne Community Schools 611 W. 7th Street  
 Wayne, NE 68787

**PROJECT:** 22-022 WCS Early Childhood Center & HS

**APPLICATION NO:** 024 Retainage

**Distribution to:**  
 OWNER: [ ]  
 ARCHITECT: [ ]  
 CONTRACTOR: [ ]

**PERIOD TO:** June 30, 2025

**CONTRACT FOR:**

**CONTRACT DATE:** August 30, 2022

**FIELD:** [ ]

**FROM** Hausmann Construction, Inc.

**VIA** Carlson West Povondra Architects

**CONTRACTOR:** 8885 Executive Woods Drive  
 Lincoln, NE 68512

**ARCHITECT:** 5060 Dodge Street  
 Omaha, NE 68132

**CONTRACT DATE:** August 30, 2022

**PROJECT NOS:** 22-022 / /

**OTHER:** [ ]

### CONTRACTOR'S APPLICATION FOR PAYMENT

Application is made for payment, as shown below, in connection with the Contract. AIA Document G703®, Continuation Sheet, is attached.

1. ORIGINAL CONTRACT SUM..... 25,072,766.00

2. NET CHANGE BY CHANGE ORDERS..... 808,728.97

3. CONTRACT SUM TO DATE (Line 1 ± 2)..... 25,881,494.97

4. TOTAL COMPLETED & STORED TO DATE (Column G on G703)..... 25,881,494.97

5. RETAINAGE:

a. 0.00% of Completed Work  
 (Column D + E on G703: 0.00) = 0.00

b. 0.00% of Stored Material  
 (Column F on G703: 0.00) = 0.00

Total Retainage (Lines 5a + 5b or Total in Column I of G703)..... 217,500.00

6. TOTAL EARNED LESS RETAINAGE..... 25,663,994.97  
 (Line 4 Less Line 5 Total)

7. LESS PREVIOUS CERTIFICATES FOR PAYMENT..... 25,056,493.56  
 (Line 6 from prior Certificate)

8. CURRENT PAYMENT DUE..... 607,501.41

9. BALANCE TO FINISH, INCLUDING RETAINAGE..... 217,500.00  
 (Line 3 less Line 6)

CHANGE ORDER SUMMARY	ADDITIONS	DEDUCTIONS
Total changes approved in previous months by Owner	828,138.97	19,410.00
Total approved this Month	0.00	0.00
TOTALS	828,138.97	19,410.00
NET CHANGES by Change Order		808,728.97

The undersigned Contractor certifies that to the best of the Contractor's knowledge, information and belief the Work covered by this Application for Payment has been completed in accordance with the Contract Documents, that all amounts have been paid by the Contractor for Work for which previous Certificates for Payment were issued and payments received from the Owner, and that current payment shown herein is now due.

CONTRACTOR:

By:

*[Signature]*  
 State of: Nebraska  
 County of: Madison

Date:

7/7/25

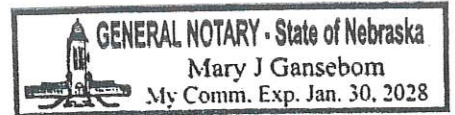
Subscribed and sworn to before

me this

July 7 day of 2025

Notary Public:

*[Signature]*  
 My Commission expires: 1/30/2028



### ARCHITECT'S CERTIFICATE FOR PAYMENT

In accordance with the Contract Documents, based on on-site observations and the data comprising this application, the Architect certifies to the Owner that to the best of the Architect's knowledge, information and belief the Work has progressed as indicated, the quality of the Work is in accordance with the Contract Documents, and the Contractor is entitled to payment of the AMOUNT CERTIFIED.

AMOUNT CERTIFIED.....

607,501.41

(Attach explanation if amount certified differs from the amount applied. Initial all figures on this Application and on the Continuation Sheet that are changed to conform with the amount certified.)

ARCHITECT:

By:

*[Signature]*

Date:

07.07.2025

This Certificate is not negotiable. The AMOUNT CERTIFIED is payable only to the Contractor named herein. Issuance, payment and acceptance of payment are without prejudice to any rights of the Owner or Contractor under this Contract.



# AIA® Document G703® – 1992

## Continuation Sheet

AIA Document G702<sup>2</sup>, Application and Certification for Payment, or G732<sup>TM</sup>, Application and Certificate for Payment, Construction Manager as Adviser Edition, containing Contractor's signed certification is attached.  
Use Column I on Contracts where variable retainage for line items may apply.

22-022 WCS Early Childhood Center & HS

APPLICATION NO:

024 Retainage

APPLICATION DATE:

June 30, 2025

PERIOD TO:

June 30, 2025

ARCHITECT'S PROJECT NO:

22-022

A ITEM NO.	B DESCRIPTION OF WORK	C SCHEDULED VALUE	D WORK COMPLETED		F MATERIALS PRESENTLY STORED (NOT IN D OR E)	G TOTAL COMPLETED AND STORED TO DATE (D + E + F)		H BALANCE TO FINISH (C - G)	I RETAINAGE (IF VARIABLE RATE)
			FROM PREVIOUS APPLICATION (D + E)	THIS PERIOD			% (G+C)		
1	Site Access & Control	387,000.00	387,000.00	0.00	0.00	387,000.00	100.00%	0.00	0.00
2	Earthwork	227,000.00	227,000.00	0.00	0.00	227,000.00	100.00%	0.00	0.00
3	Utilities	452,195.00	452,195.00	0.00	0.00	452,195.00	100.00%	0.00	0.00
4	Surveying	20,280.00	20,280.00	0.00	0.00	20,280.00	100.00%	0.00	0.00
5	Irrigation Allowance	44,890.00	44,890.00	0.00	0.00	44,890.00	100.00%	0.00	0.00
6	Landscaping/Sod/Seeding	54,859.00	54,859.00	0.00	0.00	54,859.00	100.00%	0.00	0.00
7	Fencing & Control	18,165.00	18,165.00	0.00	0.00	18,165.00	100.00%	0.00	0.00
8	Striping	7,710.00	7,710.00	0.00	0.00	7,710.00	100.00%	0.00	0.00
9	Selective Demolition	270,030.00	270,030.00	0.00	0.00	270,030.00	100.00%	0.00	0.00
10	Temp Walls/Temp Flooring	328,300.00	328,300.00	0.00	0.00	328,300.00	100.00%	0.00	0.00
11	Auditorium Scaffolding Allowance	75,000.00	75,000.00	0.00	0.00	75,000.00	100.00%	0.00	0.00
12	Final Cleaning	41,359.00	41,359.00	0.00	0.00	41,359.00	100.00%	0.00	0.00
13	Concrete Foundations/Flatwork	1,217,100.00	1,217,100.00	0.00	0.00	1,217,100.00	100.00%	0.00	0.00
14	Precast Materials	1,383,870.00	1,383,870.00	0.00	0.00	1,383,870.00	100.00%	0.00	0.00
15	Grouting	58,540.00	58,540.00	0.00	0.00	58,540.00	100.00%	0.00	0.00
16	Masonry	522,000.00	522,000.00	0.00	0.00	522,000.00	100.00%	0.00	0.00
17	Structural Steel Supply	622,400.00	622,400.00	0.00	0.00	622,400.00	100.00%	0.00	0.00
18	Precast/Steel Erection & Hoisting	770,280.00	770,280.00	0.00	0.00	770,280.00	100.00%	0.00	0.00
19	Glu Laminated Materials	51,905.00	51,905.00	0.00	0.00	51,905.00	100.00%	0.00	0.00
20	Wood Framing/Rough Carpentry	479,870.00	479,870.00	0.00	0.00	479,870.00	100.00%	0.00	0.00
21	Finish Carpentry	295,000.00	295,000.00	0.00	0.00	295,000.00	100.00%	0.00	0.00
22	Millwork/Casework & Lab Casework	698,423.00	698,423.00	0.00	0.00	698,423.00	100.00%	0.00	0.00
23	Roofing & Siding	899,951.00	899,951.00	0.00	0.00	899,951.00	100.00%	0.00	0.00
24	Metal Panels	93,864.00	93,864.00	0.00	0.00	93,864.00	100.00%	0.00	0.00
25	Waterproofing/Air Barriers	47,670.00	47,670.00	0.00	0.00	47,670.00	100.00%	0.00	0.00
26	Joint Sealants/Expansion Control	136,815.00	136,815.00	0.00	0.00	136,815.00	100.00%	0.00	0.00

A	B	C	D		E	F	G		H	I
			WORK COMPLETED				TOTAL COMPLETED AND STORED TO DATE (D + E + F)	% (G+C)		
ITEM NO.	DESCRIPTION OF WORK	SCHEDULED VALUE	FROM PREVIOUS APPLICATION (D + E)	THIS PERIOD	MATERIALS PRESENTLY STORED (NOT IN D OR E)					BALANCE TO FINISH (C - G)
27	Doors/Frames/Hardware Supply	281,329.00	281,329.00	0.00	0.00	281,329.00	100.00%	0.00	0.00	
28	Glazing	627,302.00	627,302.00	0.00	0.00	627,302.00	100.00%	0.00	0.00	
29	Overhead Doors	13,600.00	13,600.00	0.00	0.00	13,600.00	100.00%	0.00	0.00	
30	Framing & Drywall	1,155,360.00	1,155,360.00	0.00	0.00	1,155,360.00	100.00%	0.00	0.00	
31	Acoustic Ceilings & Wall Panels	502,985.00	502,985.00	0.00	0.00	502,985.00	100.00%	0.00	0.00	
321	Flooring & Tile	656,776.00	656,776.00	0.00	0.00	656,776.00	100.00%	0.00	0.00	
33	Painting & Wallcoverings	328,743.00	328,743.00	0.00	0.00	328,743.00	100.00%	0.00	0.00	
34	Division 10 Materials Supply	123,940.00	123,940.00	0.00	0.00	123,940.00	100.00%	0.00	0.00	
35	Lockers	118,300.00	118,300.00	0.00	0.00	118,300.00	100.00%	0.00	0.00	
36	Gym/Lab Equipment	93,984.00	93,984.00	0.00	0.00	93,984.00	100.00%	0.00	0.00	
37	Auditorium Equipment/Seating & Music Equipment	198,094.00	198,094.00	0.00	0.00	198,094.00	100.00%	0.00	0.00	
38	Window Treatments	18,500.00	18,500.00	0.00	0.00	18,500.00	100.00%	0.00	0.00	
39	Fire Suppression	324,760.00	324,760.00	0.00	0.00	324,760.00	100.00%	0.00	0.00	
40	Mechanical (Plumbing & HVAC)	5,154,422.00	5,154,422.00	0.00	0.00	5,154,422.00	100.00%	0.00	0.00	
41	HVAC Commissioning Allowance	30,500.00	30,500.00	0.00	0.00	30,500.00	100.00%	0.00	0.00	
42	Electrical	3,537,656.00	3,537,656.00	0.00	0.00	3,537,656.00	100.00%	0.00	0.00	
43	Systems Operation Allowance	100,000.00	100,000.00	0.00	0.00	100,000.00	100.00%	0.00	0.00	
44	Public Address System Allowance	37,930.00	37,930.00	0.00	0.00	37,930.00	100.00%	0.00	0.00	
45	Theatre Sound System Allowance	125,000.00	125,000.00	0.00	0.00	125,000.00	100.00%	0.00	0.00	
46	Performance Bond	184,390.00	184,390.00	0.00	0.00	184,390.00	100.00%	0.00	0.00	
47	Weather Conditions Allowance	150,000.00	150,000.00	0.00	0.00	150,000.00	100.00%	0.00	0.00	
48	General Conditions Efforts Schedule & Preconstruction	1,594,003.00	1,594,003.00	0.00	0.00	1,594,003.00	100.00%	0.00	0.00	
49	Fee (1.95%)	447,730.00	447,730.00	0.00	0.00	447,730.00	100.00%	0.00	0.00	
50	Construction Contingency (3%)	730,275.00	730,275.00	0.00	0.00	730,275.00	100.00%	0.00	0.00	
51	Approved Value Engineering Items	(544,289.00)	(544,289.00)	0.00	0.00	(544,289.00)	100.00%	0.00	0.00	
52	Value Engineering Goal	(123,000.00)	(123,000.00)	0.00	0.00	(123,000.00)	100.00%	0.00	0.00	
PCCO 001	PCCO 001 (Post Bond Added Scope)	370,766.00	370,766.00	0.00	0.00	370,766.00	100.00%	0.00	0.00	

A	B	C	D		E		F	G		H	I
			WORK COMPLETED		MATERIALS PRESENTLY STORED (NOT IN D OR E)	TOTAL COMPLETED AND STORED TO DATE (D + E + F)		% (G+C)	BALANCE TO FINISH (C - G)		
ITEM NO.	DESCRIPTION OF WORK	SCHEDULED VALUE	FROM PREVIOUS APPLICATION (D + E)	THIS PERIOD							
PCCO 002	PCCO 002	50,302.00	50,302.00	0.00	0.00	50,302.00	100.00%	0.00	0.00		
PCCO 003	PCCO 003	53,072.00	53,072.00	0.00	0.00	53,072.00	100.00%	0.00	0.00		
PCCO 004	PCCO 004	136,946.00	136,946.00	0.00	0.00	136,946.00	100.00%	0.00	0.00		
PCCO 005	PCCO 005	(19,410.00)	(19,410.00)	0.00	0.00	(19,410.00)	100.00%	0.00	0.00		
PCCO 006	PCCO 006	80,666.00	80,666.00	0.00	0.00	80,666.00	100.00%	0.00	0.00		
PCCO 007	PCCO 007	17,325.77	17,325.77	0.00	0.00	17,325.77	100.00%	0.00	0.00		
PCCO 008	PCCO 008	48,897.00	48,897.00	0.00	0.00	48,897.00	100.00%	0.00	0.00		
PCCO 009	PCCO 009	36,990.20	36,990.20	0.00	0.00	36,990.20	100.00%	0.00	0.00		
PCCO 010	PCCO 010	3,198.00	3,198.00	0.00	0.00	3,198.00	100.00%	0.00	0.00		
PCCO 011	PCCO 011	5,088.00	5,088.00	0.00	0.00	5,088.00	100.00%	0.00	0.00		
PCCO 012	PCCO 012	12,252.00	12,252.00	0.00	0.00	12,252.00	100.00%	0.00	0.00		
PCCO 013	PCCO 013	12,636.00	12,636.00	0.00	0.00	12,636.00	100.00%	0.00	0.00		
	WCS ELC & HS Adds Retainage	0.00	0.00	0.00	0.00	0.00	0.00%	0.00	217,500.00		
	<b>GRAND TOTAL</b>	<b>25,881,494.97</b>	<b>25,881,494.97</b>	<b>0.00</b>	<b>0.00</b>	<b>25,881,494.97</b>	<b>100.00%</b>	<b>0.00</b>	<b>217,500.00</b>		

## WCS ELC & HS Additions & Renovations - Remaining Punchlist Item Values - 7/7/25

#	Title	Value	Description	Location	Status
HS	Paving Replacement/Repair	\$30,000	Original (17) Panels to be torn out and replaced.	HS Fitness Center Lot	Work Required
HS	WB/FC Roof Repairs	\$15,000	Repair new roof where ridging is present.	HS Fitness Cneter/Wrestling Bldg	Work Required
HS	Fitness Center Turf Striping	\$2,500		HS Fitness Center	Work Required
1523	Bench edge/cushions	\$4,000	Finish install of bench cushions, they are not fastened to wall. Cushions are to be securely anchored to walls, not double side taped Cushions are too small and do not fully cover edge of bench and gap at wall. Replace cushions with larger cushions to fit properly and finish edges with colored laminate	ELC>FIRST FLOOR>1ST GRADE 164	Work Required
1547	Bench issues and damaged bench and cushions popping off of wall	\$3,000	Damaged corners. Finish install of bench cushions. Cushions are to be securely anchored to walls, not double side taped Finish edges back under exposed edge. Screws are to be countersunk. Edges are not aligned Laminate/edge band color do not match	ELC>FIRST FLOOR>1ST GRADE 161	Work Required
1874	Clean precast	\$4,500	Clean all water marks, powder marks, and pencil marks on precast	ELC>FIRST FLOOR>CORRIDOR 129	Work Required
1924	Clean precast	\$4,500	Clean precast of water marks, powder, pencil marks etc	ELC>FIRST FLOOR>CORRIDOR 129	Work Required
1838	Clean scuffs and drips off precast throughout corridor	\$3,000		ELC>FIRST FLOOR>IDEA SPACE 159	Work Required
1656	Countertop was to continue back to window frame	\$3,000		ELC>FIRST FLOOR>SMALL GROUP 157	Work Required
2107	Install wallcovering above cabinets	\$3,000		ELC>FIRST FLOOR>IDEA SPACE 159	Work Required
1795	Install wallcovering and laminate frames around square windows.	\$22,000		ELC>FIRST FLOOR>MUSIC 149	Work Required
1771	Outside corners of countertop were to be radiused per note #8 on finish plan and shop drawing review	\$3,000		ELC>FIRST FLOOR>MUSIC 149	Work Required
2021	Push to open latches aren't bouncing doors open far enough and not holding closed	\$2,000		ELC>FIRST FLOOR>IDEA SPACE 159	Work Required
Misc.	Lot Sealants at HS Lot	\$20,000		Fitness Center - West Half of Lot	Work Required
Misc.	ELC Permanent Lock Cores	\$8,000		ELC	Work Required
Misc.	Addl. Lot Replacement	\$90,000	Additional paving tearout & replacement on West Half of Fitness Center Lot	ELC	Work Required
<b>Total Value</b>		<b>\$217,500</b>			



**DANA F. COLE  
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CERTIFIED PUBLIC ACCOUNTANTS

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DANACOLE.COM

June 25, 2025

COPY

Dr. Mark Lenihan, Superintendent  
and the Board of Education  
Wayne Community Schools  
611 West 7th Street  
Wayne, NE 68787

We are pleased to confirm our understanding of the services we are to provide Wayne Community Schools, Wayne, Nebraska, for the year ended August 31, 2025.

### **Audit Scope and Objectives**

We will audit the financial statements of the governmental activities, the discretely presented component unit, each major fund, and the aggregate remaining fund information, including the disclosures, which collectively comprise the basic financial statements of Wayne Community Schools, Wayne, Nebraska, as of and for the year ended August 31, 2025.

We have also been engaged to report on supplementary information that accompanies Wayne Community Schools, Wayne, Nebraska's financial statements. We will subject the following supplementary information to the auditing procedures applied in our audit of the financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the financial statements or to the financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America (GAAS), and we will provide an opinion on it in relation to the financial statements as a whole, in a report combined with our auditor's report on the financial statements:

1. Schedule of Expenditures of Federal Awards.
2. General Fund Components - Combining Schedule of Receipts, Disbursements, and Changes in Fund Balance - Modified Cash Basis.
3. Schedule of Receipts, Disbursements, and Changes in Fund Balances - Modified Cash Basis - Budget and Actual - All Funds.
4. Nonmajor Funds - Combining Statement of Receipts, Disbursements, and Changes in Fund Balance - Modified Cash Basis and Statement of Assets and Fund Balance - Modified Cash Basis.

The objectives of our audit are to obtain reasonable assurance as to whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and issue an auditor's report that includes our opinions about whether your financial statements are fairly presented, in all material respects, in conformity with the modified cash basis of accounting, and report on the fairness of the supplementary information referred to in the second paragraph when considered in relation to the financial statements as a whole. Reasonable assurance is a high level of assurance but is not absolute assurance and therefore is not a guarantee that an audit conducted in accordance with GAAS and *Government Auditing Standards* will always detect a material misstatement when it exists. Misstatements, including omissions, can arise from

fraud or error and are considered material if there is a substantial likelihood that, individually or in the aggregate, they would influence the judgment of a reasonable user made based on the financial statements. The objectives also include reporting on:

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

#### **Auditor's Responsibilities for the Audit of the Financial Statements and Single Audit**

We will conduct our audit in accordance with GAAS; the standards for financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States; the Single Audit Act Amendments of 1996; and the provisions of the Uniform Guidance, and will include tests of accounting records, a determination of major program(s) in accordance with Uniform Guidance, and other procedures we consider necessary to enable us to express such opinions. As part of an audit in accordance with GAAS and *Government Auditing Standards*, we exercise professional judgment and maintain professional skepticism throughout the audit.

We will evaluate the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management. We will also evaluate the overall presentation of the financial statements, including the disclosures, and determine whether the financial statements represent the underlying transactions and events in a manner that achieves fair presentation. We will plan and perform the audit to obtain reasonable assurance about whether the financial statements are free of material misstatement, whether from (1) errors, (2) fraudulent financial reporting, (3) misappropriation of assets, or (4) violations of laws or governmental regulations that are attributable to the government or to acts by management or employees acting on behalf of the government. Because the determination of waste and abuse is subjective, *Government Auditing Standards* do not expect auditors to perform specific procedures to detect waste or abuse in financial audits nor do they expect auditors to provide reasonable assurance of detecting waste or abuse.

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

In connection with this engagement, we may communicate with you or others via email transmission. As emails can be intercepted and read, disclosed, or otherwise used or communicated by an unintended third party, or may not be delivered to each of the parties to whom they are directed and only to such parties, we cannot guarantee or warrant that emails from us will be properly delivered and read only by the addressee. Therefore, we specifically disclaim and waive any liability or responsibility whatsoever for interception or unintentional disclosure of emails transmitted by us in connection with the performance of this engagement. In that regard, you agree that we shall have no liability for any loss or damage to any person or entity resulting from the use of email transmissions, including any consequential, incidental, direct, indirect, or special damages, such as loss of revenues or anticipated profits, or disclosure or communication of confidential or proprietary information.

We will also conclude, based on the audit evidence obtained, whether there are conditions or events, considered in the aggregate, that raise substantial doubt about the government's ability to continue as a going concern for a reasonable period of time.

Our procedures will include tests of documentary evidence supporting the transactions recorded in the accounts and direct confirmation of receivables and certain assets and liabilities by correspondence with selected individuals, funding sources, creditors, and financial institutions. We may also request written representations from your attorneys as part of the engagement, and they may bill you for responding to this inquiry.

We have identified the following significant risks of material misstatement as part of our audit planning:

1. Management override of controls.
2. Improper revenue recognition.

Planning has not been concluded as of the date of this communication, and modifications may be made.

Our audit of financial statements does not relieve you of your responsibilities.

#### **Audit Procedures - Internal Control**

We will obtain an understanding of the government and its environment, including the system of internal control, sufficient to identify and assess the risks of material misstatement of the financial statements, whether due to error or fraud, and to design and perform audit procedures responsive to those risks and obtain evidence that is sufficient and appropriate to provide a basis for our opinions. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentation, or the override of internal control. Tests of controls may be performed to test the effectiveness of certain controls that we consider relevant to preventing and detecting errors and fraud that are material to the financial statements and to preventing and detecting misstatements resulting from illegal acts and other noncompliance matters that have a direct and material effect on the financial statements. Our tests, if performed, will be less in scope than would be necessary to render an opinion on internal control and, accordingly, no opinion will be expressed in our report on internal control issued pursuant to *Government Auditing Standards*.

As required by the Uniform Guidance, we will perform tests of controls over compliance to evaluate the effectiveness of the design and operation of controls that we consider relevant to preventing or detecting material noncompliance with compliance requirements applicable to each major federal

award program. However, our tests will be less in scope than would be necessary to render an opinion on those controls and, accordingly, no opinion will be expressed in our report on internal control issued pursuant to the Uniform Guidance.

An audit is not designed to provide assurance on internal control or to identify significant deficiencies or material weaknesses. Accordingly, we will express no such opinion. However, during the audit, we will communicate to management and those charged with governance internal control related matters that are required to be communicated under AICPA professional standards, *Government Auditing Standards*, and the Uniform Guidance.

### **Audit Procedures - Compliance**

As part of obtaining reasonable assurance about whether the financial statements are free of material misstatement, we will perform tests of Wayne Community Schools, Wayne, Nebraska's compliance with provisions of applicable laws, regulations, contracts, and agreements, including grant agreements. However, the objective of those procedures will not be to provide an opinion on overall compliance, and we will not express such an opinion in our report on compliance issued pursuant to *Government Auditing Standards*.

The Uniform Guidance requires that we also plan and perform the audit to obtain reasonable assurance about whether the auditee has complied with federal statutes, regulations, and the terms and conditions of federal awards applicable to major programs. Our procedures will consist of tests of transactions and other applicable procedures described in the *OMB Compliance Supplement* for the types of compliance requirements that could have a direct and material effect on each of Wayne Community Schools, Wayne, Nebraska's major programs. For federal programs that are included in the Compliance Supplement, our compliance and internal control procedures will relate to the compliance requirements that the Compliance Supplement identifies as being subject to audit. The purpose of these procedures will be to express an opinion on Wayne Community Schools, Wayne, Nebraska's compliance with requirements applicable to each of its major programs in our report on compliance issued pursuant to the Uniform Guidance.

### **Responsibilities of Management for the Financial Statements and Single Audit**

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

You are responsible for including all informative disclosures that are appropriate for the modified cash basis of accounting. Those disclosures will include (1) a description of the modified cash basis

of accounting, including a summary of significant accounting policies, and how the modified cash basis of accounting differs from GAAP, (2) informative disclosures similar to those required by GAAP, and (3) additional disclosures beyond those specifically required that may be necessary for the financial statements to achieve fair presentation.

You are also responsible for making drafts of financial statements, schedule of expenditures of federal awards, all financial records, and related information available to us; for the accuracy and completeness of that information (including information from outside of the general and subsidiary ledgers); and for the evaluation of whether there are any conditions or events, considered in the aggregate, that raise substantial doubt about the government's ability to continue as a going concern for the 12 months after the financial statements date or shortly thereafter (for example, within an additional three months if currently known). You are also responsible for providing us with (1) access to all information of which you are aware that is relevant to the preparation and fair presentation of the financial statements, such as records, documentation, identification of all related parties and all related-party relationships and transactions, and other matters; (2) access to personnel, accounts, books, records, supporting documentation, and other information as needed to perform an audit under the Uniform Guidance; (3) additional information that we may request for the purpose of the audit; and (4) unrestricted access to persons within the government from whom we determine it necessary to obtain audit evidence. At the conclusion of our audit, we will require certain written representations from you about the financial statements; schedule of expenditures of federal awards; federal award programs; compliance with laws, regulations, contracts, and grant agreements; and related matters.

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

You are responsible for the design and implementation of programs and controls to prevent and detect fraud, and for informing us about all known or suspected fraud affecting the government involving (1) management, (2) employees who have significant roles in internal control, and (3) others where the fraud could have a material effect on the financial statements. Your responsibilities include informing us of your knowledge of any allegations of fraud or suspected fraud affecting the government received in communications from employees, former employees, grantors, regulators, or others. In addition, you are responsible for identifying and ensuring that the government complies with applicable laws, regulations, contracts, agreements, and grants. You are also responsible for taking timely and appropriate steps to remedy fraud and noncompliance with provisions of laws, regulations, contracts, and grant agreements that we report. Additionally, as required by the Uniform Guidance, it is management's responsibility to evaluate and monitor noncompliance with federal statutes, regulations, and the terms and conditions of federal awards; take prompt action when instances of noncompliance are identified including noncompliance identified in audit findings; promptly follow up and take corrective action on reported audit findings; and prepare a summary schedule of prior audit findings and a separate corrective action plan. The summary schedule of prior audit findings should be available for our review by October 2025.

With regard to including the auditor's report in an exempt offering document, you agree that the aforementioned auditor's report, or reference to Dana F. Cole & Company, LLP, will not be included in any such offering document without our prior permission or consent. Any agreement to perform work in connection with an exempt offering document, including an agreement to provide permission or consent, will be a separate engagement.

With regard to an exempt offering document with which Dana F. Cole & Company, LLP, is not involved, you agree to clearly indicate in the exempt offering document that Dana F. Cole & Company, LLP, is not involved with the contents of such offering document.

You are responsible for identifying all federal awards received and understanding and complying with the compliance requirements and for the preparation of the schedule of expenditures of federal awards (including notes and noncash assistance received, and COVID-19-related concepts, such as lost revenues, if applicable) in conformity with the Uniform Guidance. You agree to include our report on the schedule of expenditures of federal awards in any document that contains, and indicates that we have reported on, the schedule of expenditures of federal awards. You also agree to include the audited financial statements with any presentation of the schedule of expenditures of federal awards that includes our report thereon. Your responsibilities include acknowledging to us in the written representation letter that (1) you are responsible for presentation of the schedule of expenditures of federal awards in accordance with the Uniform Guidance; (2) you believe the schedule of expenditures of federal awards, including its form and content, is stated fairly in accordance with the *Uniform Guidance*; (3) the methods of measurement or presentation have not changed from those used in the prior period (or, if they have changed, the reasons for such changes); and (4) you have disclosed to us any significant assumptions or interpretations underlying the measurement or presentation of the schedule of expenditures of federal awards.

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

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

With regard to publishing the financial statements on your website, you understand that websites are a means of distributing information and, therefore, we are not required to read the information contained in those sites or to consider the consistency of other information on the website with the original document.

### **Other Services**

We will also assist in preparing the financial statements, the schedule of expenditures of federal awards and related notes of Wayne Community Schools, Wayne, Nebraska, in conformity with the modified cash basis of accounting and the Uniform Guidance based on information provided by you. We will also assist the District with the AFR upload process, if requested. This will be limited to assistance with formatting and reclassification of reports from the District's software into the format needed for the AFR system. We will also propose journal entries. These nonaudit services do not constitute an audit under *Government Auditing Standards* and such services will not be conducted in accordance with *Government Auditing Standards*. We will perform the services in accordance with applicable professional standards. The other services are limited to the financial statements, schedule of expenditures of federal awards, and related notes services previously defined. We, in our sole professional judgment, reserve the right to refuse to perform any procedure or take any action that could be construed as assuming management responsibilities.

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

### **Engagement Administration, Fees, and Other**

We understand that your employees will prepare all cash or other confirmations and schedules we request and will locate any documents selected by us for testing. We will schedule the engagement based in part on deadlines, working conditions, and the availability of your key personnel. We will plan the engagement based on the assumption that your personnel will cooperate and provide assistance by performing tasks such as preparing requested schedules, retrieving supporting documents, and preparing confirmations. If, for whatever reason, your personnel are unavailable to provide the necessary assistance in a timely manner, it may substantially increase the work we have to do to complete the engagement within the established deadlines, resulting in an increase in fees over our original fee estimate.

As an attest client, Dana F. Cole & Company, LLP, cannot store your documents, data, or records on your behalf because doing so will impair Dana F. Cole & Company, LLP's independence. This is in accordance with the "Hosting Services" interpretation at ET 1.295.143 of the AICPA Code of Professional Conduct. Wayne Community Schools, Wayne, Nebraska, is solely responsible for maintaining its own data and records.

Dana F. Cole & Company, LLP, does not host any of Wayne Community Schools, Wayne, Nebraska's information. SafeSend Exchange is used solely to transmit data and is not intended to store Wayne Community Schools, Wayne, Nebraska's information. Wayne Community Schools, Wayne, Nebraska, is solely responsible for downloading any deliverables and other records from SafeSend Exchange that Wayne Community Schools, Wayne, Nebraska, wishes to retain for its own records at the completion of the engagement. If this engagement occurs over multiple years, Wayne Community Schools, Wayne, Nebraska, should download such information at least annually.

The data and deliverables and other records will either be removed from SafeSend Exchange or otherwise become unavailable to Wayne Community Schools, Wayne, Nebraska, within a reasonable time frame. If the engagement is multi-year, the completion of the engagement occurs each year when the deliverables for that year are delivered to Wayne Community Schools, Wayne, Nebraska.

Dana F. Cole & Company, LLP, does not host any of Wayne Community Schools, Wayne, Nebraska's information. SafeSend Exchange is used solely as a method of transferring data and is not intended to store Wayne Community Schools, Wayne, Nebraska's information. Upon conclusion of the engagement, Dana F. Cole & Company, LLP, will provide Wayne Community Schools, Wayne, Nebraska, with a copy of the deliverables and relevant data from SafeSend Exchange relating to the engagement in a mutually agreed-upon format. If the engagement occurs over multiple years, this exchange will occur at least annually.

The data and other content will either be removed from SafeSend Exchange or become unavailable to Dana F. Cole & Company, LLP, within a reasonable time frame. If the engagement is multi-year, the completion of the engagement occurs each year when the deliverables are completed for that year.

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

We will provide copies of our reports to the District; however, management is responsible for distribution of the reports and the financial statements. Unless restricted by law or regulation, or containing privileged and confidential information, copies of our reports are to be made available for public inspection.

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

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

Dustin A. Kizzire is the engagement partner and is responsible for supervising the engagement and signing the report or authorizing another individual to sign them. To ensure that Dana F. Cole & Company, LLP's independence is not impaired under the AICPA *Code of Professional Conduct*, you agree to inform the engagement partner before entering into any substantive employment discussions with any of our personnel. Our audit engagement ends on delivery of our audit report. Any follow-up services that might be required will be a separate, new engagement. The terms and conditions of that new engagement will be governed by a new, specific engagement letter for that service.

Our fee for these services will be at our standard hourly rates for the individuals involved. We estimate that our fees for these services will not exceed \$20,000. In addition, our fees for the conduct of the Single Audit under the Uniform Guidance will be \$5,500. You will also be billed for travel and other out-of-pocket costs such as report production, word processing, postage, etc. The fee estimate is based on anticipated cooperation from your personnel and the assumption that unexpected circumstances will not be encountered during the engagement. If significant additional time is necessary, we will discuss it with you and arrive at a new fee estimate before we incur the additional costs. Bills will be rendered as the work progresses with payment to be made upon presentation. Interest will be charged at the rate of 1% per month on balances in excess of 60 days. In accordance with our firm policies, work may be suspended if your account becomes 30 days or more overdue and will not be resumed until your account is paid in full. If we elect to terminate our services for nonpayment, our engagement will be deemed to have been completed upon written notification of termination, even if we have not completed our report. You will be obligated to compensate us for all time expended and to reimburse us for all out-of-pocket expenditures through the date of termination.

You may request that we perform additional services not addressed in this engagement letter. If this occurs, we will communicate with you regarding the scope of the additional services and the estimated fees. We also may issue a separate engagement letter covering the additional services. In the absence of any other written communication from us documenting such additional services, our services will continue to be governed by the terms of this engagement letter.

We would expect to continue to perform our services under the arrangements discussed above from year to year unless for some reason you or we find that some change is necessary.

## **Reporting**

We will issue written reports upon completion of our Single Audit. Our reports will be addressed to the Board of Education of Wayne Community Schools, Wayne, Nebraska. Circumstances may arise in which our reports may differ from its expected form and content based on the results of our audit. Depending on the nature of these circumstances, it may be necessary for us to modify our opinions, add a separate section, or add an emphasis-of-matter or other-matter paragraph to our auditor's report, or if necessary, withdraw from this engagement. If our opinions are other than unmodified, we will discuss the reasons with you in advance. If circumstances occur related to the condition of your records, the availability of sufficient, appropriate audit evidence, or the existence of a significant risk of material misstatement of the financial statements caused by error, fraudulent financial reporting, or misappropriation of assets, which in our professional judgment prevent us from completing the audit or forming an opinion on the financial statements, we retain the right to take any course of action permitted by professional standards, including declining to express an opinion or issue a report, or withdrawing from the engagement.

The *Government Auditing Standards* report on internal control over financial reporting and on compliance and other matters will state that (1) the purpose of the report is solely to describe the scope of testing of internal control and compliance and the results of that testing, and not to provide an opinion on the effectiveness of the entity's internal control or on compliance, and (2) the report is an integral part of an

Wayne Community Schools  
June 25, 2025  
Page ten

audit performed in accordance with *Government Auditing Standards* in considering the entity's internal control and compliance. The Uniform Guidance report on internal control over compliance will state that the purpose of the report on internal control over compliance is solely to describe the scope of testing of internal control over compliance and the results of that testing based on the requirements of the Uniform Guidance. Both reports will state that the report is not suitable for any other purpose.

Upon request, we will furnish you with a copy of our most recent external peer review report, or it can be found at <https://peerreview.aicpa.org> if desired.

We appreciate the opportunity to be of service to you and believe this letter accurately summarizes the significant terms of our engagement. If you have any questions, please let us know. If you agree with the terms of our engagement as described in this letter, please sign the original and return it to us. The copy enclosed is for your records.

Yours truly,

DUSTIN A. KIZZIRE  
For the Firm

e-mail: [kizzire@danacole.com](mailto:kizzire@danacole.com)

DAK:rh

Enclosures

RESPONSE:

This letter correctly sets forth the understanding of Wayne Community Schools, Wayne, Nebraska.

By: \_\_\_\_\_

Title: \_\_\_\_\_

Personnel - Certificated EmployeesSubstitute Teachers

Persons employed as substitute teachers shall meet such qualifications as are established by law and the State Department of Education and may be employed for periods of time in the absence of the regular teacher.

Rates of compensation for all substitute teachers will be reviewed by the Board in July. After 20 days of continuous teaching<sup>1</sup> in the same position, the substitute teacher shall be placed on the lowest step (BA Step 1) of the regular salary schedule, without fringe benefits. In the event that a substitute teacher is needed to begin the school year and remain in the same position from the previous year, he/she shall be placed on the lowest step (BA Step 1) of the regular salary schedule, without fringe benefits, retroactive to the twenty-first day of teaching. Substitute teachers are required to have a valid Nebraska teacher certificate registered with the superintendent.

When substitute teachers are needed in high demand areas such as Math, Science, and Engineering, faculty may immediately be paid at the 1/186 rate with the prior approval of the superintendent. The superintendent will refer to the list of endorsement areas in high demand as provided annually by the Nebraska Department of Education. The Superintendent, or Superintendent's designee, is hereby authorized on behalf of the District to execute any necessary documents to assist a substitute teacher to secure a local substitute teaching permit.

Legal Reference: Neb. Rev. Stat. § 79-808

Date of Adoption: July 11, 2022

Date of Revision: May 8, 2023

Page 1 of 1

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<sup>1</sup> Continuous teaching shall mean teaching only at the Wayne Community Schools (in the same position and assignment unless approved by the School Superintendent). A sick day shall not be paid for and shall not be considered as a break in the continuous teaching cycle.

**AN INTERLOCAL AGREEMENT  
TO SHARE LAW ENFORCEMENT RESOURCES  
BETWEEN THE CITY OF WAYNE AND  
THE WAYNE COMMUNITY SCHOOLS BOARD OF EDUCATION 90-0017**

THIS AGREEMENT ("Agreement") is made and entered into by and between the governmental entities which are The City of Wayne, hereinafter called the "City" and the Wayne Community Schools Board of Education 90-0017, hereinafter called the "School District" which on its effective date are, or become signatories hereto:

WITNESSETH THAT:

WHEREAS, it is the recognized responsibility of general purpose political subdivisions to provide and maintain a certain basic level of public services for their residents, including the areas of health and public safety; and

WHEREAS, it is the recognized responsibility of the School District to provide and maintain a certain basic level of public services for its student population, including the areas of health and public safety; and

WHEREAS, it is recognized that the provisions of said basic services are sometimes best accomplished jointly because of certain hardships which might be experienced if undertaken singularly; and

WHEREAS, it is recognized that certified, sworn law enforcement officers can enhance the level of protection provided to the students by civilian security officers; and

WHEREAS, it is the desire of the parties hereto signed to participate in the joint use of the city's law enforcement personnel and resources.

NOW, THEREFORE, BE IT RESOLVED, that the City of Wayne and the School District do hereby agree to the following:

**1. Authority and Purpose**

- a. Article XV, Section 18 of the Constitution of the State of Nebraska and the Interlocal Cooperation Act of the State of Nebraska, Neb. Rev. Stat. 13-801 *et seq.*, (the "Act"), authorize any two or more public agencies to enter into agreements for joint or cooperative exercise of any power, privilege or authority exercised or capable of exercise individually by such public agencies. The School District and the City are public agencies within the meaning of the Act.
- b. The City has the authority to provide law enforcement services and the School District has the authority to ensure safety services on the Wayne

Community Schools campus (the "Campus"), and to enter into any contracts to effectuate this authority and responsibility.

- c. It is the purpose of this Agreement for the School District and the City to make the most efficient use of their powers by cooperating with each other on the basis of mutual advantage and timely providing services as identified in this Agreement and in any addendum to this Agreement.

**2. Administration of Agreement**

- a. The City and the School District will jointly administer and monitor all aspects, terms, and conditions of this Agreement. The Superintendent of Wayne Community Schools, or his/her identified designee, will be the School District's contact person for the purpose of this Agreement (see Section 17).
- b. No separate legal or administrative entity is created under this Agreement.

**3. Law Enforcement Services to Be Provided by The City**

The City will provide on the Campus the following law enforcement services:

- a. City will assign a certified police officer, hereafter called the "School Resource Officer," to the School District for twenty-one (21) hours per week when regular classes are in session and beginning two (2) weeks prior to the start of the fall semester and ending when school dismisses for the school year.
- b. The School District has arranged and paid expenses for the required 20 hours of training within six months of the beginning of the 2023-24 school year. Should a new officer be assigned for future school years, the School District will do the same;

**4. Community Policing & Crime Prevention**

- a. The School District and the City recognize that positive interaction between the school Resource Officer, students, faculty and staff is beneficial to both parties. It is further recognized that crime prevention efforts on Campus should reflect those of the community as well.
- b. To provide a community policing presence, the School Resource Officer will attend School District meetings and activities as part of his/her assigned duties, as requested by the School District and as he/she is

available. The School Resource Officer will be an active member of the School District Safety Committee.

- c. The City will not provide overtime pay for the School Resource Officer to attend these meetings. Any extra shift time spent at these or similar meetings will be taken off before or after the officer's regularly assigned Campus shift.
- d. The School Resource Officer will meet regularly with the Principal and Superintendent.

**5. Use of Equipment**

- a. The Police Department will provide the School Resource Officer with all uniforms, equipment, leather, firearms, and continuing education at all times relevant to this Agreement.
- b. The City will provide a vehicle for the School Resource Officer to use.

**6. Direct Oversight of the Agreement to Provide Police Coverage on Campus**

Certified Police Officers are employees of the City of Wayne Police Department and as such must be under the direct supervision of the Chief of Police or his/her designee.

The School Resource Officer is not to be deemed an employee of the School District and has no authority to make any binding commitments or obligations on behalf of the School District except as expressly provided herein. Liability and all other insurance coverage as well as Workers Compensation coverage for the School Resource Officer is the responsibility of the City of Wayne.

The Chief of Police will communicate regularly with the Superintendent or his/her designee and the School Principals review and evaluate the provisions of this Agreement.

**7. Fees for Service**

The total charge to the School District by the City for the above defined law enforcement services shall be a total of \$48.52 per hour and based on 21 hours per week. For the first year (August 1, 2025-May 31, 2026) to be paid in ten (10) monthly installments. The School District and City will confirm by May 1<sup>st</sup> the actual cost for the following year.

**8. Agreement Duration**

The term of this Agreement shall be for one (1) year commencing on August 1, 2025, except that either the City or the School District may execute a written sixty (60) calendar day notice to quit or withdraw from the Agreement. Terms of the agreement for subsequent school years will be agreed upon by both parties on or about May, 1, 2026.

**9. Agreement Amendments**

This Agreement may be amended at any time by the written agreement of both parties.

**10. Indemnification**

To the maximum extent permitted by law, each party agrees to indemnify and defend the other party against, and to hold it harmless from, all claims, suits, liability, expense or damage (including reasonable attorneys' fees and court costs) for damage to property, injury to persons (including death) and any other claims, suits, or liability resulting from the negligence of such party or any of its employees or agents; provided however, the indemnification under this Section 14 shall not apply if such claims, suits, liability, expense or damage is the direct result of the willful misconduct or gross negligence of either party. In no event shall either party be liable for any punitive, consequential, or special damages or lost profits incurred or alleged to have been incurred.

**11. New Employee Work Eligibility Status.**

Employee Work Eligibility Status. The City is required and hereby agrees to use a federal immigration verification system to determine the work eligibility status of new employees physically performing services within the State of Nebraska. A federal immigration verification system means the electronic verification of the work authorization program authorized by the Illegal Immigration Reform and Immigrant Responsibility Act of 1996, 8 U.S.C. 1324a, known as the E-Verify Program, or an equivalent federal program designated by the United States Department of Homeland Security or other federal agency authorized to verify the work eligibility status of a newly hired employee.

The City understands and agrees that lawful presence in the United States is required and the City may be disqualified or the Agreement terminated if such lawful presence cannot be verified as required by Neb. Rev. Stat. §4-108.

## 12. Liability Insurance Requirements

The City is required to carry liability insurance in the amount of one (1) million dollars per occurrence with a four (4) million-dollar umbrella. The City's insurance policy shall be primary and non-contributory. The School District shall be named as an additional insured party on the policy and the certificate of insurance shall reflect that the policy waives its right of subrogation against the

By:     Matt Eischeid     \_\_\_\_\_  
Name:     Matt Eischeid     Name: Mark  
Title:     Council President     Title: Superintendent  
Attested By:     Betty A. Mijewski      
                    City Clerk  
Date:     7-7-25     Date: \_\_\_\_\_

School District. A copy of the certificate shall be provided to the School District.

The designated School District representative for purposes of monitoring and oversight of this Agreement is the Superintendent of Schools or his/her designee.

This Agreement is hereby executed by the City of Wayne and the Wayne Community Schools Board of Education, upon the respective dates set forth following the executory signature attached to this Agreement.



**--YOUR ANNUAL MEMBERSHIP PROVIDES SUPPORT FOR --**  
Nebraska Rural Community Schools Association

<p><b><u>STATE LEGISLATIVE ADVOCACY</u></b> NRCSA is active in representing rural public schools in the Unicameral. The Executive Director is the main spokesperson for NRCSA, but is also represented by the lobbying firm of Nowka and Edwards. NRCSA's Legislative Committee includes 20 Superintendents/ESU Administrators and 6 Board of Education members from member schools/ESUs. Former NRCSA Presidents serve as ex officio members.</p>	<p><b><u>RURAL ADVOCACY</u></b> NRCSA is the only organization that speaks solely on behalf of public rural schools in the State of Nebraska. Other groups do a great job of representing their members, but at times cannot take a stand as they represent both very large and smaller districts. NRCSA is not necessarily tied down along those lines.</p>	<p><b><u>SUPERINTENDENT / PRINCIPAL SEARCHES</u></b> NRCSA's Superintendent and Principal Search Services are conducted by veteran Superintendents whose professional lives were involved in rural education in Nebraska. The service is available to all Nebraska school districts, with member districts paying a lower rate than non-member districts. A professional cost effective proposal and fee structure is available upon request.</p>
<p><b><u>PLANNING WORKSHOPS</u></b> The NRCSA Planning Support Service is an elective service that assists districts in planning and goal-setting. The service is conducted by veteran Superintendents whose professional lives were involved in rural education in Nebraska.</p>	<p><b><u>NATIONAL ADVOCACY</u></b> NRCSA is a member of the National Rural Education Advocacy Consortium (NREAC), which represents the interests of rural public schools in national forums where education issues are decided.</p>	<p><b><u>DISTRICT MEETINGS</u></b> Each fall NRCSA conducts a meeting in each of the six membership districts. These meetings provide an opportunity for rural schools to connect with NRCSA leadership on a face-to-face basis.</p>
<p><b><u>COMMUNICATIONS</u></b> NRCSA provides regular updates from the Executive Director to member schools. A more in-depth update is provided to all members just prior to monthly Board of Education meetings. The NRCSA webpage is <a href="http://www.nrcsa.net">www.nrcsa.net</a>. NRCSA also has a social media presence on Twitter (@NRCSA1980) and on Facebook (<a href="http://www.facebook.com/nrcsahome">www.facebook.com/nrcsahome</a>).</p>	<p><b><u>SPRING CONFERENCE</u></b> NRCSA offers an annual conference in Kearney in March. The conference targets issues and interests of rural schools. An opportunity is created to network with other rural school districts and to interact directly with policymakers and NRCSA leaders.</p>	<p><b><u>TEACHER SCHOLARSHIPS</u></b> New for this year, NRCSA provides six \$1,000 scholarship to employees of member districts/ESUs who are working to attain teacher certification either through a recognized "para to teacher" program such as offered by the state colleges or a transitional program such as offered by UNK.</p>
<p><b><u>DIGITAL CITIZENSHIP</u></b> NRCSA recently partnered with <i>a-plum creative</i> to provide an opportunity for rural districts to provide monthly digital citizenship materials to their students, parents, and staff. This is a purchased service.</p>	<p><b><u>US BANK ONE CARD PROGRAM</u></b> NRCSA has partnered with US Bank to provide this unique purchase card program for school districts. Individual school districts decide which staff members receive purchase cards. The district has control over where purchases can be made and for what amounts. This can be especially helpful when sending sponsors out with student groups.</p>	<p><b><u>NRCSA AWARDS</u></b> NRCSA annually recognizes individuals who are outstanding at serving member districts. At the Spring Conference each year NRCSA recognizes an Outstanding Elementary Teacher, Secondary Teacher, Classified Staff Member, ESU Staff Member, Music Teacher, Principal, Board of Education Member, and Superintendent/ESU Administrator.</p>
<p><b><u>NRCSA EXECUTIVE BOARD</u></b> The 10-member Executive Board provides leadership and direction for the organization. Each of the six NRCSA districts is represented by at least one Superintendent from a district within the district.</p>	<p><b><u>NRCSA SCHOLARSHIPS</u></b> NRCSA annually awards 20 \$2,000 scholarships to high school seniors from NRCSA-member schools who are entering college with the goal of becoming school teachers. NRCSA also presents two \$2,000 Gary Fisher Scholarships to high school seniors going into the fine arts</p>	<p><b><u>EXCESS EQUIPMENT CLEARINGHOUSE</u></b> A free service to member districts and ESUs is the opportunity to post items for sale to all other members. Items such as vehicles, scoreboards, weight equipment, school furniture, and text books have been posted on behalf of members.</p>
<p><b><u>NEBRASKANS UNITED</u></b> NRCSA is a strong member of this group which includes most education and ag-related organizations in the State. The purpose is to work to provide property tax relief, as well as to protect and promote funding to public education.</p>	<p><b><u>NEW LEAF TELETHERAPY</u></b> Beginning with the 2023-24 school year, NRCSA has partnered with New Leaf to provide another tool in helping to provide cost effective Mental Health teletherapy services for their staff and students.</p>	<p><b><u>LEADERSHIP OPPORTUNITIES</u></b> Each year there are over 70 leadership positions on the Executive Committee or other NRCSA committees that provide opportunities for member Superintendents/ESU Administrators.</p>
<p><b><u>EDUCATION ASSOCIATIONS COALITION</u></b> NRCSA is an active member of this group that is comprised of all of the major education associations in the state. The purpose of the group is to work together on legislative issues facing public education.</p>	<p><b><u>NATIONAL RURAL EDUCATION ASSOCIATION</u></b> NRCSA is a strong member of the NREA. The NREA provides leadership on issues facing rural education on the national level.</p>	<p><b><u>RURAL TEACHER SHORTAGE</u></b> NRCSA has started a Rural Teacher Committee that was established to find ways to address the shortage of teachers in rural schools. Twelve member Superintendents work with representatives from Chadron State College, Wayne State College, and Peru State College in this work.</p>

"QUALITY RURAL SCHOOLS"

Nebraska Rural Community Schools Association 440 S. 13th St, Suite B, Lincoln, NE 68508

Nebraska Rural Community Schools Association

Invoice



Nebraska Rural Community Schools Association  
440 S.13th St, Ste B  
Lincoln, NE 68508

**Invoice #:** 1210  
**Date:** 7/1/2025

**Bill To:**  
Wayne Community Schools  
611 W 7th St  
Wayne NE 68787

**For:** 2025-26 NRCSA Membership Dues

Item	Amount
<i>2025-26 NRCSA Dues Renewal</i>	<i>\$850.00</i>

**Invoice Total** *\$850.00*

Make all checks payable to **NRCSA**

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

DR. BRIAN L. MAHER, COMMISSIONER



TEL 402.471.2295  
FAX 402.471.0117



P.O. Box 94987  
Lincoln, NE 68509-4987



[education.ne.gov](http://education.ne.gov)



June 9, 2025

Administrator  
Wayne Community Schools  
611 W 7th St  
Wayne, NE 68787

RE: 2025/2026 Accreditation

Dear Administrator,

On June 6, 2025, the State Board of Education voted to grant accreditation to Wayne Community Schools for the period July 1, 2025, through June 30, 2026. This action is based upon records indicating that Wayne Community Schools operated in compliance with Title 92, *Nebraska Administrative Code*, Chapter 10 (Rule 10), *Regulations and Procedures for the Accreditation of Schools*. This action confers upon your school system the legal right to fulfill provisions of the compulsory education law.

We have appreciated the cooperation you have extended to us during the past year in the continued efforts to provide a quality education to Nebraska students.

Sincerely,

Decua Jean-Baptiste Ed. D.  
Director of Accreditation  
Office of Accreditation, Certification, & Approval  
Nebraska Department of Education

# Current Cash Balance

Sorted by Site ID, Group ID, Activity ID.  
From 06/01/2025 to 06/30/2025.

Site ID	Site Name	Beginning Cash	Receipts	Disbursements	Adjustments	Cash Balance
Group ID	Group Name					
Activity ID	Activity Name					
<b>WAYNE WAYNE COMMUNITY SCHOOLS</b>						
<b>A SPORTS</b>						
1005	ATHLETIC	-4,417.60	35,569.97	9,784.49	0.00	21,367.88
1006	ATHLETIC/STRENGTH & CONDITIONING	303.44	0.00	0.00	0.00	303.44
1007	BASEBALL	3,815.23	0.00	1,056.00	0.00	2,759.23
1009	BOWLING	10,954.98	0.00	402.00	0.00	10,552.98
1010	BOYS BASKETBALL	462.38	0.00	0.00	0.00	462.38
1011	GIRLS BASKETBALL	1,647.02	930.00	1,041.05	0.00	1,535.97
1014	JH FOOTBALL	3,338.64	0.00	0.00	0.00	3,338.64
1015	FOOTBALL	11,087.51	0.00	269.00	0.00	10,818.51
1016	BOYS GOLF	1,409.79	0.00	0.00	0.00	1,409.79
1017	GIRLS GOLF	550.92	0.00	0.00	0.00	550.92
1019	SOFTBALL	4,351.04	0.00	1,640.36	0.00	2,710.68
1020	TRACK/CROSS COUNTRY	9,892.41	265.00	947.87	0.00	9,209.54
1023	UNIFIED BOWLING	4,166.10	0.00	0.00	0.00	4,166.10
1025	VOLLEYBALL	7,151.81	0.00	1,300.00	0.00	5,851.81
1030	WRESTLING	4,725.73	0.00	102.99	0.00	4,622.74
<b>A Totals:</b>		59,439.40	36,764.97	16,543.76	0.00	79,660.61
<b>B CLUBS &amp; ORGANIZATIONS</b>						
1505	ANNUAL	8,747.39	0.00	0.00	0.00	8,747.39
1506	ART CLUB	279.11	0.00	0.00	0.00	279.11
1510	CLOSE-UP	1,064.58	0.00	0.00	0.00	1,064.58
1511	FCCLA	4,027.94	0.00	0.00	0.00	4,027.94
1512	FFA	11,422.76	0.00	241.86	0.00	11,180.90
1514	FBLA	8,627.54	0.00	0.00	0.00	8,627.54
1515	JH W.E.B. (WHERE EVERYONE BELONGS)	4,086.00	0.00	180.83	0.00	3,905.17
1521	MOCK TRIAL	3,984.77	0.00	0.00	0.00	3,984.77
1525	NATIONAL HONOR SOCIETY	2,891.33	0.00	0.00	0.00	2,891.33
1528	SCIENCE CLUB	0.00	0.00	0.00	0.00	0.00
1530	ONE WORLD CLUB (FORMERLY SPANISH CLUB)	3,965.72	0.00	0.00	0.00	3,965.72
1535	SPEECH TEAM	969.16	0.00	574.66	0.00	394.50
1540	STUDENT COUNCIL	5,828.84	261.10	169.60	0.00	5,920.34
1545	W CLUB	3,328.90	0.00	0.00	0.00	3,328.90
<b>B Totals:</b>		59,224.04	261.10	1,166.95	0.00	58,318.19

# Current Cash Balance

Sorted by Site ID, Group ID, Activity ID.  
From 06/01/2025 to 06/30/2025.

Site ID Group ID	Site Name Group Name	Activity ID	Activity Name	Beginning Cash	Receipts	Disbursements	Adjustments	Cash Balance
<b>C</b>	<b>GRADUATING CLASSES</b>							
	2032		CLASS OF 2021	0.00	0.00	0.00	0.00	0.00
	2033		CLASS OF 2022	0.00	0.00	0.00	0.00	0.00
	2034		CLASS OF 2023	0.00	0.00	0.00	0.00	0.00
	2035		CLASS OF 2024	0.00	0.00	0.00	0.00	0.00
	2036		CLASS OF 2025	450.00	0.00	450.00	0.00	0.00
	2037		CLASS OF 2026	3,068.45	0.00	0.00	0.00	3,068.45
	2038		CLASS OF 2027	1,266.60	0.00	0.00	0.00	1,266.60
	2039		Class of 2028	3,010.20	0.00	0.00	0.00	3,010.20
			<b>C Totals:</b>	<b>7,795.25</b>	<b>0.00</b>	<b>450.00</b>	<b>0.00</b>	<b>7,345.25</b>
<b>D</b>	<b>ACADEMIC CLUBS</b>							
	2505		BAND	3,036.24	0.00	11.99	0.00	3,024.25
	2515		CHOIR	1,543.72	0.00	0.00	0.00	1,543.72
			<b>D Totals:</b>	<b>4,579.96</b>	<b>0.00</b>	<b>11.99</b>	<b>0.00</b>	<b>4,567.97</b>
<b>E</b>	<b>DISTRICT MONIES</b>							
	3010		DRIVERS EDUCATION	0.00	0.00	0.00	0.00	0.00
	3015		DISTRICT ENTRY FEES	-1,300.00	750.00	57.58	550.00	-57.58
			<b>E Totals:</b>	<b>-1,300.00</b>	<b>750.00</b>	<b>57.58</b>	<b>550.00</b>	<b>-57.58</b>
<b>F</b>	<b>ATHLETIC SUPPORT GROUPS</b>							
	3505		CHEERLEADERS	5,606.60	0.00	0.00	0.00	5,606.60
	3510		CONCESSIONS	26,822.89	931.02	200.25	0.00	27,553.66
	3515		POPPER FUND	1,395.20	0.00	0.00	0.00	1,395.20
			<b>F Totals:</b>	<b>33,824.69</b>	<b>931.02</b>	<b>200.25</b>	<b>0.00</b>	<b>34,555.46</b>
<b>H</b>	<b>VOCATIONAL ORGANIZATIONS</b>							
	4505		INDUSTRIAL ARTS	114.51	0.00	0.00	0.00	114.51
	4510		POWER DRIVE PROGRAM	10,488.67	0.00	597.55	0.00	9,891.12
			<b>H Totals:</b>	<b>10,603.18</b>	<b>0.00</b>	<b>597.55</b>	<b>0.00</b>	<b>10,005.63</b>
<b>I</b>	<b>INVESTMENT</b>							
	5005		SAVINGS ACCOUNT	-14,999.93	0.00	0.00	0.00	-14,999.93
	5010		INTEREST ON CHECKING ACCT.	2,707.05	0.00	0.00	0.00	2,707.05
			<b>I Totals:</b>	<b>-12,292.88</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>-12,292.88</b>

# Current Cash Balance

Sorted by Site ID, Group ID, Activity ID.  
From 06/01/2025 to 06/30/2025.

Site ID Group ID	Site Name Group Name	Activity ID	Activity Name	Beginning Cash	Receipts	Disbursements	Adjustments	Cash Balance
<b>J MISCELLANEOUS</b>								
	5505		BLUE DEVIL "BUCKS	62.21	0.00	0.00	0.00	62.21
	5508		ONE ACTS (formerly Dinner Theater)	956.76	0.00	0.00	0.00	956.76
	5512		EMPORIUM	3,309.27	0.00	0.00	0.00	3,309.27
	5515		GRADES K-6	8,649.09	1,591.85	1,833.84	0.00	8,407.10
	5517		HAL	134.76	0.00	0.00	0.00	134.76
	5520		HS LIBRARY	3,075.24	0.00	0.00	0.00	3,075.24
	5530		MUSICAL	28,654.24	0.00	500.00	0.00	28,154.24
	5535		PADLOCK	81.10	0.00	0.00	0.00	81.10
	5536		STUDENT ASSISTANCE	3,784.22	20.00	0.00	0.00	3,804.22
	5537		SPED - TRANSITION (FORMERLY RESOURCE)	3,293.20	0.00	60.18	0.00	3,233.02
	5538		SIB SHOP	145.64	0.00	0.00	0.00	145.64
	5540		SPECIAL OLYMPICS	233.85	0.00	0.00	0.00	233.85
	5544		STAFF SUPPORT SERVICES	23,878.35	3,245.15	649.14	0.00	26,474.36
	5545		TAB	21.26	0.00	0.00	0.00	21.26
	5600		STUDENT FEE FUND	15,587.50	0.00	14,025.00	-550.00	1,012.50
	5605		STUDENT FEES/CHROMEBOOKS	14,841.56	0.00	0.00	0.00	14,841.56
<b>J Totals:</b>				106,708.25	4,857.00	17,068.16	-550.00	93,947.09
<b>K MIDDLE GRADES</b>								
	6005		JUNIOR HIGH SCHOOL	519.00	0.00	0.00	0.00	519.00
	6012		JH SCIENCE	1,648.33	0.00	0.00	0.00	1,648.33
<b>K Totals:</b>				2,167.33	0.00	0.00	0.00	2,167.33
<b>WAYNE Activity Totals:</b>				270,749.22	43,564.09	36,096.24	0.00	278,217.07
<hr/>								
			Begin Balance		Transfers		Receipts	Disbursements
			Adjustments		End Balance			
			WAYNE Checking:	43,564.09	36,096.24			
			WAYNE Investment:					
			<b>WAYNE Bank Balances:</b>	270,749.22	43,564.09	36,096.24	0.00	278,217.07
<hr/>								
<b>Report Activity Totals:</b>				270,749.22	43,564.09	36,096.24	0.00	278,217.07

# Wayne Public Schools

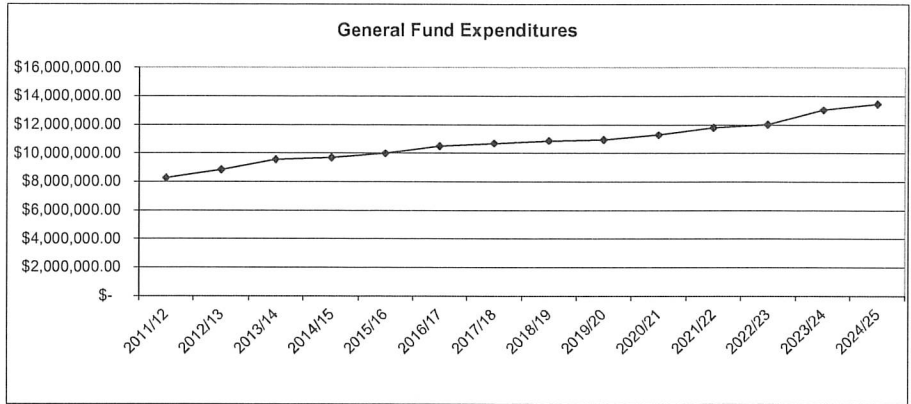
## Rollup Report July 2025

FUND	FUNCTION	Actuals (Selected Range)	Adopted Budget	Current Budget	Actuals (YTD)	Encumbrances (YTD)	Available	% of Budget
01 - General Fund	011000 - Reg. Inst	\$492,006.26	\$6,474,550.06	\$6,474,550.06	\$5,040,715.58	\$21,572.56	\$1,412,261.92	77.85
01 - General Fund	011250 - Regular Instructional Programs School Age (Flex-Spending)	\$3,560.08	\$69,820.05	\$69,820.05	\$69,019.55	\$4,855.80	(\$4,055.30)	98.85
01 - General Fund	011500 - Limited English Proficiency Programs	\$17,686.82	\$235,680.04	\$235,680.04	\$201,745.27	\$0.00	\$33,934.77	85.60
01 - General Fund	011600 - Poverty Programs	\$9,452.91	\$127,500.01	\$127,500.01	\$100,788.03	\$0.00	\$26,711.98	79.05
01 - General Fund	011900 - Early Childhood Educational Programs	\$9,610.77	\$78,600.02	\$78,600.02	\$100,656.52	\$2,420.99	(\$24,477.49)	128.06
01 - General Fund	012001 - Sped - Administration	\$18,674.58	\$240,212.07	\$240,212.07	\$266,325.52	\$0.00	(\$26,113.45)	110.87
01 - General Fund	012003 - Sped - Teaching	\$67,273.22	\$1,170,548.21	\$1,170,548.21	\$887,553.48	\$1,892.01	\$281,102.72	75.82
01 - General Fund	012004 - Sped - Transition	\$0.00	\$6,000.00	\$6,000.00	\$0.00	\$0.00	\$6,000.00	0.00
01 - General Fund	012005 - Sped - Barrier removal	\$0.00	\$255,000.00	\$255,000.00	\$63,000.00	\$0.00	\$192,000.00	24.71
01 - General Fund	012910 - Special Education Instructional Programs - Ages 3-5	\$2,139.41	\$0.09	\$0.09	\$58,603.32	\$0.00	(\$58,603.23)	65,114,800.00
01 - General Fund	012950 - Special Education Instructional Programs - Unified Sports	\$1,056.20	\$4,550.01	\$4,550.01	\$2,222.53	\$0.00	\$2,327.48	48.85
01 - General Fund	013000 - Summer School -Driver Ed	\$6,863.47	\$20,000.00	\$20,000.00	\$6,963.47	\$0.00	\$13,036.53	34.82
01 - General Fund	013001 - Summer School - Jump Start	\$0.00	\$17,700.01	\$17,700.01	\$69.98	\$0.00	\$17,630.03	0.40
01 - General Fund	021100 - Attendance and Social Work Services	\$0.00		\$0.00	\$3,245.00	\$0.00	(\$3,245.00)	
01 - General Fund	021200 - Guidance Services	\$19,071.51	\$219,325.05	\$219,325.05	\$171,979.25	\$0.00	\$47,345.80	78.41
01 - General Fund	021300 - Health Services	\$6,697.93	\$72,207.45	\$72,207.45	\$66,483.08	\$0.00	\$5,724.37	92.07
01 - General Fund	021400 - Psychological Services	\$2,112.00	\$17,500.00	\$17,500.00	\$21,120.00	\$0.00	(\$3,620.00)	120.69
01 - General Fund	021410 - Psychological Services - SPED - School Age	\$0.00	\$130,000.00	\$130,000.00	\$43,000.00	\$0.00	\$87,000.00	33.08
01 - General Fund	021510 - Speech Pathology and Audiology Services - SPED - School Age	\$86,440.24	\$137,475.02	\$137,475.02	\$179,817.42	\$0.00	(\$42,342.40)	130.80
01 - General Fund	021610 - Occupational Therapy-Related Services - SPED - School Age	\$1,390.50	\$20,000.00	\$20,000.00	\$8,529.25	\$0.00	\$11,470.75	42.65
01 - General Fund	021710 - Physical Therapy-Related Services - SPED - School Age	\$660.00	\$7,500.00	\$7,500.00	\$3,875.00	\$0.00	\$3,625.00	51.67
01 - General Fund	021810 - Visually Impaired or Vision Services - SPED - School Age	\$0.00	\$8,500.01	\$8,500.01	\$0.00	\$0.00	\$8,500.01	0.00
01 - General Fund	021900 - Support Services - Student - Other	\$56,335.03	\$182,201.01	\$182,201.01	\$160,097.55	\$14,041.72	\$8,061.74	87.87
01 - General Fund	022130 - Instructional Staff Training	\$81.20		\$0.00	\$11,807.24	\$0.00	(\$11,807.24)	
01 - General Fund	022200 - Library or Media Services	\$19,448.36	\$191,140.03	\$191,140.03	\$143,897.89	\$9,735.93	\$37,506.21	75.28
01 - General Fund	022240 - Educational Television Services	\$0.00	\$15,000.00	\$15,000.00	\$7,114.44	\$0.00	\$7,885.56	47.43
01 - General Fund	022300 - Instruction-Related Technology	\$8,936.51	\$242,167.03	\$242,167.03	\$169,301.03	\$67,388.00	\$5,478.00	69.91
01 - General Fund	023100 - Board of Education	\$3,247.75	\$108,425.00	\$108,425.00	\$57,510.79	\$0.00	\$50,914.21	53.04
01 - General Fund	023200 - Executive Administration	\$25,551.33	\$318,925.01	\$318,925.01	\$255,792.23	\$0.00	\$63,132.78	80.20
01 - General Fund	023300 - District Legal Services	\$1,584.10	\$25,000.00	\$25,000.00	\$22,375.15	\$0.00	\$2,624.85	89.50
01 - General Fund	024100 - Office of the Principal	\$68,440.21	\$822,741.08	\$822,741.08	\$694,456.72	\$0.00	\$128,284.36	84.41
01 - General Fund	024900 - School Administration Other	\$6,293.19	\$73,500.01	\$73,500.01	\$61,185.91	\$0.00	\$12,314.10	83.25
01 - General Fund	025100 - Fiscal Services	\$26,732.45	\$338,140.03	\$338,140.03	\$215,711.55	\$334.25	\$122,094.23	63.79
01 - General Fund	025700 - Personnel Services	\$128.00		\$0.00	\$1,959.00	\$0.00	(\$1,959.00)	
01 - General Fund	025800 - Administrative Technology Service	\$0.00		\$0.00	\$1,600.00	\$0.00	(\$1,600.00)	
01 - General Fund	026100 - Operation of Buildings	\$25,729.43	\$517,500.00	\$517,500.00	\$387,938.29	\$0.00	\$129,561.71	74.96
01 - General Fund	026200 - Maintenance of Buildings	\$67,884.48	\$826,700.02	\$826,700.02	\$657,035.73	\$17.98	\$169,646.31	79.48
01 - General Fund	026300 - Care and Upkeep of Grounds	\$1,273.00	\$55,000.00	\$55,000.00	\$43,286.20	\$85.12	\$11,628.68	78.70
01 - General Fund	026400 - Care and Upkeep of Equipment	\$1,967.00	\$30,000.00	\$30,000.00	\$44,886.23	\$0.00	(\$14,886.23)	149.62

01 - General Fund	026500 - Vehicle Operation and Maintenance (Other Than Student Transportation Vehicles)	\$390.54	\$52,000.00	\$52,000.00	\$8,076.70	\$0.00	\$43,923.30	15.53
01 - General Fund	026600 - Security	\$3,696.00		\$0.00	\$35,904.00	\$0.00	(\$35,904.00)	
01 - General Fund	026700 - Safety	\$0.00		\$0.00	\$1,035.24	\$0.00	(\$1,035.24)	
01 - General Fund	027100 - Vehicle Operation and Purchasing - Regular Education	\$12,208.72	\$569,500.00	\$569,500.00	\$348,526.34	\$0.00	\$220,973.66	61.20
01 - General Fund	027120 - Vehicle Operation and Purchasing - School Age SPED	\$326.55	\$45,830.07	\$45,830.07	\$2,716.77	\$0.00	\$43,113.30	5.93
01 - General Fund	027220 - Monitoring Services - School Age SPED	\$0.00	\$11,770.05	\$11,770.05	\$0.00	\$0.00	\$11,770.05	0.00
01 - General Fund	027300 - Vehicle Servicing and Maintenance - Regular Education	\$330.00	\$16,000.00	\$16,000.00	\$6,883.05	\$0.00	\$9,116.95	43.02
01 - General Fund	027320 - Vehicle Servicing and Maintenance - School Age SPED	\$717.83	\$6,000.00	\$6,000.00	\$4,175.32	\$0.00	\$1,824.68	69.59
01 - General Fund	033000 - Community Services Operations	\$2,144.61	\$33,505.01	\$33,505.01	\$36,546.29	\$0.00	(\$3,041.28)	109.08
01 - General Fund	035350 - High Ability Learners	\$1,290.06	\$11,590.00	\$11,590.00	\$8,685.01	\$0.00	\$2,904.99	74.94
01 - General Fund	035400 - State Early Childhood	\$0.00	\$55,550.00	\$55,550.00	\$0.00	\$0.00	\$55,550.00	0.00
01 - General Fund	035510 - Career Education	\$0.00		\$0.00	\$3,326.53	\$0.00	(\$3,326.53)	
01 - General Fund	035990 - Other State Programs	\$0.00		\$0.00	\$3,921.70	\$0.00	(\$3,921.70)	
01 - General Fund	062000 - Federal Services - Title I, Part A ESSA Improving Basic Programs Operated by Local Educational Agencies	\$10,733.48	\$134,000.00	\$134,000.00	\$111,100.69	\$0.00	\$22,899.31	82.91
01 - General Fund	063100 - Federal Services - Title II, Part A ESSA Supporting Effective Instruction	\$1,357.65	\$33,300.01	\$33,300.01	\$34,159.88	\$0.00	(\$859.87)	102.58
01 - General Fund	064040 - Federal Services - IDEA Part B (611) Base Allocation - Birth Through Age Four	\$0.00	\$129,265.07	\$129,265.07	\$25,741.87	\$0.00	\$103,523.20	19.91
01 - General Fund	064060 - Federal Services - IDEA Preschool (619) Base Allocation	\$1,679.00	\$0.01	\$0.01	\$1,679.00	\$0.00	(\$1,678.99)	16,790,000.00
01 - General Fund	064080 - IDEA Enroll/Pov & IDEA Base Allocation Birth-Age 4	\$69,860.75		\$0.00	\$181,331.18	\$0.00	(\$181,331.18)	
01 - General Fund	064100 - Federal Services - IDEA Enrollment or Poverty (611)	\$0.00	\$26,800.01	\$26,800.01	\$0.00	\$0.00	\$26,800.01	0.00
01 - General Fund	064120 - Federal Services - IDEA Part B Proportionate Share	\$0.00	\$5,000.00	\$5,000.00	\$3,187.00	\$0.00	\$1,813.00	63.74
01 - General Fund	069250 - Federal Services - Title III ESSA - ELL	\$0.00	\$0.01	\$0.01	\$0.00	\$0.00	\$0.01	0.00
01 - General Fund	069690 - Federal Services - Title IV, Part A ESSA	\$0.00	\$1,000.00	\$1,000.00	\$0.00	\$0.00	\$1,000.00	0.00
01 - General Fund	069970 - CRRSA ESSER II - Elementary and Secondary Emergency Relief II	\$0.00		\$0.00	\$2,333.53	\$0.00	(\$2,333.53)	
01 - General Fund	080000 - Transfers (Outgoing)	\$0.00	\$15,000.01	\$15,000.01	\$4,346.00	\$0.00	\$10,654.01	28.97
<b>Sub Total</b>		<b>\$1,163,063.13</b>	<b>\$14,205,217.57</b>	<b>\$14,205,217.57</b>	<b>\$11,055,344.30</b>	<b>\$122,344.36</b>	<b>\$3,027,528.91</b>	

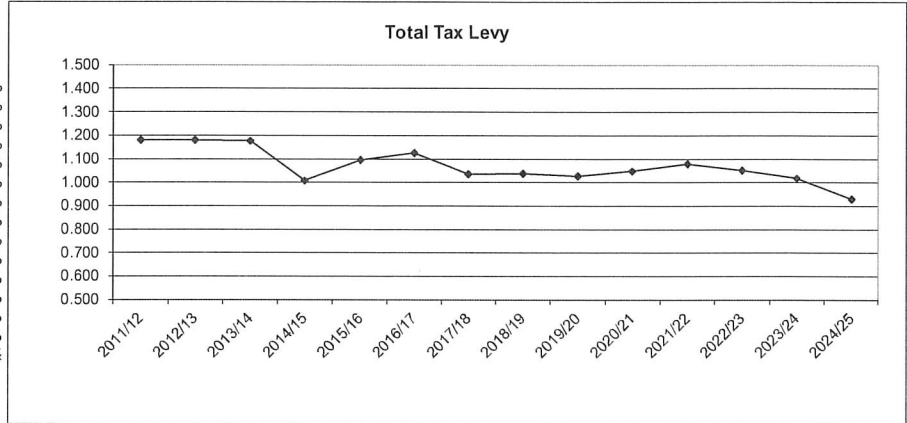
**General Fund Expenditures**

Year	Expenditures	Dollar Change	% Change
2010/11	\$ 8,805,248.00	\$ 8,805,248.00	
2011/12	\$ 8,249,199.13	\$ (556,048.87)	-6.31%
2012/13	\$ 8,862,218.58	\$ 613,019.45	7.43%
2013/14	\$ 9,550,619.43	\$ 688,400.85	7.77%
2014/15	\$ 9,696,165.54	\$ 145,546.11	1.52%
2015/16	\$ 10,010,552.00	\$ 314,386.46	3.24%
2016/17	\$ 10,492,965.00	\$ 482,413.00	4.82%
2017/18	\$ 10,695,495.00	\$ 202,530.00	1.93%
2018/19	\$ 10,888,676.00	\$ 193,181.00	1.81%
2019/20	\$ 10,952,752.00	\$ 64,076.00	0.59%
2020/21	\$ 11,297,685.00	\$ 344,933.00	3.15%
2021/22	\$ 11,813,567.00	\$ 515,882.00	4.57%
2022/23	\$ 12,038,059.00	\$ 224,492.00	1.90%
2023/24	\$ 13,027,851.00	\$ 989,792.00	8.22%
2024/25	\$ 13,462,671.00	\$ 434,820.00	3.34%
<b>Average</b>	<b>\$ 10,656,248.25</b>	<b>\$ 332,673.07</b>	<b>3.14%</b>



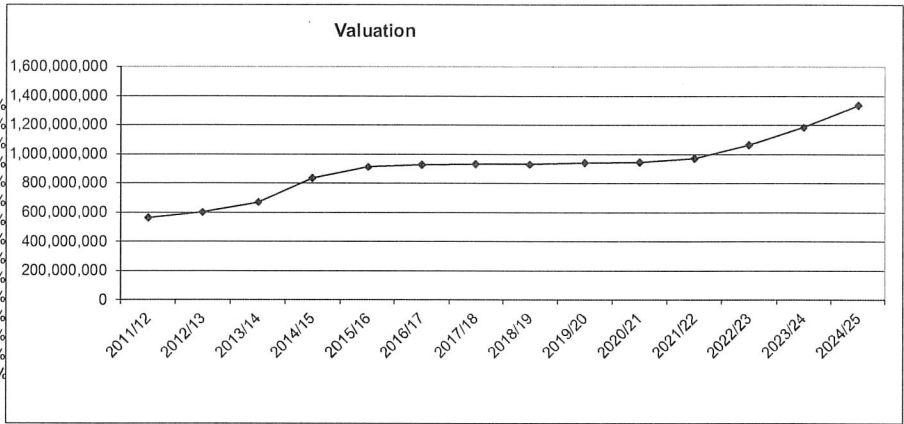
**Total Tax Levy**

Year	Total Levy	Dollar Change	% Change
2010/11	1.187		
2011/12	1.180	-0.01	-0.59%
2012/13	1.180	0.00	0.00%
2013/14	1.177	0.00	-0.25%
2014/15	1.008	-0.17	-14.36%
2015/16	1.097	0.09	8.83%
2016/17	1.127	0.03	2.73%
2017/18	1.036	-0.09	-8.07%
2018/19	1.039	0.00	0.29%
2019/20	1.028	-0.01	-1.06%
2020/21	1.049	0.02	2.04%
2021/22	1.081	0.03	3.05%
2022/23	1.053	-0.03	-2.63%
2023/24	1.019	-0.03	-3.19%
2024/25	0.931	-0.09	-8.64%
<b>Average</b>	<b>\$ 1.08</b>	<b>\$ (0.01)</b>	<b>-1.56%</b>



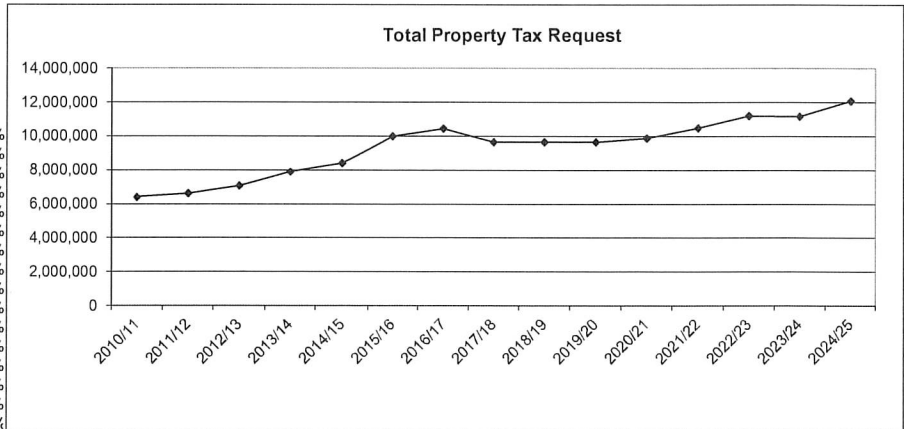
**Valuation**

Year	Valuation	Dollar Change	% Change
2010/11	541,352,089		
2011/12	563,489,478	22,137,389	4.09%
2012/13	601,213,303	37,723,825	6.69%
2013/14	671,730,054	70,516,751	11.73%
2014/15	835,569,792	163,839,738	24.39%
2015/16	912,108,473	76,538,681	9.16%
2016/17	928,117,634	16,009,161	1.76%
2017/18	933,622,310	5,504,676	0.59%
2018/19	930,575,568	-3,046,742	-0.33%
2019/20	940,972,248	10,396,680	1.12%
2020/21	946,483,881	5,511,633	0.59%
2021/22	970,374,093	29,401,845	2.52%
2022/23	1,065,954,103	95,580,010	9.85%
2023/24	1,184,196,049	118,241,946	11.09%
2024/25	1,338,237,369	154,041,320	13.01%
<b>Average</b>	<b>890,933,096</b>	<b>57,314,065</b>	<b>6.88%</b>



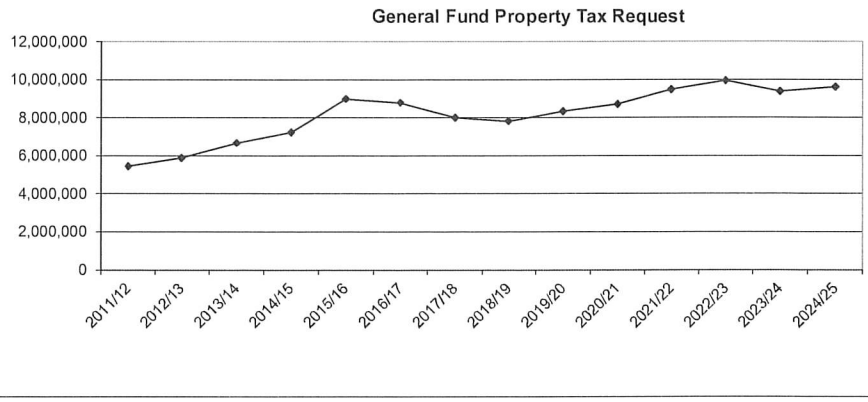
**Total Property Tax Request**

Year	Tax Request	Dollar Change	% Change
2009/10	5,893,104		
2010/11	6,424,993	531,889	9.03%
2011/12	6,651,482	226,489	3.53%
2012/13	7,096,547	445,066	6.69%
2013/14	7,904,061	807,513	11.38%
2014/15	8,425,494	521,433	6.60%
2015/16	10,003,535	1,578,041	18.73%
2016/17	10,463,372	459,837	4.60%
2017/18	9,673,639	-789,733	-7.55%
2018/19	9,672,985	-654	-0.01%
2019/20	9,672,984	-1	0.00%
2020/21	9,889,754	216,770	2.24%
2021/22	10,496,697	606,943	6.14%
2022/23	11,221,232	724,535	6.90%
2023/24	11,179,452	-41,780	-0.37%
2024/25	12,097,490	918,038	8.21%
<b>Average</b>	<b>9,391,581</b>	<b>413,626</b>	<b>5.07%</b>



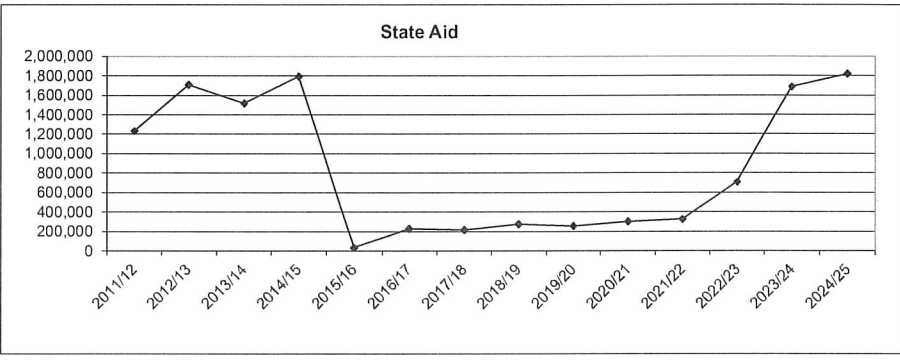
**General Fund Property Tax Request**

Year	Tax Request	Dollar Change	% Change
2010/11	5,445,323		
2011/12	5,451,385	6,062	0.11%
2012/13	5,907,625	456,241	8.37%
2013/14	6,674,242	766,617	12.98%
2014/15	7,238,893	564,651	8.46%
2015/16	8,989,163	1,750,270	24.18%
2016/17	8,804,768	-184,394	-2.05%
2017/18	8,005,029	-799,739	-9.08%
2018/19	7,818,916	-186,112	-2.32%
2019/20	8,352,194	533,278	6.82%
2020/21	8,715,835	363,641	4.35%
2021/22	9,479,621	1,127,427	8.76%
2022/23	9,953,556	473,935	5.00%
2023/24	9,392,377	-561,179	-5.64%
2024/25	9,617,693	225,316	2.40%
<b>Average</b>	<b>7,989,775</b>	<b>324,001</b>	<b>4.45%</b>



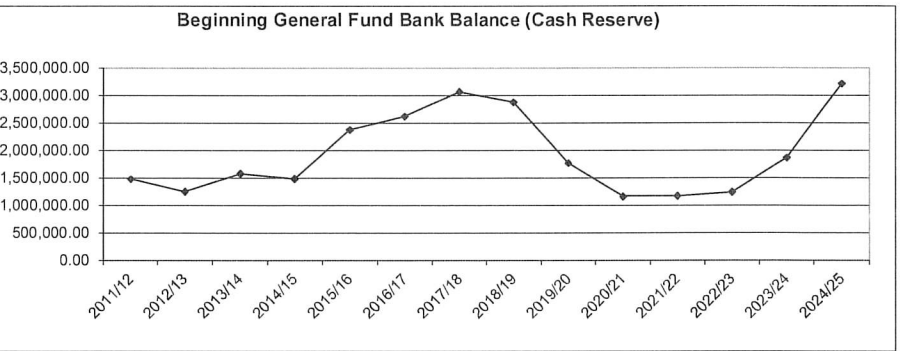
**State Aid**

Year	State Aid	Dollar Change	% Change
2010/11	1,531,607		
2011/12	1,235,210	-296,397	-19.35%
2012/13	1,713,922	478,712	38.76%
2013/14	1,520,090	-193,832	-11.31%
2014/15	1,797,242	277,152	18.23%
2015/16	37,054	-1,760,188	-97.94%
2016/17	231,357	194,303	524.38%
2017/18	218,522	-12,835	-5.55%
2018/19	279,153	60,631	27.75%
2019/20	259,224	-19,929	-7.14%
2020/21	304,830	45,606	17.59%
2021/22	326,494	21,664	7.11%
2022/23	708,705	382,211	117.07%
2023/24	1,689,310	980,605	138.37%
2024/25	1,824,148	134,838	7.98%
<b>Average</b>	<b>911,791</b>	<b>20,896</b>	<b>54.00%</b>



**Beginning General Fund Bank Balance (Cash Reserve)**

Year	Bank Balance	Dollar Change	% Change
2010/11	1,545,930.71		
2011/12	1,483,337.01	-62,594	-4.05%
2012/13	1,257,959.06	-225,378	-15.19%
2013/14	1,585,463.76	327,505	26.03%
2014/15	1,489,428.79	-96,035	-6.06%
2015/16	2,381,335.73	891,907	59.88%
2016/17	2,628,307.90	246,972	10.37%
2017/18	3,072,199.66	443,892	16.89%
2018/19	2,880,041.09	-192,159	-6.25%
2019/20	1,772,301.35	-1,107,740	-38.46%
2020/21	1,170,378.99	-601,922	-33.96%
2021/22	1,171,036.78	658	0.06%
2022/23	1,248,879.00	77,842	6.65%
2023/24	1,870,560.00	621,681	49.78%
2024/25	3,220,660.00	1,350,100	72.18%



2024 Tax Year

Governmental Entity	Valuation	Fund	Tax Request	Tax Rate	Check
<b>General Fund</b>	(2024-25)				
Wayne County	1,280,877,560				
Cedar County					
Dixon County	57,359,809				
<b>Total</b>	<b>1,338,237,369</b>	General	9,617,693.00	0.718684	9,617,697.85
		Special Building	454,545.00	0.033966	454,545.70
		Bond	-	0	-
		2023 Bond	1,590,909.00	0.146573	1,590,906.58
		Qualified Capital	434,343.00	<u>0.032456</u>	434,338.32
		Total Levy		0.931679	

Total tax request \$ 12,097,490.00

<b>Bond</b>	(2024-25)				
2023 Wayne County	1,043,696,996				
Cedar County					
2023 Dixon County	41,705,210				
<b>Total</b>	<b>1,085,402,206</b>				

NEBRASKA DEPARTMENT OF EDUCATION  
SCHOOL FINANCE & ORGANIZATION SERVICES  
2025/26 STATE AID CERTIFICATION

WAYNE COMMUNITY SCHOOLS ( 90-0017-000 )

*FORMULA STUDENTS CALCULATION*

( Fall Membership	ADM/FM Ratio	)	+	Contracted Out	=	Formula Students
( 970	1.0058637229	)	+	0	=	975.69
KDG Adjustment	( 0 students	x .5 )		times ADM Factor	=	0.00
Early Childhood (300)	( 28 students	x 544.0 hours / 1,032 hours		x .6 )	=	8.86
<i>Total Formula Students</i>						<i>984.54</i>

*FORMULA NEEDS CALCULATION*

Basic Funding	12,499,808
Poverty Allowance	108,375
Limited English Proficiency Allowance	200,175
Focus School & Program Allowance	0
Summer School Allowance	0
Special Receipts Allowance	1,353,263
Transportation Allowance	273,420
Elementary Site Allowance	0
Distance Education & Telecommunications Allowance	21,214
Averaging Adjustment	0
New School Adjustment	0
Student Growth Adjustment	0
Community Achievement Plan Adjustment	0
Limited English Proficiency Allowance Correction	0
Student Growth Adjustment Correction	0
Poverty Allowance Correction	0
Non Qualified LEP Adjustment	(200,175)
Total Calculated Formula Needs	14,256,080
Formula Needs Stabilization	0
Total Formula Needs	14,256,080

*FORMULA RESOURCES CALCULATION*

Yield From Local Effort Rate	1,336,605,349 / 100 x 1.0000000000	13,366,053
Net Option Funding		231,874
Allocated Income Tax Funds		177,556
Other Actual Receipts		2,635,469
Community Achievement Plan Aid		0
Foundation Aid Included in Resources		886,374
Total Formula Resources		17,297,326

Some numbers may be rounded for presentation. For further information, see the "Tax Equity and Educational Opportunities Support Act" document available on the FOS/State Aid website. For questions, contact (402) 450-0687 or (402) 471-4320.

Note: Due to missing Federal Poverty data for the 2024/25 school year, State Aid was calculated using 2023/24 numbers

NEBRASKA DEPARTMENT OF EDUCATION  
SCHOOL FINANCE & ORGANIZATION SERVICES  
2025/26 STATE AID CERTIFICATION

WAYNE COMMUNITY SCHOOLS ( 90-0017-000 )

STATE AID CALCULATION

Equalization Aid	0
Net Option Funding	231,874
Allocated Income Tax Funds	177,556
Community Achievement Plan Aid	0
Foundation Aid Included in Resources	886,374
Foundation Aid Outside of Resources	590,916
Total State Aid Calculated	1,886,720
Prior Year (2024/25) State Aid Correction	(6,279)
<b>Total State Aid</b>	<b>1,880,441</b>
Carryover Adjustment from years prior to 2025/26	0

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Some numbers may be rounded for presentation. For further information, see the "Tax Equity and Educational Opportunities Support Act" document available on the FOS/State Aid website. For questions, contact (402) 450-0687 or (402) 471-4320.

Note: Due to missing Federal Poverty data for the 2024/25 school year, State Aid was calculated using 2023/24 numbers

NEBRASKA DEPARTMENT OF EDUCATION  
SCHOOL FINANCE & ORGANIZATION SERVICES

2025/26 PROPERTY TAX REQUEST AUTHORITY CERTIFICATION

WAYNE COMMUNITY SCHOOLS (90-0017-000)

Total Certified Property Tax Request Authority	\$10,997,710
Additional Base Growth % Allowed with Board Approval	6 %
Additional Property Tax Request Authority Allowed with Board Approval	\$869,359
Maximum Certified Property Tax Request Authority Including Board Approved Amount	\$11,867,069

SECTION A TOTAL BASE REVENUE CALCULATION

2024/25 Property Tax	\$10,072,238
2022/23 Other Non-Property Tax	\$1,308,435
2023/24 SPED	\$1,284,499
2024/25 TEEOSA	\$1,824,148
<b>TOTAL BASE REVENUE CALCULATION</b>	<b>\$14,489,320</b>

SECTION B TOTAL BASE GROWTH PERCENTAGE

Base Growth	3.0000 %
Membership Growth	0.5434 %
LEP Growth	0.1881 %
Poverty Growth	0.0000 %
<b>TOTAL BASE GROWTH RATE PERCENTAGE</b>	<b>3.7315 %</b>

SECTION C TOTAL CALCULATED REVENUE CAP FOR 2025/26

(Section A Total x Section B Total)

<b>TOTAL REVENUE CAP</b>	<b>\$15,029,989</b>
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SECTION D TOTAL PROPERTY TAX REQUEST AUTHORITY FOR 2025/26

(Section C Total Revenue Cap minus sum of items listed in this section)

2023/24 Other Non-Property Tax (minus)	\$1,507,142
2024/25 SPED (minus)	\$1,282,004
2025/26 TEEOSA (minus)	\$1,880,441
2024/25 Unused Property Tax Authority (add)	\$637,308

<b>TOTAL CERTIFIED PROPERTY TAX REQUEST AUTHORITY</b>	<b>\$10,997,710</b>
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SECTIONS E - G ADDITIONAL BOARD APPROVAL INFORMATION

Additional Base Growth % Allowed with Board Approval	6 %
Additional Property Tax Authority Allowed with Board Approval	\$869,359

<b>ALMAXIMUM CERTIFIED PROPERTY TAX REQUEST AUTHORITY INCLUDING BOARD APPROVED</b>	<b>\$11,867,069</b>
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Some numbers may be rounded for presentation. For program contacts and additional information on how data was calculated visit [www.education.ne.gov/fos/budgeting-school-district/property-tax-authority](http://www.education.ne.gov/fos/budgeting-school-district/property-tax-authority)

<u>Disb &amp; Transfers</u>	<u>Funct Num</u>	<u>24-25 Budget</u>	<u>25-26 Proposed</u>	<u>26-27 projection</u>	<u>Comments</u>
All Instruction	1100	\$ 6,986,150.00	\$ 7,427,000.00	\$ 7,798,350.00	4.2% - staff increases salary&benefits/ 5 FTE Tchrs.
SPED Inst Programs	1200/1300	\$ 1,714,010.00	\$ 1,714,000.00	\$ 1,799,700.00	3% - Para increases salary&benefits/SPEDDir90%/IncSPED costs
Support serv - pupils (SPED)	2100's	\$ 303,475.00	\$ 334,914.00	\$ 351,659.70	1%
Support serv - pupils (non-SPED)	2100's	\$ 491,233.00	\$ 620,000.00	\$ 651,000.00	Additional school counselor
Support serv - staff	2200	\$ 448,307.00	\$ 487,500.00	\$ 511,875.00	Increase in tech software/hardware
Board of Ed	2310	\$ 108,425.00	\$ 110,783.00	\$ 116,322.15	Audit increase/SRO - we can move SRO to a different code
Exec Admin Serv	2320	\$ 318,925.00	\$ 322,000.00	\$ 338,100.00	
District legal services	2330	\$ 25,000.00	\$ 26,250.00	\$ 27,562.50	
Off of Prin	2400	\$ 896,241.00	\$ 992,950.00	\$ 1,042,597.50	New secretary ELC/Elem
Gen Admin/Bus serv	2510	\$ 338,140.00	\$ 321,200.00	\$ 337,260.00	work comp adj.
Maintenance	2600's	\$ 1,429,200.00	\$ 1,449,300.00	\$ 1,521,765.00	New Bldg. Utilities less Sunnyview rent
Veh Acq	2650	\$ 52,000.00	\$ 67,000.00	\$ 65,000.00	Vehicle Acq.
Reg Pupil Trans.	2700's	\$ 569,500.00	\$ 575,625.00	\$ 604,406.25	
SPED Trans	2700's	\$ 79,600.00	\$ 67,700.00	\$ 71,085.00	
Community Services	3300	\$ 33,500.00	\$ 35,685.00	\$ 37,469.25	
Categorical grant from Corp.	3400				
State Prog	3500's	\$ 67,140.00	\$ 65,130.00	\$ 68,386.50	
Debt services	5000				
Federal programs	6000's	\$ 329,365.00	\$ 250,930.00	\$ 263,476.50	
Transfers	8000	\$ 17,500.00	\$ 60,000.00	\$ 17,500.00	
<b>Total</b>		<b>\$ 14,207,711.00</b>	<b>\$ 14,927,967.00</b>	<b>\$ 15,623,515.35</b>	
			1.051	1.047	
			<b>\$ 720,256.00</b>	<b>\$ 695,548.35</b>	

2710 / 2720 / 2730 / 2790
2712 / 2713 / 2722 / 2723 / 2732 / 2733 / 2792 / 2793 Act. Spending&new vehicle





Cash Receipts	2,297,523.79	2,665,006.46	3,341,112.96	3,264,238.39	3,185,794.00	2,937,237.00	\$3,791,352.00	\$4,239,095.00
Cash Expenditures	1,049,245.47	1,074,728.38	937,444.35	1,379,090.35	1,132,427.00	998,809.00	\$1,188,760.00	\$1,087,414.00
Month End Total	4,115,876.24	3,209,903.63	3,173,827.32	2,305,416.70	3,011,623.74	3,532,328.41	5,283,719.00	#####
-Qual Cap to 2010 Dep to 20	233,965.92							
End Chk Acct Balance	4,349,842.16							
June								
Cash Receipts	1,088,957.55	934,839.52	343,740.41	823,668.43	928,773.00	1,238,129.00	\$839,260.00	\$1,008,017.00
Cash Expenditure	822,606.96	829,381.31	843,548.45	807,538.76	955,061.00	1,083,562.00	\$1,063,984.00	\$1,163,063.00
Month End Total	4,382,226.83	3,315,361.84	2,674,019.28	2,321,546.37	2,985,335.74	3,686,895.41	5,058,995.00	#####
-Qual Cap to 2010 Dep to 20	158,659.61							
End Chk Acct Balance	4,540,886.44							
July								
Cash Receipts	174,917.61	123,433.81	181,177.06	374,240.47	140,415.00	131,834.00	\$537,467.00	
Cash Expenditures	926,970.47	925,075.10	1,064,956.23	930,820.06	1,049,605.00	959,464.00	\$1,168,097.00	
Month End Total	3,630,173.97	2,513,720.55	1,790,240.11	1,764,966.78	2,076,145.74	2,859,265.41	4,428,365.00	#####
-Qual Cap to 2010 Dep to 20	158,659.61							
End Chk Acct Balance	3,788,833.58							
August								
Cash Receipts	143,342.54	177,787.62	178,321.82	246,814.00	190,753.00	224,089.00	\$240,965.00	
Cash Expenditures	893,475.42	919,207.09	798,182.94	840,744.00	958,020.00	1,212,795.00	\$1,448,670.00	
Transfers					60,000.00			
Month End Total	2,880,041.09	1,772,301.08	1,170,378.99	1,171,036.78	1,248,878.74	1,870,559.41	3,220,660.00	#####
-Qual Cap to 2010 Dep to 20	208,659.61							
End Chk Acct Balance	3,088,700.70				1,248,878.74	1,870,559.41	\$3,220,660.00	
Total GF Cash Receipts for Year	10,449,025.38	9,787,763.07	10,352,014.24	11,300,281.34	11,950,394.73	12,659,740.02	14,451,143.00	#####
	(0.04)	(0.06)	0.06	0.09	0.06	0.06	0.14	0.09

	2006	2007	2008	2009	2010	2011	2012
Beginning Balance Gen Fund	3,063.47	5,561.65	4,049.96	3,457.86	5,930.71	3,337.01	7,959.06
-Qual Cap to 2010 Dep to 2018			<u>4,025.15</u>	<u>3,000.00</u>	<u>3,000.00</u>	<u>3,775.42</u>	<u>3,590.42</u>
			3,075.11	3,457.86	3,000.00	3,112.43	4,549.48
					<u>5,930.71</u>		
September							
Cash Receipts	3,514.78	5,527.67	5,347.03	3,853.26	3,448.82	3,329.77	2,086.05
Cash Expenditures	3,793.60	1,282.22	3,526.93	4,761.19	3,710.53	<u>4,547.95</u>	<u>3,351.13</u>
Month End Cash Balance	3,784.65	3,807.10	3,870.06	3,549.93	5,669.00	7,118.83	3,693.98
-Qual Cap to 2010 Dep to 2018			<u>3,298.94</u>	<u>3,000.00</u>	<u>3,000.00</u>	<u>3,775.42</u>	<u>7,607.42</u>
				Int Bearin	<u>3,000.00</u>	3,894.25	<u>7,301.40</u>
End Check Acct Balance			3,169.00	3,549.93	<u>5,669.00</u>		
October							
Cash Receipts	5,405.38	3,193.10	3,720.90	3,324.65	3,919.17	5,262.38	7,077.86
Cash Expenditures	3,870.78	3,453.28	4,878.74	4,661.40	3,760.48	<u>3,329.22</u>	<u>2,072.55</u>
Month End Cash Balance	3,319.25	1,546.92	3,712.22	4,213.18	3,827.69	2,051.99	4,699.29
-Qual Cap to 2010 Dep to 2018			<u>2,831.34</u>	<u>3,000.00</u>	<u>3,000.00</u>	<u>3,775.42</u>	<u>7,607.42</u>
				Int Bearin	<u>3,000.00</u>	3,827.41	<u>3,734.15</u>
End check Acct Balance			3,543.56	4,213.18	<u>3,827.69</u>		1,040.86
November							
Cash Receipts	3,391.19	7,045.58	3,757.57	2,356.54	3,956.33	3,139.02	3,008.65
Cash Expenditures	3,864.67	3,554.40	5,728.65	3,053.62	3,934.76	<u>7,597.83</u>	<u>5,513.26</u>
End Chk Acct Balance	4,845.77	2,038.10	4,741.14	3,516.10	4,849.26	7,593.18	5,194.68
-Qual Cap to 2010 Dep to 2018			<u>3,925.30</u>	<u>3,000.00</u>	<u>5,632.00</u>	<u>3,775.42</u>	<u>7,732.42</u>
			3,666.44	Int Bearin	<u>3,000.00</u>	4,368.60	<u>3,734.15</u>
End Chk Acct Balance				3,516.10	<u>3,481.26</u>		1,661.25
December							
Cash Receipts	2,360.76	7,604.96	2,183.78	5,992.87	3,057.42	3,652.88	3,968.97
Cash Expenditures	7,664.23	7,354.98	3,715.15	3,904.55	3,432.35	3,068.52	<u>3,962.02</u>
Month End Cash Balance	3,542.30	2,288.08	3,209.77	7,604.42	4,474.33	3,177.54	5,201.63
-Qual Cap to 2010 Dep to 2018		629.42	<u>4,350.38</u>	<u>3,000.00</u>	<u>3,375.00</u>	<u>3,775.42</u>	<u>5,492.45</u>
		1,658.66	4,560.15	Int Bearin	-	4,952.96	<u>3,734.15</u>
End Chk Acct Balance				7,604.42	3,849.33		3,428.23
January							

Cash Receipts	4,012.15	3,697.69	7,791.27	7,834.43	5,477.49	3,456.66	3,637.77	
Cash Expenditures	3,209.88	3,027.09	7,404.64	3,625.64	4,285.18	3,246.81	<u>7,764.37</u>	
Month End Total	7,344.57	3,958.68	3,596.40	3,813.21	5,666.64	2,387.39	7,075.03	
-Qual Cap to 2010 Dep to 2018		3,594.83	3,623.83	Dep 3,000.00	3,375.00	3,775.42	3,972.45	
End Chk Acct Balance		3,363.85	3,220.23	Int Bearin -	3,813.21	5,041.64	3,162.81	4,047.48

February

Cash Receipts	3,479.34	7,192.32	3,052.64	3,624.27	3,257.99	2,770.58	3,531.69
Cash Expenditures	3,128.72	2,387.82	7,805.32	5,023.44	7,775.94	5,953.09	<u>1,698.35</u>
Month End Total	3,695.19	4,763.18	3,843.72	3,414.04	3,148.69	3,204.88	3,908.37
-Qual Cap to 2010 Dep to 2018		1,010.33	2,030.34	Dep 3,000.00	3,375.00	3,775.42	3,972.45
End Chk Acct Balance		3,752.85	3,874.06	Int Bearin -	7,523.69	5,980.30	3,880.82
				3,414.04			

March

Cash Receipts	5,711.59	3,883.44	3,018.70	4,246.05	4,552.25	1,647.85	3,306.99
Cash Expenditures	3,654.97	3,644.90	4,083.17	3,951.09	3,343.38	3,356.25	<u>4,721.36</u>
Month End Total	2,751.81	3,991.39	2,779.25	1,709.00	2,357.56	1,496.48	3,494.00
-Qual Cap to 2010 Dep to 2018		3,576.31	3,497.44	Dep 3,000.00	3,375.00	3,775.42	4,521.93
End Chk Acct Balance		2,567.70	1,276.69	Int Bearin 3,000.00	1,732.56	3,271.90	4,015.93
				1,709.00			

April

Cash Receipts	7,515.65	3,128.76	3,815.26	1,513.39	1,820.21	5,543.98	1,058.74
Cash Expenditures	4,717.82	5,884.62	3,707.09	2,897.05	4,880.10	2,300.75	<u>7,164.62</u>
Month End Total	5,549.64	3,235.53	3,887.42	3,325.34	3,297.67	4,739.71	3,388.12
-Qual Cap to 2010 Dep to 2018		5,548.20	2,971.08	Dep 3,000.00	3,375.00	4,775.42	2,653.65
End Chk Acct Balance		3,783.73	3,858.50	Int Bearin 3,000.00	3,672.67	3,515.13	3,041.77
				3,325.34			

May

Cash Receipts	7,775.35	3,034.89	1,912.90	7,609.74	7,591.05	3,784.36	3,411.75
Cash Expenditures	7,988.52	3,331.14	3,253.05	3,788.43	4,626.93	3,157.00	<u>3,417.72</u>
Month End Total	5,336.47	2,939.28	4,547.27	7,146.65	2,261.79	3,367.07	3,382.15
-Qual Cap to 2010 Dep to 2018		1,703.05	3,251.70	Dep 3,000.00	3,225.42	4,775.42	2,813.65
End Chk Acct Balance		4,642.33	2,798.97	Int Bearin 3,000.00	3,487.21	3,142.49	3,195.80

7,146.65

June							
Cash Receipts	3,395.78	3,828.76	3,114.73	2,912.93	1,277.92	3,447.36	5,483.33
Cash Expenditure	4,529.50	5,178.09	5,538.45	3,353.76	3,746.59	3,927.62	<u>7,637.44</u>
Month End Total	7,202.75	3,589.95	7,123.55	3,705.82	3,793.12	3,886.81	4,228.04
-Qual Cap to 2010 Dep to 2018		3,258.98	5,942.95	Dep 3,000.00	3,725.42	4,775.42	3,233.65
End Chk Acct Balance		5,848.93	3,066.50	Int Bearin 0,000.00	3,518.54	5,662.23	7,461.69

3,705.82

July							
Cash Receipts	4,975.75	3,635.11	7,263.56	2,731.63	3,976.57	3,017.15	1,930.04
Cash Expenditures	3,558.00	3,693.53	1,337.16	7,588.33	5,459.95	3,099.86	<u>3,102.00</u>
Month End Total	3,620.50	7,531.53	3,049.95	4,849.12	7,309.74	2,804.10	3,056.08
-Qual Cap to 2010 Dep to 2018		3,132.65	5,469.03	Dep 3,000.00	3,775.42	3,590.42	3,383.65
End Chk Acct Balance		7,664.18	3,518.98	Int Bearin 0,000.00	4,085.16	3,394.52	3,439.73

4,849.12

August							
Cash Receipts	3,388.71	2,546.65	3,617.54	3,258.32	5,970.24	3,769.19	3,221.44
Cash Expenditures	1,447.56	3,028.22	1,209.63	7,176.73	3,942.97	1,614.23	<u>3,813.76</u>
Month End Total	5,561.65	4,049.96	3,457.86	5,930.71	3,337.01	7,959.06	5,463.76
-Qual Cap to 2010 Dep to 2018		4,025.15	3,311.81	Dep 3,000.00	3,775.42	3,590.42	3,698.95
End Chk Acct Balance		3,075.11	3,769.67	Int Bearin 0,000.00	3,112.43	4,549.48	3,162.71

Total GF Cash Receipts for Year			3,595.88	3,258.08	5,305.46	3,821.18	3,723.28
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0.25                      0.04                      (0.25)                      0.15

2013	2014	2015	2016
5,463.76	3,428.79	1,335.73	2,628,307.90
<u>3,698.95</u>	<u>5,864.58</u>	<u>4,126.12</u>	<u>283,975.81</u>
3,162.71	5,293.37	5,461.85	2,912,283.71
4,742.03	1,841.43	3,281.88	2,389,138.56
<u>3,795.78</u>	<u>3,897.82</u>	<u>3,340.43</u>	<u>784,463.93</u>
3,410.01	1,372.40	3,277.18	4,232,982.53
<u>1,786.55</u>	<u>5,864.58</u>	<u>2,457.12</u>	<u>283,975.81</u>
2,196.56	7,236.98	2,734.30	4,516,958.34
2,326.61	5,820.41	2,338.19	539,961.39
<u>3,667.00</u>	<u>4,224.80</u>	<u>3,854.94</u>	<u>808,447.45</u>
2,069.62	2,968.01	3,760.43	3,964,496.47
1,786.55	5,864.58	2,457.12	283,975.81
3,856.17	3,832.59	3,217.55	4,248,472.28
3,136.20	3,261.27	3,900.56	152,010.85
<u>5,845.22</u>	<u>1,905.56</u>	<u>7,974.59</u>	<u>1,034,561.56</u>
2,360.60	4,323.72	2,686.40	3,081,945.76
1,786.55	5,864.58	2,457.12	283,975.81
4,147.15	3,188.30	5,143.52	3,365,921.57
1,901.30	3,816.73	3,565.85	248,227.51
<u>2,576.59</u>	<u>1,307.96</u>	<u>1,020.54</u>	<u>794,564.23</u>
1,685.31	1,832.49	5,231.71	2,535,609.04
1,786.55	5,864.58	2,457.12	283,975.81
3,471.86	7,697.07	7,688.83	2,819,584.85

4,923.24	5,042.00	4,482.24	1,758,387.98
<u>7,283.76</u>	<u>1,675.54</u>	<u>1,692.06</u>	<u>896,957.50</u>
3,324.79	5,198.95	3,021.89	3,397,039.52
1,786.55	5,864.58	2,457.12	283,975.81

1,111.34	1,063.53	0,479.01	3,681,015.33
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0,761.06	3,588.06	1,182.53	789,776.06
<u>2,725.07</u>	<u>3,230.29</u>	<u>3,961.02</u>	<u>899,588.08</u>
7,360.78	2,556.72	3,243.40	3,287,227.50
3,706.55	5,864.58	2,457.12	283,975.81
3,067.33	3,421.30	1,700.52	3,571,203.31

5,480.88	1,244.39	7,981.80	546,787.36
<u>7,883.01</u>	<u>4,360.93</u>	<u>4,769.35</u>	<u>793,112.90</u>
4,958.65	3,440.18	2,455.85	3,040,901.96
3,706.55	5,864.58	2,457.12	283,975.81
3,665.20	5,304.76	4,912.97	3,324,877.77

3,470.73	2,389.43	1,911.22	472,010.44
<u>3,417.96</u>	<u>3,547.93</u>	<u>3,917.19</u>	<u>900,153.47</u>
5,011.42	3,281.68	0,449.88	2,612,758.93
4,772.92	3,864.58	2,451.12	283,975.81
3,784.34	0,146.26	2,901.00	2,896,734.74

3,696.02	3,551.21	2,495.13	2,325,525.95
<u>3,135.45</u>	<u>2,221.16</u>	<u>7,324.38</u>	<u>840,947.23</u>
7,571.99	3,611.73	5,620.63	4,097,337.65
3,374.52	3,864.28	3,062.10	283,975.81
3,946.51	3,476.01	3,682.73	4,381,313.46

1,233.86	1,685.78	1,067.50	1,389,240.76
<u>4,811.45</u>	<u>7,943.27</u>	<u>5,837.02</u>	<u>841,703.12</u>
3,994.40	3,354.24	3,851.11	4,644,875.29
3,374.52	3,564.58	7,256.50	233,707.37
3,368.92	3,918.82	3,107.61	4,878,582.66

4,408.52	3,536.92	3,949.53	166,613.97
<u>1,387.78</u>	<u>5,292.30</u>	<u>2,920.20</u>	<u>1,005,178.81</u>
7,015.14	3,598.86	3,880.44	3,806,310.45
5,864.58	3,574.99	3,712.81	229,510.11
2,879.72	5,173.85	7,593.25	4,035,820.56

3,913.82	3,292.77	3,931.34	159,624.44
<u>1,500.17</u>	<u>3,555.90</u>	<u>4,503.88</u>	<u>893,735.23</u>
3,428.79	1,335.73	3,307.90	3,072,199.66
5,864.58	4,126.12	3,975.81	279,510.11
5,293.37	5,461.85	2,283.71	3,351,709.77

2,994.27	7,070.40	3,087.77	10,937,305.27
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0.03	0.12	(0.03)	0.06
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<u>3-5 yrs</u>	<u>Item</u>	<u>When</u>	<u>Cost - (Approx.)</u>	<u>Priority</u>
	High School Gym Floor/Bleachers/Doors/Paint	TBD	\$250,000-\$500,000	Mid/High
	HS Gym hoops straight upward			
	Carpet rotation	Annual and on-going	\$5,000-\$10,000 annually	Mid/High
	LED Lights - Jr/Sr High (Auto Shop)	2025	\$ 10,000.00	High
	LED Lights - Elementary	Consider rotation per	\$10,000-\$15,000 annually	Low/mid
	Elementary Restroom Partitions	TBD - in 3-6 Bldg		Low/mid
	New Maintenance Shed	Mod - Spring '23	\$ 30,000.00	
	Elementary roof - New Shingles	Spring '25	\$25,000 - Ins. Deduct	High
	Lower level high school restrooms	TBD	Est. \$150,000-\$200,000	Mid
	Greenhouse - FFA	TBD	\$25,000-\$50,000	Mid
	Elementary Flat Roof - Lockerroom and main hall way	TBD	No estimate	Mid/High
	Hard surface parking lot for Maintenance shed area	TBD	New gravel seems to be	Low/Mid
	Move District Office and Board Room to the 3-6 Bldg	2025-2026	\$25,000-\$30,000	Low/Mid
	Elementary playground (3-6)			
	Vehicle replacement			
	Track parking concrete			
	Respit restroom at track			
	HS Parking lot panel replacement	Annual	\$10-\$15,000	Mid/High



**Strategic Plan Update**  
**7/14/25**

**WCS Guiding Principle I:**  
**Expanded Learning Opportunities**

Priority 3

Objective: To ensure diversified learning experiences for all students through expanded learning opportunities, college, career, and technical training curriculum, high-quality instruction, and learning that accelerate the growth of each student.

- 1) 20 of the 22 indicators are completed and on-going.
  - a) Accomplishments:
    - i) New curriculum adoption cycle through 2030.
    - ii) Expanded dual credit options in Fundamentals of Education, Pre-Calculus, Personal Finance, Friday's at Northeast, and WSC.
    - iii) Increase in EL resources including an additional EL teacher for newcomers.
    - iv) MTSS system is in place and functioning with a district leadership and building level leadership teams.
    - v) Increase in support services for students including Heartland Counseling, the SRO, and local partnerships.
    - vi) Enhanced career exploration and job shadow opportunities, including the addition of another STS teacher for construction, drafting, robotics, and woods.
  - b) Areas to continue development:
    - i) Continue development of the HAL program.
    - ii) Consider new alternative pathways to graduation for students at risk.

**WCS Guiding Principle II:**  
**District Resources**

Priority 1

Objective: To sustain effective and efficient use of resources focused on continuous improvement, expansion and support of student learning, safe and effective learning facilities, and highly effective staff to support our students.

- 1) 18 of the 19 indicators are completed and on-going.
  - a) Accomplishments:
    - i) Completion of the \$28 million dollar facility project.

- ii) Staffing additions to accommodate the new facility space per enrollment and program needs.
  - iii) Expansion of partnerships with WSC, PMC, and Heartland Counseling.
  - iv) Established process for MTSS to review the district Instructional Model and Behavior Expectations utilizing data.
  - v) Successful Cognia Five Year Accreditation review in 23-24, along with aligning goals from the District Strategic Plan, Cognia, and MTSS.
- b) Areas to continue development:
- i) Develop a comprehensive 3-5 year maintenance and technology plan.

### **WCS Guiding Principle III:**

#### **Engagement and Inclusion**

##### Priority 4

Objective: Establish relationships to grow and sustain long-term improvements through positive connections with and among the students, all staff, and community stakeholders.

- 1) 7 of the 14 indicators are completed and on-going
  - a) Accomplishments:
    - i) Parent engagement opportunities have increased with Title Nights, Health and Wellness nights, curriculum nights, and a high school parent advisory committee. Athletic boosters, music boosters, School Foundation, and WEB continue to be strong partnerships with parents.
    - ii) Administrators are actively involved in community group associations.
    - iii) The job shadow and mentoring program has evolved and includes a new future up career day for 10th graders in which businesses come to school in a career fair type of manner.
  - b) Areas to continue development:
    - i) Increase parent participation in P/T conferences at the 7th-12th grade level.
    - ii) Involve parents in more educational decisions such as curriculum resource adoption.
    - iii) Administrative evaluation of all parent engagement opportunities should be conducted each fall, with implementation of new opportunities.
    - iv) Provide community feedback opportunities on a regular basis utilizing surveys and community information events.

**WCS Guiding Principle IV:  
Student and Staff Well-Being**

Priority 2

Objective: Ensure the learning environment and social-emotional, mental health supports are implemented and accessible for the health, safety, and well-being of students and staff to attain the best physical and emotional health possible.

- 1) All of the 14 indicators are completed and on-going.
  - a) Accomplishments:
    - i) This guiding principle was a focus of the MTSS process and staff during the 24-25 school year.
    - ii) The MTSS process has become systematic and has been adopted throughout the pk-12 system. An in-service calendar is developed and followed annually.
    - iii) Social and emotional behavior learning has been monitored using DESSA data by the MTSS district team and the data team.
    - iv) IMPACT in the k-6 level, and Advisory in the 7-12 level has included lesson plans on social learning and relationship building.
    - v) ESU 1 staff conducted classroom observations in fall and spring semester, and the data was analyzed by the MTSS committee to establish goals for differentiation and student engagement.
  - b) Areas to continue development
    - i) The 7-12 staff will be trained in Restorative Practices to be implemented during Advisory periods.
    - ii) A continued commitment to student and staff well-being must be maintained and nurtured with the new Pk-2, 3-6, 7-12 building structure.

**WCS Guiding Principle V:  
Personnel Effectiveness**

Priority 5

Objective: To ensure the district provides educational leadership and highly effective staff to support our students academically, personally, and in their individual social growth.

- 1) 12 of the 16 indicators are completed or on track.
  - a) Accomplishments:
    - i) A good systematic MTSS process is in place, with regular meetings and an end of year retreat, and an annual in-service calendar.
    - ii) We have an established instructional model and behavior model that was developed and implemented by all staff.

- iii) The new DESSA screener has provided good data, and provides resources for staff for the IMPACT and Advisory periods.
- b) Areas to continue development:
  - i) Several indicators are slated for the 2025-26 school year and beyond, including implementing staff and student surveys annually, use of data to make instructional decisions, and a continued focus on student and staff well-being and positive culture.
  - ii) The PLC component of the MTSS process is an area of focus for improvement for the staff.

**WCS Guiding Principle VI:**

**Board Governance**

Objective: To ensure the mission and vision of Wayne Community Schools aligns to the goals, community expectations, and outcomes utilized to measure improved learning for all students.

- 1) Most indicators are regular monthly and annual processes.