

Board of Education Regular Meeting
Monday, June 13, 2022 4:30 PM
Room 115
802 Highland Street
Wakefield, NE 68784

1. Opening Procedures
 - 1.1. Call to Order
 - 1.2. Open Meetings Act
 - 1.3. Pledge of Allegiance
Brown
 - 1.4. School District Mission Statement
Brown
 - 1.5. Roll Call
2. Approval of Agenda
3. Awards and Special Recognition
4. Recognition of Visitors/Communication from the Public
 - 4.1. Presentation by Matt Fischer of First National Capital Markets
Farup
 - 4.2. WEA
5. Reports
 - 5.1. Administrators
 - 5.1.1. Elementary Principal Report
Mr. Wulf
 - 5.1.2. Secondary Principal Report
Mrs. Zach
 - 5.1.3. Superintendent Report
Mr. Farup

5.2. Board Committee Reports

5.2.1. Board Policy
Lundahl

5.2.2. Building, Sites & Transportation
Litchfield

5.2.3. Business & Finance
Godinez

5.2.4. American Civics, Curriculum & Technology
Keagle

5.2.5. Negotiations & Public Relations
Brown

5.2.6. Strategic Planning
Riewer

6. Discussion and Action Items

6.1. Consent Agenda

6.1.1. Minutes of the previous meeting

6.1.2. Financial Reports

6.2. Discuss and take appropriate action approving the Policy Committee's review of policy series 1000 and 2000.
Farup and Lundahl

6.3. Discuss and take appropriate action regarding a recommendation from the Policy Committee to approve updates to policies 2008, 2009, 2010, 3003.1, 3004.1, 3012, 3057, and 5012 as reviewed and to include the required updates.
Lundahl and Farup

6.4. Discuss and take appropriate action regarding a recommendation from the Policy Committee to approve updates to policies 4056 and 6021 as reviewed and to include the recommended updates.
Farup and Lundahl

6.5. Discuss and take appropriate action regarding a recommendation from the Policy Committee to adopt policies 4064 and 6037 as reviewed.
Farup and Lundahl

6.6. Discuss and take appropriate action based on the Policy Committee's recommendation to remove the Resolution to Policy 5004.

6.7.

Farup and Lundahl

6.8. Discuss and take appropriate action on a revised Mission, Vision, and Beliefs statement for Wakefield Community Schools. Take appropriate action to revise Policy 1003.

Farup

6.9. Discuss the Superintendent's decision to approve the addition of Girl's Wrestling as an official school-sponsored activity sanctioned by the NSAA. Discuss criteria and possible future Board policy on the adoption and deletion of extra-curricular activities.

Farup

6.10. Review, discuss and take action to approve Superintendent Evaluation.

Brown

7. Upcoming Dates and Times

7.1. Set the date and time for the next regular meeting

8. Adjournment



Wakefield Community School
Home of the Trojans

WAKEFIELD COMMUNITY SCHOOL DISTRICT
Board Presentation
June 13, 2022

Wakefield Financial Profile

- ❖ General Fund
 - Receipts
 - Expenses
 - Necessary Cash Reserve
- ❖ Depreciation Fund
- ❖ Special Building Fund
- ❖ Capital Replacement Schedule

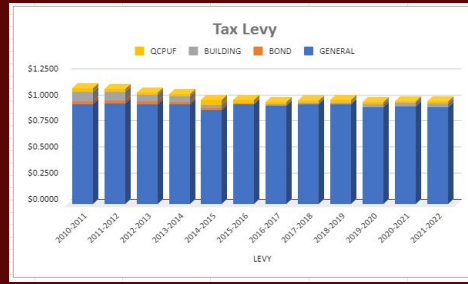
Where Does the Money Come From?

Receipts

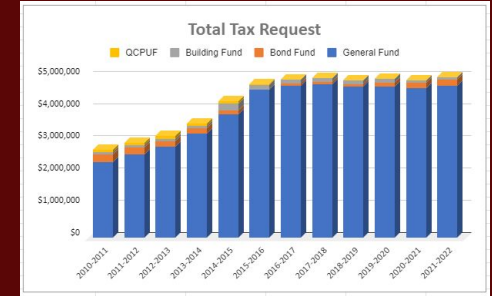
Valuations more than doubled from 2010-11 to 2016-17. Since then the district valuation has remained relatively the same, around \$500,000,000.



As district valuations climbed the district was able to lower the total levy from a high of almost \$1.11 to a levy around \$.98. Total levy has been at that level for the past 3 years.



Property taxes requested to operate the district have remained nearly the same during the past 6 years. Around \$4.7 M for the General Fund.



HISTORICAL TAXES COLLECTED

This chart illustrates the General fund taxes that have been received during the past eleven fiscal years. Collections have averaged right at 94%.

	2010-2011	2011-2012	2012-2013	2013-14	2014-15	2015-16	2016-17	2017-18	2018-19	2019-20	2020-21
Received	\$2,214,474	\$2,517,895	\$2,606,533	\$2,958,972	\$3,616,484	\$4,283,657	\$4,746,532	\$4,222,561	\$4,468,499	\$4,076,345	\$4,581,430
Request	\$2,360,041	\$2,588,703	\$2,820,483	\$3,229,818	\$3,833,721	\$4,593,168	\$4,725,233	\$4,766,243	\$4,692,978	\$4,697,324	\$4,653,880
% Received	93.82%	97.20%	92.42%	91.63%	94.33%	93.26%	100.60%	88.59%	95.22%	86.79%	98.44%
											Average 93.86%

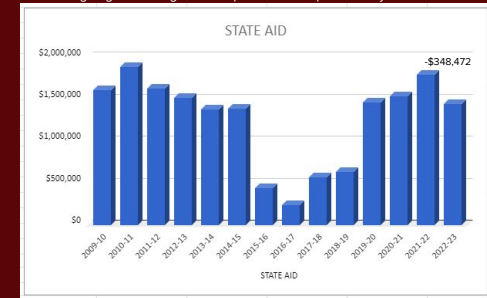
REVENUE BY CATEGORY

Like most districts, the majority of the funding for the Wakefield district comes from local property taxes. This chart illustrates other funding sources which provide revenue to operate the district.

	PERCENT OF TOTAL RECEIPTS											
	2010-2011	2011-2012	2012-2013	2013-2014	2014-2016	2016-2016	2016-2017	2017-2018	2018-2019	2019-2020	2020-21	2021-22
Taxes	41.80%	49.00%	49.07%	55.05%	56.50%	71.62%	78.96%	69.24%	70.33%	59.32%	58.07%	56.31%
Total Local	44.00%	51.75%	51.79%	57.96%	62.17%	74.57%	79.70%	72.31%	73.42%	62.21%	61.52%	58.86%
State	37.80%	40.69%	38.69%	36.13%	20.48%	20.07%	15.76%	22.30%	21.83%	34.75%	35.61%	34.34%
Federal	15.91%	7.27%	8.87%	5.07%	4.90%	4.77%	4.00%	5.11%	3.99%	2.63%	4.99%	6.46%
Other	0.38%	0.30%	0.48%	0.25%	0.40%	0.59%	0.54%	0.42%	0.77%	0.21%	0.20%	0.32%

STATE AID

State Aid dropped significantly from 2010-2011 to 2016-17. Since 2016-17 dollars from the state grew back to nearly the 2010-11 level. For 2022-23 there is going to be a significant dip in the funds provided by the state.



State Aid Calculation

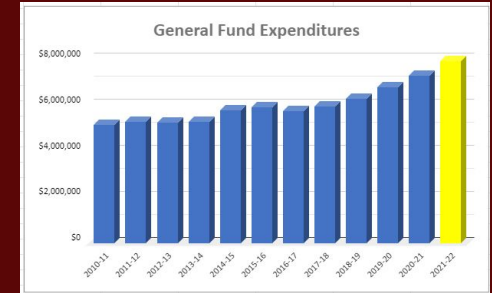
	2021-22	2022-23	Difference
Formula Students	507.37	497.89	-9.48
Formula Needs			
Basic Funding	\$6,506,196	\$6,378,583	-\$127,613
Poverty	\$260,100	\$287,070	\$26,970
LEP	\$233,750	\$243,839	\$10,089
SPED	\$360,611	\$383,343	\$22,732
Transportation	\$108,063	\$104,561	-\$3,502
Distance Ed	\$7,499	\$12,105	\$4,606
Stabilization		\$88,293	\$88,293
Total Needs	\$7,470,001	\$7,464,641	-\$5,360
Formula Resources			
Local Effort	\$4,941,440	\$5,125,102	\$183,662
Net Option	\$83,178	\$53,126	-\$30,052
Allocated Inc	\$36,620	\$36,498	-\$22
Other Receipts	\$740,450	\$899,553	\$159,103
Total Resources	\$5,801,688	\$6,114,279	\$312,591
Needs - Res	\$1,668,113	\$1,350,362	-\$317,751
State Aid			
Equilization Aid	\$1,668,113	\$1,350,362	-\$317,751
Net Option	\$83,178	\$53,126	-\$30,052
Allocated Inc	\$36,620	\$36,498	-\$22
Prior Yr Correct	-\$1,619	-\$1,966	-\$347
Total State Aid	\$1,786,492	\$1,438,020	-\$348,472

Where Does the Money Go?

Expenses

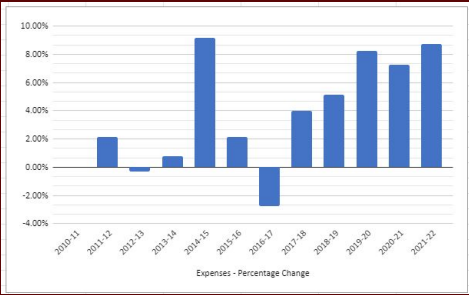
Annual Expenses

For 2021-22 the expenses are projected to be around \$7.8 M. This would be an increase of about \$600,000 from 2020-21 expenses.



Annual Expenses

During the past several years the annual increase in general fund expenses has averaged close to 8 percent.



Adjusted GFOE for State Aid Calculation

For 2020-21 Wakefield's General Fund Operating Expenses (GFOE) were \$823,799 less than the average for their comparison schools. This means Wakefield spent \$1,833 less per student than the average of the comparison school cost group.

NAME	Formula Students	Adjusted GFOE	Adjusted GFOE per Formula Student
PONCA PUBLIC SCHOOLS	432.42	\$5,768,406	\$13,340
CENTENNIAL PUBLIC SCHOOLS	433.71	\$7,244,767	\$16,704
FREEMAN PUBLIC SCHOOLS	434.20	\$5,272,822	\$12,144
CEDAR BLUFFS PUBLIC SCHOOLS	439.81	\$6,434,255	\$14,630
CENTURA PUBLIC SCHOOLS	442.57	\$6,407,910	\$14,479
ELMWOOD-MURDOCK PUBLIC SCHOOLS	456.50	\$5,494,643	\$12,037
WOOD RIVER RURAL SCHOOLS	467.00	\$7,272,060	\$15,572
BRIDGEPORT PUBLIC SCHOOLS	468.97	\$6,540,590	\$13,947
JOHNSON CO CENTRAL PUBLIC SCHS	485.05	\$6,458,303	\$13,315
MADISON PUBLIC SCHOOLS	490.75	\$6,007,884	\$12,242
WAKEFIELD PUBLIC SCHOOLS	497.89	\$5,637,795	\$11,323
TEKAMAH-HERMAN COMMUNITY SCHS	504.24	\$6,781,067	\$13,448
UMO N HO N NATION PUBLIC SCHS	504.90	\$5,420,653	\$10,749
HERSHEY PUBLIC SCHOOLS	509.80	\$7,139,495	\$14,004
YUTAN PUBLIC SCHOOLS	514.96	\$5,686,554	\$11,043
BATTLE CREEK PUBLIC SCHOOLS	516.56	\$6,069,752	\$11,750
ORD PUBLIC SCHOOLS	519.47	\$7,759,618	\$14,938
GORDON-RUSHVILLE PUBLIC SCHS	523.01	\$6,597,520	\$12,614
GIBBON PUBLIC SCHOOLS	531.78	\$6,005,118	\$11,293
LOGAN VIEW PUBLIC SCHOOLS	563.10	\$6,889,789	\$12,235
WINNEBAGO PUBLIC SCHOOLS	567.26	\$8,804,478	\$15,521
Average	490.64	\$6,461,594	\$13,206

Comparison of Receipts and Expenses with Future Projections

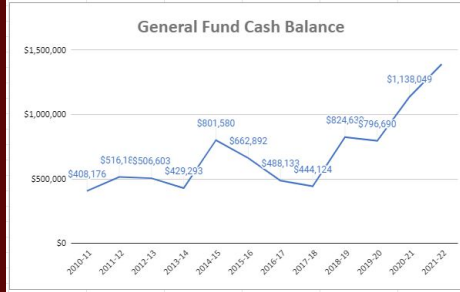
Annual Expenses and Receipts

During this ten year time frame receipts for the district have outpaced expenses during most years. This has allowed the cash reserves in the general fund to grow.

	2011-2012	2012-2013	2013-14	2014-15	2015-16	2016-17	2017-18	2018-19	2019-20	2020-21
Expenses	\$5,250,249	\$5,234,514	\$5,274,598	\$5,767,871	\$5,882,210	\$5,718,669	\$5,945,945	\$6,261,493	\$6,764,676	\$7,254,883
Percent chg.	2.12%	-0.30%	0.77%	9.16%	2.16%	-2.78%	3.97%	5.14%	8.21%	7.24%
Receipts	\$5,132,018	\$6,311,385	\$5,376,445	\$6,078,193	\$5,744,631	\$5,956,320	\$6,098,065	\$6,363,792	\$6,872,319	\$7,768,848
Percent chg.	-3.01%	3.50%	1.21%	13.07%	-5.49%	3.67%	2.40%	4.19%	8.16%	13.05%
Difference	-\$118,231	\$76,871	-\$100,947	-\$320,522	-\$137,579	\$236,651	-\$152,120	-\$102,299	-\$107,644	-\$514,165

Cash Reserve

The recommended cash reserve is at least the equivalence of three months of expenses. For Wakefield this would be \$1.8 - 2.0 million.



Levy Setting

One of the challenges ahead for the district will be determining where the funds to operate the district will come from. Here is a historical review of levies and a look ahead if levies remain near the current level.

Historical Levies and Projections							
YEAR	VALUATIONS	GENERAL	BOND	BUILDING	OCPUF	TOTAL	Gen & Bid
2010-2011	\$247,068,059	\$0.9553	\$0.0303	\$0.0947	\$0.0286	\$1.1089	\$1.0142
2011-2012	\$268,037,004	\$0.9658	\$0.0289	\$0.0807	\$0.0267	\$1.1021	\$1.0214
2012-2013	\$293,920,948	\$0.9596	\$0.0259	\$0.0806	\$0.0271	\$1.0732	\$1.0126
2013-2014	\$336,579,636	\$0.9596	\$0.0232	\$0.0605	\$0.0212	\$1.0545	\$1.0040
2014-2015	\$425,779,753	\$0.9004	\$0.0202	\$0.0303	\$0.0464	\$0.9973	\$0.9670
2015-2016	\$478,654,388	\$0.9596	\$0.0051	\$0.0025	\$0.0303	\$0.9975	\$0.9950
2016-2017	\$500,555,282	\$0.9420		\$0.0152	\$0.0253	\$0.9825	\$0.9673
2017-2018	\$498,300,323	\$0.9565		\$0.0151	\$0.0227	\$0.9943	\$0.9792
2018-2019	\$489,013,718	\$0.9596		\$0.0152	\$0.0227	\$0.9975	\$0.9823
2019-2020	\$503,518,452	\$0.9329		\$0.0251	\$0.0204	\$0.9784	\$0.9533
2020-2021	\$495,884,894	\$0.9385		\$0.0306	\$0.0182	\$0.9873	\$0.9567
2021-2022	\$505,707,580	\$0.9315		\$0.0373	\$0.0179	\$0.9867	\$0.9454
2022-2023	\$506,000,000	\$0.9400		\$0.0370	\$0.0180	\$0.9950	\$0.9580
2023-2024	\$506,000,000	\$0.9400		\$0.0370	\$0.0180	\$0.9950	\$0.9580
2024-2025	\$506,000,000	\$0.9400		\$0.0370	\$0.0180	\$0.9950	\$0.9580
2025-2026	\$506,000,000	\$0.9400		\$0.0370	\$0.0180	\$0.9950	\$0.9580
2026-2027	\$506,000,000	\$0.9400		\$0.0370	\$0.0180	\$0.9950	\$0.9580

Funds Generated by Property Taxes

Here are the revenues generated by historical property tax levies, and those that will be generated in the future if the valuation holds steady and levies remain near current levels.

YEAR	General Fund Tax	Bond Fund Tax	Building Fund Tax	QCPUF Tax
2010-2011	\$2,360,241	\$74,862	\$233,973	\$70,661
2011-2012	\$2,588,701	\$77,463	\$216,306	\$71,566
2012-2013	\$2,820,463	\$76,125	\$178,116	\$79,652
2013-2014	\$3,229,818	\$78,086	\$169,973	\$71,355
2014-2015	\$3,833,721	\$86,008	\$129,011	\$197,562
2015-2016	\$4,593,168	\$24,411	\$11,966	\$145,032
2016-2017	\$4,715,231	\$0	\$76,084	\$126,640
2017-2018	\$4,766,243	\$0	\$75,243	\$113,114
2018-2019	\$4,692,576	\$0	\$74,330	\$111,006
2019-2020	\$4,697,324	\$0	\$126,383	\$102,718
2020-2021	\$4,653,880	\$0	\$151,741	\$90,251
2021-2022	\$4,710,666	\$0	\$188,629	\$90,471
2022-2023	\$4,756,400	\$0	\$187,220	\$91,080
2023-2024	\$4,756,400	\$0	\$187,220	\$91,080
2024-2025	\$4,756,400	\$0	\$187,220	\$91,080
2025-2026	\$4,756,400	\$0	\$187,220	\$91,080
2026-2027	\$4,756,400	\$0	\$187,220	\$91,080

General Fund Revenue and Projection

If revenues from property taxes remain roughly the same as they were for 2021-22 there will likely be a significant reduction in operational dollars in the general fund.

	2017-18	2018-19	2019-20	2020-21	2021-22	2022-23	2023-24	2024-25	2025-26
Taxes	\$4,222,561	\$4,468,499	\$4,076,945	\$4,581,430	\$4,428,026	\$4,471,016	\$4,471,016	\$4,471,016	\$4,471,016
Total Local	\$4,409,455	\$4,664,847	\$4,275,041	\$4,779,297	\$4,628,026	\$4,671,016	\$4,671,016	\$4,671,016	\$4,671,016
State	\$1,351,379	\$1,386,977	\$2,388,376	\$2,611,078	\$2,700,000	\$2,500,000	\$2,500,000	\$2,500,000	\$2,500,000
Federal	\$311,673	\$263,228	\$184,764	\$356,894	\$510,000	\$250,000	\$250,000	\$250,000	\$250,000
Other	\$25,558	\$48,740	\$14,138	\$21,579	\$25,000	\$25,000	\$25,000	\$25,000	\$25,000
TOTAL	\$6,098,065	\$6,363,792	\$6,872,319	\$7,768,848	\$7,863,026	\$7,446,016	\$7,446,016	\$7,446,016	\$7,446,016
Percent chg	2.40%	4.16%	8.16%	13.05%	1.21%	-5.30%	0.00%	0.00%	0.00%

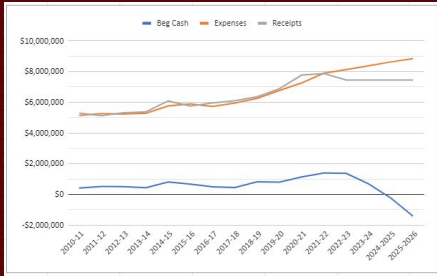
General Fund Expenses and Projection

During the past three years general fund expenses have averaged about an 8% increase annually. During the five years prior to that the annual increase was about 3.7%. For projection purposes, at this point, a 4% annual increase is being illustrated here.

2017-18	2018-19	2019-20	2020-21	2021-22	2022-23	2023-24	2024-25	2025-26
\$5,945,945	\$6,251,493	\$6,764,675	\$7,254,683	\$7,888,968	\$8,204,527	\$8,532,708	\$8,874,016	\$9,228,977
3.97%	5.14%	8.21%	7.24%	8.74%	4.00%	4.00%	4.00%	4.00%

Cash Balance/Projection

The chart below is based on a General Fund levy of .94 through 2025-26, no change in valuations and no change in state or federal receipts. It also accounts for an annual increase of 4.0% in expenses.



How Do We Deal With Funding Shortfall?

- Increase property taxes.
 - Still time for some incremental increases.

- Enrollment growth should result in additional state funding.

- Federal funding may continue to provide some enhanced support.

Planning for Capital Expenditures

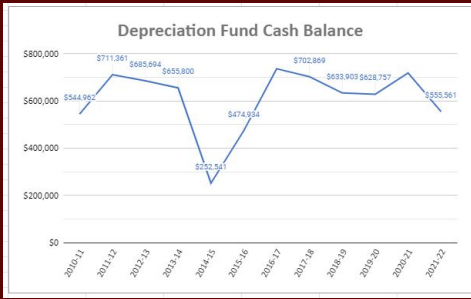
- Understand your funding sources
 - Depreciation Fund - Building Fund

- Capital Replacement Schedule

- Possible Scenarios

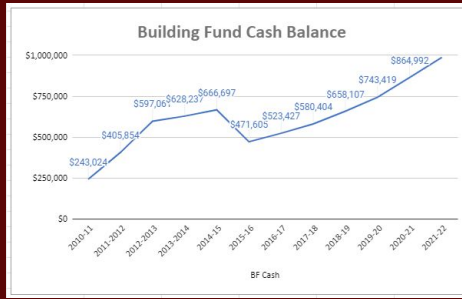
Depreciation Fund

This fund provides a means for addressing capital improvement needs that do not fit under the guidelines for Building Fund projects.



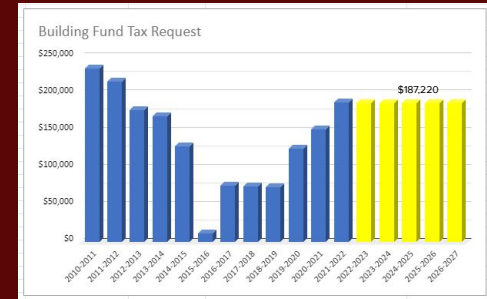
Building Fund Balance

Having a defined Capital Replacement schedule will help guide what dollars will be needed in this fund and when and how those funds will be spent.



Building Fund Tax Request and Projection

This chart illustrates a \$.03 levy for the next five years which will generate about \$230,000 annually.



Elementary Principal Report

Board of Education

June 2022

- The end of May and the beginning of June have been closing up the 2021–2022 school year and planning for the upcoming 2022–2023 school year. I have been actively working on modifying the schedule to make sure that we have appropriate time for core instruction in all content areas. This has led to some rearrangement of the master schedule.
- In addition to strengthening the core (tier I), I have been working on ways to streamline the tier II process for kids. Once plans are finalized, I will share how this will look with the board.
- During the last month, I have had the opportunity to participate in multiple professional development activities. Wakefield was selected to participate in the Mental Health Institute which was held on two days at the ESU. During this time, our team worked on our Continuous Improvement Plan to include Social Emotional Learning (SEBL) in conjunction with our academic plan. The team determined that our focus goal for the year will be to strengthen and modify our core (tier I) as needed. Part of this focus will also include fidelity checks.
- Mr. Farup, Mrs. Zach, Mr. Brenn, Ms. Messersmith and I added a two day workshop with Phil Warrick. During this workshop we worked on various items including some coaching strategies to use with teachers. This training is appropriate to count for our annual teacher evaluation training.
- Mr. Farup, Mrs. Zach and I attended a Positive Behavior Intervention Support Training for Administrators. During this training we were introduced to the components of PBIS and how we can implement them at the district and building levels. We will work on researching, designing and implementing PBIS over the next school year.
- Staff Changes: Michelle Kotas–preschool (formerly Mrs. Peters), Brandy Langley–1st grade (formerly Mrs. Schlickbernd), Beth Dather–4–6 science (formerly Mr. Brenn), Sara Schickbernd–reading specialist (formerly Mrs. Manz), Mallory Anderson–tier II interventions and technology (formerly Mr. McCreary and paraprofessionals).

Special Education Update:

- A few definitions: IEP (individualized education plan) is designed for all eligible students to address student needs and goals. An IEP is designed by a team of professionals to make sure that eligible students are getting the most appropriate educational experience. In an IEP you will find many components, but the accommodations and modifications are a significant component. Accommodations and modifications are provided to an eligible student to allow them to be successful in the educational setting.

Secondary Principal Report
June, 2022
Angie Zach

Continuous School Improvement

- A portion of our District Leadership Team attended the Mental Health Institute at the ESU May 25-26. We were targeted for this institute because of the work we are doing with MTSS. The focus of the institute was to create a district goal for SEBL (social emotional behavior learning) implementation. Brooke Gebers was also in attendance and spent time with our team to integrate the goal we created into our CIP template. Attending the institute was very validating for the work we did with MTSS this past school year. As a team, we created a goal to “build tier 1 SEBL through a PBIS (positive behavioral interventions and supports) lens”.
- As a result of our participation in the Mental Health Institute, we have the opportunity to partner with NDE’s Mental Health Project to develop SEBL in our tier 1. In exchange for their expertise and meeting their project requirements, we would receive valuable feedback as well as a choice of financial supports to help us achieve our SEBL goal. One specific requirement is to establish a mental health team. We intend to include parents/community members on this team. Staff serving on the mental health team represent both the high school and elementary.
- Mr. Wulf, Mr. Farup, and I attended the Schoolwide PBIS virtual training on June 8. I will also be attending the following virtual trainings for MTSS implementation: SWIS training, PBIS for Administrators, and Tier 2 PBIS.
- Mr. Wulf, Mr. Farup, and I attended the 2-day Phil Warrick workshop at the ESU. The training focused on effective systems of high reliability schools. The highlight for me was how to approach a review of our instructional model so that it aligns with our district’s mission, vision, and beliefs.

Additional Notes

- PD has been scheduled for August 11 for staff who will be using or monitoring Odysseyware this coming school year
- Aside from the professional development opportunities I have scheduled, my “to do” list for the summer includes the following:
 - Create a co-teaching manual
 - Create an alternative education program description and process
 - Create a process for collaborative instructional planning and implementing UDL (Universal Design for Learning)
 - Read *Coaching for Educator Wellness*
 - Read *The PD Book*
 - Read *UDL Now!*
 - Read *The Restorative Practices Playbook*

KAREN A. HAASE ^{NE, SD, IA, WY}
STEVE WILLIAMS ^{NE}
BOBBY TRUHE ^{NE, SD}
COADY H. PRUETT ^{NE, CO}



JORDAN JOHNSON ^{NE}
TYLER COVERDALE ^{SD}
SARA HENTO ^{SD, NE}
SHARI RUSSELL, Paralegal

NOTICES, REPORTS, AND POLICY REVIEWS REQUIRED OF NEBRASKA SCHOOL BOARDS

Each year, school boards are required to provide students, parents, and/or the public with notices, many of which must be provided at the beginning of the school year. Similarly, school boards must review certain policies on an annual basis, even if they do not have to provide a separate notice of that review. This list reviews the notices and policy reviews your board should complete before or during the 2022–23 school year.

Required Annual Policy Reviews

Parental Involvement Policy (5018). Although it is confusing, there are two “parental involvement” policies: one required by state law and one by federal law under Title I. State law requires the board to hold a public hearing on its parental involvement policy. After the hearing, the board must either alter and adopt the revised policy or reaffirm it as written. NEB. REV. STAT. § 79-533.

Title I Parental Involvement Policy (5057). In addition to the general parental involvement policy, the district must have a policy on the involvement of parents in its Title I program. The board must “conduct, with the involvement of parents, an annual evaluation of the content and effectiveness of the parental involvement policy in improving the academic quality of the schools served....” 20 U.S.C. § 6318(a)(2)(E) (Elementary and Secondary Education Act § 6318(B)). *Note that NDE has been looking for evidence of parental input in the “annual evaluation” of the policy and programs. We recommend that you provide evidence of input from at least one affected parent, even if that is a staff member of the district, such as recording their input in your board meeting minutes or receiving an e-mail from an affected parent suggesting changes or stating that the policy is good as written.*

Student Fees Policy (5045). The board must review the amount of money collected from students and review the waivers of student fees provided to students under its student fee policy. It must then hold a public hearing on a proposed student fee policy for the following school year. NEB. REV. STAT. § 79-2,134.

301 SOUTH 13TH STREET, SUITE 210
LINCOLN, NEBRASKA 68508

KSB SCHOOL LAW, PC, LLO
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(402) 804-8000
ATTORNEYS LICENSED IN STATES INDICATED

141 NORTH MAIN AVENUE, SUITE 504
SIOUX FALLS, SOUTH DAKOTA 57104

Bullying (5054). The board must review its bullying policy. No public hearing is required. NEB. REV. STAT § 79-2,137.

Teacher Evaluation (4031). The district must communicate with staff members in writing about the evaluation process. Rule 10 § 007.06A1a. If the district revises its evaluation instrument or process, it must submit the revised policies and procedures to the Nebraska Department of Education for approval. Rule 10 § 007.06A2.

Safety and Security Committee (3040). The district's safety and security committee must meet at least annually to prepare and/or review safety and security plans and procedures. Rule 10 § 011.01C. The district's safety and security plan must be reviewed annually by at least one person who is not on the safety and security committee and is not an employee of the district. Rule 10 § 011.01C.

Attendance and Excessive Absenteeism (5001). The board must annually review its attendance policy at a board meeting. The statute requires that this review be "in collaboration with the county attorney." We interpret the statute to allow an administrator to communicate with the county attorney either before or after the board's annual review of the policy.

SRO Program and Agreement. Section 79-2703(1) requires NDE to develop and distribute a model memorandum of understanding (MOU). NDE's model MOU requires the school, in collaboration with the applicable law enforcement agency, to conduct an annual review of the program and: (a) make modifications as necessary to accomplish stated program goals; and (b) create a report of the review to be provided to both parties and, to the extent permitted by law, made available online. The parties must establish an evaluation process, to include community stakeholders, as part of the regular review of program goals and relevant data, including the specific measures, data points, and metrics included in the report. The first annual report is for the first full school year following the formation of the MOU.

Required Biennial Policy Reviews

Federal Inventory Review (3004.1). The Education Department General Administrative Regulations (EDGAR) regulations require in section 80.32 that "a physical inventory of the property must be taken and the results reconciled with the property records at least once every two years." If you've accepted federal funds to purchase physical items like iPads or kitchen equipment, you'll need to comply with the biennial inventory requirements. You also will need to tag all non-consumable purchases, like network equipment, and small property such as Chromebooks and tablets that can easily be stolen. Those in

charge of grants must ensure that procedures are in place and followed to tag equipment in a visible location and record funding details.

Required Triennial Policy Reviews

Wellness (5052). Under the Healthy and Hunger Free Kids Act of 2010 the district is required to assess and review its wellness policy to determine compliance, compare with NDE model wellness policies, and how much progress has been made toward the goals of the policy. Updates or modifications should be made after review as the board deems appropriate.

Required Reports

Insurance Coverage Report. A school board that opts to permit its members to participate in the school district's hospitalization, medical, surgical, accident, sickness, or term life insurance coverage(s) must report ***quarterly*** at a board meeting the board members who have elected such coverage. The report must be made available in the school district office for review by the public upon request.

Student Academic Performance (5012). The district must distribute an annual report to patrons about the district's academic performance. Rule 10 § 010.01A and B.

Multicultural Education (6020). The board must receive annually a report about the district's multicultural education curriculum. Rule 10 § 004.01F5.

Financial Literacy Act Report. On or before December 31, 2024, and on or before December 31st of each year thereafter, each school district must provide an annual financial literacy status report to its school board, including, but not limited to, student progress in financial literacy courses and other district determined measures of financial literacy progress from the previous school year.

Computer Science and Technology Education Report. [Beginning December 1, 2025, and each December 1st thereafter] Each school district must provide an annual computer science and technology education status report to its school board and NDE, including student progress in computer science and technology courses and other district-determined measures of computer science and technology education progress from the previous school year.

Required Notices

Family Educational Rights and Privacy Act (5016). The Family Educational Rights and Privacy Act (FERPA), requires school districts to provide parents/guardians and adult students annual notice of their rights to inspect and review education records, amend education records, consent to disclose personally identifiable information in education records, and file a complaint with the U.S. Department of Education. 34 C.F.R. § 99.7. This information is contained in the FERPA policies we have provided you and should be reproduced in your student handbook.

Protection of Pupil Rights Amendment (5015). The Protection of Pupil Rights Amendment (PPRA) requires school districts to adopt a number of policies regarding surveys, instructional materials, physical examinations, personal information used for marketing, etc. Parents must be notified of these policies at least annually at the beginning of the school year and within a reasonable time period after any substantial change is made to the policies. 20 U.S.C. § 1232(h) (c)(2)(A). This information is contained in the PPRA policy we have provided you and should be reproduced in your student handbook.

Child Nutrition Programs (3012). School districts that participate in the National School Lunch Program, the School Breakfast Program, or the Special Milk Program, must provide both parents and the public information near the beginning of the school year, about free and reduced-price meals and/or free milk. 7 C.F.R. § 245.5. Districts must provide parents with an application form. Districts must also notify students and their families of the district's policy for meal purchases by students with negative account balances.

McKinney Vento Act (5014). The McKinney Vento Act requires homeless student liaisons to provide public notice of the education rights of homeless students in places where homeless students receive services under the Act. 42 U.S.C. § 11432(g)(6). This information is included in the policy we have provided you.

The McKinney Vento Act also requires homeless student liaisons to provide public notice of the education rights of homeless students disseminated in places where homeless students receive services under the Act including schools, family shelters, and soup kitchens. The notice must be in a "manner and form" understandable to homeless students and their parents/guardians, "including, if necessary and to the extent feasible," in their native language. 42 U.S.C. § 11432(g)(6). The National Center for Homeless Students (funded by the U.S. Department of Education) has created posters (in black and white

or color, in English or in Spanish, for parents or for students) that can be ordered here: <http://center.serve.org/nche/products.php#electronic>

Title VI, Section 504, Age Discrimination Act, and Title II of the American with Disabilities Act (4001). A number of federal statutes protect the rights of beneficiaries in programs or activities that receive financial assistance from being discriminated against, and most of these statutes require districts to provide public notice of compliance with these laws. The Notice of Non-Discrimination that we have provided with this policy update should appear in your staff and student handbooks.

Drug-Free Workplace (4002). Your staff handbook should contain a notice to all employees that the school is a drug-free workplace. This is required of all recipients of federal funds pursuant to 41 U.S.C. § 702. Be sure to have your employees sign a receipt confirming that they have reviewed and understand that policy.

Notice of Policy on Opting Out of Assessments (5018). The Every Student Succeeds Act requires school districts receiving Title I funds shall notify parents that they may request, information regarding any state or local policy addressing student participation in assessments mandated by state and federal law. Schools must provide this information in a timely manner. We have included in the policy service a sample opt-out notice. If a parent requests this information, you should provide them with a copy of Policy 5018 (as amended in the 2017 Annual Updates).

Information on State and Federal Assessments. ESSA also requires all school districts to take steps to ensure that state and federal assessments are administered with transparency. School districts are required to “make widely available through public means” information on required state assessments and, if available and feasible to report, information on assessments required districtwide. This information must include:

- Subject matter assessed
- Purpose for which the assessment is designed and used
- Source of the requirement for the assessment

If the following information is available, the public notice of assessments must also include:

- Amount of time students will spend taking the assessment
- Schedule for the assessment
- Time and format for disseminating results

This information must be posted "in a clear and easily accessible manner" on the district's website.

Asbestos Management Plan. Federal law requires districts to have an asbestos management plan for all of its buildings—owned or leased—and to update it periodically, among other requirements for inspections and training if staff work in buildings which contain or may contain asbestos. At least once each school year, schools must notify parents, staff, and local associations of the plan and where it can be found.

Notice of Designation for Support. Schools which are designated by NDE as needing "comprehensive support and improvement" or "targeted support and improvement" must "promptly notify the parents" of every student of the school's identification for support, the reasons for identification, and how parents can become involved in the improvement process.

Annual Training Requirements

Dating Violence. The Lyndsay Ann Burke Act, adopted by Nebraska in 2010, requires "[e]ach school district shall provide dating violence training to staff deemed appropriate by a school district's administration. The dating violence training shall include, but not be limited to, basic awareness of dating violence, warning signs of dating violence, and the school district's dating violence policy." Neb. Rev. Stat. § 79-2,141. Notice that this does not have to be an annual training, but you should be able to point to something since 2010 that you have done which counts as "dating violence training."

Concussion Awareness. The school is obligated to make available training approved by the chief medical officer on how to recognize the symptoms of a concussion or brain injury and how to seek proper medical treatment for a concussion or brain injury to all coaches of school athletic teams. Again, this doesn't have to be re-done every year, but you should make sure all of your current coaches have had that. You also have to provide concussion and brain injury information to students and their parents or guardians prior to such students initiating practice or competition on an annual basis.

Suicide Prevention. The Nebraska Department of Education is required by NEB. REV. STAT. § 79-2,146 to provide annual suicide prevention training to schools. The statute requires that "all public school nurses, teachers, counselors, school psychologists, administrators, school social workers, and any other appropriate personnel shall receive at least one hour of suicide awareness and prevention training each year." It is up to the board to determine who constitutes "other appropriate personnel." The NDE training is web-based and takes 1-2 hours to complete, depending on the individualized responses of the trainee.

Seizure Safe Schools Act. Beginning with the 2022-23 school year:

- Each school must have at least one school employee at each school who has met the training requirements necessary to administer or assist with the self-administration of a seizure rescue medication or medication prescribed to treat seizure disorder symptoms as approved by the United States Food and Drug Administration; and
- *Every* certificated school employee must participate in a minimum of one hour of self-study review of seizure disorder materials at least once in every two school years.

Suggested Annual Reviews and/or Trainings

Although we try hard not to make service on the board of education more onerous than it already is, we think boards would also be well served to review the following policies once per year, whether it be prior to the beginning of the school year, or at the beginning of the calendar year.

Reimbursement and Miscellaneous Expenditures (2007). State statute allows the board of education to provide one recognition dinner each year for the board, employees or volunteers. You may also spend funds on “plaques, certificates of achievement, or items of value awarded to elected or appointed officials, employees, or volunteers.” including persons serving on local government boards or commissions. These expenditures have to be formally authorized by the board “after a public hearing.” You may not amend the policy more than once in any 12-month period after its initial adoption. This is an area that the Nebraska State Auditor has focused on, so we think school boards would be wise to review this policy annually and to have that review recorded in its meeting minutes.

Meetings (2008). Finally, we strongly suggest that your board “repass” this policy or whichever policy you use to designate the method of providing notice of meetings. The Open Meetings Act requires you to use the method designated in your board’s minutes. If you do not have those minutes readily available, repassing the policy and including the methods in your minutes during your next meeting will allow you to comply with that technical requirement.

Data Breach (3047). We recommend that the superintendent, or his/her designee, annually update the data directory. This includes a list of all computing devices purchased by the district, all software installed on district devices, a list of staff members with access to district devices, and a list of staff members with active usernames and passwords for any district software.

Conflict of Interest Training for All Staff Working with Federal Programs. The EDGAR regulations require that each school district has a code of conduct to prevent employees who work in programs funded by federal dollars from engaging in behavior which creates a conflict of interest. Although there is no requirement that you train your staff on this policy, we do not think it is fair to create standards for employees like cooks, special education drivers and Title I paraeducators without providing them with training. We recommend that you train on this issue annually.

Title IX. As of August 14, 2020, the members of your Title IX Team (i.e., Title IX Coordinator, Investigator, Decision-Maker, Appellate Decision-Maker, and Informal Resolution Facilitator) must all receive specific Title IX training. If that hasn't been completed—of if you have a new member to your Title IX Team who has not received that training—that training must occur as soon as possible. As you have most likely heard us say before, we *strongly* recommend that all district employees and board members also receive basic Title IX training, with an emphasis on the legal definitions of sexual harassment and how to report it to the appropriate people. The federal regulations do not explicitly require this basic training to occur on an annual basis. However, we are aware that some OCR personnel have taken the position in the past that training must occur at least every three years, while other OCR personnel scrutinize training that does not occur on an annual basis. At a minimum, for new district employees and new board members to the district, we recommend that they complete the basic employee training. For other employees who were trained last year, receiving the basic training near the beginning of the school year is prudent but not required.



NASB Monthly Update for Board Meeting Agenda Item

June 2022

Watch: June Agenda Video Update

<http://members.nasbonline.org/index.php/news-resources/videos>

While you're there ... WATCH: Don't Ever Stop

[Latest 'Board Notes' – Monthly Newsletters](#)

(www.NASBonline.org - News & Resources - Board Notes)

- *New Board Meeting Requirement: Are Your Agendas & Minutes Compliant?*
 - *Based on LB 83 which goes into effect July 31*
- *What Message is the Board Conveying to the Public at the Board Table?*
- *College and Career Ready Mathematics Standards*
- *Primary Election Results*
- *School Leaders & Law, Golf & The Archway*
- *Upcoming Events & Networking*
- *Your NASB Board of Directors & Staff*
- *Your 2022 NASB Affiliates*
- *... And Much More!*

“NASB Update – Annual Board Calendar Summary”

View the full detailed calendar at: <http://members.nasbonline.org/index.php/resources>

(www.NASBonline.org – Board Leadership – Resources)

As a board, some items you should doing, or have on the monthly agenda include:

MISSION, VISION & GOALS

- Board Self-Assessment and Goal Planning; Strategic Plan Progress Report/Update; District Goals Update

POLICY GOVERNANCE

- Bully Prevention Policy Review on or before July 1. Policy regarding appropriate relationships with students; contents on or before June 30. Annual Review Parental and Family Engagement Policy on or before July 1

ACCOUNTABILITY & STUDENT ACHIEVEMENT

- Reports; filing requirements; contents on or before July 20. Year End Assessment & Curriculum Review. Review School Improvement Plan

ADVOCACY

- Submit Legislative Resolution or Standing Position to NASB Legislation Committee

DISTRICT/ESU RESOURCES (BUDGET)

- Board/Administrators Budget Work Session. Review certificated staff & report: staff demographics, positions needed by building, # of tenured, # of non-tenured, teaching assignments, etc. Review all Maintenance and Upkeep Contracts. Review the Food Service Program. Review TeamMates Program. Review Backpack Program. Review Transportation Program. Review classified staff.

REPORTS

- Board Committees; Superintendent; Administrators. Remind board members to review their NASB Awards of Achievement points report.

BOARD LEADERSHIP DEVELOPMENT

- Review and discuss Board Governance Standard IV. Accountability and Student Achievement. New Board Member Follow-Up. NASB Golf Outing & Archway Museum Tour. NASB School Leaders and Law Conference.

NASB's Video Resources:

<http://members.nasbonline.org/index.php/news-resources/videos>

(www.NASBonline.org – News & Resources – Videos)

Legal Resources, NASB's Live & Learn Series, Member Zoom's, Q&A's with the Governor and Commissioner Blomstedt, EHA Updates, Advocacy breakdowns, Monthly Board Agendas, and MUCH more!

Networking & Events ... Register Now

<http://members.nasbonline.org/index.php/events>

(www.NASBonline.org – Events)

ALICAP Summer Workshops

June 7 - Gering

June 8 - Kearney

June 9 - Lincoln

2022 NASB Board Candidate Webinars

Tuesday, June 7 - 7:00 to 8:30 PM CT

Thursday, June 9 - 12:00 to 1:30 PM CT

Wednesday, June 15 - 12:00 to 1:30 PM CT

Wednesday, July 13 - 7:00 to 8:30 PM CT

Wednesday, September 14 - 7:00 to 8:30 PM CT

Wednesday, October 5 - 12:00 to 1:30 PM CT

NASB Legislative Lunch / Meet & Greet w/ Legislative Candidate Ibach

June 20 – Lexington

NASB Golf Outing

June 22 – Kearney Country Club

NASB Archway Tour

June 22 - Kearney

School Leaders & Law Conference

June 22-23 - Kearney

NASB's New Superintendent Orientation

July 20 – Lincoln

Area Membership Meetings

August 23 – Nebraska City

August 24 - Fremont

August 29 - Gering

August 30 - Valentine

August 31 - Norfolk

September 6 - La Vista

September 7 - York

September 20 – North Platte

September 21 - Kearney

NASB Member Virtuals

<http://members.nasbonline.org/index.php/nasb-member-virtuals>

(www.NASBonline.org – Events – NASB Member Virtuals)

- **Previous Member Virtuals Available to Watch Include:**

- 2022 Legislative Recap & Look Ahead
- NASB Member Virtual with UNMC
- Tough Times & Tough Meetings: The Board's Role in Navigating Hot Button Issues
- NASB Member Virtual w/ UNMC – Back to School Guidance, Decoupling, Infection Rates Among Children, Myths, & Q&A
- NASB Member Virtual w/ NDE – The Local Board's Role in ESSER Investments
- NASB Member Virtual w/ Commissioner Blomstedt & Dr. Jeffrey Gold of UNMC
- NASB Member Virtual w/ Bryce Wilson of NDE – Cares Act Funds Q&A for School Boards
- And More ...

Advocacy/2021-22 Legislative Session

<http://members.nasbonline.org/index.php/government-relations>

(www.NASBonline.org – Government Relations)

- The 2022 legislative session began Wednesday, January 5 and wrapped up April 20. Keep tabs with all things pertinent to your school at NASB's Govt Relations pages and the links below!

[WATCH: Sine Die - Legislative Wrap-Up 2022](#)

[NASB Legislative Notes – 4/26/22](#)

NASB Call for Legislative Proposals – Due July 1

<http://www.nasbonline.org/registrations/ProposedResolution.aspx>

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and on Facebook at www.facebook.com/NASBonline

Watch all of the NASB videos at <http://members.nasbonline.org/index.php/news-resources/videos>

(www.NASBonline.org – News & Resources – Videos)

To see a quick glimpse at the various items the NASB is involved in, check out pages 10 & 11 each month in the

Board Notes newsletter for “This Month In ...” To access the latest newsletter, click here:

<http://members.nasbonline.org/index.php/news-resources/board-notes>

(www.NASBonline.org - News & Resources - Board Notes)

Wakefield Community Schools
Superintendent Board Report
June 2022

- Absences Report: Per my contract, I am obligated to report to you any absences.
 - May 20, 23, 27, June 10, 13, 17, 20, 30 vacation leave.
 - June 1-2, 2022, professional leave, Phil Warrick Training @ ESU 1
 - June 14-16, 2022, professional leave, Marzano High-Reliability Schools Conference.

School Strategic Plan/School Improvement Work

- Guiding Principle V: Facilities
 - Objective: To provide a safe and secure environment that upholds educational advancements which are accessible to all.
 - Met with CMBA to start the Master Planning process.
 - Start with meetings with the Board, Administration, and select staff.
 - Looking at the week of June 20th.
 - Two meetings with three board members each.
 - Working on staff needs survey to get out right at the beginning of the school year, if not sooner.
 - Elementary classroom restroom walls have been redone. Flooring should begin this week.
 - Achievement Center remodel plans have been finalized. The only concern is furniture delivery delays.
 - The stadium project is running well and, so far, in time for the beginning of the school year.
- Guiding Principle VI: Board Governance
 - Objective: To ensure the mission and vision of Wakefield Community School aligns with the goals, community expectations, and outcomes utilized to measure improved learning for all students.
 - Strategy: Annually review the district's vision and mission statements and progress/updates of the strategic plan to support the mission.
 - New Mission, Vision, and Beliefs statement will be discussed and action taken in tonight's meeting.
 - Met with the Strategic Planning committee to focus on the District Strategic Plan. The plan will be finalized, and action will be taken on board approval in July or August.
 - Strategy: Align and responsibly manage district resources to meet goals and promote student achievement growth.
 - Met with Matt Fisher from FBNO to begin budget planning and discuss historical data of the district.

- Guiding Principle III: Climate and Culture
 - Objective: Establish relationships to grow and sustain long-term improvements through positive connections with and among students and all staff.
 - Strategy: Implement the Multi-Tiered System of Supports (MTSS) model with fidelity to accelerate academic, career, and social-emotional/behavioral instruction and intervention to prepare and empower students.
 - Under the teamwork of Mrs. Zach, Mr. Wulf, and Ms. Messersmith, we have begun defining goals for our Tier 1 core principles. Which include:
 - A district-wide SEBL program through creating a PBIS system.
 - Revising and constructing our instructional model and the evaluation tool that goes along with it.
 - Creating a district data plan that includes the collection and analysis of data to make informed decisions. Along with creating this plan, we are looking at tools and software that will be affordable and productive in helping us meet this goal.
 - Met with representatives of Panorama and Cognia to see if it is in the district's best interest to continue our relationship with these two entities. We will consider the services they offer and the financial investment required.

Policy Committee Summary
June 7, 2022 4:30pm

Present: Mr. Farup, Bree Brown, Emily Godinez, and Sherri Lundahl

KSB Law provided the committee with 2022 required, recommended, and optional policies.

1. The policy committee completed the regular review of the board adopted 1000-2000 series. Required updates with a brief description apply to the following in the 1000-2000 series:

Policy 2008 Meetings- beginning 7/31/22, meeting minutes must be posted to the district's website within 10 working days of the last meeting

Policy 2010 Preparation for Board Meetings-beginning 7/21/22, meeting agenda must be posted to the district's website at least 24 hours in advance.

2. The committee found that the current school **Policy 2009 Public Participation at Board Meetings** needs to be updated to reflect the 2021 required update that those wishing to speak during the public comment period to state their name and address. It is recommended the **required form for public comment rules** be adopted and added and used at board meetings.

3. OTHER REQUIRED UPDATES:

Policy 3003.1 Bidding for Construction... and Policy 3004.1 Fiscal Management- These have to do with NDE wanting to get more information into these policies.

Policy 3012 School Meal Program- it states the school needs to inform households that it can apply for for benefits at anytime during the school year and information on an alternate payment system for such shall be listed.

Policy 3057 Title IX- The definition of "domestic violence" is updated to reflect the Violence Against Women Act, it changes the statutory reference, and clarifies the step tha the Title IX decision maker facilitates the written exchange of questions between the parties.

Policy 5012 Testing and Assessment Programs-basically has to do with district coding

4. NEW POLICIES that are Optional but Recommended:

Policy 4056 Resignation of Certificated Staff: the committee recommends adopting this policy and choosing option 1. This option gives a date of March 15 for a teacher to declare a resignation.

Policy 6021 District Criteria for Selecting Evaluators...the committee recommends adopting the policy, which has to do with how long records including evaluation protocols and data are kept.

5. OPTIONAL POLICIES:

Policy 4064 Transporting Students in Employee Vehicle: the committee recommends adopting this policy and choosing option 1

Policy 6037 Selection and Review of Library Materials: the committee recommends adoption of this policy, selecting option 1, indicating the superintendent will review the materials.

6. POLICIES REQUIRING ANNUAL REVIEW:

- a. **Policies 5018 & 5057 (Parental Involvement policies)**
- b. **Policy 5045 Student Fees**
- c. **Policy 5054 Bullying**
- d. **Policy 5001 Attendance and Excessive Absenteeism**
- e. **Policy 3040 Safety and Security**
- f. **Policy 4030 & 4021 Teacher Evaluation**

Policies indicated by letters a through d will be reviewed at the August meeting. The committee confirmed the safety committee has a review twice/year to satisfy the requirements of policy in letter e. At the August meeting, administration will have a recommendation for the Teacher Evaluation policies as reflected in the letter f above. Mr. Farup reported that he and a committee of staff are doing a staff handbook review throughout the summer.

The committee asked Mr. Farup if the proper annual reports and required training with staff are taking place and are documented. He affirmed that it was all being done.

7. Policy 5004 Option Enrollment: 10/2018 the board adopted and signed a resolution determining a standard for numeric capacities and accepting/denying option enrollment to families. We have other policies giving the superintendent the authority to consider several factors when it comes to option enrollment. The committee determined the resolution isn't necessary and **recommends removing the Resolution to Policy 5004**

The committee discussed possible changes to Policy 6027 Field Trips but makes no recommendation at this time. Mr. Farup will continue to review possible revisions. The committee also discussed a possibility of adding girls wrestling. There are several girls interested in the sport. Discussion needs to continue, and in the future the BOE may need to decide if the superintendent has authority to add an activity, or if the BOE should make the decision. The committee has no recommendation to the board at this time concerning an athletic policy for girls wrestling.

A KSB Memo suggested that districts should run a new proposed Mission/vision statement past them. This ensures there is no wording that may be used against the district should a family decide the district hasn't provided what it "promised" to do in its mission and vision. Mr Farup will run his recommendation of Vision/Mission statements through KSB.

**Wakefield Community School
Board of Education Regular Meeting
Monday, May 9, 2022 7:30 PM**

Posted Locations:

- Wakefield Post Office • BankFirst • Wakefield Republican • School Main Entrance
Posted Date: 05/05/2022

The Board of Education Regular Meeting convened in open and public session on Monday, May 9, 2022 at 7:30 PM in the High School Computer Lab at 802 Highland Street, Wakefield, NE 68784.

President Brown informed the group of the Open Meetings Act posted in the room and accessible to all members of the public as required by law. All board members had received notice of the meeting and the meeting notice had been published/posted in a timely manner prior to the meeting date.

Opening Procedures

- Call to Order
- Open Meetings Act
- Pledge of Allegiance
- School District Mission Statement
- Roll Call

Attendance Taken at 7:30 PM:

Present: Bree Brown, Emily Godinez, Jim Litchfield, Sherri Lundahl.

Absent: Jeffrey Keagle, Eric Riewer,

Present: 4, Absent: 2.

Also present: Superintendent Farup, Secondary Principal Zach, Elementary Principal Wulf and Recording Secretary Gothier.

Approval of Agenda

Motion to approve the agenda passed with a motion by Godinez and a second by Lundahl.

Yea: Brown, Godinez, Litchfield, Lundahl

Yea: 4, Nay: 0

Attendance Taken at 7:33 PM:

Present: Bree Brown, Emily Godinez, Jeff Keagle, Jim Litchfield, Sherri Lundahl, Eric Riewer

Present: 6, Absent: 0.

Reports

Elementary Principal Report

- Held Preschool enrollment last week. There are still quite a few parents that need to fill out paperwork. The new preschool teacher, Michelle Kotas, spent the day with students and staff.
- Monday, May 16 will be Elementary Awards Day and Preschool graduation.
- Tuesday, May 17 will be Elementary Track and Field Day.

Secondary Principal Report

- MAP and NSCAS testing have been completed.
- This Friday, we will have a Character Awards assembly during Trojan Time. Teachers selected at least 2 students from each class they teach to be recognized for good character. These are non-academic awards and will conclude our SEL focus groups for this year.
- Many secondary teachers will be teaching new courses in the fall.
- K-12 special education students and staff participated in Spring Sprints at Wayne. NHS members attended as buddies for students. Mrs. Johnson did an incredible job of organizing the event and planning a send-off for our student athletes.
- A few members of the district leadership team have been selected to attend the MTSS Summit in October. Brooke Gebers has suggested that we present a breakout session to share the work we have done this year. She continues to brag about us to other schools and ESU's!

- CTE Programs of Study–We will be offering 17 programs of study between 4 CTE teachers, plus a science teacher who will be offering the Animal Science program of study.

Pathway	Programs of Study
Agriculture, Food and Natural Resources	Animal Science
Business, Marketing & Management	<ol style="list-style-type: none"> 1. Entrepreneurship 2. Management 3. Culinary Arts & Event Planning 4. Finance
Communication & Information Systems	<ol style="list-style-type: none"> 1. Business Technology 2. Web Development 3. Broadcast Journalism 4. Digital Design 5. Computer Science
Health Sciences	<ol style="list-style-type: none"> 1. Health Science 2. Life Span Performance
Human Sciences & Education	Design
Skilled and Technical Sciences	<ol style="list-style-type: none"> 1. Welding 2. Manufacturing 3. Architectural Design 4. Construction

Superintendent Report

- Still have open positions: Secondary Spanish and Kitchen Assistant
- Due to the development of the master plan for facilities, we will need to update our summer plans. We will not be carpeting the elementary classrooms this summer. We will also not be remodeling the pit area of the high school. Here are the projects we have planned for the summer:
 - Achievement Center will be in the existing computer lab. It will showcase a sample of what the entire school remodel could look like.
 - New carpet in Preschool room 123
 - Electrical work in Technology Room (old Special Education room)
 - Electrical work in new Elementary Special Education room (old EI room)
 - Addition of IT office for Leslie
 - Entry wall to EL office space
 - Carpeting in elementary and main entrance foyers
 - Renovation of Activity Center concession room.
 - Replace flooring in restrooms in preschool and elementary classrooms.
 - Preschool playground structure.
- Stadium Update: Construction is going week, but we have run into a few issues with the previous track construction. Some modification will need to be done to enable a timing system with a common finish line. The apartment constructions will be taking excess dirt in return of gravel and crushed cement for our parking lot.
- Staff worked on our Mission, Vision, and Belief Statements on April 6th. The administration will work on this during the summer months

Board Committee Reports

Board Policy

- Bill Heimann has forwarded Perry Law Firms policy updates, so we expect to receive KSB updates soon.

Building, Sites & Transportation

- The sewer lines have been tied into the stadium project. They continue to do concrete work.

Business & Finance

- Matt Fischer from FNBO will present budget considerations in June.

Strategic Planning

- The committee will need a series of meetings this summer to align facility planning.

Discussion and Action Items

Consent Agenda

Motion to approve the Consent Agenda passed with a motion by Keagle and a second by Riewer.

Yea: Brown, Godinez, Keagle, Litchfield, Lundahl, Riewer

Yea: 6, Nay: 0

Bills were reviewed by the Finance Committee and approved as follow: General: \$349,704.76; Lunch: \$52,873.83; Payroll: \$265,671.93; Special Building: \$446,435.65; Activities: \$26,054.67.

Hold for discussion and take appropriate action on a recommendation by the Superintendent to increase the credit limit on the District VISA Credit Card with TCM Bank from \$10,000 to \$30,000.

Especially in the spring, we make multiple purchases and have multiple activities. It would help Becky to have a higher limit on the district credit card.

Motion to approve the recommendation by the Superintendent to increase the credit limit on the District VISA Credit Card from \$10,000 to \$50,000 passed with a motion by Godinez and a second by Lundahl.

Yea: Brown, Godinez, Keagle, Litchfield, Lundahl, Riewer

Yea: 6, Nay: 0

Hold for discussion and take appropriate action on a recommendation by the Building, Sites and Transportation Committee to approve a contract between Wakefield Public Schools and CMBA Architects for the creation of a district master plan.

The committee interviewed three architectural firms on April 25 and unanimously chose CMBA. They presented a complete package of design, expertise and marketing to help with community engagement. They also offer bond election experience.

Motion to approve the recommendation by the Building, Sites and Transportation Committee to enter into a contract between Wakefield Public Schools and CMBA Architects to create a district master plan passed with a motion by Keagle and a second by Riewer.

Yea: Brown, Godinez, Keagle, Litchfield, Lundahl, Riewer

Yea: 6, Nay: 0

Hold for discussion, consideration, and appropriate action a recommendation from the Building, Sites, & Transportation Committee to approve the Superintendent to contract with Jason Sears Flooring for carpet and tile replacement that will not exceed the amount of \$30,000.

With the beginning of the master plan process, CMBA has suggested we alter the replacement of flooring that we previously had planned, and the Board approved in April. We will replace flooring in the Achievement Center (old computer lab), 1 preschool room, 7 elementary/preschool restrooms, and the main and elementary entryways.

Motion to approve the Superintendent to contract with Jason Sears Flooring for carpet and tile replacement that will not exceed the amount of \$30,000 passed with a motion by Godinez and a second by Keagle.

Yea: Brown, Godinez, Keagle, Litchfield, Lundahl, Riewer

Yea: 6, Nay: 0

Hold for discussion, consideration, and appropriate action a recommendation from the Building, Sites, & Transportation Committee to approve the Superintendent to contract with Creative Sites for a new preschool playground structure and expansion of the preschool playground area that will not exceed the amount of \$30,000.

We have approximately \$8,000 remaining from this year's Health School's grant. We are eligible to receive another \$12,000 next year and have an opportunity to apply for a matching grant. There are specific guidelines for designated preschool playgrounds. Our current area and equipment do not meet those specifications.

Motion to approve the Superintendent to contract with Creative Sites for a new preschool playground structure and expansion of the preschool playground area that will not exceed the amount of \$30,000 passed with a motion by Lundahl and a second by Godinez.

Yea: Brown, Godinez, Keagle, Litchfield, Lundahl, Riewer

Yea: 6, Nay: 0

Hold for discussion, consideration, and appropriate action a recommendation from the Building, Sites, & Transportation Committee to approve the Superintendent to contract with Klein Electric for electrical work that will not exceed the amount of \$15,000.

With the classroom rearranging, we need electrical work done in the new Elementary Special Education room, the new high school technology room, and the new Achievement Center.

Motion to approve the Superintendent to contract with Klein Electric for electrical work that will not exceed the amount of \$15,000 passed with a motion by Keagle and a second by Litchfield.

Yea: Brown, Godinez, Keagle, Litchfield, Lundahl, Riewer

Yea: 6, Nay: 0

Hold for discussion and take appropriate action on the recommendation from the Superintendent to set the pay schedule for Classified Staff for the 2022-2023 school year.

Motion for the board to enter closed session at 8:17pm to discuss the pay schedule for Classified Staff for the 2022-2023 school year passed with a motion by Godinez and a second by Riewer.

Yea: Brown, Godinez, Keagle, Litchfield, Lundahl, Riewer

Yea: 6, Nay: 0

Meeting resumed in open session at 8:44pm.

Motion to approve the recommendation from the Superintendent to set the pay schedule for Classified Staff for the 2022-2023 school year passed with a motion by Godinez and a second by Keagle.

Yea: Brown, Godinez, Keagle, Litchfield, Lundahl, Riewer

Yea: 6, Nay: 0

Evaluate the job performance of the superintendent and high school principal.

Motion for the board to enter closed session at 8:45pm to evaluate the job performance of the superintendent and high school principal and to prevent needless injury to their reputation passed with a motion by Keagle and a second by Litchfield.

Meeting resumed in open session at 9:48pm

Discuss, consider, and take any necessary action regarding the potentially inappropriate grading practices of a terminated certificated employee.

Motion for the board to enter closed session at 9:49pm to protect the public's interest and to maintain the confidentiality of personal information in records regarding students passed with a motion by Riewer and a second by Keagle.


Meeting resumed in open session at 10:28pm.

Upcoming Dates and Times

- Strategic Planning Committee – May 25 at 5:30
- Policy Committee – June 7 at 4:30
- Regular Board Meeting – June 13 at 5:30

Adjournment

Motion to adjourn the meeting at 10:37pm passed with a motion by Keagle and a second by Riewer.


Sherri Lundahl, Secretary


Becky Gothier, Recording Secretary

Wakefield Community School

Cash Summary Report

Accounting Cycle: FY21-22; Beginning Period: Period 09 (05/01/2022 - 05/31/2022) ; Ending Period: Period 09 (05/01/2022 - 05/31/2022) ; Show Prior Year Expense/Encumbrance: No; Prior Year Ending Balance for Beginning Balance: No; Include Transactions after the Last Period: None; Exclude Closing Entries: No; Include Unposted Transactions: No; Created On: 6/10/2022 12:59:49 PM

Fund	Description	Beginning Balance	Revenue	Expenditure	Other	Ending Balance	Encumbrances	Liabilities	Available
01	General Fund	\$2,030,264.78	\$1,730,973.60	(\$622,174.64)	\$0.00	\$3,139,063.74	(\$105,675.24)	\$0.00	\$3,033,388.50
02	Depreciation Fund	\$418,006.60	\$82.80	\$0.00	\$0.00	\$418,089.40	\$0.00	\$0.00	\$418,089.40
03	Employee Benefit Fund	\$68,528.26	\$10.74	\$0.00	\$0.00	\$68,539.00	\$0.00	\$0.00	\$68,539.00
05	Activity Fund	\$51,480.87	\$3,518.70	(\$15,531.24)	\$0.00	\$39,468.33	\$0.00	\$0.00	\$39,468.33
06	School Nutrition Fund	\$155,864.34	\$52,870.09	(\$61,162.50)	\$0.00	\$147,571.93	\$0.00	\$0.00	\$147,571.93
07	Bond Fund	\$39,510.69	\$6.19	\$0.00	\$0.00	\$39,516.88	\$0.00	\$0.00	\$39,516.88
08	Special Building Fund	\$3,395,103.11	\$51,508.75	(\$634,355.65)	\$0.00	\$2,812,256.21	\$0.00	\$0.00	\$2,812,256.21
09	QCPUF Fund	\$60,339.07	\$24,224.57	\$0.00	\$0.00	\$84,563.64	\$0.00	\$0.00	\$84,563.64
11	Interim Fund	\$4,769.06	\$3,286.04	(\$5,802.35)	\$0.00	\$2,252.75	\$0.00	\$0.00	\$2,252.75
12	Student Fees Fund	\$844.73	\$0.00	\$0.00	\$0.00	\$844.73	\$0.00	\$0.00	\$844.73
Sub Total		\$6,224,711.51	\$1,866,481.48	(\$1,339,026.38)	\$0.00	\$6,752,166.61	(\$105,675.24)	\$0.00	\$6,646,491.37

Wakefield Community School

Budget Report - May 31, 2022

FUNCTION	May Expenses	Current Budget	Actuals (YTD)	Encumbrances (YTD)	Available	% of Budget Remaining
01100 - Regular Instruction	\$272,440.40	\$3,239,400.32	\$2,229,357.64	\$45,145.67	\$964,897.01	31.18
01125 - Regular Instructional Programs School Age (Flex-Spending)	\$2,066.50	\$25,685.38	\$18,597.43	\$0.00	\$7,087.95	27.60
01150 - Limited English Proficiency Programs	\$21,291.40	\$285,519.07	\$214,018.27	\$680.79	\$70,820.01	25.04
01160 - Poverty Programs	\$26,410.69	\$333,757.03	\$238,908.76	\$0.00	\$94,848.27	28.42
01190 - Early Childhood Educational Programs	\$7,024.72	\$83,242.89	\$60,809.49	\$3,165.16	\$19,268.24	26.95
01200 - Special Education Instructional Programs - School Age	\$53,497.41	\$660,540.82	\$478,399.74	\$4,919.96	\$177,221.12	27.57
01291 - Special Education Instructional Programs - Ages 3-5	\$25,069.82	\$267,416.23	\$217,019.29	\$0.00	\$50,396.94	18.85
02120 - Guidance Services	\$10,944.26	\$149,751.55	\$103,223.23	\$1,006.99	\$45,521.33	31.07
02130 - Health Services	\$4,457.03	\$71,257.47	\$39,614.83	\$1,385.02	\$30,257.62	44.41
02141 - Psychological Services - SPED - School Age	\$0.00	\$99,500.00	\$75,937.50	\$0.00	\$23,562.50	23.68
02151 - Speech Pathology and Audiology Services - SPED - School Age	\$0.00	\$102,630.00	\$78,941.61	\$0.00	\$23,688.39	23.08
02161 - Occupational Therapy-Related Services - SPED - School Age	\$0.00	\$9,840.00	\$5,941.25	\$0.00	\$3,898.75	39.62
02171 - Physical Therapy-Related Services - SPED - School Age	\$0.00	\$1,845.00	\$1,270.00	\$0.00	\$575.00	31.17
02181 - Visually Impaired or Vision Services - SPED - School Age	\$0.00	\$245.00	\$0.00	\$0.00	\$245.00	100.00
02190 - Support Services - Student - Other	\$1,601.15	\$20,975.72	\$18,195.56	\$0.00	\$2,780.16	13.25
02213 - Instructional Staff Training	\$33.51	\$9,000.00	\$1,856.23	\$67.78	\$7,075.99	79.38
02220 - Library or Media Services	\$3,574.00	\$58,349.99	\$31,722.54	\$5,070.76	\$21,556.69	45.63
02290 - Other Support Services - Instructional Staff	\$189.67	\$0.00	\$658.95	\$0.00	(\$658.95)	
02310 - Board of Education	\$2,465.31	\$65,000.00	\$52,840.77	\$0.00	\$12,159.23	18.71
02320 - Executive Administration	\$16,552.92	\$186,254.98	\$138,560.78	\$0.00	\$47,694.20	25.61
02330 - District Legal Services	\$3,602.50	\$25,000.00	\$12,447.50	\$0.00	\$12,552.50	50.21
02410 - Office of the Principal	\$36,842.20	\$348,358.47	\$271,565.77	\$0.00	\$76,792.70	22.04
02510 - Fiscal Services	\$9,855.68	\$151,669.29	\$107,712.89	\$0.00	\$43,956.40	28.98
02570 - Personnel Services	\$210.00	\$0.00	\$3,092.00	\$0.00	(\$3,092.00)	
02580 - Administrative Technology Service	\$7,995.59	\$160,547.59	\$89,181.51	\$11,700.00	\$59,666.08	44.45
02610 - Operation of Buildings	\$28,638.93	\$508,372.52	\$299,181.49	\$9,526.92	\$199,664.11	41.15
02620 - Maintenance of Buildings	\$1,035.10	\$0.00	\$42,662.19	\$0.00	(\$42,662.19)	
02630 - Care and Upkeep of Grounds	\$67.50	\$36,917.09	\$4,580.60	\$285.58	\$32,050.91	87.59
02650 - Vehicle Operation and Maintenance (Other Than Student Transportation Vehicles)	\$0.00	\$40,000.00	\$0.00	\$0.00	\$40,000.00	100.00
02670 - Safety	\$3,196.00	\$1,500.00	\$3,648.99	\$0.00	(\$2,148.99)	-143.27
02710 - Vehicle Operation and Purchasing - Regular Education	\$14,296.63	\$224,820.30	\$128,455.02	\$0.00	\$96,365.28	42.86
02712 - Vehicle Operation and Purchasing - School Age SPED	\$0.00	\$1,500.00	\$999.00	\$0.00	\$501.00	33.40
02730 - Vehicle Servicing and Maintenance - Regular Education	\$2,211.09	\$60,206.06	\$24,525.95	\$0.00	\$35,680.11	59.26
02732 - Vehicle Servicing and Maintenance - School Age SPED	\$0.00	\$1,100.00	\$0.00	\$0.00	\$1,100.00	100.00
03535 - High Ability Learners	\$475.86	\$5,663.27	\$4,750.34	\$0.00	\$912.93	16.12
06200 - Federal Services - Title I, Part A ESSA Improving Basic Programs Operated by Local Educational Agencies	\$10,519.72	\$116,656.37	\$89,233.40	\$139.98	\$27,282.99	23.51
06404 - Federal Services - IDEA Part B (611) Base Allocation - Birth Through Age Four	\$0.00	\$26,853.00	\$0.00	\$0.00	\$26,853.00	100.00

FUNCTION	May Expenses	Current Budget	Actuals (YTD)	Encumbrances (YTD)	Available	% of Budget Remaining
06406 - Federal Services - IDEA Preschool (619) Base Allocation	\$0.00	\$740.00	\$0.00	\$0.00	\$740.00	100.00
06408 - IDEA Part B Base & Enrollment Poverty Allocation	\$0.00	\$0.00	\$44,414.07	\$0.00	(\$44,414.07)	
06410 - Federal Services - IDEA Enrollment or Poverty (611)	\$0.00	\$116,775.00	\$0.00	\$0.00	\$116,775.00	100.00
06700 - Federal Services - Federal Vocational and Applied Technology Education (Carl Perkins)	\$0.00	\$10,000.00	\$0.00	\$0.00	\$10,000.00	100.00
06992 - Federal Services - REAP	\$2,038.41	\$44,622.00	\$51,218.36	\$0.00	(\$6,596.36)	-14.78
06997 - Emergency Relief - ESSER II	\$0.00	\$2,828.37	\$2,828.37	\$0.00	\$0.00	0.00
06998 - Emergency Relief - ESSER III	\$53,570.64	\$744,794.00	\$383,194.78	\$22,580.63	\$339,018.59	45.52
08000 - Transfers (Outgoing)	\$0.00	\$50,000.00	\$20,000.00	\$0.00	\$30,000.00	60.00
General Fund Grand Total	\$622,174.64	\$8,349,134.78	\$5,589,566.10	\$105,675.24	\$2,653,893.44	31.79
Prior Year General Fund Grand Total	\$589,898.30	\$7,991,903.74	\$5,131,154.33	\$306,599.70	\$2,554,149.71	31.96

GENERAL FUND - #195103
TREASURER'S REPORT AS OF MAY 31, 2022

BALANCE AS OF MAY 1, 2022 **\$2,030,264.78**

REVENUE

Various Summer Insurance Premium Reimb.	164.61	
iPad Repairs/Replacements	2,054.00	
Lost/Damaged Books	106.99	
ITE Project Reimb	840.00	
Recorders	115.75	
PK Pizza Field Trip Reimb	5.00	
Little Troy Quick Cart Revenue	246.50	
REAP Grant Reimbursement	44,604.48	
Title III Reimbursement	2,634.41	
Sale of Surplus Property	506.95	
SON - Medicaid - NEMAC Reimb	2,545.41	
SON - SPED Reimb	47,593.00	
SON - State Aid	357,298.00	
Thurston County - Proceeds	39,612.40	
Dixon County - Proceeds	733,873.47	
Wayne County- Proceeds	504,462.60	
Bank - Interest	544.24	
TOTAL REVENUE		<u><u>\$1,737,207.81</u></u>

EXPENSES

May Payables	370,543.39	
May Payroll	257,865.46	
TOTAL EXPENDITURES		<u><u>\$628,408.85</u></u>

TOTAL **\$3,139,063.74**

GENERAL FUND AS OF MAY 31, 2022 **\$3,139,063.74**

**SPECIAL BUILDING FUND
TREASURER'S REPORT AS OF MAY 31, 2022**

BALANCE AS OF MAY 31, 2022 **\$3,395,103.11**

REVENUE

GiveCampus Online Donations	385.00	
Thurston County - Proceeds	1,575.71	
Dixon County - Proceeds	29,091.14	
Wayne County- Proceeds	19,841.60	
Bank - Interest	615.30	
TOTAL REVENUE		<u><u>\$51,508.75</u></u>

EXPENSES

Certified Testing Services - Concrete Testing	606.00	
Lo's Design's LLC - Signage	6,138.25	
Nemaha Landscape Construction Inc	627,611.40	
TOTAL EXPENDITURES		<u><u>\$634,355.65</u></u>

TOTAL **\$2,812,256.21**

SPECIAL BUILDING FUND AS OF APRIL 30, 2022 **\$2,812,256.21**

Current Cash Balance

Sorted by Site ID, Group ID, Activity ID.
From 05/01/2022 to 05/31/2022.

Site ID	Site Name					
Group ID	Group Name					
Activity ID	Activity Name	Beginning Cash	Receipts	Disbursements	Adjustments	Cash Balance
WCS	Wakefield Community School					
A	ATHLETICS					
100	FOOTBALL	1,209.19	0.00	0.00	0.00	1,209.19
110	VOLLEYBALL	3,168.64	0.00	0.00	0.00	3,168.64
125	BOYS BASKETBALL	5,969.84	0.00	0.00	0.00	5,969.84
130	GIRLS BASKETBALL	2,494.86	0.00	175.00	0.00	2,319.86
145	TRACK	0.00	0.00	0.00	0.00	0.00
160	NEW UNIFORMS	-20,949.33	0.00	2,053.20	0.00	-23,002.53
170	WRESTLING	2,318.25	0.00	0.00	0.00	2,318.25
175	GEN ATHLETICS	-2,144.01	877.00	5,032.31	255.00	-6,044.32
579	STUDENTS TRACK ACCOUNT	300.00	0.00	0.00	0.00	300.00
580	STUDENTS GOLF ACCOUNT	300.00	0.00	0.00	0.00	300.00
	A Totals:	-7,332.56	877.00	7,260.51	255.00	-13,461.07
B	CLASSES					
211	CLASS OF 2022	622.92	20.00	352.70	0.00	290.22
212	CLASS OF 2023	1,374.99	0.00	926.22	0.00	448.77
215	CLASS OF 2024	1,147.98	0.00	137.80	0.00	1,010.18
216	CLASS OF 2025	1,023.61	0.00	0.00	0.00	1,023.61
582	CLASS OF 2026	455.76	0.00	0.00	0.00	455.76
584	CLASS OF 2027	411.54	0.00	0.00	0.00	411.54
	B Totals:	5,036.80	20.00	1,416.72	0.00	3,640.08

Current Cash Balance

Sorted by Site ID, Group ID, Activity ID.
From 05/01/2022 to 05/31/2022.

Site ID Group ID	Site Name Group Name	Activity ID	Activity Name	Beginning Cash	Receipts	Disbursements	Adjustments	Cash Balance
C	ORGANIZATIONS							
301	POWER DRIVE			0.00	0.00	0.00	0.00	0.00
302	FFA			625.42	0.00	0.00	0.00	625.42
303	SPEECH CLUB			2,618.67	0.00	0.00	0.00	2,618.67
305	DISTRICT 7 FCCLA			6,437.37	0.00	0.00	0.00	6,437.37
306	MUSIC BOOSTERS			0.00	0.00	0.00	0.00	0.00
310	NATIONAL HONOR SOCIETY			2,428.72	0.00	0.00	0.00	2,428.72
315	FBLA			6,634.50	0.00	0.00	0.00	6,634.50
320	ANNUAL			825.94	240.00	0.00	0.00	1,065.94
325	TOTAD			0.00	0.00	0.00	0.00	0.00
330	FCCLA			4,760.62	0.00	195.55	0.00	4,565.07
335	STUCO			3,448.76	0.00	45.00	0.00	3,403.76
340	SPEECH & DRAMA			0.00	0.00	0.00	0.00	0.00
345	ONE ACT			201.47	0.00	0.00	0.00	201.47
346	ART CLUB			1,713.68	0.00	0.00	0.00	1,713.68
355	TROJAN ZONE			1,613.58	1,297.00	322.70	0.00	2,587.88
385	LIBRARY			1,809.85	0.00	0.00	0.00	1,809.85
395	HOMECOMING			785.00	0.00	0.00	0.00	785.00
401	CHEER SQUAD			0.00	0.00	0.00	0.00	0.00
501	COLOR GUARD			972.91	0.00	0.00	0.00	972.91
553	ELEMENTARY STUCO			142.20	0.00	57.52	0.00	84.68
578	SKILLS USA			1,418.56	264.50	0.00	0.00	1,683.06
581	FCA			492.52	0.00	0.00	0.00	492.52
902	EDUCATION CLUB			464.04	0.00	0.00	0.00	464.04
C Totals:				37,393.81	1,801.50	620.77	0.00	38,574.54
D	CONCESSIONS							
400	CONCESSIONS			0.00	0.00	0.00	0.00	0.00
D Totals:				0.00	0.00	0.00	0.00	0.00

Current Cash Balance

Sorted by Site ID, Group ID, Activity ID.
From 05/01/2022 to 05/31/2022.

Site ID	Site Name	Beginning Cash	Receipts	Disbursements	Adjustments	Cash Balance
Group ID	Group Name					
Activity ID	Activity Name					
E	MISC					
350	SCHOLARSHIPS	1,000.00	0.00	0.00	0.00	1,000.00
390	STUDENT ASSISTANCE	2,926.65	0.00	90.00	0.00	2,836.65
502	YOUTH FOUNDATION	750.00	0.00	0.00	0.00	750.00
503	LOUNGE	-137.95	412.10	172.00	0.00	102.15
505	CHECKING INTEREST	181.38	0.00	0.00	0.00	181.38
510	CD Plus Interest	2,701.60	0.00	0.00	0.00	2,701.60
520	ELEMENTARY	1,092.95	92.60	352.20	0.00	833.35
540	POP FUND	4,178.18	120.50	104.00	0.00	4,194.68
550	STUDENT FEES	240.00	0.00	0.00	0.00	240.00
555	WAKEFIELD PLAYGROUND FUND	500.00	0.00	0.00	0.00	500.00
560	MEMORIALS	200.00	0.00	0.00	0.00	200.00
576	PE UNIFORMS	0.00	0.00	0.00	0.00	0.00
577	STATE TOURNAMENTS	-673.71	0.00	2,385.89	0.00	-3,059.60
901	D-Day Band Trip	3,363.72	0.00	3,129.15	0.00	234.57
E Totals:		16,322.82	625.20	6,233.24	0.00	10,714.78

Current Cash Balance

Sorted by Site ID, Group ID, Activity ID.
From 05/01/2022 to 05/31/2022.

Site ID Group ID	Site Name Group Name	Activity ID	Activity Name	Beginning Cash	Receipts	Disbursements	Adjustments	Cash Balance
Z	Inactive							
	105		JH FOOTBALL	0.00	0.00	0.00	0.00	0.00
	115		JH VOLLEYBALL	0.00	0.00	0.00	0.00	0.00
	120		GIRLS GOLF	0.00	0.00	0.00	0.00	0.00
	135		JH BOYS BASKETBALL	0.00	0.00	0.00	0.00	0.00
	140		JH GIRLS BASKETBALL	0.00	0.00	0.00	0.00	0.00
	150		JH TRACK	0.00	0.00	0.00	0.00	0.00
	155		BOYS GOLF	60.00	195.00	0.00	-255.00	0.00
	180		JH WRESTLING	0.00	0.00	0.00	0.00	0.00
	190		ACTIVITY PASSES	0.00	0.00	0.00	0.00	0.00
	200		CLASS OF 2019	0.00	0.00	0.00	0.00	0.00
	205		CLASS OF 2020	0.00	0.00	0.00	0.00	0.00
	210		CLASS OF 2021	0.00	0.00	0.00	0.00	0.00
	220		CLASS OF 2006	0.00	0.00	0.00	0.00	0.00
	226		CLASS OF 2008	0.00	0.00	0.00	0.00	0.00
	227		CLASS OF 2009	0.00	0.00	0.00	0.00	0.00
	228		CLASS OF 2010	0.00	0.00	0.00	0.00	0.00
	229		CLASS OF 2011	0.00	0.00	0.00	0.00	0.00
	230		CLASS OF 2012	0.00	0.00	0.00	0.00	0.00
	231		CLASS OF 2013	0.00	0.00	0.00	0.00	0.00
	232		CLASS OF 2014	0.00	0.00	0.00	0.00	0.00
	233		CLASS OF 2015	0.00	0.00	0.00	0.00	0.00
	234		CLASS OF 2016	0.00	0.00	0.00	0.00	0.00
	235		CLASS OF 2017	0.00	0.00	0.00	0.00	0.00
	236		CLASS OF 2018	0.00	0.00	0.00	0.00	0.00
	300		VOCAL/INSTRUMENTAL CONTESTS	0.00	0.00	0.00	0.00	0.00
	360		CINCO DE MAYO	0.00	0.00	0.00	0.00	0.00
	365		VICA	0.00	0.00	0.00	0.00	0.00
	370		EMBROIDERY	0.00	0.00	0.00	0.00	0.00
	405		CONSTRUCTION	0.00	0.00	0.00	0.00	0.00
	551		5TH BUSINESS FAIR	0.00	0.00	0.00	0.00	0.00
	552		TITLE I CARNIVAL	0.00	0.00	0.00	0.00	0.00
	575		WAKEFIELD VB	0.00	0.00	0.00	0.00	0.00
	583		CLASS OF 2007	0.00	0.00	0.00	0.00	0.00
Z Totals:				60.00	195.00	0.00	-255.00	0.00
WCS Activity Totals:				51,480.87	3,518.70	15,531.24	0.00	39,468.33

	Begin Balance	Transfers	Receipts	Disbursements	Adjustments	End Balance
WCS Checking:	51,480.87	0.00	3,518.70	15,531.24	0.00	39,468.33
WCS Investment:	0.00	0.00			0.00	0.00
WCS Bank Balances:	51,480.87		3,518.70	15,531.24	0.00	39,468.33

Report Activity Totals:	<u>51,480.87</u>	<u>3,518.70</u>	<u>15,531.24</u>	<u>0.00</u>	<u>39,468.33</u>
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Receipt History

Detail report. Sorted by Site, Receipt Number.
From 05/01/2022 to 05/31/2022.

Receipt Number	Receipt Date	Void Date	Deposit Number	Check Number	Received From	Receipt Description	Amount	Sales Tax	Amount
Activity ID	Activity Name		Fee Name & Student ID				Tax Amount		
	Tax Name		Tax Activity		Tax Rate %				
WCS Wakefield Community School									
000747	05/02/2022			1062	Russ Bokemper	Skills USA-Logan B.			
578	SKILLS USA						133.50	0.00	133.50
							Total For 000747:		133.50
000748	05/02/2022			4666605	Elementary Pop-Box Tops	Box Tops			
520	ELEMENTARY						8.80	0.00	8.80
							Total For 000748:		8.80
000749	05/04/2022			029278	Ponca Public Schools	Golf Entry Fee			
155	BOYS GOLF						60.00	0.00	60.00
							Total For 000749:		60.00
000750	05/04/2022			009309	Laurel-Concord-Coleridge	Golf Entry Fee			
155	BOYS GOLF						60.00	0.00	60.00
							Total For 000750:		60.00
000751	05/04/2022				Class of 2022	Senior Flowers			
211	CLASS OF 2022						20.00	0.00	20.00
							Total For 000751:		20.00
000752	05/04/2022			1383	Trojan Zone	Trojan Zone			
355	TROJAN ZONE						8.00	0.00	8.00
355	TROJAN ZONE						15.00	0.00	15.00
							Total For 000752:		23.00
000753	05/06/2022			8838	Bill Mattes	Yearbook Sale			
320	ANNUAL						40.00	0.00	40.00
							Total For 000753:		40.00
000754	05/06/2022			3024	Yesenia Valenzuela	Yearbook Sale			
320	ANNUAL						200.00	0.00	200.00
							Total For 000754:		200.00
000755	05/09/2022			12371	Osmond High School	Golf Entry Fee			
155	BOYS GOLF						15.00	0.00	15.00
							Total For 000755:		15.00
000756	05/09/2022			312894	Winnebago Public Schools	Golf Entry Fee			
155	BOYS GOLF						60.00	0.00	60.00
							Total For 000756:		60.00
000757	05/11/2022				Trojan Zone	Trojan Zone			
355	TROJAN ZONE						10.00	0.00	10.00
355	TROJAN ZONE						687.00	0.00	687.00
							Total For 000757:		697.00
000758	05/12/2022				Pop Machine	Pop			
503	LOUNGE						412.10	0.00	412.10
							Total For 000758:		412.10
000759	05/12/2022				Pop Machine	Pop			
540	POP FUND						120.50	0.00	120.50

Receipt History

Detail report. Sorted by Site, Receipt Number.
From 05/01/2022 to 05/31/2022.

Receipt Number	Receipt Date	Void Date	Deposit Number	Check Number	Received From	Amount	Sales Tax	Amount
Activity ID	Activity Name		Fee Name & Student ID			Tax Amount		
Tax Name	Tax Activity					Tax Rate %		
						Total For 000759:		120.50
000760	05/12/2022				Pop Machine			
520	ELEMENTARY					83.80	0.00	83.80
						Total For 000760:		83.80
000761	05/13/2022				Pender Public Schools			
175	GEN ATHLETICS					60.00	0.00	60.00
						Total For 000761:		60.00
000762	05/18/2022				Megan Weaver			
578	SKILLS USA					131.00	0.00	131.00
						Total For 000762:		131.00
000763	05/18/2022				Trojan Zone			
355	TROJAN ZONE					577.00	0.00	577.00
						Total For 000763:		577.00
000764	05/19/2022				Shirt Orders			
175	GEN ATHLETICS					561.00	0.00	561.00
						Total For 000764:		561.00
000765	05/19/2022				JH Girls Basketball			
175	GEN ATHLETICS					256.00	0.00	256.00
						Total For 000765:		256.00
						Site Total		3,518.70
						Report Total		3,518.70

Check Summary

Sorted by Activity ID, Site ID.
From 05/01/2022 to 05/31/2022.

Activity ID Site ID			Activity Name Site Name				
Check Number	Status	Check / Void Date	Vendor Name	PO Number	Invoice No.#	Description	Amount
130 GIRLS BASKETBALL							
WCS Wakefield Community School							
011246	Printed	05/12/2022	South Sioux City High School			Girls Basketball Camp	175.00
Total:							\$ 175.00
160 NEW UNIFORMS							
WCS Wakefield Community School							
011251	Cleared	05/17/2022	Riddell/All American		20115480	Football Helmets	2,053.20
Total:							\$ 2,053.20
175 GEN ATHLETICS							
WCS Wakefield Community School							
011187	Void	05/09/2022	Laurel-Concord Public School			Golf Entry Fee	-80.00
011193	Void	05/09/2022	Laurel-Concord Public School			JH Track Entry Fee	-150.00
011244	Cleared	05/11/2022	Vels Bakery		888479	Donuts/Rolls	50.00
011256	Cleared	05/19/2022	Ponca High School			Golf Entry Fee	60.00
011257	Cleared	05/19/2022	Stadium Sports		63553	State Track T-shirts	522.00
011259	Cleared	05/20/2022	Lou's Sporting Goods			Athletic Supplies	3,752.81
011262	Printed	05/31/2022	Logan Valley Golf Course			Golf Invitational	877.50
Total:							\$ 5,032.31
211 CLASS OF 2022							
WCS Wakefield Community School							
011250	Cleared	05/17/2022	Lazy Acres Decor			Graduation Flowers	352.70
Total:							\$ 352.70
212 CLASS OF 2023							
WCS Wakefield Community School							
011240	Cleared	05/05/2022	Quality Foods			Prom	53.54
011241	Cleared	05/05/2022	Pac N Save			Prom	132.11
011247	Cleared	05/17/2022	VISA			Prom	71.42
011249	Cleared	05/17/2022	Crazy Jacks			Prom Meal	669.15
Total:							\$ 926.22
215 CLASS OF 2024							
WCS Wakefield Community School							
011237	Printed	05/03/2022	VISA			Valenzuela Flowers-Lazy Acres	137.80
Total:							\$ 137.80

Check Summary

Sorted by Activity ID, Site ID.
From 05/01/2022 to 05/31/2022.

Activity ID Site ID	Activity Name Site Name	Check / Void Date	Vendor Name	PO Number	Invoice No.#	Description	Amount
330 FCCLA							
WCS	Wakefield Community School						
011238	Cleared	05/05/2022	Dollar General-REGIONS 410526		1001155200	FCCLA	93.05
011243	Cleared	05/11/2022	VISA		3820180478	D-Day Hotel	102.50
Total:							\$ 195.55
335 STUCO							
WCS	Wakefield Community School						
011244	Cleared	05/11/2022	Vels Bakery		888479	Donuts/Rolls	45.00
Total:							\$ 45.00
355 TROJAN ZONE							
WCS	Wakefield Community School						
011233	Cleared	05/02/2022	A to Z Design		39	School Store Supplies	259.60
011245	Cleared	05/11/2022	A to Z Design		40	School Store Supplies	63.10
Total:							\$ 322.70
390 STUDENT ASSISTANCE							
WCS	Wakefield Community School						
011235	Cleared	05/02/2022	Isabel Saban Castro		Acct #18974	Midtown Health Center-Dental Visit	90.00
Total:							\$ 90.00
503 LOUNGE							
WCS	Wakefield Community School						
011239	Cleared	05/05/2022	Pepsi-Cola of Siouxland		133348	Pop	52.00
011248	Cleared	05/17/2022	Wakefield Community Club			Wakefield Bucks	120.00
Total:							\$ 172.00
520 ELEMENTARY							
WCS	Wakefield Community School						
011239	Cleared	05/05/2022	Pepsi-Cola of Siouxland		133348	Pop	142.10
011248	Cleared	05/17/2022	Wakefield Community Club			Wakefield Bucks	120.00
011261	Printed	05/31/2022	Pepsi-Cola of Siouxland		2100138381	Pop	90.10
Total:							\$ 352.20
540 POP FUND							
WCS	Wakefield Community School						
011239	Cleared	05/05/2022	Pepsi-Cola of Siouxland		133348	Pop	104.00
Total:							\$ 104.00

Check Summary

Sorted by Activity ID, Site ID.
From 05/01/2022 to 05/31/2022.

Activity ID Site ID			Activity Name Site Name				Amount
Check Number	Status	Check / Void Date	Vendor Name	PO Number	Invoice No.#	Description	
553			ELEMENTARY STUCO				
WCS			Wakefield Community School				
011234	Cleared	05/02/2022	Wal-Mart Community			Sam's Club	57.52
						Total:	\$ 57.52
577			STATE TOURNAMENTS				
WCS			Wakefield Community School				
011263	Printed	05/31/2022	VISA			JH State Track	2,385.89
						Total:	\$ 2,385.89
901			D-Day Band Trip				
WCS			Wakefield Community School				
011242	Cleared	05/06/2022	Kaleigh Mattes			D-Day Shirts	120.00
011243	Cleared	05/11/2022	VISA	3820180478		D-Day Hotel	869.16
011247	Cleared	05/17/2022	VISA			Prom	120.00
011252	Cleared	05/18/2022	Rachael Nuernberger			France Trip	450.00
011253	Cleared	05/18/2022	Cataleena Lortz			France Trip	450.00
011254	Cleared	05/18/2022	Susana Prado			France Trip	450.00
011255	Cleared	05/18/2022	Esly OVando			France Trip	540.00
011258	Cleared	05/19/2022	Amazon	1W63-YVG7- YYM1		Travel Adapter	29.99
011260	Cleared	05/20/2022	Esly OVando			Uber Cost	100.00
						Total:	\$ 3,129.15
						Report Total :	15,531.24

Wakefield Community School

Check Payments By Fund Report

Accounting Cycle: FY21-22; Begin Date: 05/11/2022; End Date: 06/09/2022; Display Element Description: BUILDING; Check Type: Warrants; Sort By Element: FUND; Account Expression: FALL; Created On: 6/9/2022 12:00:26 PM

Sorted By	Value	Description		
FUND	01	General Fund		
Check Number	Check Date	Payee	Reason	Amount
	5/19/2022	Amazon	Microphone Stand 2 pack, Ohuhu Tripod Boom Mic Stands, Dual Mic Clip, Collapsible, Black	\$76.58
	5/19/2022	Amazon	Allstate B2B 3-Year Musical Instruments Accidental Protection Plan (\$125-149.99)	\$20.65
	5/19/2022	Amazon	Donner Bass Guitar Amp 30W Electric Bass Combo Amplifier DBA-30 with Onboard Clean and Distortion Overdrive Dual Tone Switching Practice	\$125.99
	5/19/2022	Amazon	Set of 4 - No Mortise Bed Frame Brackets - Connects Headboard & Footboard to Side Rails - Screws & Instructions Included	\$26.99
	5/19/2022	Amazon	Shipping	\$5.99
	5/19/2022	Amazon	Crayola Low Odor Dry Erase Markers for Kids & Adults, Chisel Tip, Back To School Supplies, 12 Count	\$24.58
	5/19/2022	Amazon	Shipping	\$5.99
	5/19/2022	Amazon	30 Pieces Sublimation Patches Fabric Iron-on Blank Patches 3 Shapes Repair Patches Sublimation Blank Hat Patch for DIY Crafts, Caps Clothes Shoes Bags Backpacks Uniforms (Black Frame)	\$11.99
	5/19/2022	Amazon	AUEAR, Artificial Garden Grass Life-Like Lawns Fake Fairy Grass Mats Mini Ornament Garden Grass Decoration (10 Pack, 6"x6")	\$11.15
	5/19/2022	Amazon	hatisan 37pcs Mixed Model Trees 1.45-5.5 inch (3.7 -14 cm), Ho Scale Trees Diorama Supplies, Model Train Scenery, Fake Trees for Projects, DIY Scenery Landscape Woodland Scenery - Multiple Type	\$17.99
	5/19/2022	Amazon	Newmind 5 Pieces Dollhouse Miniature Flower Pot Model Garden Sand Table DIY Decor - 1:30	\$7.99
	5/19/2022	Amazon	PlayTape Black Road - Road Car Tape Great for Kids, Sticker Roll for Cars Track and Train Sets, Stick to Floors and Walls, Quick Cleanup, Children Toys (30 feet by 2 Inch - Pack of 1, Black)	\$9.15
	5/19/2022	Amazon	Selizo Heat Tape High Temp Tape and Teflon Sheet for Vinyl Heat Press, Sublimation Heat Resistant	\$8.98
	5/19/2022	Amazon	Skylety 12 Pieces Miniature Table and Chairs Set, Wooden Fairy Garden Furniture Ornaments Dollhouse Resin Fairy Table Chair for Dollhouse Accessories Home Micro Landscape Decoration	\$9.29
	5/19/2022	Amazon	(24 Pack) Sticky Notes 3x3 in Post Bright Stickies Colorful Super Sticking Power Memo Pads, Strong Adhesive, 74 Sheets/pad	\$47.33
	5/19/2022	Amazon	(8 Pack) Sticky Notes 3x3 Inches, Bright Colors Self-Stick Pads, Easy to Post for Home, Office, Notebook, 8 Pads/Pack	\$43.60
	5/19/2022	Amazon	(9.85FT) Double Sided Tape Heavy Duty Removable Mounting Tape, Nano Double Tape Transparent Sided Tape Reusable Waterproof Double Sided Tape for Paste Items Walls, Poster, Photo, Mirror, Carpet	\$9.99
	5/19/2022	Amazon	12 Pack Classroom Pencil and Pen Organizer Basket Trays, Office Supply Baskets Organization Trays for School Classroom Office (black and white)	\$35.98
	5/19/2022	Amazon	1600Pcs Sticky Back Coins 10mm/0.39" Diameter Hook & Loop Self Adhesive Dots Tapes (800 Sets) - Gtlziz	\$9.29
	5/19/2022	Amazon	24 Pads Sticky Notes 1.5x2 inch Bright Colors Self-Stick Pads Total 1800 Sheets	\$17.98

Check Number	Check Date	Payee	Reason	Amount
	5/19/2022	Amazon	24 Pcs Slide and Learn Number Line 16.5 x 1.5 Inch PVC Number Line for Student, 0 to 30 Math Learning Number Line Animal Positive Integers Number Lines Childhood Education Materials for School, Home	\$31.98
	5/19/2022	Amazon	3 Drawer Organizer Cart Black Plastic Craft Storage Container Rolling Bin Set 2	\$147.96
	5/19/2022	Amazon	3-Subject Notebook	\$119.94
	5/19/2022	Amazon	36pcs Clear Plastic Envelopes with Snap Button Closure, Poly Envelope Folders, Letter Size, Plastic File Folders for School Office Supplies, 8 Colors A4 Size	\$29.38
	5/19/2022	Amazon	4 Pieces Microfiber Shag Whiteboard Eraser Washable Microfiber Shag Dry Erase Board Eraser for Markers, Chalk, Home, Classroom and Office (Grey)	\$71.94
	5/19/2022	Amazon	40 PCS Nameplate Pocket Adhesive Desk Nameplates Name Tag Pocket 13.5 x 4.7 Inch	\$10.99
	5/19/2022	Amazon	48 Colors Permanent Markers, Fine Point, Assorted Colors, Works on Plastic, Wood, Stone, Metal and Glass for Doodling, Coloring, Marking by Shuttle Art	\$19.98
	5/19/2022	Amazon	54 PCs Magnetic Dry Erase Reusable Name Tag Label Plate Rainbow Neon Sticker in 9 Colors for Whiteboards Locker Fridge School Office Home (3.2" x 1.2" Each)	\$11.99
	5/19/2022	Amazon	60 Pack Wooden Ruler 12 Inch Rulers Bulk Wood Measuring Ruler Office Ruler 2 Scale	\$15.99
	5/19/2022	Amazon	8.5" x 11" Full Sheet Sticker Paper for Laser & Inkjet Printers[150 Sheets, 150 Labels]	\$32.80
	5/19/2022	Amazon	Adeweave 300 Pieces 1 inch Pom poms – Multi-Colored Pompoms for Arts and Crafts, Soft & Fluffy Puff Balls in Reusable Zipper Bag, Perfect for Kids, School and Home DIY Projects	\$8.99
	5/19/2022	Amazon	AdTech 10 inch Hot Sticks Full-Size Multi-Temp 5-lb Box All-Purpose Glue Sticks-7/16 X10 5lb, 5 POUND, Clear	\$15.84
	5/19/2022	Amazon	AFMAT Electric Pencil Sharpener, Heavy Duty Classroom Pencil Sharpeners for 6.5-8mm No.2/Colored Pencils, UL Listed Industrial Pencil Sharpener w/Stronger Helical Blade, Best School Pencil Sharpener	\$30.99
	5/19/2022	Amazon	Amazon Basics 9-Inch Thermal Laminator Machine	\$21.83
	5/19/2022	Amazon	Amazon Basics Binder Paper Clip - Small, 12 Clips per Pack, 12-Pack	\$17.98
	5/19/2022	Amazon	Amazon Basics Binder Paper Clip, Medium, 12 Clips per Box, 8-Pack	\$18.98
	5/19/2022	Amazon	Amazon Basics Clear Thermal Laminating Plastic Paper Laminator Sheets - 9 x 11.5-Inch, 200-Pack	\$157.68
	5/19/2022	Amazon	Amazon Basics Felt Tip Marker Pens - Assorted Color, 24-Pack	\$8.60
	5/19/2022	Amazon	Amazon Basics Wide Ruled Loose Leaf Filler Paper, 200 Sheet, 10.5 x 8 Inch, 6-Pack	\$73.16
	5/19/2022	Amazon	Amazon Basics Woodcased #2 Pencils, Unsharpened, HB Lead - Box of 144, Bulk Box	\$102.30
	5/19/2022	Amazon	ANIZER Numbered Classroom Pocket Chart Hanging Organizer for Cell Phones Calculator Holders (30 Pockets)	\$14.99
	5/19/2022	Amazon	Arteza Yellow Highlighters, Pack of 64, Wide Chisel Tip Markers, Bulk Pack of Colored Highlighter Markers, Office Supplies for Exams, School, Office, Home	\$31.98
	5/19/2022	Amazon	Astrobrights Mega Collection, Colored Cardstock, Bright Blue, 625 Sheets, 24 lb/89 gsm, 8.5" x 11" - MORE SHEETS! (91621)	\$15.49
	5/19/2022	Amazon	Astrobrights Mega Collection, Colored Cardstock, "Classic" 5-Color Assortment, 320 Sheets, 65 lb/176 gsm, 8.5" x 11" - MORE SHEETS! (91630)	\$17.49
	5/19/2022	Amazon	Astrobrights Mega Collection, Colored Cardstock, "Joyful" 5-Color Assortment, 320 Sheets, 65 lb/176 gsm, 8.5" x 11" - MORE SHEETS! (91631)	\$17.49
	5/19/2022	Amazon	Astrobrights Mega Collection, Colored Paper, "Brilliant" 5-Color Assortment, 625 Sheets, 24 lb/89 gsm, 8.5" x 11" - MORE SHEETS! (91684)	\$52.47

Check Number	Check Date	Payee	Reason	Amount
	5/19/2022	Amazon	Astrobrights Mega Collection, Colored Paper, Bright Green, 625 Sheets, 24 lb/89 gsm, 8.5" x 11" - MORE SHEETS! (91622)	\$15.49
	5/19/2022	Amazon	Astrobrights Mega Collection, Colored Paper, Bright Orange, 625 Sheets, 24 lb/89 gsm, 8.5" x 11" - MORE SHEETS! (91619), Ream	\$46.47
	5/19/2022	Amazon	Astrobrights Mega Collection, Colored Paper, Neon Pink, 625 Sheets, 24 lb/89 gsm, 8.5" x 11" - MORE SHEETS! (91673)	\$16.49
	5/19/2022	Amazon	Astrobrights Mega Collection, Colored Paper, Ultra Green, 625 Sheets, 24 lb/89 gsm, 8.5" x 11" - MORE SHEETS! (91677)	\$16.49
	5/19/2022	Amazon	Astrobrights Mega Collection, Colored Paper,"Classic" 5-Color Assortment, 2500 Sheets, 24 lb/89 gsm, 8.5" x 11" - MORE SHEETS! (91623-02)	\$179.97
	5/19/2022	Amazon	Astrobrights/Neenah Bright White Cardstock, 8.5" x 11", 65 lb/176 gsm, White, 75 Sheets (90905-02) - Packaging May Vary	\$6.99
	5/19/2022	Amazon	Avery 5160 Easy Peel Address Labels , White, 1 x 2-5/8 Inch, 3,000 Count (Pack of 1)	\$23.99
	5/19/2022	Amazon	Avery Shipping Labels with TrueBlock Technology for Inkjet Printers 2" x 4", Box of 1,000 (8463)	\$32.53
	5/19/2022	Amazon	Barker Creek E-Z Edit Paper, Designed by a Professional Journalist to Strengthen Writing Skills, Alternating Lines for Making Comments and Edits, 8.5" x 11", 50 Sheets (5502-06)	\$111.96
	5/19/2022	Amazon	BAZIC 465 Multicolor Rubber Bands for School, Home, or Office (Assorted Dimensions 227g/0.5 lbs)	\$5.19
	5/19/2022	Amazon	BIC Ecolutions Round Stic Ballpoint Pen, Medium Point (1.0mm), Black, 50-Count, For a Smooth Writing Experience	\$8.87
	5/19/2022	Amazon	bloom daily planners 2022-2023 (8.5" x 11") Academic Year Day Planner (July 2022 - July 2023) - Weekly/Monthly Dated Agenda Organizer with Tabs - Be Kind	\$21.95
	5/19/2022	Amazon	Blue Sky 2022-2023 Academic Year Teacher Weekly and Monthly Lesson Planner, 8.5" x 11", Flexible Cover, Wirebound, Dots (100330-A23)	\$19.99
	5/19/2022	Amazon	Blue Summit Supplies 25 Two Pocket Folders, Designed for Office and Classroom Use, Assorted 5 Colors, 25 Pack Colored 2 Pocket Folders	\$85.50
	5/19/2022	Amazon	Bostitch Personal Electric Pencil Sharpener, Powerful Stall-Free Motor, High Capacity Shavings Tray, Black (EPS4-BLACK)	\$17.84
	5/19/2022	Amazon	BTSKY 6 Pack Multipurpose Utility Box- Large Capacity Pencil Box with Lid Snap Closure Assorted Color Pencil Holder for Organize and Carry Pencils Watercolor Pens Stationery Office Supplies Organizer	\$21.99
	5/19/2022	Amazon	Bush Furniture Universal 2 Shelf Bookcase Set of 2 in Pure White	\$229.99
	5/19/2022	Amazon	Carson Dellosa Kind Vibes Incentive Chart—Motivational Progress Tracker, Colorful Grid for Tracking Student Behavior, Responsibility Chart for Kids (17" x 22")	\$10.46
	5/19/2022	Amazon	Carson Dellosa Traditional Manuscript Name Tags for Classroom, Student Desk Name Tags Classroom, Name Plates for Classroom with Alphabet, Ruler, Shapes and More (36 pk)	\$7.46
	5/19/2022	Amazon	Clasp Envelope, 9.5" x 12.5", Brown Kraft, Catalog Clasp Envelopes Closure & Gummed Seal, 28lb Heavyweight Envelopes, Great for Filing Mailing Documents, 9.5 x 12.5 inches - 25 Envelope Pack	\$27.98
	5/19/2022	Amazon	Classroom Calendar Pocket Chart, School Calendar for Kids Learning for Home Homeschool Teacher Supplies for Classroom Elementary Back to School Supplies (Black)...	\$19.98
	5/19/2022	Amazon	ClosetMaid 1290 Cubeicals Organizer, 12-Cube, White	\$147.99
	5/19/2022	Amazon	Crayola Broad Line Markers Bulk, School Supplies, 16 Bold Colors, 256 Count	\$59.98
	5/19/2022	Amazon	Crayola Colored Pencils, Bulk Classpack, Classroom Supplies, 12 Assorted Colors, 240 Count, Standard	\$34.08

Check Number	Check Date	Payee	Reason	Amount
	5/19/2022	Amazon	Crayola Crayons Bulk, Classroom Supplies for Teachers, 24 Crayon Packs with 24 Colors may vary	\$172.75
	5/19/2022	Amazon	Crayola Ultra Clean Washable Markers, Broad Line Markers, Gifts, 40 Classic Colors	\$13.44
	5/19/2022	Amazon	Darice B00DV68A9I 10.5" x 13.5" (12 Piece) Clear	\$11.99
	5/19/2022	Amazon	Dixon Ticonderoga Wood-Cased #2 Pencils, Case of 72, Black	\$25.98
	5/19/2022	Amazon	Dot Markers, Washable Dot Markers for Kids Toddlers & Preschoolers, 24 Colors Bingo Paint Daubers Marker Kit with Free Activity Book	\$20.99
	5/19/2022	Amazon	Double. Sided Tape 3 Pack.50X250 in.Roll	\$11.72
	5/19/2022	Amazon	Educator Direct Daisy Stackable Stool Set, Colorful Metal Stools for Classrooms, Homeschool Learning and Offices, Collaborative Flexible Seating, 17in Seat Height, 8-Piece - Assorted	\$169.99
	5/19/2022	Amazon	EOOUT 24pcs Mesh Zipper Pouch Zipper Bags, Puzzle Bag for Organizing Storage, Letter Size, A4 Size, Zipper File Bags for School, Board Games and Office Supplies	\$16.99
	5/19/2022	Amazon	EVERCE Artist Tape for Drafting Art, 3 Pack Acid-Free White Masking Tape for Watercolor Painting Canvas Framing, 0.6inch Wide 540FT Long Acid-Free	\$11.90
	5/19/2022	Amazon	Expo 50 Count Dry Erase Wipes (81850)	\$6.97
	5/19/2022	Amazon	EXPO Low Odor Dry Erase Marker Chisel Tip Markers Whiteboard Markers, Assorted, 36 Count	\$52.98
	5/19/2022	Amazon	EXPO Low Odor Dry Erase Marker Chisel Tip Markers Whiteboard Markers, Black, 36 Count	\$132.93
	5/19/2022	Amazon	EXPO Low Odor Dry Erase Markers, Chisel Tip, Assorted Colors, 16 Count	\$46.46
	5/19/2022	Amazon	EXPO Low Odor Dry Erase Markers, Fine Tip, Black, 36 Count	\$207.26
	5/19/2022	Amazon	Fellowes Thermal Laminating Pouches, Letter Size Sheets 9 x 11.5-Inches, 3 mil, 200 pack (5743401), Clear	\$39.98
	5/19/2022	Amazon	File Folder, 1/3 Cut Tab, Letter Size, Great for Organizing and Easy File Storage, 100 Per Box (Manila)	\$24.49
	5/19/2022	Amazon	Fine Point Permanent Marker, BLACK, Durable Ink is Fade-Resistant and Water-Resistant - BLACK - 12 Pens Per Box - 1 Box (Black)	\$13.98
	5/19/2022	Amazon	Flipside Products 61849 18" x 48" Privacy Shield, Color Assortment (Pack of 24)	\$56.42
	5/19/2022	Amazon	Gamenote Dry Erase Pockets 30 Pack with Rings - Oversized Reusable Plastic Sleeves Shop Ticket Holders Sheet Protectors Teacher Supplies for Classroom Organization (Black)	\$19.99
	5/19/2022	Amazon	Gamenote Magnetic Small White Board Set - Double Sided Magnet Dry Erase Ruled Lap Boards 9x12 Lined Whiteboard for Kids Student Learning (12)	\$39.99
	5/19/2022	Amazon	Gel Pens for Adult Coloring Books, 30 Colors Gel Marker Colored Pen with 40% More Ink for Drawing, Doodling Crafts Scrapbooks Bullet Journaling	\$15.28
	5/19/2022	Amazon	Gorilla Hot Glue Sticks, Full Size, 4" Long x .43" Diameter, 30 Count, Clear, (Pack of 3)	\$132.25
	5/19/2022	Amazon	Graph paper for Multiplication: Graph paper for kids large 1/2 inch squares	\$59.90
	5/19/2022	Amazon	hand2mind Plastic Square with 7 Color Tiles, Color Sorting, Math Counters, Counting Manipulatives, Colored Plastic Squares, Math Manipulatives, Bingo Chips, Game Tokens, Tiles Learning (Set of 400)	\$21.95
	5/19/2022	Amazon	HAOBO Home Industrial Metal Barstools Low Back Bar Stools with Wooden Seat for Home Kitchen [Set of 4] Counter Height 18" Dining Chairs	\$434.97
	5/19/2022	Amazon	HBlife 4pcs Bamboo Dish Plate Bowl Cup Book Pot Lid Cutting Board Drying Rack Stand Drainer Storage Holder Organizer Kitchen Cabinet (Set of 4)	\$15.83
	5/19/2022	Amazon	Heavyweight Light Blue Plastic 2 Pocket Portfolio Folder, 24 Pack, Letter Size Poly Folders, by Better Office Products, 24 Pack, Light Blue	\$39.58

Check Number	Check Date	Payee	Reason	Amount
	5/19/2022	Amazon	Heavyweight Plastic 2 Pocket Portfolio Folder, Letter Size Poly Folders by Better Office Products, 24 Pack (Red)	\$39.58
	5/19/2022	Amazon	IRIS USA Letter & Legal Size Plastic Storage Bin Tote Organizing File Box with Durable and Secure Latching Lid, Stackable and Nestable, 4 Pack, Black	\$54.99
	5/19/2022	Amazon	JOYIN 69Pcs Natural World Animal Figures (Sea, Insect, Dinosaur, Zoo, Farm), Small Plastic Animal Toy Playset, Toddler Stacking Stuffers, Kids Fun Party Favor, Easter Basket Stuffers Gifts	\$21.99
	5/19/2022	Amazon	Juvalle Numbered Classroom Pocket Organizer Chart for Cell Phones (23.6 x 30 in)	\$15.99
	5/19/2022	Amazon	Keebor Basic Fine Tip Dry Erase Markers, Low Odor, Black Whiteboard Markers Bulk, 72 Count	\$24.99
	5/19/2022	Amazon	Learning Resources Double-sided Magnetic Money, Classroom Whiteboard Accessories, Teacher Aids, 45 Pieces, Ages 5	\$68.38
	5/19/2022	Amazon	Lelix 20 Colors Felt Tip Pens, Medium Point Felt Pens, Assorted Colors Markers Pens For Journaling, Writing, Note Taking, Planner Coloring, Perfect for Art Office and School Supplies	\$47.94
	5/19/2022	Amazon	Lined Sticky Notes 4X6 in Bright Ruled Post Stickers Colorful Super Sticking Power Memo Pads Its Strong Adhesive, 6 Pads/Pack, 45 Sheets/pad	\$17.98
	5/19/2022	Amazon	Loctite Home and Office 2-Ounce Fun-tak Mounting Putty Tabs (6-Pack)	\$25.08
	5/19/2022	Amazon	LOUKIN Shag Dry Erase Eraser (Free 3.4 oz Whiteboard Cleaner Included), Microfiber Whiteboard Eraser, Washable Glass Board Eraser, for Classroom, Home and Office Use	\$20.24
	5/19/2022	Amazon	Madisi Colored Pencils Bulk - Pre-Sharpended - 12 Assorted Colors - 432 Classpack Colored Pencils for Kids	\$39.99
	5/19/2022	Amazon	Magnetic Curtain Rods for Mental Appliance Doors Windows - Multi-Use Adjustable Curtain Poles for Toilet Bar Cafe Sidelight Refrigerator, Adjust from 9 to 16 Inch, 1/2 Inch Diameter (2Pack, Black)	\$16.99
	5/19/2022	Amazon	Max Fun 100PCS DIY Wooden Christmas Ornaments Unfinished Predrilled Wood Circles for Crafts Centerpieces Holiday Hanging Decorations in 10 Shapes	\$25.98
	5/19/2022	Amazon	Mead Spiral Notebook, 6 Pack of 1-Subject College Ruled Spiral Bound Notebooks, Cute school Notebooks Pantone Colors, 70 Pages	\$67.80
	5/19/2022	Amazon	Mr. Pen Pencil Top Erasers, Cap Erasers, 120 Pack, Easter Egg Filler	\$53.91
	5/19/2022	Amazon	Mr. Pen- Chalk Markers, 6 Pack, Dual Tip, Assorted Color, 8 Labels, Chalk Markers for Blackboard, Liquid Chalk Markers, Chalkboard Markers, Window Markers, Liquid Chalk, Chalk Board Markers, Chalk Pen	\$17.30
	5/19/2022	Amazon	Mr. Sketch Chiseled Tip Marker, 2054594, 22 Assorted Scented Markers	\$24.38
	5/19/2022	Amazon	Neenah Premium Cardstock, 8.5" x 11", 65 lb/176 gsm, Bright White, 250 Sheets (91901)	\$13.58
	5/19/2022	Amazon	Officemate PVC Free Color Coated Paper Clips, 450 Per Tub Office Paper Clamp (97229)	\$13.78
	5/19/2022	Amazon	Officemate Standard Staples, 5 Boxes General Purpose Staple (91925)	\$7.50
	5/19/2022	Amazon	Paper Mate 73015 Arrowhead Pink Pearl Cap Erasers, 144 Count	\$27.52
	5/19/2022	Amazon	Paper Mate Flair Felt Tip Pens Medium Point 0.7 Millimeter Marker Pens Back to School Supplies for Teachers & Students Assorted Colors, 24 Count	\$46.10
	5/19/2022	Amazon	Paper Mate Flair Felt Tip Pens Medium Point 0.7 Millimeter Marker Pens School Supplies for Teachers & Students Assorted Fashion Colors, 12 Count	\$11.94
	5/19/2022	Amazon	Paper Mate Pink Pearl Erasers, Large, 12 Count	\$5.13
	5/19/2022	Amazon	Paper Mate Pink Pearl Erasers, Large, 3 Count	\$11.83

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	5/19/2022	Amazon	Pearington SitFree Height Adjustable Wobble Stool, Active Flexible Seating Chair for Kids and Adults - School and Office, Black	\$161.56
	5/19/2022	Amazon	Pendaflex Hanging File Folders, Letter Size, Assorted Colors, 1/5-Cut Adjustable Tabs, 25 Per Box (81663)	\$46.45
	5/19/2022	Amazon	Perfect Stix - Perfect Stix M Cotton Balls- 1000ct- 1M Medium Cotton Balls 2 Packs of 500. Total 1000	\$13.69
	5/19/2022	Amazon	PILOT FriXion Clicker Erasable, Refillable & Retractable Gel Ink Pens, Fine Point, Assorted Color Inks, 10-Pack Pouch (11336)	\$99.95
	5/19/2022	Amazon	Playmags Starter Kit - 30 Piece Squares Set: Now with Stronger Magnets, Sturdy, Super Durable Magnetic Tiles with Vivid Clear Colors STEM Toys for Kids	\$39.99
	5/19/2022	Amazon	Post-it Super Sticky Easel Pad, 25 in x 30 in, White, 30 Sheets/Pad, 2 Pad/Pack, Great for Virtual Teachers and Students (559)	\$83.16
	5/19/2022	Amazon	Prepac C Elite Storage Cabinet Set, 6 pc, White	\$1,002.35
	5/19/2022	Amazon	Rainbow Photo Storage Boxes for 4x6 Inch Pictures with 20 Blank Labels (10 Pack)	\$63.96
	5/19/2022	Amazon	Rarlan Washable Markers Bulk, Markers for Kids, Classpack, 12 Colors, 240 Count	\$39.99
	5/19/2022	Amazon	Really Good Stuff I Need Help Mini Flip Chart Signs for Students – Set of 12	\$91.44
	5/19/2022	Amazon	Removable 4 Cup Office Supplies Organizer Caddy for Scissors, Pens, Pencils, Notepads Art Supplies and Other Desk Essentials, White (SCICAD) (2 Pack)	\$36.75
	5/19/2022	Amazon	RiteCo 22128 Tri-fold Display/Presentation Boards, 40"x28", White, (Pack of 30)	\$65.00
	5/19/2022	Amazon	Rubber Bands, Rubber Band Depot, Size #32, Approximately 185 Rubber Bands Per Bag, Rubber Band Measurements: 3" x 1/8" - 1/4 Pound Bag	\$14.50
	5/19/2022	Amazon	School Smart Double Sided Graph Paper, 8-1/2 x 11 Inches, 1/2 Inch Rule, White, Pack of 500 - 085279	\$340.12
	5/19/2022	Amazon	Scotch Magic Tape, 6 Rolls, Numerous Applications, Invisible, Engineered for Repairing, 3/4 x 1000 Inches, Boxed (810K6)	\$41.97
	5/19/2022	Amazon	Scotch Thermal Laminating Pouches, 200-Pack, 8.9 x 11.4 Inches, Letter Size Sheets, Clear, 3-Mil (TP3854-200)	\$285.89
	5/19/2022	Amazon	Scotch Thermal Laminator, 2 Roller System for a Professional Finish, Use for Home, Office or School, Suitable for use with Photos (TL901X)	\$41.38
	5/19/2022	Amazon	Self Adhesive Dots, Strong Adhesive 1000pcs(500 Pairs) 0.59" Diameter Sticky Back Coins Nylon Coins, Hook & Loop Dots with Waterproof Sticky Glue Coins Tapes, Very Suitable for Classroom, Office, Home	\$9.99
	5/19/2022	Amazon	Sharpie 24390235 Permanent Marker Ultra Fine Tip Black Ink 36/Box (2082960)	\$29.56
	5/19/2022	Amazon	Sharpie 37175PP Permanent Markers, Ultra-Fine Point, Assorted Colors, 12 Pack	\$9.27
	5/19/2022	Amazon	Sharpie Permanent Markers Ultimate Collection, Fine and Ultra Fine Points, Assorted Colors, 72 Count	\$100.00
	5/19/2022	Amazon	Sharpie Permanent Markers, Fine Point, Black, 36 Count	\$43.98
	5/19/2022	Amazon	Sharpie Permanent Markers, Ultra Fine Point, Black, 12 Count	\$13.75
	5/19/2022	Amazon	Shipping	\$4.99
	5/19/2022	Amazon	Shipping	\$156.65
	5/19/2022	Amazon	Sideboard Cabinet CITYNIGHT Modern 4 Doors Sideboard Buffet Storage Cabinet Kitchen Sideboard Entryway Cupboard Furniture with Metal Handles and Metal Legs, Brown	\$174.99
	5/19/2022	Amazon	Simply Stylish Natural Polka Dots Straight Borders—12-Piece Bulletin Board Border Strips With Polka Dots, Border Trim for Classroom or Homeschool Decor (3' x 3")	\$43.08
	5/19/2022	Amazon	Skywin Plastic Stackable Storage Bins for Pantry - 4-Pack Black Stackable Bins For Organizing Food, Kitchen, and Bathroom Essentials	\$35.99

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	5/19/2022	Amazon	Small Classroom Pocket Chart – by Essex Wares – for Teacher Lessons in a Classroom or for Use at Home – Fits Standard 3" Sentence Strips and Cards (Black)	\$10.99
	5/19/2022	Amazon	Sooez 120 Pack Pencil Erasers, Pencil Top Erasers Cap Erasers Eraser Tops Pencil Eraser Toppers Eraser Studying Supplies for Teachers Eraser Pencil Erasers, 7 Colors	\$11.98
	5/19/2022	Amazon	Sterilite 16268006 Large Ultra Basket, White Basket w/ Titanium Inserts, 6-Pack	\$36.72
	5/19/2022	Amazon	Sterilite 18689004 Storage File Box, 4-Pack	\$101.98
	5/19/2022	Amazon	Stikki Works White Clips 20 per Pack Teacher Classroom Aid	\$11.98
	5/19/2022	Amazon	Teacher Created Resources Black Chair Pocket (TCR20883)	\$389.70
	5/19/2022	Amazon	Terra by Battat - Sea Animals in Tube Playset - Animal Figures for Kids - 60pcs Multi, 2"	\$10.99
	5/19/2022	Amazon	Terra by Battat – Farm Animals 60 pcs– Assorted Miniature Farm Animal Toy Figures For Kids 3	\$11.99
	5/19/2022	Amazon	Terra by Battat – Reptiles In Tube – Assorted Reptile Animal Toys For Kids 3 (60 Pc)	\$11.99
	5/19/2022	Amazon	Terra by Battat – Tropical Fish World – Assorted Miniature Sea Animals, Toy Fish, & Tropical Fish Toys for Toddlers 3 & Up (60 Pc), Multicolor	\$11.09
	5/19/2022	Amazon	Terra by Battat – Wild Animals – Assorted Miniature Wild Animal Toys For Kids 3 (60 Pc) Multi, 2"	\$23.98
	5/19/2022	Amazon	TICONDEROGA Pencils, Wood-Cased, Pre-Sharpended, Graphite #2 HB Soft, Yellow, 240-Pack (14634)	\$192.40
	5/19/2022	Amazon	Ticonderoga Tri-Conderoga Triangular Pencils, Wood-Cased #2, Sharpener, Soft Touch Comfort Barrel, Black, 12-Pack (22500)	\$27.56
	5/19/2022	Amazon	Ticonderoga® #2 Pencils, #2 Lead, Soft, Pack of 72	\$59.94
	5/19/2022	Amazon	Topeakmart Utility Cart with 20 Drawers Rolling Cart Organizer Plastic Storage Drawers Craft Trolley 360 Degree Castor Wheels, Black	\$84.59
	5/19/2022	Amazon	White Shiplap Better Than Paper® Bulletin Board Roll	\$26.99
	5/19/2022	Amazon	WYOMER Art Sand Colored Sand Art Kit Art Sand Scenic Sand Wedding Sand for Kids' Arts & Crafts, Sand Play DIY Drawing Sandbox Decorations and Crafty Collection Sand Bottles 2Lb, 10 Colors	\$12.99
	5/19/2022	Amazon	X-ACTO Pencil Sharpener, Mighty Mite Electric Pencil Sharpener with Pencil Saver, SafeStart Motor, Small Pencil Sharpener Perfect for Teacher and Homeschooling Supplies, Black, 1 Count	\$31.38
	5/19/2022	Amazon	Ziploc Gallon Food Storage Bags, Grip 'n Seal Technology for Easier Grip, Open, and Close, 75 Count	\$20.08
	5/19/2022	Amazon	Ziploc Gallon Food Storage Slider Bags, Power Shield Technology for More Durability, 26 Count, Pack of 4 (104 Total Bags)	\$13.12
	5/19/2022	Amazon	Ziploc Quart Food Storage Bags, Grip 'n Seal Technology for Easier Grip, Open, and Close, 80 Count	\$80.14
	5/19/2022	Amazon	AhaStyle 3 Pack Cap Replacement Holder with Anti-Lost Strap Silicone Protective Cap Cover for Apple Pencil 1st Generation(White, Black, Midnight Blue)	\$174.75
	5/19/2022	Amazon	AhaStyle 3 Pack Cap Replacement Holder with Anti-Lost Strap Silicone Protective Cap Cover for Apple Pencil 1st Generation(White, Pink, Avocado Green)	\$174.75
	5/19/2022	Amazon	Aduro 40W 6-Port USB Desktop Charging Station Hub Wall Charger for iPhone iPad Tablets Smartphones with Smart Flow (Black)	\$29.84
	5/19/2022	Amazon	NETUM Bluetooth Barcode Scanner, Compatible with 2.4G Wireless & Bluetooth Function & Wired Connection, Connect Smart Phone, Tablet, PC, CCD Bar Code Reader Work with Windows, Mac,Android, iOS	\$59.48
	5/19/2022	Amazon	AIEX 32 Pcs 6inch Dry Erase Dots Circles, Removable Colorful Vinyl Line Up Dots Floor Stickers Decals Shapes Markers for Classroom Tables Desks Whiteboards Walls	\$38.97
	5/19/2022	Amazon	Black Gel Pens Medium Point (10 Ct)	\$29.98

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	5/19/2022	Amazon	Paper Mate Inkjoy Gel Retractable Gel Ink Pens, Pack of 10 (Blue, Medium Point)	\$33.44
	5/19/2022	Amazon	Really Good Stuff Slide and Learn Multiplication Grids, 5?" by 5½" (Set of 12) – Thin Plastic Multiplication Grid with Viewer Window – Help with Multiplication Problems and Practice Tracking at School or Distance Learning at Home	\$36.99
	5/19/2022	Amazon	Wrapping Paper	\$31.34
	5/19/2022	Amazon	Post-it Super Sticky Notes, 3x3 in, 24 Pads, 2x the Sticking Power, Supernova Neons, Bright Colors, Recyclable(654-24SSMIA-CP)	\$19.99
	5/19/2022	Amazon	Sabrent 60 Watt (12 Amp) 10-Port [UL Certified] Family-Sized Desktop USB Rapid Charger. Smart USB Ports with Auto Detect Technology [Black] (AX-TPCS)	\$83.97
	5/19/2022	Amazon	TOPESEL 5 Pack 64GB USB Flash Drives Memory Stick USB 2.0 Thumb Drives 64GB 5PCS, Black	\$22.99
		Amazon Total		\$10,343.64
	5/11/2022	VISA	Math Day Registration	\$150.00
	5/11/2022	VISA	4th Grade Field Trip	\$201.00
	5/11/2022	VISA	Admission to the LaunchPad	\$246.00
	5/11/2022	VISA	Kindergarten Field Trip Supplies	\$8.00
	5/11/2022	VISA	Storage Totes	\$50.00
	5/11/2022	VISA	Annual Subscription	\$53.24
	5/11/2022	VISA	Annual Subscription	\$120.00
	5/11/2022	VISA	ELL Field Trip	\$224.00
	5/11/2022	VISA	Pizza Hut	\$139.48
	5/11/2022	VISA	Asynchronous Training Option - Oneder Acadremy	\$75.00
	5/11/2022	VISA	High Reliability Schools Institute	\$709.00
	5/11/2022	VISA	Student membership for online Independent Living Curriculum. We use this weekly 2-3 days and it has helped give our students a deeper understanding to work independently and with a teacher.	\$236.00
	5/11/2022	VISA	School Nurse Conf Registration	\$145.00
	5/11/2022	VISA	Elem Track & Field Awards	\$252.45
	5/11/2022	VISA	Title III Mtg Meal - Freddy's	\$33.51
	5/11/2022	VISA	Architect Interviews	\$40.66
	5/11/2022	VISA	Farewell Gifts	\$208.90
	5/11/2022	VISA	High Reliability Schools Institute	\$709.00
	5/11/2022	VISA	High Reliability Schools Institute	\$709.00
	5/11/2022	VISA	High Reliability Schools Institute	\$709.00
	5/11/2022	VISA	NASBO Meal-Big Red Keno	\$18.76
	5/11/2022	VISA	Timeclock Subscription	\$100.24
	5/11/2022	VISA	Folding Chair Repairs - Stadium Chair	\$31.96
	5/11/2022	VISA	Bus Visor - A Parts Warehouse	\$86.75
		VISA Total		\$5,256.95
	5/26/2022	VISA	NCE Conf Reg - MG	\$335.00
	5/26/2022	VISA	JR Class Field Trip	\$506.00
	5/26/2022	VISA	500 mL beakers 43.08 for 6 beakers	\$43.08
	5/26/2022	VISA	Acetone 500 mL	\$8.31
	5/26/2022	VISA	Ammonium Carbonate reagent clump500 g	\$19.08
	5/26/2022	VISA	It's Not Rocket Science: Anatomy Curriculum: Unit Control and Coordination	\$50.00
	5/26/2022	VISA	Phenolphthalein Indicator Solution Alcoholic 1%	\$5.81
	5/26/2022	VISA	Shipping	\$35.74
	5/26/2022	VISA	Practice Makes Perfect: Level 10 (30 Books and Key)	\$199.99

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	5/26/2022	VISA	Practice Makes Perfect: Level 11 (30 Books and Key)	\$199.99
	5/26/2022	VISA	Practice Makes Perfect: Level 9 (30 Books and Key)	\$199.99
	5/26/2022	VISA	Shipping	\$60.00
	5/26/2022	VISA	2 \$200 gift cards to supplement classroom instruction, 1 for Clay, 1 for Metzler	\$400.00
	5/26/2022	VISA	TPT Credit	\$100.00
	5/26/2022	VISA	\$200 to Teachers Pay Teachers	\$200.00
	5/26/2022	VISA	\$200.00 to spend on supplemental items throughout the year.	\$200.00
	5/26/2022	VISA	3rd Grade needs a check to Dairy Queen for \$153 for Mad Minutes celebration on May 16th.	\$153.00
	5/26/2022	VISA	6-Cup Caddy by Creatology	\$40.68
	5/26/2022	VISA	Classroom Resources	\$200.00
	5/26/2022	VISA	Command White, Medium Picture Hanging Strips, 22 Pairs Per Pack	\$12.88
	5/26/2022	VISA	Command Wire Hooks, small, 22 hooks, 24 strips	\$12.84
	5/26/2022	VISA	Crayola 24 Count Box of Crayons (6 pack)	\$14.79
	5/26/2022	VISA	Discount	(\$5.00)
	5/26/2022	VISA	gift card	\$200.00
	5/26/2022	VISA	Gramercy Rolling Cart by Simply Tidy, teal	\$119.98
	5/26/2022	VISA	https://www.dollartree.com/jot-plastic-9-compartment-organizer-case/237368 Math kits for each student	\$35.00
	5/26/2022	VISA	Pen + Gear Two Pocket Paper Folders, 10 Count, Assorted Colors, Letter Size	\$17.40
	5/26/2022	VISA	Shipping	\$12.94
	5/26/2022	VISA	Smead Colored File Folders 1/3-Cut Tabs Asst 100/BX Letter (11943)	\$24.63
	5/26/2022	VISA	Tax	\$2.93
	5/26/2022	VISA	teachers pay teachers money for supplements	\$200.00
	5/26/2022	VISA	TPT money for supplementals	\$200.00
	5/26/2022	VISA	X-ACTO® Pencil Sharpener, Mighty Mite® Electric Pencil Sharpener, with Pencil Saver®, SafeStart® Motor, Black	\$31.38
	5/26/2022	VISA	Annual membership, one room	\$125.00
	5/26/2022	VISA	Astrobrights Colored Cardstock, Primary 6-Color Assortment, 60 Sheets	\$31.76
	5/26/2022	VISA	Berry - Lexington 3-Tier Rolling Cart by Simply Tidy™	\$29.99
	5/26/2022	VISA	Big Joe Milano Bean Bag Chair, Blue	\$49.99
	5/26/2022	VISA	Big Joe Milano Bean Bag Chair, Gray Plush Fabric	\$50.00
	5/26/2022	VISA	Big Joe Milano Bean Bag Chair, Mint Plush Fabric	\$50.00
	5/26/2022	VISA	C-Line Ring Binder/Expanding File Storage System	\$50.76
	5/26/2022	VISA	Coral - Lexington 3-Tier Rolling Cart by Simply Tidy™	\$29.99
	5/26/2022	VISA	Costway Tilt-Head Stand Mixer 7.5 Qt. 6 Speed 660W with Dough Hook, Whisk & Beater Black	\$119.99
	5/26/2022	VISA	Discount	(\$25.99)
	5/26/2022	VISA	Elmer's All Purpose School Glue Sticks, Washable, 7g, 30 Count	\$6.97
	5/26/2022	VISA	Expo Low Odor Dry Erase Markers, Chisel Tip, Assorted Colors, 12 Count	\$25.94
	5/26/2022	VISA	HOTBEST 5Pcs Wall Hook for Clothes Zinc Alloy Door Vintage Coat Hat Bag Towel Hanger Bathroom Antique Kitchen Organizer	\$20.14
	5/26/2022	VISA	Mainstays Gray Covered Nonstick 17.3" x 12.5" x 1" Half Sheet Pan, Large, Baking and Roasting Pan	\$25.94
	5/26/2022	VISA	MInt - 12 Pack: 12" x 12" Scrapbook Case by Simply Tidy™ (\$49.24
	5/26/2022	VISA	Paper Mate InkJoy Gel Pens, Medium Point, Assorted Colors, 14 Count	\$53.28
	5/26/2022	VISA	The School Pack - Calm Strips 20% off with coupon code: EDU	\$129.99

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	5/26/2022	VISA	DVDs 7-Video Set – Older	\$185.95
	5/26/2022	VISA	DVDs 9-Video Set – Younger	\$214.95
	5/26/2022	VISA	Shipping	\$15.95
	5/26/2022	VISA	Magnetic Glove Boxes - Harbor Freight	\$54.81
	5/26/2022	VISA	7th Grade Incentive Prize	\$105.20
	5/26/2022	VISA	Appreciation Bowl	\$89.95
	5/26/2022	VISA	Van Fuel	\$74.10
	5/26/2022	VISA	“Space Saver” Square Classroom Phonics Kit with Brain-Based Red Phonics Posters	\$103.00
	5/26/2022	VISA	Brain Based Red Phonics Flashcards	\$42.50
	5/26/2022	VISA	Shipping	\$16.01
		VISA Total		\$5,561.85
	5/27/2022	Century Link	Phone Service	\$395.39
	5/27/2022	Century Link	BB Phone/Internet Service	\$114.76
		Century Link Total		\$510.15
52749	5/27/2022	Wakefield School-Interim	Montoya - Found Apple Pencil	\$90.00
52749	5/27/2022	Wakefield School-Interim	Additional Door Monitors	\$1,598.00
52749	5/27/2022	Wakefield School-Interim	Additional Door Monitors	\$1,598.00
		Wakefield School-Interim Total		\$3,286.00
	6/9/2022	Amazon	K-Cups	\$28.96
	6/9/2022	Amazon	Laminating Film	\$166.89
	6/9/2022	Amazon	Artificial Eucalyptus Plant in Rustic Rectangular Wooden Planter Box Faux Potted Herb Plant Greenery Arrangement for Farmhouse Indoor Wedding Table Centerpiece Mantel Shelf Kitchen Decor	\$19.99
	6/9/2022	Amazon	Kootek Cake Decorating Kits Supplies with Cake Turntable, 12 Numbered Cake Decorating Tips, 2 Icing Spatula, 3 Icing Smoother, 2 Silicone Piping Bag, 50 Disposable Pastry Bags and 1 Coupler	\$19.99
	6/9/2022	Amazon	Post-it Super Sticky Notes, Assorted Sizes, 15 Pads, 2x the Sticking Power, Miami Collection, Neon Colors (Orange, Pink, Blue, Green), Recyclable (4423-15SSMIA)	\$13.49
	6/9/2022	Amazon	Sharpie 1927350 Electro Pop Permanent Markers, Fine Point, Assorted Colors, 24 Count	\$17.86
	6/9/2022	Amazon	Sharpie 22480PP Flip Chart Markers, Bullet Tip, Assorted Colors Pack of 2	\$21.49
	6/9/2022	Amazon	Sharpie Permanent Markers, Fine Point, Black, 12 Count	\$8.48
	6/9/2022	Amazon	Sticky Notes 6x8 in Bright Stickies Colorful Super Sticking Power Memo Pads Strong Adhesive 5 Pads/Pack 28 Sheets/pad...	\$9.55
	6/9/2022	Amazon	Complete Suture Practice Kit for Suture Training, Including Large Silicone Suture Pad with pre-Cut Wounds and Suture Tool kit. Latest Generation Model. (Demonstration and Education Use Only)	\$414.60
	6/9/2022	Amazon	Concussion	\$9.99
	6/9/2022	Amazon	Learning Resources MathLink Cubes - Set of 100 Cubes, Ages 5 Kindergarten, STEM Activities, Math Manipulatives, Homeschool Supplies, Teacher Supplies, Kindergarten Classroom Supplies	\$10.69
	6/9/2022	Amazon	Polymer Clay 70 Colors, POZEAN Modeling Clay Oven Bake Clay, Clay Earring Making Kit Polymer Clay Tools and Supplies with Portable Storage Box for Kids, Beginners, Friends	\$25.50
	6/9/2022	Amazon	24pcs Happy Birthday Rubber Bracelets, Colored Silicone Stretch Wristbands for Birthday Party Supplies Favors 8 Styles	\$8.99

Check Number	Check Date	Payee	Reason	Amount
	6/9/2022	Amazon	36pcs Clear Plastic Envelopes with Snap Button Closure, Poly Envelope Folders, Letter Size, Plastic File Folders for School Office Supplies, 8 Colors A4 Size	\$16.99
	6/9/2022	Amazon	American Plastic Toys Scoop Rocker Seats (Pack of 6)	\$65.79
	6/9/2022	Amazon	Crayola Crayons Bulk, 12 Crayon Packs with 24 Assorted Colors, School Supplies	\$19.20
	6/9/2022	Amazon	Crayola Ultra Clean Washable Markers, Broad Line, Classic Colors, 10 Count	\$19.85
	6/9/2022	Amazon	Furmax Office Chair Mid Back Swivel Lumbar Support Desk Chair, Computer Ergonomic Mesh Chair with Armrest (Black)	\$25.99
	6/9/2022	Amazon	MaidMAX Cloth Storage Bin with Dual Plastic Handles for Home Closet Nursery Drawers Organizers, Foldable, 6 Colors, 10.5x10.5x11 inches, Set of 6	\$25.98
	6/9/2022	Amazon	Mini Dry Erase Erasers, IHPUKIDI 48 Pack Magnetic Whiteboard Dry Erasers Chalkboard Cleaner Wiper for Kids and Classroom Teacher Supplies, Home and Office (2 x 2 Inch) Green	\$26.58
	6/9/2022	Amazon	Mr. Sketch Chiseled Tip Marker, 2054594, 22 Assorted Scented Markers	\$24.38
	6/9/2022	Amazon	New Larger Size! The Original Table Spots for Teachers No Staining, No Shadowing, Complete Erase! Dry Erase, 10 Pack Multicolor Circles, Wall Stickers, Decals	\$16.99
	6/9/2022	Amazon	Nicole Home Collection Coffee Filters, Basket, 8-12 Cups 300 Count	\$9.59
	6/9/2022	Amazon	Perfect Stix 4lb Kraft White Paper Bags - Pack of 125ct (Kraft White Bag 4-125)	\$10.37
	6/9/2022	Amazon	Play-Doh Modeling Compound 36 Pack Case of Colors, Non-Toxic, Assorted Colors, 3 Oz Cans (Amazon Exclusive)	\$24.99
	6/9/2022	Amazon	Play-Doh Ultimate Color Collection 65-Pack of Modeling Compound for Kids 3 Years and Up, Non-Toxic, 1-Ounce Fun Size Cans, Includes Sapphire, Sparkle, Confetti, Metallic Colors, and Color Burst	\$21.99
	6/9/2022	Amazon	Puberty Class Supplies - Deodorant	\$70.86
	6/9/2022	Amazon	Really Good Stuff Happy Birthday Multi-Colored Student Silicone Bracelets - 24 Pack	\$15.53
	6/9/2022	Amazon	Scotch Thermal Laminating Pouches, 200-Pack, 8.9 x 11.4 Inches, Letter Size Sheets, Clear, 3-Mil (TP3854-200)	\$509.80
	6/9/2022	Amazon	Sharpie 1927350 Electro Pop Permanent Markers, Fine Point, Assorted Colors, 24 Count	\$17.81
	6/9/2022	Amazon	Sharpie Metallic Permanent Markers, Fine Point, Assorted Colors, 6-Count Permanent Marker (2029678) - 1	\$36.00
	6/9/2022	Amazon	Sharpie Permanent Markers, Fine Point, Black, 36 Count	\$21.99
	6/9/2022	Amazon	Shipping	\$25.98
	6/9/2022	Amazon	SitSpots® Floor Circle Sit Markers, Numbers 1-36 Pack Spots for Classroom The Original Sit Spots for Your Classroom Carpet (Multi Colors)	\$15.99
	6/9/2022	Amazon	Sterilite 28309002 3 Drawer Cart, Black Frame with Clear Drawers and Black Casters, 2-Pack	\$169.40
	6/9/2022	Amazon	SunWorks 9509 Multicultural Construction Paper, 9" x 12", 5 Assorted Colors, 50 Sheets	\$38.12
	6/9/2022	Amazon	Washable Shimmer & Regular Dot Markers - 16 Pack With Downloadable Activity Sheets For Kids, Gift Set With Toddler Art Activities, Preschool Children Arts Crafts Supplies Kit, Holiday Bingo Daubers Dabbers Dobbbers, Dauber Dawgs	\$29.94
	6/9/2022	Amazon	Zippered Binder Fabric Pencil Pouch 3 Rings with Clear Window for School Classroom Organizers 8 Pack (Black)	\$41.97
	6/9/2022	Amazon	Call Us What We Carry: Poems	\$13.65
	6/9/2022	Amazon	How to Be Perfect	\$16.00
	6/9/2022	Amazon	Long Way Down	\$203.40
	6/9/2022	Amazon	Poetry Speaks Who I Am: 100 Poems of Discovery, Inspiration, Independence, and Everything Else for Teens (A Poetry Speaks Experience, Includes CD)	\$10.99
	6/9/2022	Amazon	You Don't Have to Be Everything: Poems for Girls Becoming Themselves	\$12.95

Check Number	Check Date	Payee	Reason	Amount
	6/9/2022	Amazon	2022 Desk Calendar by AT-A-GLANCE, Monthly Desk Pad, 21-3/4" x 17", Standard, Panoramic, Landscape (89802)	\$21.84
	6/9/2022	Amazon	Amazon Basics Legal/Wide Ruled 8.5 x 11.75-Inch Lined Writing Note Pads - 12-Pack (50-sheet Pads), White	\$10.66
	6/9/2022	Amazon	Bush Furniture Key West Desktop Organizer in Washed Gray	\$57.99
	6/9/2022	Amazon	Bush Furniture Universal 2 Shelf Bookcase, Washed Gray	\$269.98
	6/9/2022	Amazon	Clipboards (Set of 10) by Office Solutions Direct! ECO Friendly Hardboard Clipboard, Low Profile Clip Standard A4 Letter Size	\$17.95
	6/9/2022	Amazon	EXPO Low Odor Dry Erase Marker Chisel Tip Markers Whiteboard Markers, Assorted, 36 Count	\$26.49
	6/9/2022	Amazon	EXPO Low-Odor Dry Erase Markers, Chisel Tip, Assorted Colors, 36 Count	\$49.99
	6/9/2022	Amazon	Fellowes 5736606 Laminator Saturn3i 125, 12.5 inch, Rapid 1 Minute Warm-up Laminating Machine, with Self-Adhesive Pouches Kit, Silver, Black	\$97.19
	6/9/2022	Amazon	Food Prep Stainless Steel Table - DuraSteel 24 x 48 Inch Metal Table Cart - Commercial Workbench with Caster Wheel - NSF Certified - For Restaurant, Warehouse, Home, Kitchen, Garage	\$266.88
	6/9/2022	Amazon	Hotcfin 2022-2023 Planner-Weekly & Monthly Life Productivity Planner Stickers, Time Management To Hit Your Goals, Undated-Action Start Any Time, Commit 30 Organizer Journal Schedule Notebook For Men/Women-A5 Grey	\$18.99
	6/9/2022	Amazon	IRIS USA Plastic Storage Bin Tote Organizing Container with Durable Lid and Secure Latching Buckles, 32 Qt, 6 Count, Black & Red	\$72.99
	6/9/2022	Amazon	Paper Mate Flair Felt Tip Pens Medium Point 0.7 Millimeter Marker Pens School Supplies for Teachers & Students Assorted Fashion Colors, 12 Count	\$11.94
	6/9/2022	Amazon	Regal Games - Kids Classic Card Games - Includes Old Maid, Go Fish, Slapjack, Crazy 8's, War, and Silly Monster Memory Match- for Family Game Nights, Parties - Set of 6 Games	\$12.99
	6/9/2022	Amazon	School Zone - Get Ready Flash Cards Alphabet & Numbers 2 Pack - Ages 4 to 6, Preschool to Kindergarten, ABCs, Uppercase and Lowercase Letters, Numbers 1-100, Counting, and More	\$17.97
	6/9/2022	Amazon	School Zone - Math 1-2 4-Pack Flash Cards - Ages 4 , 1st Grade, 2nd Grade, Addition 0-12, Subtraction 0-12, Numbers 1-100, Math War Addition & Subtraction, Numerical Order, Counting, and More	\$11.99
	6/9/2022	Amazon	Shipping	\$5.99
	6/9/2022	Amazon	Think Tank Scholar 520 Sight Words Flash Cards (Award-Winning) Set - Preschool (Pre K) Kindergarten 1st 2nd 3rd Grade Homeschool (Kids Ages 3, 4, 5, 6, 7, 8, 9) Dolch & Fry High Frequency Sight Word	\$23.99
	6/9/2022	Amazon	ThinkFun Gravity Maze Marble Run Brain Game and STEM Toy for Boys and Girls Age 8 and Up – Toy of the Year Award Winner	\$29.99
	6/9/2022	Amazon	180 Days of Self-Care for Busy Educators (A 36-Week Plan of Low-Cost Self-Care for Teachers and Educators)	\$19.18
	6/9/2022	Amazon	Coaching for Educator Wellness: A Guide to Supporting New and Experienced Teachers (An Interactive and Comprehensive Teacher Wellness Guide for Instructional Leaders)	\$17.10
	6/9/2022	Amazon	The PD Book: 7 Habits that Transform Professional Development	\$31.50
	6/9/2022	Amazon	Door Gasket	\$54.32
	6/9/2022	Amazon	Smoke Detectors	\$319.98
		Amazon Total		\$3,803.43
52750	6/9/2022	Appearra	ITE Towels, Mops & Coats	\$36.74
52750	6/9/2022	Appearra	Mops, Towels & Uniforms	\$220.18
52750	6/9/2022	Appearra	BB Towels & Uniforms	\$81.04

Check Number	Check Date	Payee	Reason	Amount
52750	6/9/2022	Appeara	BB Towels & Uniforms	\$81.08
		Appeara Total		\$419.04
52751	6/9/2022	Blick Art Materials	Ampersand Pastel Board (White) 18x24	\$42.92
52751	6/9/2022	Blick Art Materials	Ampersand Pastelbord (Dark Green) 18x24	\$42.92
52751	6/9/2022	Blick Art Materials	Ampersand Pastelbord (Gray) 24x36	\$64.06
52751	6/9/2022	Blick Art Materials	Ampersand Pastelbord (Sand)	\$42.92
52751	6/9/2022	Blick Art Materials	Ampersand Scratchbord Line Tool	\$203.20
52751	6/9/2022	Blick Art Materials	ArtMolds Alginates Hollywood Impressions 1 lb.	\$15.68
52751	6/9/2022	Blick Art Materials	ArtMolds Alginates Regular Set 1 lb.	\$15.68
52751	6/9/2022	Blick Art Materials	Blick Essential Gloss Glaze (Milk Chocolate)	\$28.08
52751	6/9/2022	Blick Art Materials	Blick Essentials Gloss Glaze (Black)	\$46.80
52751	6/9/2022	Blick Art Materials	Blick Essentials Gloss Glaze (Clover)	\$28.08
52751	6/9/2022	Blick Art Materials	Blick Essentials Gloss Glaze (Lilac)	\$28.08
52751	6/9/2022	Blick Art Materials	Blick Essentials Gloss Glaze (Sand Dune)	\$28.08
52751	6/9/2022	Blick Art Materials	Blick Essentials Gloss Glazes (Violet)	\$28.08
52751	6/9/2022	Blick Art Materials	Burnt Sienna Designers Gouache	\$7.00
52751	6/9/2022	Blick Art Materials	Burnt Umber Designers Gouache	\$7.00
52751	6/9/2022	Blick Art Materials	Castin Craft EasyCast Clear Casting Epoxy	\$22.29
52751	6/9/2022	Blick Art Materials	Castin Craft Mold Release and Conditioner	\$10.43
52751	6/9/2022	Blick Art Materials	Cedar Canyon Rubbing Plates (Leaves)	\$54.95
52751	6/9/2022	Blick Art Materials	Class Pack Gray Paper Stumps	\$83.76
52751	6/9/2022	Blick Art Materials	Copic Sketch Marker Set (Set of 36)	\$210.59
52751	6/9/2022	Blick Art Materials	Crayola 200 Class Pack Markers (Thin Tip)	\$97.06
52751	6/9/2022	Blick Art Materials	Crayola 240 Watercolor Pencil Class Pack	\$42.86
52751	6/9/2022	Blick Art Materials	Crayola 256 Class Pack Markers	\$119.94
52751	6/9/2022	Blick Art Materials	Crayola Glitter Marker Set of 6	\$148.56
52751	6/9/2022	Blick Art Materials	Crayola Metallic Markers Set	\$157.20
52751	6/9/2022	Blick Art Materials	Creativity Street Large Wiggle Eyes	\$2.10
52751	6/9/2022	Blick Art Materials	Crescent Smooth Black Matboard (32x40)	\$246.25
52751	6/9/2022	Blick Art Materials	Do-A-Dot Art Markers (Set of 72)	\$179.99
52751	6/9/2022	Blick Art Materials	Elmer's Black on Black Foam Core Board (20x30) 10 Sheets	\$79.66
52751	6/9/2022	Blick Art Materials	Elmer's Washable School Glue Sticks Class Pack (60 Count)	\$26.22
52751	6/9/2022	Blick Art Materials	Faber-Castell Pitt Artist Brush Pen (White)	\$5.54
52751	6/9/2022	Blick Art Materials	Faber-Castell Pitt Artist Pen (Bullet White)	\$5.54
52751	6/9/2022	Blick Art Materials	Faber-Castell Pitt Artist Pens (Chisel White)	\$5.54
52751	6/9/2022	Blick Art Materials	Gold Ochre Designers Gouache	\$7.00
52751	6/9/2022	Blick Art Materials	Grafix Shrink Film Clear (50 pack)	\$47.64
52751	6/9/2022	Blick Art Materials	Half Round 10 mm Foam	\$125.60
52751	6/9/2022	Blick Art Materials	Half Round 15mm Foam	\$143.60
52751	6/9/2022	Blick Art Materials	Half Round 20mm Foam	\$80.80
52751	6/9/2022	Blick Art Materials	Kwik Stix Metalix Set of 72	\$57.59
52751	6/9/2022	Blick Art Materials	Naples Yellow Designers Gouache	\$7.00
52751	6/9/2022	Blick Art Materials	Olfa Refill Blades (5 Pack)	\$10.94
52751	6/9/2022	Blick Art Materials	Olfa SNAPit Heavy Duty Knife	\$33.80
52751	6/9/2022	Blick Art Materials	Pale Rose Blush Designers Gouache	\$7.00
52751	6/9/2022	Blick Art Materials	Pink Pearl Eraser	\$122.88
52751	6/9/2022	Blick Art Materials	Prismacolor Marker Set (72 Count)	\$228.98
52751	6/9/2022	Blick Art Materials	Prismacolor Turquoise 4B Pencil	\$52.32
52751	6/9/2022	Blick Art Materials	Prismacolor Turquoise 6B Pencil	\$52.32

Check Number	Check Date	Payee	Reason	Amount
52751	6/9/2022	Blick Art Materials	Raw Sienna Designers Gouache	\$7.00
52751	6/9/2022	Blick Art Materials	Richeson Bulk Drawing Paper (18x24) 350 Sheets	\$196.66
52751	6/9/2022	Blick Art Materials	Richeson Bulk Drawing Paper (9x12) 1,000 Sheets	\$272.58
52751	6/9/2022	Blick Art Materials	Roylco Rubbing Plate Set (Animal Skins)	\$55.05
52751	6/9/2022	Blick Art Materials	Roylco Rubbing Plate Set (Texture)	\$55.05
52751	6/9/2022	Blick Art Materials	Sargent Children's Art Smock (large)	\$62.52
52751	6/9/2022	Blick Art Materials	Sargent Children's Art Smock (medium)	\$62.52
52751	6/9/2022	Blick Art Materials	Sargent Children's Art Smock (Small)	\$62.52
52751	6/9/2022	Blick Art Materials	Scratch-Art Black Scratchboard (11x14)	\$24.00
52751	6/9/2022	Blick Art Materials	Sennelier Abstract 3D Liner (Burnt Sienna)	\$3.08
52751	6/9/2022	Blick Art Materials	Sennelier Abstract 3D Liner (Iridescent Gold)	\$9.24
52751	6/9/2022	Blick Art Materials	Sennelier Abstract 3D Liner (Iridescent Silver)	\$9.24
52751	6/9/2022	Blick Art Materials	Sennelier Abstract 3D Liner (Mars Black)	\$9.24
52751	6/9/2022	Blick Art Materials	Sennelier Abstract 3D Liner (Neutral Grey)	\$9.24
52751	6/9/2022	Blick Art Materials	Sennelier Abstract 3D Liner (Titanium White)	\$9.24
52751	6/9/2022	Blick Art Materials	Sennelier Oil Pastel Grand (Mars Black)	\$27.57
52751	6/9/2022	Blick Art Materials	Sennelier Oil Pastel Grand (White)	\$27.57
52751	6/9/2022	Blick Art Materials	Sennelier Pastels 24 Iridescent	\$85.76
52751	6/9/2022	Blick Art Materials	Sepia Designers Gouache	\$7.00
52751	6/9/2022	Blick Art Materials	Sharpie Fine Point Marker (Black)	\$285.12
52751	6/9/2022	Blick Art Materials	SKS Props 6 mm HD-Foam	\$258.40
52751	6/9/2022	Blick Art Materials	SKS Props HD-Foam 10mm	\$350.80
52751	6/9/2022	Blick Art Materials	Standard Ceramic 105 White Clay	\$414.80
52751	6/9/2022	Blick Art Materials	Strathmore 500 Series Vellum Illustration Board (32x40)	\$211.20
52751	6/9/2022	Blick Art Materials	Tombow MONO Knock Stick Eraser	\$41.76
52751	6/9/2022	Blick Art Materials	White Taklon Combo Brush Classroom Assortment	\$96.99
52751	6/9/2022	Blick Art Materials	Winsor & Newton Designers Gouache Set	\$57.28
52751	6/9/2022	Blick Art Materials	Worbla's Black Thermoplastic (Jumbo)	\$174.66
52751	6/9/2022	Blick Art Materials	Worbla's Finest Thermoplastic (Brown)	\$156.30
52751	6/9/2022	Blick Art Materials	X-Acto Multi-Material Scissors	\$40.50
		Blick Art Materials Total		\$6,187.42
52752	6/9/2022	Bomgaars	Pressure Washer Repairs	\$54.36
		Bomgaars Total		\$54.36
	6/9/2022	Capital One Trade Credit	PK Supplies	\$620.74
		Capital One Trade Credit Total		\$620.74
52753	6/9/2022	City of Wakefield	BB Utilities	\$36.15
52753	6/9/2022	City of Wakefield	Utilities	\$255.55
52753	6/9/2022	City of Wakefield	BB Utilities	\$104.22
52753	6/9/2022	City of Wakefield	Stadium Utilities	\$29.11
52753	6/9/2022	City of Wakefield	Utilities	\$5,033.11
		City of Wakefield Total		\$5,458.14
52754	6/9/2022	Classic Sportswear and Awards	Athletic Chenille W Letters	\$721.00
52754	6/9/2022	Classic Sportswear and Awards	Metal Inserts	\$538.75
		Classic Sportswear and Awards Total		\$1,259.75
52755	6/9/2022	Cubby's Inc.	Mower Diesel	\$58.07
52755	6/9/2022	Cubby's Inc.	Bus Diesel	\$2,126.43
52755	6/9/2022	Cubby's Inc.	Van Fuel	\$754.68
		Cubby's Inc. Total		\$2,939.18
52756	6/9/2022	Dana F Cole & Company LLP	Single Audit	\$4,000.00

Check Number	Check Date	Payee	Reason	Amount
		Dana F Cole & Company LLP Total		\$4,000.00
52757	6/9/2022	Discount School Supply	Angeles Universal Rest Mat Cart	\$262.39
52757	6/9/2022	Discount School Supply	Crayola Gallon Paint Blue	\$28.12
52757	6/9/2022	Discount School Supply	Crayola Gallon Paint Green	\$28.12
52757	6/9/2022	Discount School Supply	Crayola Gallon Paint Orange	\$28.12
52757	6/9/2022	Discount School Supply	Crayola Gallon Paint Red	\$28.12
52757	6/9/2022	Discount School Supply	Crayola Gallon Yellow Paint	\$28.12
52757	6/9/2022	Discount School Supply	Deluxe Space Saver Drying Rack	\$229.99
52757	6/9/2022	Discount School Supply	Shipping	\$39.36
		Discount School Supply Total		\$672.34
52758	6/9/2022	Dollar General	Family Group Activity Supplies	\$31.50
52758	6/9/2022	Dollar General	PK Supplies	\$16.10
52758	6/9/2022	Dollar General	Architect Interview Supplies	\$42.20
		Dollar General Total		\$89.80
52759	6/9/2022	Egan Supply Co.	Machine Rinse Aid	\$139.55
52759	6/9/2022	Egan Supply Co.	Supplies	\$674.20
		Egan Supply Co. Total		\$813.75
52760	6/9/2022	Ekberg Auto Parts, Inc.	Mower Oil	\$16.99
52760	6/9/2022	Ekberg Auto Parts, Inc.	Core Deposit	(\$72.22)
52760	6/9/2022	Ekberg Auto Parts, Inc.	Suburban Repairs	\$21.49
52760	6/9/2022	Ekberg Auto Parts, Inc.	U Joint	\$73.31
52760	6/9/2022	Ekberg Auto Parts, Inc.	Van Repairs	\$433.33
52760	6/9/2022	Ekberg Auto Parts, Inc.	Shop Supplies	\$44.46
		Ekberg Auto Parts, Inc. Total		\$517.36
52761	6/9/2022	Faith Regional Health Services	DOT Collection - KB	\$30.00
52761	6/9/2022	Faith Regional Health Services	DOT Physical - BT	\$100.00
52761	6/9/2022	Faith Regional Health Services	DOT Physical - KB	\$100.00
		Faith Regional Health Services Total		\$230.00
52762	6/9/2022	Five-Star Awards & More	BBall Awards	\$355.00
		Five-Star Awards & More Total		\$355.00
52763	6/9/2022	Flinn Scientific Inc	Shipping	\$9.95
52763	6/9/2022	Flinn Scientific Inc	Stethoscopes 10 for \$72.80	\$72.80
		Flinn Scientific Inc Total		\$82.75
52764	6/9/2022	Keri Messersmith	Mentor Stipend	\$500.00
		Keri Messersmith Total		\$500.00
52765	6/9/2022	Kratke's Lawn Service	Spray/Fertilize Playground	\$1,121.00
		Kratke's Lawn Service Total		\$1,121.00
52766	6/9/2022	KSB School Law, PC LLO	Legal Services	\$12,531.92
		KSB School Law, PC LLO Total		\$12,531.92
52767	6/9/2022	Lakeshore Learning Materials	Lakeshore Wrist Ribbons - Set of 12	\$59.98
52767	6/9/2022	Lakeshore Learning Materials	Shipping	\$9.00
		Lakeshore Learning Materials Total		\$68.98
52768	6/9/2022	Lazy Acres Decor	Graduation Ceremony Flowers	\$675.00
52768	6/9/2022	Lazy Acres Decor	Outside Planters	\$250.00
		Lazy Acres Decor Total		\$925.00
52769	6/9/2022	Matheson Tri-Gas Inc	ITE Gases	\$354.94
		Matheson Tri-Gas Inc Total		\$354.94

Check Number	Check Date	Payee	Reason	Amount
52770	6/9/2022	McGraw-Hill School Education LLC	Reading mastery language arts strand grade 1 workbook	\$183.30
52770	6/9/2022	McGraw-Hill School Education LLC	Reading Mastery Language Arts Strand Grade 1, Workbook	\$109.98
52770	6/9/2022	McGraw-Hill School Education LLC	Reading mastery language arts strand grade 2	\$183.30
52770	6/9/2022	McGraw-Hill School Education LLC	Reading mastery language arts strand grade 3	\$183.30
52770	6/9/2022	McGraw-Hill School Education LLC	Reading mastery language arts strand grade 4	\$203.70
52770	6/9/2022	McGraw-Hill School Education LLC	Reading mastery language arts strand grade k workbook A&B	\$148.80
52770	6/9/2022	McGraw-Hill School Education LLC	Reading Mastery Reading/Literature Strand Grade 1, Workbook B	\$149.40
52770	6/9/2022	McGraw-Hill School Education LLC	Reading Mastery Reading/Literature Strand Grade K, Workbook A	\$149.40
52770	6/9/2022	McGraw-Hill School Education LLC	Reading Mastery Reading/Literature Strand Grade K, Workbook B	\$149.40
52770	6/9/2022	McGraw-Hill School Education LLC	Reading Mastery Reading/Literature Strand Grade K, Workbook C	\$149.40
52770	6/9/2022	McGraw-Hill School Education LLC	Shipping	\$115.38
52770	6/9/2022	McGraw-Hill School Education LLC	Shipping	\$287.63
52770	6/9/2022	McGraw-Hill School Education LLC	Shipping	\$32.47
		McGraw-Hill School Education LLC Total		\$2,045.46
52771	6/9/2022	Menards-Norfolk	Shelving Supplies	\$39.88
		Menards-Norfolk Total		\$39.88
52772	6/9/2022	Miller Building Supply	Calcium Remover	\$6.99
52772	6/9/2022	Miller Building Supply	Chain 175ft	\$5.56
52772	6/9/2022	Miller Building Supply	Graffiti Paint	\$12.99
52772	6/9/2022	Miller Building Supply	Mouse Trip	\$7.58
52772	6/9/2022	Miller Building Supply	Paint/Supplies	\$191.21
52772	6/9/2022	Miller Building Supply	Shelf Standard	\$38.94
52772	6/9/2022	Miller Building Supply	Supplies	\$100.42
		Miller Building Supply Total		\$363.69
52773	6/9/2022	NASSP/NHS	NHS Affiliation	\$385.00
		NASSP/NHS Total		\$385.00
52774	6/9/2022	Nebr Assoc Of School Boards	School Leaders & Law Conf - JL	\$170.00
		Nebr Assoc Of School Boards Total		\$170.00
52775	6/9/2022	Norfolk Daily News	Yearly subscription to Norfolk Daily News	\$180.00
		Norfolk Daily News Total		\$180.00
52776	6/9/2022	Olson's Pest Technicians	Pest Control	\$120.00
		Olson's Pest Technicians Total		\$120.00
52777	6/9/2022	Overhead Door Company	Door Repair	\$347.00
		Overhead Door Company Total		\$347.00
52778	6/9/2022	Pac N Save, Inc.	FCS Supplies	\$31.42
52778	6/9/2022	Pac N Save, Inc.	Track & Field Day Water	\$36.27
52778	6/9/2022	Pac N Save, Inc.	Spring Sprints Supplies	\$114.12
52778	6/9/2022	Pac N Save, Inc.	Staff Wellness	\$17.71
52778	6/9/2022	Pac N Save, Inc.	Hearing Supplies	\$105.22
52778	6/9/2022	Pac N Save, Inc.	Retirement Recognition	\$130.73
		Pac N Save, Inc. Total		\$435.47

Check Number	Check Date	Payee	Reason	Amount
52779	6/9/2022	Perma-Bound Books	Holes by Louis Sachar	\$435.60
52779	6/9/2022	Perma-Bound Books	My Side of the Mountain by Jean Craighead George	\$402.00
52779	6/9/2022	Perma-Bound Books	The Lightning Thief by Rick Riordan	\$410.70
52779	6/9/2022	Perma-Bound Books	The Outsiders by S. E. Hinton	\$474.00
		Perma-Bound Books Total		\$1,722.30
52780	6/9/2022	Perry Guthery Haase Gessford P.C., L.L. O	Legal Services	\$4,080.00
		Perry Guthery Haase Gessford P.C., L.L. O Total		\$4,080.00
52781	6/9/2022	Really Good Stuff, LLC	E.Z.C. Highlighter Tape	\$49.98
52781	6/9/2022	Really Good Stuff, LLC	Shipping	\$8.95
52781	6/9/2022	Really Good Stuff, LLC	Carpet Mark-Its Sensory Path - 72 pieces	\$69.43
52781	6/9/2022	Really Good Stuff, LLC	Carpet Mark-Its™ - Alphabet - 26 carpet spots	\$29.99
52781	6/9/2022	Really Good Stuff, LLC	Carpet Mark-Its™ - Numbers Through 25 - 26 carpet spots	\$29.99
52781	6/9/2022	Really Good Stuff, LLC	Plastic Trays - Set Of 12 - 6-Color Grouping	\$195.98
52781	6/9/2022	Really Good Stuff, LLC	Shipping	\$48.81
		Really Good Stuff, LLC Total		\$433.13
52782	6/9/2022	RTI	Copier Lease	\$678.94
52782	6/9/2022	RTI	Managed Print Services	\$117.30
52782	6/9/2022	RTI	Copier Lease	\$678.94
52782	6/9/2022	RTI	Managed Print Services	\$117.31
52782	6/9/2022	RTI	Copier Staples	\$99.00
52782	6/9/2022	RTI	Copier Staples	\$99.00
		RTI Total		\$1,790.49
52783	6/9/2022	School Specialty, Inc	084900 School Smart 2-Pocket Folders, Assorted Colors, Pack of 25	\$24.12
52783	6/9/2022	School Specialty, Inc	1"x700" post-it removable cover-up tape	\$16.74
52783	6/9/2022	School Specialty, Inc	1/3"x700" post-it removable cover-up tape	\$8.82
52783	6/9/2022	School Specialty, Inc	10" full size, standard hot glue sticks	\$21.80
52783	6/9/2022	School Specialty, Inc	Assorted 16 color set, paper mate flair pens, medium tip	\$33.08
52783	6/9/2022	School Specialty, Inc	Assorted Mr. Sketch Premium Washable Scented Markers	\$54.58
52783	6/9/2022	School Specialty, Inc	Barker Creek E-Z Edit Writing Paper, 8-1/2 x 11 Inches, 50 Sheets/100 Pages, Pack of 6	\$53.75
52783	6/9/2022	School Specialty, Inc	BIC Round Stic Grip Ballpoint Pen, Medium Tip, Purple, Pack of 12	\$5.06
52783	6/9/2022	School Specialty, Inc	Command poster strips, 5/8 x 1 3/4, 12 count	\$23.30
52783	6/9/2022	School Specialty, Inc	Cosmic orange, astrobright paper	\$36.38
52783	6/9/2022	School Specialty, Inc	Elmer's Washable No Run School Glue, 1.25 Ounces, White and Dries Clear, Pack of 12	\$11.43
52783	6/9/2022	School Specialty, Inc	Fireball fuchsia astrobright paper, 500 sheets	\$36.38
52783	6/9/2022	School Specialty, Inc	Flipside dry erase paddle classroom set	\$58.95
52783	6/9/2022	School Specialty, Inc	Full Sheet white copier mailing labels	\$62.13
52783	6/9/2022	School Specialty, Inc	Gamma Green astrobrights paper	\$36.38
52783	6/9/2022	School Specialty, Inc	Glow File Folders, assorted, 24	\$44.68
52783	6/9/2022	School Specialty, Inc	Grade 3 standard ruled newsprint ruled short way	\$7.34
52783	6/9/2022	School Specialty, Inc	gravity grape, astrobright copy paper	\$54.57
52783	6/9/2022	School Specialty, Inc	Green 11x11 post-it super sticky big note	\$5.78
52783	6/9/2022	School Specialty, Inc	Green Newsprint Practice Paper, 1" ruled	\$20.66
52783	6/9/2022	School Specialty, Inc	Lift off lemon, astrobright, copy paper	\$36.38
52783	6/9/2022	School Specialty, Inc	Low odor expo magnetic markers, black, fine point, pack of 4	\$162.25
52783	6/9/2022	School Specialty, Inc	Lunar Blue, astrobright copy paper	\$36.38
52783	6/9/2022	School Specialty, Inc	Magnetic Demonstration Clock	\$14.75

Check Number	Check Date	Payee	Reason	Amount
52783	6/9/2022	School Specialty, Inc	Mr Clean Magic Eraser 6 pk	\$20.52
52783	6/9/2022	School Specialty, Inc	Multi Program Handwriting Papers, Grade K-1, 5/8 ruled	\$17.28
52783	6/9/2022	School Specialty, Inc	Number lines, 30 pk	\$10.20
52783	6/9/2022	School Specialty, Inc	Orange, 11x11, post it super sticky big notes	\$5.78
52783	6/9/2022	School Specialty, Inc	outrageous orchid, astrobright, copy paper	\$36.38
52783	6/9/2022	School Specialty, Inc	Oxford Twisted Pocket Folder, Assorted colors, pack of 50	\$32.30
52783	6/9/2022	School Specialty, Inc	Pentel, super hi polymer eraser caps, Pack of 240	\$33.60
52783	6/9/2022	School Specialty, Inc	Red & Blue storybook paper, grade k-1	\$14.68
52783	6/9/2022	School Specialty, Inc	Reversible black and white file folders 50 count	\$55.74
52783	6/9/2022	School Specialty, Inc	Rocket red, astrobright copy paper	\$36.38
52783	6/9/2022	School Specialty, Inc	School Smart Colored Lined Paper for Kids, 8-1/2 x 11 Inches, 500 Sheets	\$19.43
52783	6/9/2022	School Specialty, Inc	School Smart Dual Temperature Glue Stick, 0.43 x 10 Inches, Clear, Pack of 20	\$10.90
52783	6/9/2022	School Specialty, Inc	School Smart Polypropylene Round Ring Binder, 2 Inches, Blue	\$220.50
52783	6/9/2022	School Specialty, Inc	School Smart Round Stick Pen, Medium Tip, Green, Pack of 12	\$2.58
52783	6/9/2022	School Specialty, Inc	Scotch laminating pouches - 200 ct	\$400.30
52783	6/9/2022	School Specialty, Inc	Scotch Thermal Laminating Pouch, 8-9/10 x 11-2/5 Inches, 3 mil Thick, Pack of 50	\$65.76
52783	6/9/2022	School Specialty, Inc	Sea & Sky file folders, pks of 12	\$25.08
52783	6/9/2022	School Specialty, Inc	Sharpie, fine point, black, dz	\$23.00
52783	6/9/2022	School Specialty, Inc	Small wire hooks mega pack	\$61.98
52783	6/9/2022	School Specialty, Inc	Solar Yellow, astrobright, copy paper	\$36.38
52783	6/9/2022	School Specialty, Inc	Staple remover with built in magnet	\$7.20
52783	6/9/2022	School Specialty, Inc	StikkiDOTS Reusable Adhesives, pack 100	\$20.76
52783	6/9/2022	School Specialty, Inc	Surebonder High Temp Cordless/Corded Glue Gun, 60 Watt	\$16.70
52783	6/9/2022	School Specialty, Inc	Ticonderoga tri-write pencils	\$74.70
52783	6/9/2022	School Specialty, Inc	White supertab file folders 100 ct	\$53.42
52783	6/9/2022	School Specialty, Inc	Wirebound Notebook, 3 subject, wide ruled, 120 sheets	\$103.20
52783	6/9/2022	School Specialty, Inc	x-acto-schoolpro-electric-pencil-sharpener-black-2039323 X-ACTO SchoolPro Electric Pencil Sharpener, Black	\$35.61
52783	6/9/2022	School Specialty, Inc	yellow, 11x11, post it super sticky big note	\$5.78
		School Specialty, Inc Total		\$2,311.83
52784	6/9/2022	SeeSaw Learning Inc	Student License 8/1/22-7/31/23	\$1,371.65
		SeeSaw Learning Inc Total		\$1,371.65
	6/9/2022	Staples	Dry Erase Markers	\$117.95
	6/9/2022	Staples	Sharpies	\$29.49
	6/9/2022	Staples	Cra-Z-Art Pre-sharpened Colored Pencils, Assorted, 12/Box	\$29.88
	6/9/2022	Staples	Elmer's All Purpose School Glue Sticks, 0.24 Oz., 60/Pack	\$32.99
	6/9/2022	Staples	BIC Xtra Sparkle Mechanical Pencil Medium Point (.7 mm) 24 count MPLP241-BLK	\$14.99
	6/9/2022	Staples	Carson-Dellosa Sun Notepad 151018	\$8.58
	6/9/2022	Staples	Paper Mate Inkjoy Gel Pens 1951636	\$25.29
	6/9/2022	Staples	Pilot FriXion Ball Clicker Erasable Gens Pens Model 31472	\$20.79
	6/9/2022	Staples	Trend Notepads, Super Star T-72066	\$19.58
	6/9/2022	Staples	Elmer's Washable School Glue	\$59.70
	6/9/2022	Staples	Elmer's® Washable School Glue, 1.25oz. Final Price \$1.99 Item #: 601642 Model #: E301	\$59.70
		Staples Total		\$418.94
	6/9/2022	Symmetry Energy Solutions LLC	BHE195185 - Natural Gas	\$790.71
	6/9/2022	Symmetry Energy Solutions LLC	BHE231582 Natural Gas	\$1,883.22
	6/9/2022	Symmetry Energy Solutions LLC	NGM829096 - BB Natural Gas	\$177.36

Check Number	Check Date	Payee	Reason	Amount
		Symmetry Energy Solutions LLC Total		\$2,851.29
52785	6/9/2022	Trenhaile, William D	Title III Mtgs Meal Reimb	\$62.11
		Trenhaile, William D Total		\$62.11
	6/9/2022	Verizon	Mobile Hot Spots	\$33.84
		Verizon Total		\$33.84
52786	6/9/2022	Wakefield Republican, The	Board Retreat Notice	\$7.36
52786	6/9/2022	Wakefield Republican, The	Hearing Notice	\$6.87
52786	6/9/2022	Wakefield Republican, The	May Calendars	\$266.00
52786	6/9/2022	Wakefield Republican, The	Meeting Notice	\$10.31
52786	6/9/2022	Wakefield Republican, The	Meeting Proceedings	\$101.07
52786	6/9/2022	Wakefield Republican, The	Cook Job Ad	\$98.00
		Wakefield Republican, The Total		\$489.61
52787	6/9/2022	Wakefield School Activities	Locker Stickers	\$275.00
		Wakefield School Activities Total		\$275.00
52788	6/9/2022	Wakefield School-Interim	Skills USA Meal Money	\$36.00
52788	6/9/2022	Wakefield School-Interim	Educators Rising Supplies	\$8.35
52788	6/9/2022	Wakefield School-Interim	Planetarium Field Trip - Science Classes	\$220.00
52788	6/9/2022	Wakefield School-Interim	2nd Grade Field Trip	\$210.00
52788	6/9/2022	Wakefield School-Interim	3rd Grade Field Trip	\$148.00
52788	6/9/2022	Wakefield School-Interim	Tuition Reimb - Title III Funds	\$1,000.00
52788	6/9/2022	Wakefield School-Interim	Graduation Cookies	\$180.00
52788	6/9/2022	Wakefield School-Interim	Elem Attendance Awards	\$50.00
52788	6/9/2022	Wakefield School-Interim	Postage	\$400.00
52788	6/9/2022	Wakefield School-Interim	Summer Conf Registration	\$150.00
		Wakefield School-Interim Total		\$2,402.35
52789	6/9/2022	Waste Connections of Nebraska Inc	Garbage Service	\$540.00
52789	6/9/2022	Waste Connections of Nebraska Inc	Rolloff Rental	\$55.00
		Waste Connections of Nebraska Inc Total		\$595.00
52790	6/9/2022	Wayne Herald	Job Ads/Publications	\$397.00
52790	6/9/2022	Wayne Herald	Job Ads/Publications	\$220.00
		Wayne Herald Total		\$617.00
Sub Total				\$91,504.53

Sorted By	Value	Description
FUND	06	School Nutrition Fund

Check Number	Check Date	Payee	Reason	Amount
	5/11/2022	VISA	Chips	\$33.96
	5/11/2022	VISA	Teacher Appreciation Meal	\$715.33
		VISA Total		\$749.29
	5/26/2022	VISA-2	Inservice Rolls	\$105.84
		VISA-2 Total		\$105.84
5564	6/9/2022	Appeara	Aprons, Mops & Towels	\$105.54
		Appeara Total		\$105.54
5565	6/9/2022	Cash-Wa Distributing	Food	\$6,528.49
5565	6/9/2022	Cash-Wa Distributing	Shortage Credit	(\$243.10)
		Cash-Wa Distributing Total		\$6,285.39

Check Number	Check Date	Payee	Reason	Amount
5566	6/9/2022	City of Wakefield	Utilities	\$13.45
5566	6/9/2022	City of Wakefield	Utilities	\$264.90
City of Wakefield Total				\$278.35
5567	6/9/2022	Dollar General	Butter	\$45.00
5567	6/9/2022	Dollar General	Groceries	\$3.00
5567	6/9/2022	Dollar General	Teacher Appreciation Supplies	\$32.10
Dollar General Total				\$80.10
5568	6/9/2022	Greenberg Fruit Co.	Fruit	\$1,394.77
Greenberg Fruit Co. Total				\$1,394.77
5569	6/9/2022	Hiland Dairy	Milk/Juice	\$2,392.29
Hiland Dairy Total				\$2,392.29
5570	6/9/2022	Mighty Ducts	Exhaust Cleaning	\$750.00
Mighty Ducts Total				\$750.00
5571	6/9/2022	Quality Foods	Groceries	\$410.34
5571	6/9/2022	Quality Foods	Teacher Appreciation Meal	\$46.76
Quality Foods Total				\$457.10
	6/9/2022	Symmetry Energy Solutions LLC	NGM811131 Natural Gas	\$138.71
Symmetry Energy Solutions LLC Total				\$138.71
	6/9/2022	Sysco Lincoln	Food/Supplies	\$492.85
	6/9/2022	Sysco Lincoln	Food	\$194.82
	6/9/2022	Sysco Lincoln	Food/Supplies	\$893.44
Sysco Lincoln Total				\$1,581.11
5572	6/9/2022	Wakefield School-Interim	State Conf Registration - TM	\$150.00
Wakefield School-Interim Total				\$150.00
5573	6/9/2022	Waste Connections of Nebraska Inc	Garbage Service	\$180.00
Waste Connections of Nebraska Inc Total				\$180.00
Sub Total				\$14,648.49

Sorted By	Value	Description
FUND	08	Special Building Fund

Check Number	Check Date	Payee	Reason	Amount
1219	5/19/2022	Nemaha Landscape Construction Inc	Stadium Construction	\$187,920.00
Nemaha Landscape Construction Inc Total				\$187,920.00
1220	6/9/2022	Certified Testing Services Inc	Soil/Concrete Technicians	\$786.00
Certified Testing Services Inc Total				\$786.00
1221	6/9/2022	Nemaha Landscape Construction Inc	Stadium Construction	\$339,741.90
Nemaha Landscape Construction Inc Total				\$339,741.90
Grand Total				\$528,447.90
Sub Total				\$528,447.90
Grand Total				\$634,600.92

Wakefield Community School

Check Payments By Fund Report

Accounting Cycle: FY21-22; Begin Date: 06/13/2022; End Date: 06/13/2022; Display Element Description: BUILDING; Check Type: warrants; Sort by Element: FUND; Account Expression: [All]; Created On: 6/13/2022 4:14:37 PM

Sorted By	Value	Description		
FUND	01	General Fund		
Check Number	Check Date	Payee	Reason	Amount
52795	6/13/2022	Autumn Custom Seeding, LLC	Seed, Fertilizer, Hydromuch	\$3,267.00
		Autumn Custom Seeding, LLC Total		\$3,267.00
52796	6/13/2022	CMBA Architects	Achievement Center Services	\$505.50
		CMBA Architects Total		\$505.50
52797	6/13/2022	McGraw-Hill School Education LLC	Reveal Math Shipping	\$147.96
52797	6/13/2022	McGraw-Hill School Education LLC	Reveal Math Student 1 Yr Subscription Bundle - Grade 4	\$168.30
52797	6/13/2022	McGraw-Hill School Education LLC	Shipping	\$19.53
		McGraw-Hill School Education LLC		\$335.79
52798	6/13/2022	Pitney Bowes, Inc.	Postage Meter Rental	\$2,672.10
		Pitney Bowes, Inc. Total		\$2,672.10
52799	6/13/2022	Sport Safe Testing Service Inc	Random Drug Testing	\$400.00
		Sport Safe Testing Service Inc Total		\$400.00
Sub Total				\$7,180.39
Grand Total				\$7,180.39

Wakefield Community School

Payroll Voucher By Vendor Report

Accounting Cycle: FY21-22; Voucher: 061022,061022 HSA; Vendor: [All]; Order By: Vendor; Account Type: Liability; Created On: 6/10/2022 12:37:19 PM

Voucher Number	Bank Name	Account Number	Check Number	Vendor	Amount
061022	BankFirst	195103		Aflac	\$296.53
Register	Register Paid Date	Account Code	Deduction		Amount
061422	6/14/2022	01-00941-000	Aflac - Accident 125		\$127.01
061422	6/14/2022	01-00941-000	Aflac - Cancer 125		\$80.86
061422	6/14/2022	01-00941-000	Aflac - Short Term Disability		\$88.66
Sub Total					\$296.53
Voucher Number	Bank Name	Account Number	Check Number	Vendor	Amount
061022	BankFirst	195103		American Fidelity	\$6,208.57
Register	Register Paid Date	Account Code	Deduction		Amount
061422	6/14/2022	01-00941-000	Amer Fidelity - Accident 125		\$455.66
061422	6/14/2022	01-00941-000	Amer Fidelity - Cancer		\$136.00
061422	6/14/2022	01-00941-000	Amer Fidelity - Cancer 125		\$196.50
061422	6/14/2022	01-00941-000	Amer Fidelity - Critical Illness		\$44.92
061422	6/14/2022	01-00941-000	Amer Fidelity - Hospital Indemnity		\$82.24
061422	6/14/2022	01-00941-000	Amer Fidelity - Term Life		\$185.71
061422	6/14/2022	01-00941-000	Amer Fidelity - Whole Life		\$97.64
061422	6/14/2022	01-00941-000	Child Care 125		\$1,766.64
061422	6/14/2022	01-00941-000	Med Reimb 125		\$3,104.06
061422	6/14/2022	06-00941-000	Amer Fidelity - Accident 125		\$71.88
061422	6/14/2022	06-00941-000	Amer Fidelity - Cancer		\$7.20
061422	6/14/2022	06-00941-000	Amer Fidelity - Cancer 125		\$60.12
Sub Total					\$6,208.57
Voucher Number	Bank Name	Account Number	Check Number	Vendor	Amount
061022 HSA	BankFirst	195103		Ann Milliken - HSA	\$203.83
Register	Register Paid Date	Account Code	Deduction		Amount
061422	6/14/2022	01-00941-000	HSA Ann Milliken		\$203.83
Sub Total					\$203.83
Voucher Number	Bank Name	Account Number	Check Number	Vendor	Amount
061022	BankFirst	195103		BankFirst	\$82,418.33
Register	Register Paid Date	Account Code	Deduction		Amount
061422	6/14/2022	01-00941-000	Federal Withholding		\$25,400.49
061422	6/14/2022	01-00941-000	FICA		\$44,985.28
061422	6/14/2022	01-00941-000	Medicare		\$10,520.66
061422	6/14/2022	06-00941-000	Federal Withholding		\$295.50
061422	6/14/2022	06-00941-000	FICA		\$985.84
061422	6/14/2022	06-00941-000	Medicare		\$230.56
Sub Total					\$82,418.33
Voucher Number	Bank Name	Account Number	Check Number	Vendor	Amount
061022	BankFirst	207276		Blue Cross and Blue Shield of NE	\$83,244.74
Register	Register Paid Date	Account Code	Deduction		Amount
061422	6/14/2022	01-00941-000	BCBS Empl Dental 125		\$1,625.23
061422	6/14/2022	01-00941-000	BCBS Employer Dental		\$1,791.28
061422	6/14/2022	06-00941-000	BCBS Empl Dental 125		\$53.75
061422	6/14/2022	06-00941-000	BCBS Employer Dental		\$88.62
Sub Total					\$3,558.88
Voucher Number	Bank Name	Account Number	Check Number	Vendor	Amount
061022	BankFirst	195103		Blue Cross and Blue Shield of NE	\$83,244.74
Register	Register Paid Date	Account Code	Deduction		Amount

061422	6/14/2022	01-00901-000	BCBS Empl Health 125	\$1,283.03	
061422	6/14/2022	01-00941-000	BCBS Empl Health 125	\$1,937.40	
061422	6/14/2022	01-00901-000	BCBS Employer Hlth	(\$2,017.62)	
061422	6/14/2022	01-00941-000	BCBS Employer Hlth	\$75,305.25	\$76,508.06
061422	6/14/2022	06-00941-000	BCBS Employer Hlth	\$3,177.80	\$3,177.80
Sub Total				\$79,685.86	

Voucher Number	Bank Name	Account Number	Check Number	Vendor	Amount
061022 HSA	BankFirst	207276		Christy Roberts - HSA	\$110.19

Register	Register Paid Date	Account Code	Deduction	Amount
061422	6/14/2022	06-00941-000	HSA Christy Roberts	\$110.19
Sub Total				\$110.19

Voucher Number	Bank Name	Account Number	Check Number	Vendor	Amount
061022 HSA	BankFirst	195103		Colton McCreary - HSA	\$110.19

Register	Register Paid Date	Account Code	Deduction	Amount
061422	6/14/2022	01-00941-000	HSA Colton McCreary	\$110.19
Sub Total				\$110.19

Voucher Number	Bank Name	Account Number	Check Number	Vendor	Amount
061022 HSA	BankFirst	195103		Connie Wageman - HSA	\$231.38

Register	Register Paid Date	Account Code	Deduction	Amount
061422	6/14/2022	01-00941-000	HSA Connie Wageman	\$231.38
Sub Total				\$231.38

Voucher Number	Bank Name	Account Number	Check Number	Vendor	Amount
061022 HSA	BankFirst	207276		Dave Lunz - HSA	\$110.19

Register	Register Paid Date	Account Code	Deduction	Amount
061422	6/14/2022	06-00941-000	HSA Dave Lunz	\$110.19
Sub Total				\$110.19

Voucher Number	Bank Name	Account Number	Check Number	Vendor	Amount
061022	BankFirst	195103		Federal Reserve KC	\$262,742.53

Register	Register Paid Date	Account Code	Deduction	Amount
061422	6/14/2022	01-00941-000	Direct Deposit	\$256,600.49
061422	6/14/2022	06-00941-000	Direct Deposit	\$6,142.04
Sub Total				\$262,742.53

Voucher Number	Bank Name	Account Number	Check Number	Vendor	Amount
061022	BankFirst	195103		Iowa Department of Revenue	\$100.00

Register	Register Paid Date	Account Code	Deduction	Amount
061422	6/14/2022	01-00941-000	Iowa State Tax	\$100.00
Sub Total				\$100.00

Voucher Number	Bank Name	Account Number	Check Number	Vendor	Amount
061022 HSA	BankFirst	195103		Kim Barge - HSA	\$110.19

Register	Register Paid Date	Account Code	Deduction	Amount
061422	6/14/2022	01-00941-000	HSA Kim Barge	\$110.19
Sub Total				\$110.19

Voucher Number	Bank Name	Account Number	Check Number	Vendor	Amount
061022 HSA	BankFirst	195103		Lauren Barge - HSA	\$110.19

Register	Register Paid Date	Account Code	Deduction	Amount
061422	6/14/2022	01-00941-000	HSA Lauren Barge	\$110.19
Sub Total				\$110.19

Voucher Number	Bank Name	Account Number	Check Number	Vendor	Amount
061022	BankFirst	207276	5574	Madison National Life	\$2,717.06

Register	Register Paid Date	Account Code	Deduction	Amount
061422	6/14/2022	01-00941-000	Addtl Life Ins	\$256.84

061422	6/14/2022	01-00941-000	Dependent Life Ins	\$2.10	
061422	6/14/2022	01-00941-000	Life Ins Employer	\$770.25	\$1,029.19
061422	6/14/2022	06-00941-000	Life Ins Employer	\$39.00	\$39.00
Sub Total				\$1,068.19	

Voucher Number	Bank Name	Account Number	Check Number	Vendor	Amount
061022	BankFirst	195103	52792	Madison National Life	\$2,717.06

Register	Register Paid Date	Account Code	Deduction	Amount
061422	6/14/2022	01-00901-000	Life Ins Employer	\$50.56
061422	6/14/2022	01-00941-000	Long Term Disability	\$1,598.31
Sub Total				\$1,648.87

Voucher Number	Bank Name	Account Number	Check Number	Vendor	Amount
061022 HSA	BankFirst	195103		Megan Virgil - HSA	\$310.69

Register	Register Paid Date	Account Code	Deduction	Amount
061422	6/14/2022	01-00941-000	HSA Megan Virgil	\$310.69
Sub Total				\$310.69

Voucher Number	Bank Name	Account Number	Check Number	Vendor	Amount
061022	BankFirst	195103		MG Trust Company	\$4,317.29

Register	Register Paid Date	Account Code	Deduction	Amount
061422	6/14/2022	01-00941-000	403b Plan	\$175.00
061422	6/14/2022	01-00941-000	403b Plan ROTH	\$3,660.00
061422	6/14/2022	01-00941-000	403b Plan ROTH - 10%	\$223.47
061422	6/14/2022	01-00941-000	403b Plan ROTH - 5%	\$258.82
Sub Total				\$4,317.29

Voucher Number	Bank Name	Account Number	Check Number	Vendor	Amount
061022	BankFirst	195103		Nebraska Department of Revenue	\$13,150.23

Register	Register Paid Date	Account Code	Deduction	Amount
061422	6/14/2022	01-00941-000	State Withholding - NE	\$12,987.78
061422	6/14/2022	06-00941-000	State Withholding - NE	\$162.45
Sub Total				\$13,150.23

Voucher Number	Bank Name	Account Number	Check Number	Vendor	Amount
061022	BankFirst	195103		Nebraska Retirement System	\$66,441.95

Register	Register Paid Date	Account Code	Deduction	Amount
061422	6/14/2022	01-00941-000	NPERS	\$64,964.84
061422	6/14/2022	06-00941-000	NPERS	\$1,477.11
Sub Total				\$66,441.95

Voucher Number	Bank Name	Account Number	Check Number	Vendor	Amount
061022 HSA	BankFirst	195103		Patricia Wurdeman - HSA	\$110.19

Register	Register Paid Date	Account Code	Deduction	Amount
061422	6/14/2022	01-00941-000	HSA Patricia Wurdeman	\$110.19
Sub Total				\$110.19

Voucher Number	Bank Name	Account Number	Check Number	Vendor	Amount
061022 HSA	BankFirst	195103		Rosa Morelos - HSA	\$110.19

Register	Register Paid Date	Account Code	Deduction	Amount
061422	6/14/2022	01-00941-000	HSA Rosa Morelos	\$110.19
Sub Total				\$110.19

Voucher Number	Bank Name	Account Number	Check Number	Vendor	Amount
061022 HSA	BankFirst	195103		Shannon Carroll - HSA	\$681.38

Register	Register Paid Date	Account Code	Deduction	Amount
061422	6/14/2022	01-00941-000	HSA Shannon Carroll	\$681.38
Sub Total				\$681.38

Voucher Number	Bank Name	Account Number	Check Number	Vendor	Amount
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061022 HSA	BankFirst	195103		Teresa Soderberg - HSA	\$110.19
Register	Register Paid Date	Account Code	Deduction		Amount
061422	6/14/2022	01-00941-000	HSA Teresa Soderberg		\$110.19
Sub Total					\$110.19
Voucher Number	Bank Name	Account Number	Check Number	Vendor	Amount
061022	BankFirst	195103		Vision Service Plan	\$1,022.65
Register	Register Paid Date	Account Code	Deduction		Amount
061422	6/14/2022	01-00901-000	Vision 125		\$57.91
061422	6/14/2022	01-00941-000	Vision 125		\$923.05
061422	6/14/2022	06-00941-000	Vision 125		\$41.69
Sub Total					\$1,022.65
Voucher Number	Bank Name	Account Number	Check Number	Vendor	Amount
061022	BankFirst	195103	52793	Washington National Insurance Co	\$60.90
Register	Register Paid Date	Account Code	Deduction		Amount
061422	6/14/2022	01-00941-000	WA Natl - Cancer Ins 125		\$60.90
Sub Total					\$60.90
Voucher Number	Bank Name	Account Number	Check Number	Vendor	Amount
061022	BankFirst	195103	52794	WCS-General Fund	\$166.49
Register	Register Paid Date	Account Code	Deduction		Amount
061422	6/14/2022	01-00941-000	Summer Ins 125		\$164.61
061422	6/14/2022	06-00941-000	Summer Ins 125		\$1.88
Sub Total					\$166.49
Grand Total					\$525,196.07

KAREN A. HAASE ^{NE, SD, IA, WY}
STEVE WILLIAMS ^{NE}
BOBBY TRUHE ^{NE, SD}
SARA HENTO ^{NE, SD}



COADY H. PRUETT ^{NE, CO}
JORDAN JOHNSON ^{NE}
TYLER COVERDALE ^{SD}
SHARI RUSSELL, Paralegal

MEMORANDUM

To: KSB Policy Service Subscribers
FROM: KSB School Law
DATE: May 25, 2022
RE: Annual Policy Updates

Attached are the 2022 KSB School Law policy updates. Below, we discuss the policy changes, the changes to our standard forms, and some issues that are raised by certain laws that do not necessarily require a policy change but do present new obligations or things to keep in mind as you enter the 2022-23 school year. We have broken these down into 3 sections: "Policy Changes;" "Forms Changes;" and "Other Issues to Consider."

Keep in mind that most bills that were enacted into law go into effect three months after the legislature adjourns. This year the Unicameral adjourned on April 20th, so the effective date of most bills will be July 21, 2022. However, if a bill includes a specific effective date or an emergency clause, it goes into effect on the stated date or when passed and approved according to law.

To assist subscribers in implementing these policy changes and the other considerations laid out in this Memo, **KSB will hold a webinar on Thursday, June 9, 2022, at 10:00 a.m. Central Time.** In the webinar, we will give a brief overview of the changes and then answer questions from attendees regarding the policies and other considerations. We have included the link to the ZOOM conference in the cover e-mail that transmitted these updates. We will also record the webinar and will post it on the KSB School Law website in the Policy Updates section.

301 SOUTH 13TH STREET, SUITE 210
LINCOLN, NEBRASKA 68508

KSB SCHOOL LAW, PC, LLO
KSBSCHOOLLAW.COM
(402) 804-8000
ATTORNEYS LICENSED IN STATES INDICATED

141 NORTH MAIN AVENUE, SUITE 504
SIOUX FALLS, SOUTH DAKOTA 57104

Please feel free to contact us if you have any additional questions or if you would like to have a policy customized or “tweaked” to meet your individual circumstances.

Policy Changes

REVISION OF POLICY 2008: Meetings

Last session the Unicameral passed LB 83. Beginning July 31, 2022, school boards must place their meeting minutes on the school district website within ten working days of the last meeting or prior to the next convened meeting, whichever occurs earlier. The minutes must be available on the website for at least six months.

This change is required.

REVISION OF POLICY 2010: Preparation for Board Meetings

Last session the Unicameral passed LB 83. Beginning July 31, 2022, school boards must place their agendas on the district’s website at least 24 hours before the school board meeting and leave them there for at least six months.

This change is required.

REVISION OF POLICIES

3003.1 Bidding for Construction, Remodeling, Repair, or Related Projects Financed with Federal Funds AND 3004.1 Fiscal Management for Purchasing and Procurement Using Federal Dollars

During a recent round of federal fiscal review, NDE determined that it wants even more information in your federal purchasing/procurement policies and procedures. We have added new sections to both policies to address these concerns.

These changes are required.

REVISION OF POLICY 3012: School Meal Program and Meal Charges

NDE recently conducted an administrative review of a policy subscriber's participation in the National School Lunch Program. During that review, NDE determined that the school's policy did not include a notice that households can apply for benefits at any time during the school year or any information about the school's online payment system. Of course, no law or regulation requires that such information be included in your meal charge policy. However, KSB decided to add this information to the policy to address these concerns. Please review the "Payment Options" paragraph and modify it as necessary so that it accurately reflects the payment options your district accepts.

These changes are "required."

REVISION OF POLICY 3057: Title IX Policy

These revisions include updates to the definition of "domestic violence" in order to be consistent with the recently re-authorized federal Violence Against Women Act (effective October 1, 2022). These revisions also account for changes to the statutory reference at which other definitions (dating violence and stalking) will be codified in the U.S. Code.

Finally, this revision clarifies the step in the process at which the Title IX decision-maker facilitates the written exchange of questions between the parties (i.e., after an investigation and before a written determination of responsibility is issued).

All of these changes will also need to be included in your handbooks.

These changes are required.

REVISION OF POLICY 4056: Resignation of Certificated Staff

This policy addresses the process for certificated staff to provide their resignation as early as possible to allow the district to find suitable replacements. Please note there are two paragraphs to choose from. Please make sure to select one.

The first option is our recommended option. We revised this option to make clear if you give a teacher a written request (whether it is a renewal

agreement, a new contract, or something else) with an acceptance date no earlier than March 15th, the return of that written request “locks in” that teacher for the following school year. They do not get to resign until April 15th or some later date.

Philosophically, we prefer not to release teachers after the April 15th deadline since the teachers’ union would never agree to extend the notice deadline to teachers. However, this is a matter for the board to decide, so we still provide the second option which also defines “suitable replacement.” You should be sure to check your negotiated agreement to be sure that there is not a provision in that document that gives teachers the right to resign late. If there is, you should revise this policy (or call us to revise it) to ensure that it is consistent with your negotiated agreement (or, better yet, negotiate out the later deadline in your negotiated agreement!).

This policy is not required but is highly recommended.

NEW POLICY 4064: Transporting Students in Employee Vehicles

While our policy service has several policies regarding transportation, none of them address employees transporting students in their personal vehicles. We drafted this policy at the request of a service subscriber. This policy provides two options for transportation. The first permits employees to transport students who do not live in the employee’s household as long as the employee complies with board policy and NDE’s pupil transportation requirements (including training). The second permits employees to transport only students who live within the employee’s household and in emergency situations.

This policy is optional.

REVISION OF POLICY 5012: Testing and Assessment Program

NDE Rule 10 has always required each school to complete an annual report covering the required elements in sections 005 and 010 from Rule 10. The items reported in section 005 of Rule 10 must be submitted to NDE by June 30. Section 010 then requires these items, plus some additional items, to be included in an annual report and shared with the board and made available to the public. Rule 10 also requires a policy covering the annual report. These proposed changes align the policy with Rule 10.

These changes are required.

6021: District Criteria for Selecting Evaluators to be Used for Special Education Evaluation and Verification and Independent Educational Evaluations

Over the last year, there has been a dramatic increase in Rule 51 complaints and requests for evaluation protocols and raw evaluative data. Many evaluators in Nebraska do not retain this information after their final report is completed. However, in certain circumstances, courts and administrative agencies enforcing the IDEA have determined that access to such records is necessary in order to permit meaningful parental participation. As a result, we've updated our evaluation criteria to require evaluators to retain and provide that information when the LEA determines it is necessary to do so.

This change is recommended.

NEW POLICY 6037: Selection and Review of Library Materials

It's no secret over the past several months that library media and materials have come under scrutiny in many districts. As we promised many of you, this is KSB's attempt to propose a policy with options for you and your board to consider. Ask, and ye shall receive!

We want to be clear that this policy is *optional*. Many districts have functioned for decades without a policy covering the procurement and review/challenges to library materials. However, we also know that in times of political pressure, it may help to have a process laid out for how materials are selected and then later challenged by concerned individuals. Within the policy, we have laid out 3 options for the selection of library materials and 2 options for review of those materials when someone has a concern. We also place limits on who can make such a request, how many items can be challenged at once, and how often items can be challenged.

Most importantly, we want to make clear that this policy applies only to library materials. Core curricular materials and curriculum-related supplements are not intended to be covered by this policy. Those are covered elsewhere, such as in your parent involvement policy, and parent and patron rights to access those materials are governed by state and

federal law. We also do not want patrons or parents to believe they can challenge actual curriculum materials--in most cases, they can review but cannot opt-out or ask for those to be removed. That is true regardless of the reason for their objection--religious, political, or otherwise.

This policy is entirely optional, and it contains options if you do choose to implement it.

Form Changes

Public Comment Rules (2000 Series Forms)

We have updated our public comment rules to reflect the requirement that anyone speaking during public comment provide their name, address, and the name of any organization they represent.

These form changes are required.

Library Materials Forms (6000 Series Forms)

We have included two new forms in the 6000 series to address the process for requested review of library materials. The first is a review request form which you can provide to parents and patrons who want to request a review of library material. The second is a sample letter you can use to provide your review determination to the requester after the review is completed.

When parents or patrons request a review of library material, there may be legal implications. Requests could touch upon the First Amendment, Title IX, IDEA, Section 504, Title VI, and many others. If you plan to provide an explanation for your determination, we strongly suggest that you work with your district's attorney on crafting the response.

Please note that unless you adopt new policy 6037 (Selection and Review of Library Materials), you should not include these forms on your website or make them available to the public.

This form is required, but only if the board adopts new policy 6037. The board does not need to approve the form.

Other Issues To Consider

LB 29: Juneteenth National Independence Day

LB 29 creates Juneteenth National Independence Day as a state holiday. This bill passed with an emergency clause, meaning Juneteenth will be recognized in 2022. We recommend reviewing your negotiated agreement, staff agreements, policies, and handbooks to determine how holidays are addressed. If you list "all federal" or "all state and federal holidays," that could lead to different results. Similarly, if your contracts list specific holidays, Juneteenth would need to be listed if the board wants it included.

LB 780: Child Labor and Employment Certificates

Current law requires students under the age of 16 to obtain an employment certificate signed by the superintendent of the school the student attends. LB 780 transfers this responsibility to the principal or any person authorized by the principal in writing. If the school doesn't have a principal, then any person authorized by the superintendent may sign the certificate.

LB 852: Behavioral Health Points of Contact and Mental Health First Aid Training

Behavioral Health Points of Contact

On or before August 1, 2023, each school district must designate one or more behavioral health points of contact for each school building or other division as determined by the school district. A behavioral health point of contact may be an administrator, a school nurse, a school psychologist, or another designated person affiliated with such school building or other division. Each behavioral health point of contact must have knowledge of community behavioral health service providers and other resources available for students and families. The school district must report the designated behavior health points of contact to NDE before each school year.

On or before August 1 of each year (beginning in 2023), NDE must provide each school district with a registry of state and local behavioral health resources available to work with students and families.

Each behavioral health point of contact must coordinate access to community behavioral health services for students and families and facilitate access to services during the school day at the school the student attends. Such facilitation must be approved by the student's parent or guardian unless the student is 18 years of age or married.

Mental Health First Aid Training

LB 852 also directs NDE to establish a mental health first aid training program for teachers and other school and ESU employees to be paid for by grant funds. The training must be provided by trainers who are certified by a national organization for behavioral health and must cover specifically listed topics. The Unicameral intends that this training will be funded with lottery funds.

LB 888: Standards for the Holocaust and Other Acts of Genocide

LB 888 requires the State Board of Education to adopt measurable academic content standards for education on the Holocaust and other acts of genocide as recognized by Congress or the United Nations as of January 1, 2022. Expect changes to Rule 10 in the near future.

LB 906: Vaccine Exemptions

LB 906 requires all employers, including school districts and ESUs, to allow for an exception to any COVID-19 vaccination requirement. The exception will apply to anyone who submits a form developed by the Nebraska Department of Health and Human Services. The form contains exemptions for medical contraindication/medical necessity and for a conflict with the person's sincerely held religious belief, practice, or observance. Anyone claiming the medical exemption must also submit a signed written statement from a health care practitioner. An employer may require an employee granted an exemption under this law to: (a) be periodically tested for COVID-19 at the employer's expense; and (b) wear or use personal protective equipment provided by the employer.

LB 908: Virtual Conferencing

LB 908 amends the Open Meetings Act to allow any public body, including school districts, to hold a meeting of limited scope by virtual conference if:

- The purpose of the virtual meeting is to discuss items that are scheduled to be discussed or acted upon at a subsequent non-virtual open meeting of the public body;
- No action is taken by the public body at the virtual meeting;
- Reasonable advance publicized notice is published in a newspaper of general circulation within the school district's jurisdiction and, if available, on the newspaper's website, and including providing access to a dial-in number or link to the virtual conference; and
- In addition to the public's right to participate by virtual conferencing, reasonable arrangements are made to accommodate the public's right to attend at a physical site and participate as provided in section 84-1412, including reasonable seating, in at least one designated site in a building open to the public and identified in the notice, with: At least one member of the entity holding such meeting, or his or her designee, present at each site; a recording of the hearing by audio or visual recording devices; and a reasonable opportunity for input, such as public comment or questions, is provided to at least the same extent as would be provided if virtual conferencing was not used.

LB 1057: Change Provisions Relating to Class III School Districts

Current law provides the conditions under which a Class III school district may continue to operate when its fall school district membership or ADM falls below 35 students in *grades 9 through 12*. LB 1057 amends section 79-499 to provide the conditions under which a Class III school district may continue to operate when its fall school district membership or ADM falls below 45 students in *grades kindergarten through 12*.

LB 1057 also adds another wrinkle to school closures. If a Class III school district is the only public school district in the county and it falls below the threshold attendance numbers, the district holds an election of its voters to determine if the district should continue operating. LB 1057 adds a requirement that if such a vote is successful, the board must hold a public hearing and then vote whether to continue to operate the school district every four years thereafter. If either the vote of the people or the vote of the board fails, the district will be dissolved.

LB 1112: Adopt the Computer Science and Technology Education Act

Beginning with school year 2024-25, each school district, in consultation with the State Department of Education, must include computer science and technology education in the instructional program of its elementary and middle schools, as appropriate, and beginning in school year 2026-27, require each student attending a public school to complete at least one five-credit high school course or the equivalent of a one-semester high school course in computer science and technology prior to graduation. The computer science and technology education course offered by a school district may be made available in a traditional classroom setting, a blended-learning environment, or an online-based or other technology-based format that is tailored to meet the needs of each participating student.

On or before December 1, 2025, and on or before December 1 of each year thereafter, in order to promote and support computer science and technology education, each school district must provide an annual computer science and technology education status report to its school board and the State Department of Education, including, but not limited to, student progress in computer science and technology courses and other district-determined measures of computer science and technology education progress from the previous school year.

The State Board of Education is also required to adopt measurable academic content standards for computer science and technology education under the mathematics, science, or career and technical education standards.

Special Education Procedures

The current policy service special education procedures are compliant and do not need to be updated. If you undergo a Rule 51 audit and a representative of the Department of Education takes the position that these procedures are not compliant, you should contact one of us.

NDE does have a new technical assistance document out that lists the **required** procedures and then mixes in their minimum **suggested** procedures as well. As you know, we are reluctant to tie our subscribers down with a bunch of specific processes because if you adopt specific procedures and don't follow them perfectly, you'll have a Rule 51 violation even if you didn't actually violate the rule.

We are in the process of working with NDE to create a set of “best practices” resources that we are comfortable providing to districts. That additional resource will not be required but we are hopeful that the additional resource will be useful. We will keep our policy service subscribers updated on this resource as we develop it.

We have added our most recent special education procedures to this year’s updates so that you can be sure to have the most current version.

Department of Education Regulation Updates: Title IX and Section 504

[In March, the U.S. Department of Education’s Office for Civil Rights announced that it has drafted proposed amendments to Title IX and has sent them to the Office of Information and Regulatory Affairs \(OIRA\) for internal review.](#) Submission of the Notice of Proposed Rulemaking (NPRM) is the first formal step in the federal regulation revision process. The most recent communication from OCR indicates that these draft regulations will be released in June of 2022 (which we anticipate will include revisions to the Title IX regulations which were finalized in August of 2020). Unfortunately, the Department of Education has not yet shared a draft of those proposed changes. We will track these developments closely and will keep you updated on any changes to the Title IX regulations. Given the steps involved in federal rulemaking, it is extremely unlikely that these changes will be effective when the 2022-23 school year begins, although we may have to update our Title IX policy and procedure during the next school year.

The U.S. Department of Education has also announced that it intends to “strengthen” Section 504’s regulations. As with the Title IX regulations, it will be months before any draft regulations are issued. We will also track these regulations when they are issued and will keep our subscribers updated on them.

LB 644 and Joint Tax Hearings

Last year, the Unicameral approved LB 644. You’ve no doubt heard about this bill by now. In short summary, it requires certain political subdivisions (including schools, but *excluding* ESUs) to participate in a joint public tax hearing with other political subdivisions in lieu of individual tax request hearings for each covered entity that exceeds its allowable growth

percentage. There are numerous deadlines, submission requirements, and obligations on covered political subdivisions.

While this law generally changes tax request hearings, it does not eliminate other obligations including the publication of budget statements, budget hearings, and board meetings at which you must approve the budget statement and tax resolution. We have worked with several school districts to plan for and set out a timeline of events to ensure all obligations are met. We would be happy to work with your district on that planning.

We will be talking a lot about LB 644 and the joint hearing requirements in the coming weeks and months. What we have learned is that many of the key dates for each district will depend mostly on how your county plans to process these requirements. We are working with representatives from other affected political subdivisions, including county officials who have substantial obligations under the new law. If you have not already done so, we strongly recommend that you communicate with your county officials in the county in which your district office is located.

CONCLUSION

It is all too easy to adopt policies that look good, but that do not actually reflect how the school operates or assist the school in accomplishing its goals. Every year we stress that it is very important to us to give you a working, useful set of policies and a continuing ***policy service***. For our Complete Service subscribers, there is no additional charge for revisions to our policies or consultation about them. Please don't hesitate to contact any one of us with questions about the updates or other policies. Our group e-mail address is ksb@ksbschoollaw.com.

3012

School Meal Program and Meal Charges

Meal Program. The school district will make a school meal program available to students. The cost of the program will be determined by the board of education so as to make the program as nearly self-supporting as possible. With board approval, the district may contract with a private company or corporation for the management and/or provision of the program.

The district will notify the families with children attending school of the current guidelines for free or reduced-price school meals. A copy of the complete regulations and procedures regarding reduced-price and free meals shall be available in the office of the superintendent. Families may apply for free or reduced-price school meals at any time during the school year.

Payment Options. Families may pay for school lunches using cash, check, credit card, or ACH payment. Electronic or e-fund payments are also available through a link on the school district's website.

Meal Charge Policy. The district will notify students and their families of the policy for charged meals, meaning meals received by a student when the student does not have money in hand or in his or her food account. This policy applies to students who receive meals at the free, reduced, or full rates.

Notice of this policy must be provided in writing to all households at the start of each school year and to households that transfer to the school during the school year. Notice may be provided through the student handbook, student registration materials, online portal used to access student accounts, direct mailing or e-mail, newsletter, the district website, and/or any other appropriate means. Notice of this policy will also be provided all school staff responsible for the enforcement of it, including food service professionals responsible for collecting payment for meals at the point of service, staff involved in notifying families of low or negative balances, and other staff involved in enforcing any aspect of this policy.

The district's policy on charged meals is: [NOTE TO BE DELETED: THE BOARD SHOULD SELECT ONE OF THE FOLLOWING AND DELETE THE REST.]

OPTION A

If a student has no funds available to pay for a meal, no food will be provided.

OPTION B

If a student has no funds available to pay for a meal, the student will be permitted to charge up to five meals. Thereafter, if a student has no funds available to pay for a meal, no food will be provided.

OPTION C

If a student has no funds available to pay for a meal, the student will be provided and charged for a limited "courtesy meal" option, such as a plain sandwich.

OPTION D

If a student has no funds available to pay for a meal, the student will be provided and charged for up to five limited "courtesy meals," such as a plain sandwich. Thereafter, if a student has no funds available to pay for a meal, no food will be provided.

Students who qualify for free meals will not be denied a reimbursable meal, even if they have accrued a negative balance from other food purchases. School staff may prohibit any students from charging a la carte or extra items if they do not have cash in hand or their account has a negative balance.

If a student repeatedly lacks funds to purchase a meal, has not brought a meal from home, and is not enrolled in a free meal program, the district will use its resources and contacts to protect the health and safety of the student. Failure or refusal of parents or guardians to provide meals for students may require mandatory reporting to child protection agencies as required by law.

Collection of Delinquent Meal Charge Debt

The school district is required to make reasonable efforts to collect unpaid meal charges. The **Superintendent** or his or her designee will contact households about unpaid meal charges and notify them again of the availability of the free and reduced meal program and/or establish payment plans and due dates by telephone, e-mail, or other written or oral communication. If these collection efforts are unsuccessful, the school district may pursue any other methods to collect delinquent debt as allowed by law.

Collection efforts may continue into a new school year.

In the event that the Nebraska Department of Education develops a state-level meal charge policy, it shall supersede that portion of this policy.

Adopted on: _____

Revised on: _____

Reviewed on: _____

2008 Meetings

The formation of policy is public business and will be conducted openly in accordance with the Nebraska Open Meetings Act.

1. Types of Meetings

- a. The board shall hold its regular meetings on or before the third Monday of each month.
- b. Special and emergency meetings may be called as provided by law.
- c. The board may schedule work sessions and retreats in order to provide board members and administrators with the opportunity to plan, research, and engage in discussion.

2. Notice

The board shall give reasonable advance publicized notice of the time and place of each of its meetings, which generally will be 48 hours or more in advance of the meeting. Such notice shall be transmitted to all members of the board and to the public. Notice of regular and special meetings shall be published in a newspaper of general circulation within the district and, if available, on the newspaper's website. Newspapers of general circulation in the district include, but are not necessarily limited to, the Wakefield Republican or the Omaha World-Herald. Such notice shall contain a statement that the agenda shall be readily available for public inspection at the administration office of the school during the normal business hours. In addition, the superintendent is authorized, but not required, to publish the notice of any meeting on the school district's website, posting in three prominent places within the school district, or by any other appropriate method designated by the board.

When it is necessary to hold an emergency meeting without reasonable advance public notice, the nature of the emergency shall be stated in the minutes of the meeting, and any formal action taken in such meeting shall pertain only to the emergency. Complete minutes of such emergency meetings specifying the nature of the emergency and any formal action taken at the meeting shall be made available to the public no later than the end of the next regular business day.

3. Weather Delays

In the event of inclement weather which makes it dangerous or unreasonable for board members or members of the public to attend a meeting for which notice has already been given, such meeting may be postponed by the board president. The board will communicate the delay to members of the public by posting it on the district's website and by following the same communication protocol that the district follows when student attendance at school is called off due to inclement weather. When possible, the board president and superintendent will attempt to communicate the information to local media members and business owners to assist in notifying the public of the delay. Notice of the date, time, and location of the postponed meeting will be advertised as required in the "Notice" section above.

4. Minutes

- a. The board shall keep minutes of all meetings showing the time, place, members present and absent, the method(s) and date(s) of the meeting notice, and the substance of all matters discussed.
- b. Any action taken on any question or motion duly moved and seconded shall be by roll call vote of the board in open session, and the record shall state how each member voted, or if the member was absent or not voting.
- c. The minutes of all meetings and evidence and documentation received or disclosed in open session shall be public record and shall be published on the school district's website within ten working days of the last meeting or prior to the next convened meeting, whichever occurs earlier. The minutes shall be available on the website for at least six months.

Adopted on: _____

Revised on: _____

Reviewed on: _____

2010
Preparation for Board Meetings

The superintendent will create the agenda and board packet in consultation with the board president. The materials will be sent or delivered to each board member in advance of the meeting. Members of the public have no entitlement to place an item on the board's agenda, but may address the board during the next meeting at which the board receives public comment. The agenda shall be placed on the district's website at least 24 hours before the school board meeting and shall remain available on the website for at least six months.

Adopted on: _____

Revised on: _____

Reviewed on: _____

3003.1
Bidding for Construction, Remodeling, Repair, or Related Projects
Financed with Federal Funds

I. Applicability of the Policy

This policy applies only to construction and contracts undertaken with federal funds which are subject to the federal Uniform Grant Guidance (UGG) and other applicable federal law, including but not limited to the Education Department and General Administration Regulations (EDGAR) and the United States Department of Agriculture (USDA) regulations governing school food service programs. In the event this policy conflicts or is otherwise inconsistent with mandatory provisions of the UGG, EDGAR or other applicable federal law, the mandatory provisions of the laws shall control.

The District will also comply with the requirements of the public lettings laws (NEB. REV. STAT. §§ 73-101 through 73-106) when the contemplated expenditure for the complete project exceeds \$109,000, the Political Subdivisions Construction Alternatives Act (NEB. REV. STAT. §§ 13-2901 through 13-2914), energy financing contracts (NEB. REV. STAT. §§ 66-1062 through 66-1066), other applicable state laws, and the board's general policy on Bidding for Construction and Related Projects. In addition, all procurement and construction shall comply with the rules and requirements of 2 CFR part 200.317 through 200.326 and 34 CFR sections 75.601 through 75.615. In the event of a conflict between state and federal law, the more stringent requirement shall apply.

II. All projects undertaken pursuant to this policy will be subject to the following bond requirements

- A. A bid guarantee from each bidder equivalent to five percent of the bid price. The "bid guarantee" must consist of a firm commitment such as a bid bond, certified check, or other negotiable instrument accompanying a bid as assurance that the bidder will, upon acceptance of the bid, execute such contractual documents as may be required within the time specified.
- B. A performance bond on the part of the contractor for 100 percent of the contract price. A "performance bond" is one executed in

connection with a contract to secure fulfillment of all the contractor's obligations under such contract.

- C. A payment bond on the part of the contractor for 100 percent of the contract price. A "payment bond" is one executed in connection with a contract to assure payment as required by law of all persons supplying labor and material in the execution of the work provided for in the contract.

III. Construction Projects with an Anticipated Cost of Under \$250,000

A. Methods of Bidding/Soliciting Quotations or Estimates

The type of procedures required depends on the anticipated cost of the project.

1. Construction with an Anticipated Cost of up to \$10,000 (Micro-Purchases)

Micro-purchase means a purchase of supplies or services using simplified acquisition procedures, the annual aggregate amount of which does not exceed \$10,000. Micro-purchases may be made or awarded without soliciting competitive quotations, to the extent district staff determine that the cost of the purchase is reasonable. For purposes of this policy "reasonable" means the purchase is comparable to market prices for the geographic area.

To the extent practicable, the District distributes micro-purchases equitably among qualified suppliers. The District will follow its standard policy on purchasing.

2. Construction with an Anticipated Cost of between \$10,000 and \$250,000 (Small Purchase Procedures)

For construction projects subject to this policy, small purchases are purchases that, in the aggregate amount, is more than \$10,000 and less than \$250,000 annually. For small purchases, price or rate quotes shall be obtained in advance from a reasonable number of qualified sources as detailed in the district's standard policies on purchasing and on bid letting and contracts.

B. Construction Projects with an estimated cost of between \$109,000 and \$249,999 will be made pursuant to the District's Policy on Bid Letting and Contracts.

Pursuant to Nebraska law, construction projects which have an anticipated aggregate cost of \$109,000 or more are subject to state public lettings laws (NEB. REV. STAT. §§ 73-101 through 73-106). The board will follow its standard policy on bid letting and contracts for construction projects financed with federal funds which have an anticipated aggregate cost of between \$109,000 and \$250,000.

IV. Construction Projects with an Anticipated Cost Over \$250,000

A. Sealed Bids: All constructions projects subject to this policy with an anticipated cost of \$250,000 or more will be publicly solicited using the sealed bid method

1. Bids must be solicited from an adequate number of known suppliers, providing them sufficient response time prior to the date set for opening the bids, for state, local, and tribal governments, the invitation for bids must be publicly advertised;
2. The invitation for bids, which will include any specifications and pertinent attachments, must define the items or services in order for the bidder to properly respond;
3. Sealed bids will be publicly opened in a place and at the specific time stated in the bid solicitation. Bidders shall be notified of the opening and invited to be present.
4. The contract will be awarded to the lowest responsive and

responsible bidder.

- a) Where specified in bidding documents, factors such as discounts, transportation cost, and life cycle costs must be considered in determining which bid is lowest.
- b) Payment discounts will only be used to determine the low bid when prior experience indicates that such discounts are usually taken advantage of.
- c) Any or all bids may be rejected if there is a sound documented reason.

5. The board shall have discretion in determining which bidders are responsible and responsive and shall award the contract to the lowest, responsible, and responsive bidder whose bid meets the bid specifications. This means that the board will select the bid that offers the best value and award a contract based upon the amount of the bid and the bidder's ability and capacity to carry on the work, its equipment and facilities, honesty, integrity, skills, business judgment, experience, equipment, facilities, financial stability, past performance, and other relevant factors.

6. The board will generally complete its review of bids and select a vendor within 30 days of bid submission.

B. Advertising for Bids.

1. The superintendent or designee will arrange to advertise for bids by publishing notice in any newspaper of general circulation within the school district at least 7 calendar days prior to the date on which bids are due.
2. Nothing shall prevent the superintendent or designee from advertising in additional media outlets or for a longer period of time.

C. Bid Documents

1. The bid documents shall identify the day upon which the bids shall be returned, received, or opened and shall identify the hour at which the bids will close or be received or opened.
2. The bid documents shall also provide that such bids shall be opened simultaneously in the presence of the bidders or their

representatives.

3. Bids received after the date and time specified in the bid documents shall be returned to the bidder unopened.

4. If bids are being opened on more than one contract, the board, in its discretion, may award each contract as the bids are opened.

5. Sealed bids will be opened in a place and at the specific time stated in the bid solicitation. Bidders shall be notified of the opening and invited to be present.

6. Bids will be reviewed by the Superintendent and/or designee and submitted to the board for approval.

7. The board shall have discretion in determining which bidders are responsible and responsive and shall award the contract to the lowest, responsible, and responsive bidder whose bid meets the bid specifications. This means that the board will select the bid that offers the best value and award a contract based upon the amount of the bid and the bidder's ability and capacity to carry on the work, its equipment and facilities, honesty, integrity, skills, business judgment, experience, equipment, facilities, financial stability, past performance, and other relevant factors.

8. The board will generally complete its review of bids and select a vendor within 30 days of bid submission.

D. The terms of any construction project undertaken pursuant to this policy will be memorialized in a written contract which has been reviewed by the district's legal counsel and approved by the board.

V. Other Contract Matters.

A. Required Terms

The non-Federal entity's contracts must contain the applicable provisions required by section 200.326 and described in Appendix II to Part 200—Contract Provisions for non-Federal Entity Contracts Under Federal Awards.

B. Contracting with Certain Vendors

Pursuant to the standards contained in 2 C.F.R. § 200.321, the District will

take all necessary affirmative steps to assure that minority businesses, women's business enterprises, and labor surplus area firms are used when possible and consistent with state law.

To the maximum extent practicable, the school food program shall purchase domestic commodities or products produced in the U.S. or processed in the U.S. substantially using agricultural commodities produced in the U.S.

C. Full and Open Competition

The district's procurement transactions will be conducted in a manner providing full and open competition consistent with 2 C.F.R §200.319.

D. Debarment and Suspension

The District awards contracts only to responsible contractors possessing the ability to perform successfully under the terms and conditions of a proposed procurement. Consideration will be given to such matters as contractor integrity, compliance with public policy, record of past performance, and financial and technical resources.

The District may not subcontract with or award subgrants to any person or company who is debarred or suspended. For all contracts over \$25,000 the District verifies that the vendor with whom the District intends to do business with is not excluded or disqualified. 2 C.F.R. Part 200, Appendix II(1) and 2 C.F.R. §§ 180.220 and 180.300.

The District will verify debarment or suspension by revising the excluded parties list on SAM.gov, collecting a certification through the bidding process, and/or by including a debarment and suspension provision in the bid and contract documents. The Superintendent or his/her designee shall be responsible for such verification.

E. Settlements of Issues Arising Out of Contract

The District alone is responsible, in accordance with good administrative practice and sound business judgment, for the settlement of all contractual and administrative issues arising out of procurements. These issues include, but are not limited to, source evaluation, protests, disputes, and claims. These standards do not relieve the District of any contractual responsibilities under its contracts. Violations of law will be referred to the local, state, or federal authority having proper jurisdiction.

F. Record Keeping

1. Record Retention

- a) The District maintains all records that fully show (1) the amount of funds under the grant or subgrant; (2) how the subgrantee uses those funds; (3) the total cost of each project; (4) the share of the total cost of each project provided from other sources; (5) other records to facilitate an effective audit; and (6) other records to show compliance with federal program requirements. 34 C.F.R. §§ 76.730-.731 and §§ 75.730-.731. The District also maintains records of significant project experiences and results. 34 C.F.R. § 75.732. These records and accounts must be retained and made available for programmatic or financial audit.
- b) The U.S. Department of Education is authorized to recover any federal funds misspent within 5 years before the receipt of a program determination letter. 34 C.F.R. § 81.31(c). Schedule 10 (Local School Districts) and Schedule 24 (Local Agencies General Records) of the Nebraska Records Management Division as approved by the Nebraska Secretary of State/State Records Administrator requires the District to maintain records regarding construction projects for a minimum of five (5) years after the sale or demolition of the building. However, if any litigation, claim, or audit is started before the expiration of the record retention period, the records will be retained until all litigation, claims, or audit findings involving the records have been resolved and final action taken. 2 C.F.R. § 200.333.
- c) Records will be destroyed in compliance with Schedule 10, Schedule 24, and State law. This includes the completion of a Records Disposition Report.

2. Maintenance of Construction Records for Projects Financed with Federal Funds

- a) The District must maintain records sufficient to detail the history of all construction projects financed with federal funds. These records will include, but are not necessarily limited to the following: rationale for the method of

construction, selection of contract type, contractor selection or rejection, the basis for the contract price (including a cost or price analysis), and verification that the contractor is not suspended or debarred.

- b) Retention of construction records shall be in accordance with applicable law and Board policy.

VI. Conflict of Interest and Code of Conduct

- A. Board and staff member conflicts of interest are governed by the district's conflict of interest policies.
- B. Contracts covered by this policy are subject to the following additional provisions.
 - 1. Employees, officers, and agents engaged in the selection, award, and/or administration of district contracts which are prohibited from engaging in such actions if a real or apparent conflict of interest is present.
 - 2. Such a conflict of interest would arise when the employee, officer, or agent, any member of his or her immediate family, his or her partner, or an organization which employs or is about to employ any of the parties indicated herein, has a financial or other interest in or a tangible personal benefit from a firm considered for a contract.
 - 3. The board may determine at its discretion that a financial interest is not substantial enough to give rise to a conflict of interest.

C. Favors and Gifts

The officers, employees, and agents of the District may neither solicit nor accept gratuities, favors, or anything of monetary value from contractors or parties to subcontracts, with the limited exception of unsolicited items of nominal value.

D. Enforcement

Disciplinary Actions will be applied for violations of such standards by officers, employees, or agents of the District at the board's discretion.

VII. Financial Management

A. Identification.

The District will identify, in its accounts, all federal awards received and expended and the federal programs under which they were received. Federal program and award identification include, as applicable, the CFDA title and number, federal award identification number and year, name of the federal agency, and, if applicable, name of the pass-through entity.

B. Financial Reporting

The District will make an accurate, current, and complete disclosure of the financial results of each federal award or program in accordance with the financial reporting requirements set forth in the Education Department General Administrative Regulations (EDGAR).

C. Accounting Records

The District maintains records which adequately identify the source and application of funds provided for federally-assisted activities. These records must contain information pertaining to grant or subgrant awards, authorizations, obligations, unobligated balances, assets, expenditures, income and interest and be supported by source documentation.

D. Internal Controls

The Superintendent or his/her designee must maintain effective control and accountability for all funds, real and personal property, and other assets through board review and approval of claims, an annual audit of the district's finances pursuant to the applicable Nebraska Department of Education and federal rules and regulations, and comparison of expenditures and outlays to

budgeted amounts. The District adequately safeguards all such property and assures that it is used solely for authorized purposes.

E. Budget Control

Actual expenditures or outlays will be compared with budgeted amounts for each federal award at least annually and more often as required by law or deemed prudent by the board or administrative staff.

F. Payment Methods

The District will comply with applicable methods and procedures for payment that minimize the time elapsing between the transfer of funds and disbursement by the District, in accordance with the Cash Management Improvement Act at 31 CFR Part 205. Generally, the District receives payment from the Nebraska Department of Education on a reimbursement basis. 2 CFR § 200.305. However, if the District receives an advance in federal grant funds, the District will remit interest earned on the advanced payment quarterly to the federal agency. The District may retain interest amounts up to \$500 per year for administrative expenses. 2 CFR § 200.305(b)(9).

Consistent with state and federal requirements, the District will maintain source documentation supporting the federal expenditures (invoices, time sheets, payroll stubs, etc.) and will make such documentation available for the Nebraska Department of Education to review upon request.

G. Allowability of Costs

Expenditures must be aligned with approved budgeted items. Any changes or variations from the state-approved budget and grant application need prior approval.

When determining how the District will spend its grant funds, the Superintendent or his/her designee will review the proposed cost to determine whether it is an allowable use of federal grant funds before obligating and spending those funds on the proposed good or service. All costs supported by federal education funds must meet the standards outlined in EDGAR, 2 CFR Part 3474 and 2 CFR Part. The Superintendent or his/her designee must

consider these factors when making an allowability determination.

The Superintendent or his/her designee will consider Part 200's cost guidelines when federal grant funds are expended. The Superintendent or his/her designee will also consider whether all state - and District-level requirements and policies regarding expenditures have been followed.

H. Use of Program Income – Deduction, Addition, or Cost Sharing or Matching

The default method for the use of program income for the District is the deduction method. 2 C.F.R. § 200.307(e). Under the deduction method, program income is deducted from total allowable costs to determine the net allowable costs. Program income will only be used for current costs unless the District is otherwise directed by the federal awarding agency or pass-through entity. 2 C.F.R. § 200.307(e)(1). The District may also request prior approval from the federal awarding agency to use the addition method. Under the addition method, program income may be added to the Federal award by the Federal agency and the non-Federal entity. The program income must then be used for the purposes and under the conditions of the Federal award. 2 C.F.R. § 200.307(e)(2). The District may also request prior approval from the federal awarding agency to use the cost sharing or matching method.

While the deduction method is the default method, the District always refers to the grant award notice prior to determining the appropriate use of program income.

I. Cost Sharing or Matching

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

- (1) Are verifiable from the non-Federal entity'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 [subpart E \(Cost Principles\) of this part](#);
- (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 this part, as applicable.

J. Documentation of Personnel Expenses

Records that reflect charges to federal awards for salaries and wages will comply with the rules and requirements of 2 CFR 200.430.

VIII. Other Contract Matters.

A. Required Terms

The non-Federal entity's contracts must contain the applicable provisions required by section 200.326 and described in Appendix II to Part 200—Contract Provisions for non-Federal Entity Contracts Under Federal Awards.

B. Contracting with Certain Vendors

Pursuant to the standards contained in 2 C.F.R. § 200.321, the District will take all necessary affirmative steps to assure that minority businesses, women's business enterprises, and labor surplus area firms are used when possible consistent with state law.

To the maximum extent practicable, the school food program shall purchase domestic commodities or products produced in US or processed in US substantially using agricultural commodities produced in US.

C. Record Keeping

1. Record Retention

- a) The District maintains all records that fully show (1) the amount of funds under the grant or subgrant; (2) how the subgrantee uses those funds; (3) the total cost of each project; (4) the share of the total cost of each project provided from other sources; (5) other records to facilitate an effective audit; and (6) other records to show compliance with federal program requirements. 34 C.F.R. §§ 76.730-

.731 and §§ 75.730-.731. The District also maintains records of significant project experiences and results. 34 C.F.R. § 75.732. These records and accounts must be retained and made available for programmatic or financial audit.

b) The U.S. Department of Education is authorized to recover any federal funds misspent within 5 years before the receipt of a program determination letter. 34 C.F.R. § 81.31(c). Schedule 10 (Local School Districts) and Schedule 24 (Local Agencies General Records) of the Nebraska Records Management Division as approved by the Nebraska Secretary of State/State Records Administrator requires the District to maintain records regarding federal awards for a minimum of six (6) years. Consequently, the District shall retain records for a minimum of six (6) years from the date on which the final Financial Status Report is submitted, unless otherwise notified in writing to extend the retention period by the awarding agency, cognizant agency for audit, oversight agency for audit, or cognizant agency for indirect costs. However, if any litigation, claim, or audit is started before the expiration of the record retention period, the records will be retained until all litigation, claims, or audit findings involving the records have been resolved and final action taken. 2 C.F.R. § 200.333.

c) Records will be destroyed in compliance with Schedule 10, Schedule 24, and State law. This includes the completion of a Records Disposition Report.

2. Maintenance of Procurement Records

a) The District must maintain records sufficient to detail the history of all procurements. These records will include, but are not necessarily limited to the following: rationale for the method of procurement, selection of contract type, contractor selection or rejection, the basis for the contract price (including a cost or price analysis), and verification that the contractor is not suspended or debarred.

b) Retention of procurement records shall be in

accordance with applicable law and Board policy.

D. Privacy

The District has protections in place to ensure that the personal information of both students and employees is protected. These include the use of passwords that are changed on a regular basis; staff training on the requirements of the Family Educational Rights and Privacy Act (FERPA) and State confidentiality requirements; and training on identifying whether an individual requesting access to records has the right to the documentation.

Adopted on: _____

Revised on: _____

Reviewed on: _____

3004.1
Fiscal Management for Purchasing and Procurement Using Federal Funds

I. Applicability of Policy

This policy applies only to non-construction related purchases undertaken with federal funds which are subject to the federal Uniform Grant Guidance (UGG) and other applicable federal law, including but not limited to the Education Department and General Administration Regulations (EDGAR) and the United States Department of Agriculture (USDA) regulations governing school food service programs. In the event this policy conflicts or is otherwise inconsistent with mandatory provisions of the UGG, EDGAR or other applicable federal law, the mandatory provisions of the laws shall control.

All other non-construction purchases will be governed by the Board's general purchasing policy, which can be found earlier in this subsection. In the event of a conflict between state and federal law, the more stringent requirement shall apply.

This procurement policy shall govern all purchasing activities that relate to any aspect of the National School Lunch and Breakfast Programs. The district's goal is to fully implement all required procurement rules, regulations and policies set forth in 2 CFR 200, 7 CFR parts 210, 3016 and 3019, and by the Nebraska Department of Education.

II. Procurement System

The District maintains the following purchasing procedures.

A. Responsibility for Purchasing

The authority to make purchases shall be governed by the District's purchasing policy, which can be found elsewhere in this section. Except as otherwise provided in the District's purchasing policy, the acquisition of services, equipment, and supplies shall be centralized in the administration office under the supervision of the superintendent of schools, who shall be responsible for developing and administering the purchasing program of the school district. Purchases or commitments of district funds that are not authorized by this policy will be the responsibility of the person making the commitment.

B. Methods of Purchasing

The type of purchase procedures required depends on the cost of the item(s) being purchased.

1. Purchases up to \$10,000 (Micro-Purchases)

Micro-purchase means a purchase of supplies or services using simplified acquisition procedures, the annual aggregate amount of which does not exceed \$10,000. Micro-purchases may be made or awarded without soliciting competitive quotations, to the extent district staff determine that the cost of the purchase is reasonable. For purposes of this policy "reasonable" means the purchase is comparable to market prices for the geographic area.

To the extent practicable, the District distributes micro-purchases equitably among qualified suppliers. The District will follow its standard policy on purchasing, which can be found earlier in this subsection.

2. Purchases between \$10,000 and \$250,000 (Small Purchase Procedures)

Small purchases are purchases that, in the aggregate amount, is more than \$10,000 and less than \$250,000 annually. For small purchases, price or rate quotes shall be obtained in advance from a reasonable number of qualified sources as detailed in the district's standard policies on purchasing and on bid letting and contracts, which can be found earlier in this subsection.

3. Purchases Over \$250,000

a) Sealed Bids (Formal Advertising)

For purchases over \$250,000, the district will generally follow the bidding process outlined in the board's policy on Bidding for Construction, Remodeling, Repair or Site Improvement.

b) Contract/Price Analysis

The District performs a cost or price analysis in connection with every procurement action in excess of \$250,000, including contract modifications. The district will make an independent estimate of costs prior to receiving bids or proposals.

4. Noncompetitive Proposals (Sole Sourcing)

- a) Procurement by noncompetitive proposals is procurement through solicitation of a proposal from only one source and may be used only when one or more of the following circumstances apply:
 - 1) The item is available only from a single source;
 - 2) The public exigency or emergency for the requirement will not permit a delay resulting from competitive solicitation;
 - 3) The federal awarding agency or pass-through entity expressly authorizes noncompetitive proposals in response to a written request from the District; or
 - 4) After solicitation of a number of sources, competition is determined inadequate.
- b) Noncompetitive proposals may only be solicited with the approval of the superintendent or the board. Sufficient and appropriate documentation that justifies the sole sourcing decision must be maintained by the superintendent or designee.
- c) A cost or price analysis will be performed for noncompetitive proposals when the price exceeds \$250,000.

5. Competitive Proposals.

- a) The technique of competitive proposals is normally conducted with more than one source submitting an offer, and either a fixed price or cost-reimbursement type contract is awarded. It is generally used when conditions are not appropriate for the use of sealed bids. If this method is used, the following requirements apply:

- 1) Requests for proposals must be publicized and identify all evaluation factors and their relative importance. Any response to publicized requests for proposals must be considered to the maximum extent practical;
 - 2) Proposals must be solicited from an adequate number of qualified sources; and
 - 3) Contracts must be awarded to the responsible firm whose proposal is most advantageous to the program, with price and other factors considered.
- b) The District may use competitive proposal procedures for qualifications-based procurement of architectural/engineering (A/E) professional services whereby competitors' qualifications are evaluated and the most qualified competitor is selected, subject to negotiation of fair and reasonable compensation. The method, where price is not used as a selection factor, can only be used in procurement of A/E professional services. It cannot be used to purchase other types of services though A/E firms are a potential source to perform the proposed effort.
- c) The District may select a proposal that offers the best value and that is based upon the proposer's responsiveness to the proposal, experience, reputation, staff qualifications, ability and capacity to carry on the work, price, honesty, integrity, skills, business judgment, financial stability, past performance, and other relevant factors. The evaluation may be conducted by the school board, a designated committee, or another designee of the school board.

C. Use of Purchase (Debit & Credit) Cards

District use of purchase cards is subject to the policy on purchase cards which can be found elsewhere in this subsection.

D. Federal Procurement System Standards

The district's procurement transactions will be conducted in a manner providing full and open competition consistent with 2 C.F.R §200.319.

The District will maintain and follow general procurement standards consistent with 2 C.F.R. §200.318.

E. Debarment and Suspension

The District awards contracts only to responsible contractors possessing the ability to perform successfully under the terms and conditions of a proposed procurement. Consideration will be given to such matters as contractor integrity, compliance with public policy, record of past performance, and financial and technical resources.

The District may not subcontract with or award subgrants to any person or company who is debarred or suspended. For all contracts over \$25,000 the District verifies that the vendor with whom the District intends to do business with is not excluded or disqualified. 2 C.F.R. Part 200, Appendix II(1) and 2 C.F.R. §§ 180.220 and 180.300.

The District will verify debarment or suspension by revising the excluded parties list on SAM.gov, collecting a certification through the bidding process, and/or by including a debarment and suspension provision in the bid and contract documents. The Superintendent or his/her designee shall be responsible for such verification.

F. Settlements of Issues Arising Out of Procurements

The District alone is responsible, in accordance with good administrative practice and sound business judgment, for the settlement of all contractual and administrative issues arising out of procurements. These issues include, but are not limited to, source evaluation, protests, disputes, and claims. These standards do not relieve the District of any contractual responsibilities under its contracts. Violations of law will be referred to the local, state, or federal authority having proper jurisdiction.

III. Conflict of Interest and Code of Conduct

A. Board and staff member conflicts of interest are governed by the district's conflict of interest policies.

B. Purchases covered by this policy are subject to the following additional provisions.

1. Employees, officers, and agents engaged in the selection, award, and/or administration of district contracts which are prohibited from engaging in such actions if a real or apparent conflict of interest is present.
2. Such a conflict of interest would arise when the employee, officer, or agent, any member of his or her immediate family, his or her partner, or an organization which employs or is about to employ any of the parties indicated herein, has a financial or other interest in or a tangible personal benefit from a firm considered for a contract.
3. The board may determine at its discretion that a financial interest is not substantial enough to give rise to a conflict of interest.

C. Favors and Gifts

The officers, employees, and agents of the District may neither solicit nor accept gratuities, favors, or anything of monetary value from contractors or parties to subcontracts, except that this provision does not prohibit the receipt of unsolicited items of nominal value. For purposes of this policy, "nominal value" means a fair market value of \$25 or less.

D. Enforcement

Disciplinary Actions including, but not limited to, counseling, oral reprimand, written reprimand, suspensions without pay, or termination of employment, will be applied for violations of such standards by officers, employees, or agents of the District.

IV. Property Management Systems

A. Property Classifications

1. Equipment means tangible personal property (including information technology systems) having a useful life of more than one year and a per-unit acquisition cost which equals or exceeds the lesser of the capitalization level established by the District for financial statement purposes, or \$5,000.

2. Supplies means all tangible personal property other than those described in §200.33 Equipment. A computing device is a supply if the acquisition cost is less than the lesser of the capitalization level established by the District for financial statement purposes or \$5,000, regardless of the length of its useful life. 2 C.F.R. §200.94.
3. Computing Devices means machines used to acquire, store, analyze, process, and publish data and other information electronically, including accessories (or “peripherals”) for printing, transmitting and receiving, or storing electronic information. 2 C.F.R. §200.20.
4. Capital Assets means tangible or intangible assets used in operations having a useful life of more than one year which are capitalized in accordance with GAAP. Capital assets include:
 - a) Land, buildings (facilities), equipment, and intellectual property (including software) whether acquired by purchase, construction, manufacture, lease-purchase, exchange, or through capital leases; and
 - b) Additions, improvements, modifications, replacements, rearrangements, reinstallations, renovations or alterations to capital assets that materially increase their value or useful life (not ordinary repairs and maintenance). 2 C.F.R. §200.12.

B. Inventory Procedure

Newly purchased property shall be received and inspected by the staff member who ordered it to ensure that that it matches the purchase order, invoice, or contract and that it is in acceptable condition.

Equipment, Computing Devices, and Capital Assets must be tagged with an identification number, manufacturer, model, name of individual who tagged the item, and date tagged).

C. Inventory Records

For equipment, computing devices, and capital assets purchased with federal funds, the following information is maintained in the property management system:

1. Serial number;
2. District identification number;
3. Manufacturer;
4. Model;
5. Date tagged and individual who tagged it;
6. Source of funding for the property;
7. Who holds title;
8. Acquisition date and cost of the property;
9. Percentage of federal participation in the project costs for the federal award under which the property was acquired;
10. Location, use and condition of the property; and
11. Any ultimate disposition data including the date of disposal and sale price of the property.

The inventory list shall be adjusted by the superintendent of schools or his/her designee for property that is sold, lost, stolen, cannot be repaired, or that cannot be located.

D. Physical Inventory

1. A physical inventory of the property must be taken and the results reconciled with the property records at least once every two years.
2. The Superintendent or his/her designee will ensure that the physical inventory is performed. The physical inventory will generally occur during the months of June or July, but may be conducted during other time periods with the approval of the superintendent.

E. Maintenance

In accordance with 2 C.F.R. 313(d)(4), the District maintains adequate maintenance procedures to ensure that property is kept in good condition.

F. Lost or Stolen Items

The District maintains a control system that ensures adequate safeguards are in place to prevent loss, damage, or theft of the property.

G. Use of Equipment

Equipment must be used in the program or project for which it was acquired as long as needed, whether or not the project or program continues to be

supported by the federal award, and the District will not encumber the property for any non-federal program use without prior approval of the federal awarding agency and the pass-through entity.

H. Disposal of Equipment

When it is determined that original or replacement equipment acquired under a federal award is no longer needed for the original project or program or for other activities currently or previously supported by a federal awarding agency, the Superintendent or his/her designee will contact the awarding agency (or pass-through for a state-administered grant) for disposition instructions.

If the item has a current FMV of \$5,000 or less, it may be retained, sold, or otherwise disposed of with no further obligation to the federal awarding agency.

I. Equipment and Capital Expenditures

All equipment and capital expenditures shall comply with the rules and requirements of 2 CFR 200.439.

J. Depreciation

All depreciation shall comply with the rules and requirements of 2 CFR 200.436.

V. Financial Management

A. Identification

The District will identify, in its accounts, all federal awards received and expended and the federal programs under which they were received. Federal program and award identification include, as applicable, the CFDA title and number, federal award identification number and year, name of the federal agency, and, if applicable, name of the pass-through entity.

B. Financial Reporting

The District will make an accurate, current, and complete disclosure of the financial results of each federal award or program in accordance with the financial reporting requirements set forth in the Education Department General Administrative Regulations (EDGAR).

C. Accounting Records

The District maintains records which adequately identify the source and application of funds provided for federally-assisted activities. These records must contain information pertaining to grant or subgrant awards, authorizations, obligations, unobligated balances, assets, expenditures, income and interest and be supported by source documentation.

D. Internal Controls

The Superintendent or his/her designee must maintain effective control and accountability for all funds, real and personal property, and other assets through board review and approval of claims, an annual audit of the district's finances pursuant to the applicable Nebraska Department of Education and federal rules and regulations, and comparison of expenditures and outlays to budgeted amounts. The District adequately safeguards all such property and assures that it is used solely for authorized purposes.

E. Budget Control

Actual expenditures or outlays will be compared with budgeted amounts for each federal award at least annually and more often as required by law or deemed prudent by the board or administrative staff.

F. Payment Methods

The District will comply with applicable methods and procedures for payment that minimize the time elapsing between the transfer of funds and disbursement by the District, in accordance with the Cash Management Improvement Act at 31 CFR Part 205. Generally, the District receives payment from the Nebraska Department of Education on a reimbursement basis. 2 CFR § 200.305. However, if the District receives an advance in federal grant funds, the District will remit interest earned on the advanced payment quarterly to the federal agency. The District may retain interest amounts up to \$500 per year for administrative expenses. 2 CFR § 200.305(b)(9).

Consistent with state and federal requirements, the District will maintain source documentation supporting the federal expenditures (invoices, time sheets, payroll stubs, etc.) and will make such documentation available for the Nebraska Department of Education to review upon request.

G. Allowability of Costs

Expenditures must be aligned with approved budgeted items. Any changes or variations from the state-approved budget and grant application need prior approval.

When determining how the District will spend its grant funds, the Superintendent or his/her designee will review the proposed cost to determine whether it is an allowable use of federal grant funds before obligating and spending those funds on the proposed good or service. All costs supported by federal education funds must meet the standards outlined in EDGAR, 2 CFR Part 3474 and 2 CFR Part. The Superintendent or his/her designee must consider these factors when making an allowability determination.

The Superintendent or his/her designee will consider Part 200's cost guidelines when federal grant funds are expended. The Superintendent or his/her designee will also consider whether all state - and District-level requirements and policies regarding expenditures have been followed.

H. Use of Program Income – Deduction, Addition, or Cost Sharing or Matching

The default method for the use of program income for the District is the deduction method. 2 C.F.R. § 200.307(e). Under the deduction method, program income is deducted from total allowable costs to determine the net allowable costs. Program income will only be used for current costs unless the District is otherwise directed by the federal awarding agency or pass-through entity. 2 C.F.R. § 200.307(e)(1). The District may also request prior approval from the federal awarding agency to use the addition method. Under the addition method, program income may be added to the Federal award by the Federal agency and the non-Federal entity. The program income must then be used for the purposes and under the conditions of the Federal award. 2 C.F.R. § 200.307(e)(2). The District may also request prior approval from the federal awarding agency to use the cost sharing or matching method.

While the deduction method is the default method, the District always refers to the grant award notice prior to determining the appropriate use of program income.

I. Cost Sharing or Matching

For all Federal awards, any shared costs or matching funds and all contributions, including cash and third-party in-kind contributions, must be

accepted as part of the non-Federal entity's cost sharing or matching when such contributions meet all of the following criteria:

- (1) Are verifiable from the non-Federal entity'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 [subpart E \(Cost Principles\) of this part](#);
- (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 this part, as applicable.

J. Documentation of Personnel Expenses

Records that reflect charges to federal awards for salaries and wages will comply with the rules and requirements of 2 CFR 200.430.

VI. Written Compensation Policies

A. Time and Effort Standards

All employees who are paid in full or in part with federal funds must keep specific documents to demonstrate the amount of time they spent on grant activities. This includes an employee whose salary is paid with state or local funds but is used to meet a required "match" in a federal program. These documents, known as time and effort records, are maintained in order to charge the costs of personnel compensation to federal grants. Charges to federal awards for salaries and wages must be based on records that accurately reflect the work performed. These records must:

- (1) Be supported by a system of internal controls which provides reasonable assurance that the charges are accurate, allowable, and properly allocated;
- (2) Be incorporated into official records;
- (3) Reasonably reflect total activity for which the employee is compensated, not exceeding 100% of compensated activities;
- (4) Encompass both federally assisted and all other activities compensated by the District on an integrated basis;

- (5) Comply with the established accounting policies and practices of the District and
- (6) Support the distribution of the employee's salary or wages among specific activities or costs objectives.

B. Time and Effort Procedures

Time and effort procedures will follow and comply with 2 CFR 200.430(i).

C. Fringe Benefits

Except as provided otherwise by federal law, the costs of fringe benefits will be allowable provided that the benefits are reasonable and required by law, a district-employee agreement, or another policy of the District.

D. Leave

The cost of fringe benefits in the form of regular compensation paid to employees during periods of authorized absences from the job, such as for annual leave, family-related leave, sick leave, holidays, court leave, military leave, administrative leave, and other similar benefits, are allowable if they are provided under established written District leave policies.

E. Unexpected or Extraordinary Circumstances

In the event of a pandemic or other unexpected or extraordinary circumstance, the District may close school or individual buildings. In such case, the District may compensate federally funded or other employees during such closure to ensure the return of staff to employment after the closure as allowed by state or federal law.

F. Documentation for Personnel Expenses

Records that reflect charges to federal awards for salaries and wages will comply with the rules and requirements of 2 CFR 200.430.

VII. Other Contract Matters.

A. Required Terms

The non-Federal entity's contracts must contain the applicable provisions required by section 200.326 and described in Appendix II to Part 200—Contract Provisions for non-Federal Entity Contracts Under Federal Awards.

B. Contracting with Certain Vendors

Pursuant to the standards contained in 2 C.F.R. § 200.321, the District will take all necessary affirmative steps to assure that minority businesses, women's business enterprises, and labor surplus area firms are used when possible consistent with state law.

To the maximum extent practicable, the school food program shall purchase domestic commodities or products produced in US or processed in US substantially using agricultural commodities produced in US.

C. Record Keeping

1. Record Retention

a) The District maintains all records that fully show (1) the amount of funds under the grant or subgrant; (2) how the subgrantee uses those funds; (3) the total cost of each project; (4) the share of the total cost of each project provided from other sources; (5) other records to facilitate an effective audit; and (6) other records to show compliance with federal program requirements. 34 C.F.R. §§ 76.730-.731 and §§ 75.730-.731. The District also maintains records of significant project experiences and results. 34 C.F.R. § 75.732. These records and accounts must be retained and made available for programmatic or financial audit.

b) The U.S. Department of Education is authorized to recover any federal funds misspent within 5 years before the receipt of a program determination letter. 34 C.F.R. § 81.31(c). Schedule 10 (Local School Districts) and Schedule 24 (Local Agencies General Records) of the Nebraska Records Management Division as approved by the Nebraska Secretary of State/State Records Administrator requires the District to maintain records regarding federal awards for a minimum of six (6) years. Consequently, the District shall retain records for a minimum of six (6) years from the date on which the final Financial Status Report is submitted, unless otherwise notified in writing to extend the retention period by the awarding agency, cognizant agency for audit, oversight agency for audit, or cognizant agency for indirect costs. However, if any litigation, claim, or audit is started before

the expiration of the record retention period, the records will be retained until all litigation, claims, or audit findings involving the records have been resolved and final action taken. 2 C.F.R. § 200.333.

- c) Records will be destroyed in compliance with Schedule 10, Schedule 24, and State law. This includes the completion of a Records Disposition Report.

2. Maintenance of Procurement Records

- a) The District must maintain records sufficient to detail the history of all procurements. These records will include, but are not necessarily limited to the following: rationale for the method of procurement, selection of contract type, contractor selection or rejection, the basis for the contract price (including a cost or price analysis), and verification that the contractor is not suspended or debarred.
- b) Retention of procurement records shall be in accordance with applicable law and Board policy.

D. Privacy

The District has protections in place to ensure that the personal information of both students and employees is protected. These include the use of passwords that are changed on a regular basis; staff training on the requirements of the Family Educational Rights and Privacy Act (FERPA) and State confidentiality requirements; and training on identifying whether an individual requesting access to records has the right to the documentation.

Adopted on: _____
Revised on: _____
Reviewed on: _____

3057
Title IX Policy

It is the policy of the school district that no person shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subject to discrimination under any of the school district's programs or activities. The district is required by Title IX (20 U.S.C. § 1681) and 34 C.F.R. part 106 to not discriminate in such a manner.

1. Title IX Coordinator

1.1. **Designation.** The district will designate and authorize at least one employee to coordinate its efforts to comply with its responsibilities under this policy, who will be referred to as the "**Title IX Coordinator.**" The district will notify applicants for admission and employment, students, parents or legal guardians of students, employees, and all unions or professional organizations holding collective bargaining or professional agreements with the district, of the name or title, office address, electronic mail address, and telephone number of the Title IX Coordinator. Any person may report sex discrimination, including sexual harassment (whether or not the person reporting is the person alleged to be the victim of conduct that could constitute sex discrimination or sexual harassment). This report may be made by any means, including but not limited to, in person, by mail, by telephone, or by electronic mail, using the contact information listed for the Title IX Coordinator, or by any other means that results in the Title IX Coordinator receiving the person's verbal or written report. Such a report may be made at any time (including during non-business hours).

2. Definitions. As used in this policy, the following terms are defined as follows:

2.1. **Actual knowledge** means notice of sexual harassment or allegations of sexual harassment to any district employee. Imputation of knowledge based solely on vicarious liability or constructive notice is insufficient to constitute actual knowledge. This standard is not met when the only district employee with actual knowledge is the respondent (as that term is defined below). "Notice" as used in this paragraph includes, but is not limited to, a report of sexual harassment to the Title IX Coordinator as described in subsection 1.1 above.

2.2. **Complainant** means an individual who is alleged to be the victim of conduct that could constitute sexual harassment.

2.3. **Formal complaint** means a document filed by a complainant or signed by the Title IX Coordinator alleging sexual harassment against a respondent and requesting that the district investigate the allegation of sexual harassment. The only district official who is authorized to initiate the Grievance Process for Formal Complaints of Sexual Harassment against a respondent is the Title IX Coordinator (by signing a formal complaint). At the time of filing a formal complaint with the district, a complainant must be participating in or attempting to participate in the district's education program or activity. A formal complaint may be filed with the Title IX Coordinator in person, by mail, or by electronic mail, by using the contact information required to be listed for the Title IX Coordinator under subsection 1.1 above, and by any additional method designated by the district. As used in this paragraph, the phrase "document filed by a complainant" means a document or electronic submission (such as by electronic mail or through an online portal provided for this purpose by the district) that contains the complainant's physical or digital signature, or otherwise indicates that the complainant is the person filing the formal complaint. Where the Title IX Coordinator signs a formal complaint, the Title IX Coordinator is not a complainant or otherwise a party under this policy or under 34 C.F.R. part 106, and will comply with the requirements of this policy and 34 C.F.R. part 106, including subsections 5.1.3–5.1.4 and 34 C.F.R. § 106.45(b)(1)(iii).

2.4. **Respondent** means an individual who has been reported to be the perpetrator of conduct that could constitute sexual harassment.

2.5. **Consent** for purposes of this policy means the willingness in fact for conduct to occur. An individual may, as a result of age, incapacity, disability, lack of information, or other circumstances be incapable of providing consent to some or all sexual conduct or activity. Neither verbal nor physical resistance is required to establish that an individual did not consent. District officials will consider the totality of the circumstances in determining whether there was consent for any specific conduct. Consent may be revoked or withdrawn at any time.

2.6. **Sexual harassment** means conduct on the basis of sex that satisfies one or more of the following:

2.6.1. An employee of the district conditioning the provision of an aid, benefit, or service of the district on an individual's participation in unwelcome sexual conduct;

2.6.2. Unwelcome conduct determined by a reasonable person to be so severe, pervasive, and objectively offensive that it

effectively denies a person equal access to the district's education program or activity;

2.6.3. **Sexual assault**, as defined in 20 U.S.C. § 1092(f)(6)(A)(v), which means an offense classified as a forcible or nonforcible sex offense under the uniform crime reporting system of the Federal Bureau of Investigation:

2.6.3.1. **Sex Offenses, Forcible**—Any sexual act directed against another person, without the consent of the victim including instances where the victim is incapable of giving consent.

2.6.3.1.1. **Rape**—(Except Statutory Rape) The carnal knowledge of a person, without the consent of the victim, including instances where the victim is incapable of giving consent because of his/her age or because of his/her temporary or permanent mental or physical incapacity.

2.6.3.1.2. **Sodomy**—Oral or anal sexual intercourse with another person, without the consent of the victim, including instances where the victim is incapable of giving consent because of his/her age or because of his/her temporary or permanent mental or physical incapacity

2.6.3.1.3. **Sexual Assault With An Object**—To use an object or instrument to unlawfully penetrate, however slightly, the genital or anal opening of the body of another person, without the consent of the victim, including instances where the victim is incapable of giving consent because of his/her age or because of his/her temporary or permanent mental or physical incapacity

2.6.3.1.4. **Fondling**—The touching of the private body parts of another person for the purpose of sexual gratification, without the consent of the victim, including instances where the victim is incapable of giving consent because of his/her age or because of his/her temporary or permanent mental or physical incapacity

- 2.6.3.2. **Sex Offenses, Non-forcible**—(Except Prostitution Offenses) Unlawful, non-forcible sexual intercourse.
 - 2.6.3.2.1. **Incest**—Non-Forcible sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by law
 - 2.6.3.2.2. **Statutory Rape**—Non-Forcible sexual intercourse with a person who is under the statutory age of consent
- 2.6.4. **Dating violence**, as defined in 34 U.S.C. § 12291(a), which means violence committed by a person—
 - 2.6.4.1. who is or has been in a social relationship of a romantic or intimate nature with the victim; and
 - 2.6.4.2. where the existence of such a relationship shall be determined based on a consideration of the following factors:
 - 2.6.4.2.1. The length of the relationship.
 - 2.6.4.2.2. The type of relationship.
 - 2.6.4.2.3. The frequency of interaction between the persons involved in the relationship.
- 2.6.5. **Domestic violence**, as defined in 34 U.S.C. § 12291(a), which includes felony or misdemeanor crimes committed by a current or former spouse or intimate partner of the victim under the family or domestic violence laws of the jurisdiction receiving grant funding and, in the case of victim services, includes the use or attempted use of physical abuse or sexual abuse, or a pattern of any other coercive behavior committed, enabled, or solicited to gain or maintain power and control over a victim, including verbal, psychological, economic, or technological abuse that may or may not constitute criminal behavior, by a person who—
 - 2.6.5.1. is a current or former spouse or intimate partner of the victim, or person similarly situated to a spouse of the victim;

2.6.5.2. is cohabitating, or has cohabitated, with the victim as a spouse or intimate partner;

2.6.5.3. shares a child in common with the victim; or

2.6.5.4. commits acts against a youth or adult victim who is protected from those acts under the family or domestic violence laws of the jurisdiction.

2.6.6. **Stalking**, as defined in 34 U.S.C. § 12291(a), which means engaging in a course of conduct directed at a specific person that would cause a reasonable person to—

2.6.6.1. fear for his or her safety or the safety of others; or

2.6.6.2. suffer substantial emotional distress.

2.7. **Supportive measures** means non-disciplinary, non-punitive individualized services offered as appropriate, as reasonably available, and without fee or charge to the complainant or the respondent before or after the filing of a formal complaint or where no formal complaint has been filed. Such measures are designed to restore or preserve equal access to the district's education program or activity without unreasonably burdening the other party, including measures designed to protect the safety of all parties or the district's educational environment, or deter sexual harassment. Supportive measures may include counseling, extensions of deadlines or other course-related adjustments, modifications of work or class schedules, campus escort services, mutual restrictions on contact between the parties, changes in work or housing locations, leaves of absence, increased security and monitoring of certain areas of the campus, and other similar measures. The district will maintain as confidential any supportive measures provided to the complainant or respondent, to the extent that maintaining such confidentiality would not impair the ability of the district to provide the supportive measures. The Title IX Coordinator is responsible for coordinating the effective implementation of supportive measures.

3. Discrimination Not Involving Sexual Harassment.

3.1. **General Prohibition.** Except as provided elsewhere in Title IX, 34 C.F.R. part 106, or this policy, no person shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be

subjected to discrimination under any academic, extracurricular, research, occupational training, or other education program or activity operated by the district.

3.2. Specific Prohibitions. Except as provided elsewhere in Title IX, 34 C.F.R. part 106, or this policy, in providing any aid, benefit, or service to a student, the district will not on the basis of sex:

- 3.2.1. Treat one person differently from another in determining whether such person satisfies any requirement or condition for the provision of such aid, benefit, or service;
- 3.2.2. Provide different aid, benefits, or services or provide aid, benefits, or services in a different manner;
- 3.2.3. Deny any person any such aid, benefit, or service;
- 3.2.4. Subject any person to separate or different rules of behavior, sanctions, or other treatment;
- 3.2.5. Apply any rule concerning the domicile or residence of a student or applicant;
- 3.2.6. Aid or perpetuate discrimination against any person by providing significant assistance to any agency, organization, or person which discriminates on the basis of sex in providing any aid, benefit or service to students or employees;
- 3.2.7. Otherwise limit any person in the enjoyment of any right, privilege, advantage, or opportunity.

3.3. Complaint Procedure. All complaints regarding any alleged discrimination on the basis of sex, including without limitation violations of this policy, 34 C.F.R. part 106, Title IX, Title VII, or other state or federal law—when the alleged discrimination does not arise from or relate to an allegation of sexual harassment as defined in subsection 2.6 above—shall be addressed pursuant to the district’s general complaint procedure, Board Policy 2006 [**NOTE TO BE DELETED:** Update this policy number if your general complaint procedure is numbered differently from 2006].

4. **Response to Sexual Harassment**

4.1. Reporting Sexual Harassment. Any person who witnesses an act of unlawful sexual harassment is encouraged to report it to the District's Title IX Coordinator. No person will be retaliated against based on any report of suspected sexual harassment or retaliation. Any District employee who receives a report of sexual harassment or has actual knowledge of sexual harassment must convey that information to the Title IX Coordinator as soon as reasonably practicable, but in no case later than the end of the following school day.

4.2. General Response to Sexual Harassment. When the district has actual knowledge of sexual harassment in its education program or activity against a person in the United States, the district will respond promptly in a manner that is not deliberately indifferent. The district will be deemed to be deliberately indifferent only if its response to sexual harassment is clearly unreasonable in light of the known circumstances. For the purposes of this policy "education program or activity" includes locations, events, or circumstances over which the district exercised substantial control over both the respondent and the context in which the sexual harassment occurs. The district's response will treat complainants and respondents equitably by offering supportive measures as defined in subsection 2.7 above to a complainant, and by following the grievance process described in section 5 below before the imposition of any disciplinary sanctions or other actions that are not supportive measures, against a respondent. The Title IX Coordinator will promptly contact the complainant to discuss the availability of supportive measures, consider the complainant's wishes with respect to supportive measures, inform the complainant of the availability of supportive measures with or without the filing of a formal complaint, and explain to the complainant the process for filing a formal complaint.

4.3. Emergency Removal. Nothing in this policy precludes the district from removing a respondent from the district's education program or activity on an emergency basis, provided that the district undertakes an individualized safety and risk analysis, and determines that an immediate threat to the physical health or safety of any student or other individual arising from the allegations of sexual harassment justifies removal. In the event that the district so removes a respondent on an emergency basis, then the district will provide the respondent with notice and an opportunity to challenge the decision immediately following the removal. This provision may not be construed to modify any rights under the Individuals with Disabilities Education Act, Section 504 of the Rehabilitation Act of 1973, or the Americans with Disabilities Act.

4.4. **Administrative Leave.** Nothing in this policy precludes the district from placing a non-student employee respondent on administrative leave during the pendency of a grievance process that complies with section 5 below. This provision may not be construed to modify any rights under Section 504 of the Rehabilitation Act of 1973 or the Americans with Disabilities Act.

4.5. **General Response Not Conditioned on Formal Complaint.** With or without a formal complaint, the district will comply with the obligations and procedures described in this section 4.

5. **Grievance Process for Formal Complaints of Sexual Harassment.**

5.1. **General Requirements.**

5.1.1. **Equitable Treatment.** The district will treat complainants and respondents equitably by providing remedies to a complainant where a determination of responsibility for sexual harassment has been made against the respondent, and by following the grievance process described in this section 5 before the imposition of any disciplinary sanctions or other actions that are not supportive measures against a respondent. Remedies will be designed to restore or preserve equal access to the district's education program or activity. Remedies may include the same individualized services described in subsection 2.7 as "supportive measures"; however, remedies need not be non-disciplinary or non-punitive and need not avoid burdening the respondent.

5.1.2. **Objective Evaluation.** This grievance process requires an objective evaluation of all relevant evidence—including both inculpatory and exculpatory evidence. Credibility determinations may not be based on a person's status as a complainant, respondent, or witness.

5.1.3. **Absence of Conflicts of Interest or Bias.** The district will require that any individual designated by a recipient as a Title IX Coordinator, investigator, decision-maker, or any person designated by a recipient to facilitate an informal resolution process, not have a conflict of interest or bias for or against complainants or respondents generally or an individual complainant or respondent.

5.1.4. **Training.** The district will ensure that all individuals or entities described in this Training section 5.1.4 receive training as provided below. Any materials used to train these individuals will not rely on sex stereotypes and will promote impartial investigations and adjudications of formal complaints of sexual harassment.

5.1.4.1. **All District Employees and Board Members.** All district employees and board members will be trained on how to identify and report sexual harassment.

5.1.4.2. **Title IX Coordinators, Investigators, Decision-Makers, or Informal Resolution Facilitators.** The district will ensure that Title IX Coordinators, investigators, decision-makers, or any person designated by the district to facilitate an informal resolution process receive training on:

5.1.4.2.1. The definition of sexual harassment in subsection 2.6;

5.1.4.2.2. The scope of the district's education program or activity;

5.1.4.2.3. How to conduct an investigation and grievance process including hearings, appeals, and informal resolution processes, as applicable; and

5.1.4.2.4. How to serve impartially, including by avoiding prejudgment of the facts at issue, conflicts of interest, and bias.

5.1.4.3. **Decision-Makers.** The district will ensure that decision-makers receive training on issues of relevance of questions and evidence, including when questions and evidence about the complainant's sexual predisposition or prior sexual behavior are not relevant, as set forth in subsection 5.6.2.

5.1.4.4. **Investigators.** The district will also ensure that investigators receive training on issues of relevance to create an investigative report that fairly summarizes relevant evidence, as set forth in subsection 5.5.8.

- 5.1.5. **Presumption.** It is presumed that the respondent is not responsible for the alleged conduct until a determination regarding responsibility is made at the conclusion of the grievance process.
- 5.1.6. **Reasonably Prompt Time Frames.** This grievance process shall include reasonably prompt time frames for conclusion of the grievance process, including reasonably prompt time frames for filing and resolving appeals and informal resolution processes if the district offers informal resolution processes. The process shall also allow for the temporary delay of the grievance process or the limited extension of time frames for good cause with written notice to the complainant and the respondent of the delay or extension and the reasons for the action. Good cause may include considerations such as the absence of a party, a party's advisor, or a witness; concurrent law enforcement activity; or the need for language assistance or accommodation of disabilities.
- 5.1.7. **Range of Possible Sanctions and Remedies.** Following a determination of responsibility, the district may impose disciplinary sanctions and remedies in conformance with this and the district's student discipline policy, and other state and federal laws. Depending upon the circumstances, these policies provide for disciplinary sanctions and remedies up to and including expulsion.
- 5.1.8. **Range of Supportive Measures.** The range of supportive measures available to complainants and respondents include those listed in subsection 2.7.
- 5.1.9. **Respect for Privileged Information.** The district will not require, allow, rely upon, or otherwise use questions or evidence that constitute, or seek disclosure of, information protected under a legally recognized privilege, unless the person holding such privilege has waived the privilege.

5.2. **Notice of Allegations.**

- 5.2.1. **Initial Notice.** Upon receipt of a formal complaint, the district will provide the following written notice to the parties who are known:

5.2.1.1. A copy of this policy.

5.2.1.2. Notice of the allegations of sexual harassment potentially constituting sexual harassment as defined in subsection 2.6, including sufficient details known at the time and with sufficient time to prepare a response before any initial interview. Sufficient details include the identities of the parties involved in the incident, if known, the conduct allegedly constituting sexual harassment, and the date and location of the alleged incident, if known. The written notice will include a statement that the respondent is presumed not responsible for the alleged conduct and that a determination regarding responsibility is made at the conclusion of the grievance process. The written notice will inform the parties that they may have an advisor of their choice, who may be, but is not required to be, an attorney, under subsection 5.5.5, and may inspect and review evidence under subsection 5.5.5. The written notice will inform the parties of any provision in the district's code of conduct that prohibits knowingly making false statements or knowingly submitting false information during the grievance process.

5.2.2. **Supplemental Notice.** If, in the course of an investigation, the district decides to investigate allegations about the complainant or respondent that are not included in the Initial Notice described above, the district will provide notice of the additional allegations to the parties whose identities are known.

5.3. **Dismissal of Formal Complaint.**

5.3.1. The district will investigate the allegations in a formal complaint.

5.3.2. **Mandatory Dismissals.** The district **must** dismiss a formal complaint if the conduct alleged in the formal complaint:

5.3.2.1. Would not constitute sexual harassment as defined in subsection 2.6 even if proved;

- 5.3.2.2. Did not occur in the district's education program or activity; or
- 5.3.2.3. Did not occur against a person in the United States.
- 5.3.3. **Discretionary Dismissals.** The district **may** dismiss the formal complaint or any allegations therein, if at any time during the investigation or hearing:
 - 5.3.3.1. The complainant notifies the Title IX Coordinator in writing that the complainant would like to withdraw the formal complaint or any allegations therein;
 - 5.3.3.2. The respondent is no longer enrolled in or employed by the district; or
 - 5.3.3.3. Specific circumstances prevent the district from gathering evidence sufficient to reach a determination as to the formal complaint or allegations therein.
- 5.3.4. Upon a dismissal required or permitted pursuant to subsections 5.3.2 or 5.3.3 above, the district will promptly send written notice of the dismissal and an explanation of that action simultaneously to the parties.
- 5.3.5. Dismissal of a formal complaint under this policy does not preclude the district from taking action under another provision of the district's code of conduct or pursuant to another district policy.

5.4. Consolidation of Formal Complaints. The district may consolidate formal complaints as to allegations of sexual harassment against more than one respondent, or by more than one complainant against one or more respondents, or by one party against the other party, where the allegations of sexual harassment arise out of the same facts or circumstances. Where a grievance process involves more than one complainant or more than one respondent, references in this policy to the singular "party," "complainant," or "respondent" include the plural, as applicable.

5.5. Investigation of Formal Complaint. When investigating a formal complaint and throughout the grievance process, the district will:

- 5.5.1. Designate and authorize one or more persons (which need not be district employees) as investigator(s) to conduct the district's investigation of a formal complaint;
- 5.5.2. Ensure that the burden of proof and the burden of gathering evidence sufficient to reach a determination regarding responsibility rest on the district and not on the parties provided that the district cannot access, consider, disclose, or otherwise use a party's records that are made or maintained by a physician, psychiatrist, psychologist, or other recognized professional or paraprofessional acting in the professional's or paraprofessional's capacity, or assisting in that capacity, and which are made and maintained in connection with the provision of treatment to the party, unless the district obtains that party's voluntary, written consent to do so for a grievance process under this section (if a party is not an "eligible student," as defined in 34 CFR 99.3, then the district will obtain the voluntary, written consent of a "parent," as defined in 34 CFR 99.3);
- 5.5.3. Provide an equal opportunity for the parties to present witnesses, including fact and expert witnesses, and other inculpatory and exculpatory evidence;
- 5.5.4. Not restrict the ability of either party to discuss the allegations under investigation or to gather and present relevant evidence;
- 5.5.5. Provide the parties with the same opportunities to have others present during any grievance proceeding, including the opportunity to be accompanied to any related meeting or proceeding by the advisor of their choice, who may be, but is not required to be, an attorney, and not limit the choice or presence of advisor for either the complainant or respondent in any meeting or grievance proceeding; however, the district may establish restrictions regarding the extent to which the advisor may participate in the proceedings, as long as the restrictions apply equally to both parties;
- 5.5.6. Provide, to a party whose participation is invited or expected, written notice of the date, time, location, participants, and purpose of all hearings, investigative

interviews, or other meetings, with sufficient time for the party to prepare to participate;

- 5.5.7. Provide both parties an equal opportunity to inspect and review any evidence obtained as part of the investigation that is directly related to the allegations raised in a formal complaint, including the evidence upon which the district does not intend to rely in reaching a determination regarding responsibility and inculpatory or exculpatory evidence whether obtained from a party or other source, so that each party can meaningfully respond to the evidence prior to conclusion of the investigation. Prior to completion of the investigative report, the district will send to each party and the party's advisor, if any, the evidence subject to inspection and review in an electronic format or a hard copy, and the parties will have at least 10 calendar days to submit a written response, which the investigator will consider prior to completion of the investigative report; and
- 5.5.8. Create an investigative report that fairly summarizes relevant evidence and, at least 10 calendar days prior to the time of determination regarding responsibility, send to each party and the party's advisor, if any, the investigative report in an electronic format or a hard copy, for their review and written response.

5.6. **Determination Regarding Responsibility**

- 5.6.1. **Decision-Maker(s).** The decision-maker(s) cannot be the same person as the Title IX Coordinator or the investigator(s).
- 5.6.2. **Exchange of Written Questions.** After the district has sent the investigative report to the parties pursuant to subsection 5.5.8, but before reaching a determination regarding responsibility, the decision-maker(s) will afford each party the opportunity to submit written, relevant questions that a party wants asked of any party or witness, provide each party with the answers, and allow for additional, limited follow-up questions from each party. Questions and evidence about the complainant's sexual predisposition or prior sexual behavior are not relevant, unless such questions and evidence about the complainant's prior sexual behavior are offered to prove that someone

other than the respondent committed the conduct alleged by the complainant, or if the questions and evidence concern specific incidents of the complainant's prior sexual behavior with respect to the respondent and are offered to prove consent. The decision-maker(s) will explain to the party proposing the questions any decision to exclude a question as not relevant.

5.6.3. **Written Determination.** The decision-maker(s) will issue a written determination regarding responsibility. To reach this determination, the decision-maker(s) will apply the preponderance of the evidence standard. The written determination will include:

5.6.3.1. Identification of the allegations potentially constituting sexual harassment as defined in subsection 2.6;

5.6.3.2. A description of the procedural steps taken from the receipt of the formal complaint through the determination, including any notifications to the parties, interviews with parties and witnesses, site visits, methods used to gather other evidence, and hearings held;

5.6.3.3. Findings of fact supporting the determination;

5.6.3.4. Conclusions regarding the application of the district's code of conduct to the facts;

5.6.3.5. A statement of, and rationale for, the result as to each allegation, including a determination regarding responsibility, any disciplinary sanctions the district imposes on the respondent, and whether remedies designed to restore or preserve equal access to the district's education program or activity will be provided by the district to the complainant; and

5.6.3.6. The district's procedures and permissible bases for the complainant and respondent to appeal.

5.6.4. The district will provide the written determination to the parties simultaneously. The determination regarding responsibility becomes final either on the date that the

district provides the parties with the written determination of the result of the appeal, if an appeal is filed, or if an appeal is not filed, the date on which an appeal would no longer be considered timely.

5.6.5. The Title IX Coordinator is responsible for effective implementation of any remedies.

5.7. **Appeals.** The district will offer both parties the opportunity to appeal from a determination regarding responsibility, and from the district's dismissal of a formal complaint or any allegations therein, on the grounds identified below.

5.7.1. **Time for Appeal.** Appeals may only be initiated by submitting a written Notice of Appeal to the Office of the Superintendent of Schools within ten (10) calendar days [NOTE TO BE DELETED: We recommend 10 calendar days to remain consistent with the other timeframes in the Title IX regulations. However, make sure this timeline is at least as long as any timelines for review or appeal in any general complaint procedure or grievance procedure] of the date of the respective written determination of responsibility or dismissal from which the appeal is taken. The Notice of Appeal must include (a) the name of the party or parties making the appeal, (b) the determination, dismissal, or portion thereof being appealed, and (c) a concise statement of the specific grounds (from subsection 5.7.2 below) upon which the appeal is based. A party's failure to timely submit a Notice of Appeal will be deemed a waiver of the party's right to appeal under this policy, 34 C.F.R. part, 106, and Title IX.

5.7.2. **Grounds for Appeal.** Appeals from a determination regarding responsibility, and from the district's dismissal of a formal complaint or any allegations therein, are limited to the following grounds:

5.7.2.1. Procedural irregularity that affected the outcome of the matter;

5.7.2.2. New evidence that was not reasonably available at the time the determination regarding responsibility or dismissal was made, that could affect the outcome of the matter; and

5.7.2.3. The Title IX Coordinator, investigator(s), or decision-maker(s) had a conflict of interest or bias for or against complainants or respondents generally or the individual complainant or respondent that affected the outcome of the matter.

5.7.3. As to all appeals, the district will:

5.7.3.1. Notify the other party in writing when an appeal is filed and implement appeal procedures equally for both parties;

5.7.3.2. Ensure that the decision-maker(s) for the appeal is not the same person as the decision-maker(s) that reached the determination regarding responsibility or dismissal, the investigator(s), or the Title IX Coordinator;

5.7.3.3. Ensure that the decision-maker(s) for the appeal complies with the standards set forth in subsections 5.1.3–5.1.4.

5.7.3.4. Give both parties a reasonable, equal opportunity to submit a written statement in support of, or challenging, the outcome;

5.7.3.5. Issue a written decision describing the result of the appeal and the rationale for the result; and

5.7.3.6. Provide the written decision simultaneously to both parties.

5.8. Informal Resolution. The district will not require as a condition of enrollment or continuing enrollment, or employment or continuing employment, or enjoyment of any other right, waiver of the right to an investigation and adjudication of formal complaints of sexual harassment consistent with this section. Similarly, the district will not require the parties to participate in an informal resolution process under this section and may not offer an informal resolution process unless a formal complaint is filed. However, at any time prior to reaching a determination regarding responsibility the district may facilitate an informal resolution process, such as mediation, that does not involve a full investigation and adjudication, provided that the district:

5.8.1. Provides to the parties a written notice disclosing:

5.8.1.1. The allegations;

5.8.1.2. The requirements of the informal resolution process including the circumstances under which it precludes the parties from resuming a formal complaint arising from the same allegations;

5.8.1.3. That at any time prior to agreeing to a resolution, any party has the right to withdraw from the informal resolution process and resume the grievance process with respect to the formal complaint; and

5.8.1.4. Any consequences resulting from participating in the informal resolution process, including the records that will be maintained or could be shared;

5.8.2. Obtains the parties' voluntary, written consent to the informal resolution process; and

5.8.3. Does not offer or facilitate an informal resolution process to resolve allegations that an employee sexually harassed a student.

5.9. **Recordkeeping.**

5.9.1. The district will maintain for a period of seven years records of:

5.9.1.1. Each sexual harassment investigation including any determination regarding responsibility, any disciplinary sanctions imposed on the respondent, and any remedies provided to the complainant designed to restore or preserve equal access to the district's education program or activity;

5.9.1.2. Any appeal and the result therefrom;

5.9.1.3. Any informal resolution and the result therefrom; and

5.9.1.4. All materials used to train Title IX Coordinators, investigators, decision-makers, and any person who facilitates an informal resolution process. The district will make these training materials publicly available on its website, or if the district does not maintain a website then the district will make these materials available upon request for inspection by members of the public.

5.9.2. For each response required under section 4, the district will create, and maintain for a period of seven years, records of any actions, including any supportive measures, taken in response to a report or formal complaint of sexual harassment. In each instance, the district will document the basis for its conclusion that its response was not deliberately indifferent, and document that it has taken measures designed to restore or preserve equal access to the district's education program or activity. If the district does not provide a complainant with supportive measures, then the district will document the reasons why such a response was not clearly unreasonable in light of the known circumstances. The documentation of certain bases or measures does not limit the district in the future from providing additional explanations or detailing additional measures taken.

6. **Superintendent Authorized to Contract.** The board authorizes the Superintendent to contract for, designate, and appoint individuals to serve in the roles of the district's investigator(s), decision-maker(s), informal resolution facilitator(s), or appellate decision-maker(s) as contemplated by this policy.

7. **Access to Classes and Schools.**

7.1. **General Standard.** Except as provided in this section or otherwise in 34 C.F.R. part 106, the district will not provide or otherwise carry out any of its education programs or activities separately on the basis of sex, or require or refuse participation therein by any of its students on the basis of sex.

7.1.1. **Contact sports in physical education classes.** This section does not prohibit separation of students by sex within physical education classes or activities during participation in wrestling, boxing, rugby, ice hockey,

football, basketball, and other sports the purpose or major activity of which involves bodily contact.

7.1.2. **Ability grouping in physical education classes.** This section does not prohibit grouping of students in physical education classes and activities by ability as assessed by objective standards of individual performance developed and applied without regard to sex.

7.1.3. **Human sexuality classes.** Classes or portions of classes that deal primarily with human sexuality may be conducted in separate sessions for boys and girls.

7.1.4. **Choruses.** The district may make requirements based on vocal range or quality that may result in a chorus or choruses of one or predominantly one sex.

7.2. **Classes and Extracurricular Activities.** The district may provide nonvocational single-sex classes or extracurricular activities as permitted by 34 C.F.R. part 106.

8. **Athletics.** It is the policy of the district that no person shall, on the basis of sex, be excluded from participation in, be denied the benefits of, be treated differently from another person or otherwise be discriminated against in any interscholastic, club, or intramural athletics offered by the district, and that the district will not provide any such athletics separately on such basis.

8.1. **Separate Teams.** Notwithstanding the foregoing paragraph, the district may operate or sponsor separate teams for members of each sex where selection for such teams is based upon competitive skill or the activity involved is a contact sport.

8.2. **Equal opportunity.** The district will provide equal athletic opportunity for members of both sexes. Unequal aggregate expenditures for members of each sex or unequal expenditures for male and female teams will not constitute noncompliance with this section.

9. **Certain Different Treatment on the Basis of Sex Permitted.** Nothing herein shall be construed to prohibit the district from treating persons differently on the basis of sex as permitted by Title IX or 34 C.F.R. part 106. For example, and without limiting the foregoing, the district may provide separate toilet, locker room, and shower facilities on the basis of sex, but such

facilities provided for students of one sex shall be comparable to such facilities provided for students of the other sex.

10. **Retaliation Prohibited.** Neither the district nor any other person may intimidate, threaten, coerce, or discriminate against any individual for the purpose of interfering with any right or privilege secured by Title IX, 34 C.F.R. part 106, or this policy, or because the individual has made a report or complaint, testified, assisted, or participated or refused to participate in any manner in an investigation, proceeding, or hearing under this policy. The district will keep confidential the identity of any individual who has made a report or complaint of sex discrimination, including any individual who has made a report or filed a formal complaint of sexual harassment, any complainant, any individual who has been reported to be the perpetrator of sex discrimination, any respondent, and any witness, except as may be permitted by the FERPA statute, 20 U.S.C. § 1232g, or FERPA regulations, 34 C.F.R. part 99, or as required by law, or to carry out the purposes of 34 C.F.R. part 106, including the conduct of any investigation, hearing, or judicial proceeding arising thereunder. Complaints alleging retaliation may be filed according to shall be addressed pursuant to Board Policy 2006 (Complaint Procedure).

10.1. **Specific Circumstances.**

10.1.1. The exercise of rights protected under the First Amendment does not constitute retaliation prohibited by this section.

10.1.2. Charging an individual with a code of conduct violation for making a materially false statement in bad faith in the course of a grievance proceeding under this part does not constitute retaliation prohibited under this section, provided, however, that a determination regarding responsibility, alone, is not sufficient to conclude that any party made a materially false statement in bad faith.

11. **Notification of Policy.** The district will notify applicants for admission and employment, students, parents or legal guardians of students, employees, and all unions or professional organizations holding collective bargaining or professional agreements with the district of the existence of this policy. The requirement to not discriminate, as stated in Title IX and 34 C.F.R. part 106, in the district's education program(s) or activities extends to admission and employment, and inquiries about the application of Title IX and 34 C.F.R. part 106 to the district may be referred to the district's Title IX Coordinator, the Assistant Secretary for Civil Rights of the United States Department of Education, or both.

12. **Publication of Policy.** The district will prominently display on its website, if any, and in each handbook that it makes available to applicants for admission and employment, students, parents or legal guardians of students, employees, and all unions or professional organizations holding collective bargaining or professional agreements with the district, the name or title, office address, electronic mail address, and telephone number of the employee or employees designated as the Title IX Coordinator(s).

13. **Application Outside the United States.** The requirements of this policy apply only to sex discrimination occurring against a person in the United States.

14. **Scope of Policy.** Nothing herein shall be construed to be more demanding or more constraining upon the district than the requirements of Title IX (20 U.S.C. § 1681) and 34 C.F.R. part 106. To the extent that the district is in compliance with Title IX and 34 C.F.R. part 106, then all of the district's obligations under this policy shall be deemed to be fulfilled and discharged.

5012
Testing and Assessment Program

I. Basic Testing and Assessment Program

The school district will use a basic testing and assessment program to evaluate the outcome of the educational program and to provide information needed in working with individuals. The program will be supplemented by such individual and supplementary tests as the needs of the educational program and the district indicate. The superintendent and designees will coordinate the program from Kindergarten through twelfth grade to provide continuity. Teachers are prohibited from engaging in any behavior that adversely affects the validity of test scores as a measure of student achievement. Teachers should consult with relevant board policies and district protocols assessment administration and security.

II. Accountability Reporting

At the board of education's regular July meeting, or as soon after as a report can be completed, the superintendent of schools shall provide an annual written report as required by NDE Rule 10. The report shall be presented to the board and made available to the public. The report must contain the elements required by Rule 10, including but not limited to: student academic performance as reported to NDE (demographics, achievement, educational input characteristics, as defined in section 005.02 of Rule 10); school system demographics; school improvement goals and progress; and financial information about the school district. Building level results will be reported only to appropriate staff for review, goal setting, and intervention as needed.

This report shall not include any individual test scores or assessment, but individual student test scores or assessment results will be reported to the student's parents or legal guardian(s). If the school has fewer than ten students in the grades being reported, or if reporting would allow for the identification of students because they all had comparable scores, no public reports of student performance are provided for those grades.

A comprehensive evaluation of the district shall be conducted at least once every five years using instruments and guides approved by NDE.

Adopted on: _____

Revised on: _____

Reviewed on: _____

4056

Resignation of Certificated Staff

Certificated staff members who know they will not be returning to employment at the school district for the following school year are encouraged to submit their resignations as early as possible, to enable the board to find suitable replacements. Unless otherwise required by law or contract, the following resignation requirements apply.

Staff members who submit their resignations to the board of education by the earlier of (a) April 15th or (b) the date designated in a written request of the school board or the administrators to accept employment for the next school year pursuant to section 79-829 (provided that such acceptance date may not be earlier than March 15th of each year) will be released from the next school year's contract. Staff members who refuse to fulfill their contractual obligations will be reported to the Professional Practices Committee of the Nebraska Department of Education.

Adopted on: _____

Revised on: _____

Reviewed on: _____

6021

District Criteria for Selecting Evaluators to be Used for Special Education Evaluation and Verification and Independent Educational Evaluations

The following criteria shall be used for selecting evaluators according to 92 Nebraska Administrative Code 51-006.07B:

1. Those in-state service agencies that have approved rates for the current year established by the Nebraska Department of Education. A list of service agencies with approved rates, including state agencies, individual providers, and in-state providers may be found at <https://www.education.ne.gov/sped/service-agencies/>.
2. Those Nebraska providers located within 100 **[NOTE TO BE DELETED: insert mileage that is appropriate to your district's geographic location.]** miles of the building of the district where the child attends when driving by ordinary public roadways, except **[include here any exceptions to these criteria necessary for specific assessments which the district would not obtain within the indicated area. Based on feedback from ESU Special Education Directors statewide, these exceptions might include the following: vision-related evaluations (___ miles); evaluations for severe autism spectrum disorder (___ miles); evaluations for severe psychiatric disorders (___ miles); evaluations for significant or atypical orthopedic disorders (___ miles); threat assessments (___ miles); profound hearing impairments (___ miles). You should specifically identify such assessments after consulting with your special education or educational service unit staff, and include those and their relevant mileage range. If no assessments would require a deviation from this area, simply conclude this paragraph after the word "roadways."]**
3. Evaluations must consider the educational, health, or other student records of the student provided by the district. The parents, guardians, or age-appropriate student must provide any required consent to the disclosure of these records unless disclosure is already authorized by state and federal law.
4. Evaluations must be provided to the district, including all educational, health, student, or other records created as part of or relied upon to complete the evaluation. The parents, guardians, or age-appropriate student must provide any required consent to the disclosure of these records unless disclosure is already authorized by state and federal law.
5. Evaluations must be conducted by a provider that is authorized,

available, and willing to discuss, confer, or otherwise cooperate with the district regarding the evaluation, its results, or any other information related to the evaluation. Such cooperation may include reasonable participation in, or the submission of additional reports or information to, an IEP, MDT, or SAT team. Evaluators must make available to the district any documents or records created in relation to the evaluation, including evaluation and assessment protocols and responses, when the district determines in its sole discretion that such documentation is necessary in order to permit meaningful parental participation. The parents, guardians, or age-appropriate student must provide any required consent to the disclosure of these records or information unless disclosure is already authorized by state and federal law.

6. Evaluations must be sufficiently comprehensive for the evaluator to submit to the district a report that specifically details whether the student should be considered eligible for special education and related services, the nature of special education and related services recommended to accommodate the student's suspected disability, and the particular facts or findings underlying the evaluator's conclusions. This report must be submitted to the district within 45 days after the conclusion of the evaluation.
7. Evaluations must meet the then-current state standards for reliability, research-based processes, and educational or professional best practices.
8. Reimbursement to any evaluator chosen in conformance with this policy shall not exceed the cost that would be charged by the school district's contracted providers for the same or substantially similar evaluation.

All special education evaluations, including those independently obtained at the district's expense, must be obtained in a manner consistent with the criteria set forth above, unless state or federal law requires waiver of one or more criteria in order to accommodate unique circumstances.

Adopted on: _____
Revised on: _____
Reviewed on: _____

4064

Transporting Students in Employee Vehicles

[NOTE TO BE DELETED: PICK ONE OF THE OPTIONS BELOW IF YOU ADOPT THIS POLICY, AND DELETE THE OTHER]

[Option 1] With the permission of the superintendent, school employees may transport students in the employee's personal vehicle even if those students do not live within the employee's household. School employees who transport students in their personal vehicles and those children do not live within the employee's household must comply with the board's policies on pupil transportation and school vehicle use, including Pupil Transportation Driver Qualification Criteria.

[Option 2] School employees shall not use their personal vehicle to transport students except for those students who reside in the employee's own household or if an emergency exists. If an emergency occurs, the employee will contact the administration and parents whenever practicable before providing the emergency transportation.

6037

Selection and Review of Library Media

The board approves curriculum and curriculum-related materials for the district with input from administrators and staff. Those processes are covered in other board policies. Staff members seeking to procure materials for use during instruction must follow board policy, practices, and directives. Those items are not covered by this policy.

The district procures library books and other media available to students that are not part of a specific class or curriculum. For purposes of this policy, those will be called library materials. This policy addresses the selection and review of library materials, regardless of their source. This policy applies regardless of whether library materials are purchased using district funds, donated, or shared at no cost to the district.

No Right to Materials. The board supports having excellent educational opportunities for students, including availability of library materials used to enrich the educational experience. However, the board and administration are responsible for considering materials based on a variety of factors and legal obligations. There is no right to force any material to be included or excluded. Staff requesting library materials do so only within the course and scope of their employment with the district.

Selection Process. The selection and approval of new library materials must comply with the district's general requisition, donation, and budgeting requirements. To ensure materials selected are appropriate for the district's students and consistent with the district's legal obligations, the following process applies to selection of library materials.

[OPTION 1: PRINCIPAL OR SUPERINTENDENT REVIEW] The school librarian, media specialist, or any individual requesting library materials is responsible for submitting the request in writing to the building principal or to superintendent if there is no principal assigned to the building. The request must include the following

1. Name of the book, material, or resource;
2. The author, publisher, and supplier of the material;
3. The physical medium (*i.e.*, book, magazine, video, game, digital subscription, etc.);
4. The cost of the material;
5. A summary of the content of the material, including how it supports age-appropriate learning objectives, enriches the curriculum, and/or supports student development and learning;

6. The material's accolades, such as presence on best seller lists, awards won, and recommendations from professional library journals and organizations with a focus on K-12 school library materials; and
7. Whether any of the content in the material represents a perspective that may not be universal, such as a political, religious, or social perspective for which disagreement or differences of opinion exist. The summary should include a description of these items.

The building principal or superintendent will review the library material request and inform the requester whether the material will be accepted or denied. Materials which require expenditure of district funds will be processed consistently with the district's purchasing and procurement policies and practices. There is no appeal from this determination.

[OPTION 2: COMMITTEE REVIEW] The superintendent will establish a library material review committee on an as-needed basis, consisting of at least one administrator, one teacher, and the librarian or media specialist. If the district has no assigned librarian or media specialist, then the committee will include two administrators and a teacher. The superintendent may appoint any teacher he or she deems appropriate based on availability and expertise related to the requested materials.

The school librarian, media specialist, or any individual requesting inclusion of library materials is responsible for submitting the request in writing to the library material review committee. The request must include the following

1. Name of the book, material, or resource;
2. The author, publisher, and supplier of the material;
3. The physical medium (*i.e.*, book, magazine, video, game, digital subscription, etc.);
4. The cost of the material;
5. A summary of the content of the material, including how it supports age-appropriate learning objectives, enriches the curriculum, and/o supports student development and learning;
6. The material's accolades, such as presence on best seller lists, awards won, and recommendations from professional library journals and organizations with a focus on K-12 school library materials; and
7. Whether any of the content in the material represents a perspective that may not be universal, such as a political, religious, or social perspective for which disagreement or differences of opinion exist. The summary should include a description of these items.

The committee will review the requested materials within the timeframe established by the superintendent. In the event the committee does not agree on a particular request, the administrator makes the final determination. There is no appeal from this determination.

[**OPTION 3: BOARD COMMITTEE REVIEW—DISCOURAGED, BUT LAWFUL**]. The school librarian, media specialist, or any individual requesting library materials is responsible for submitting the request in writing to the superintendent. The superintendent will review the request(s) with the curriculum committee of the board, who will make a recommendation to the board for approval or denial of the request.

The request must include the following:

1. Name of the book, material, or resource;
2. The author, publisher, and supplier of the material;
3. The physical medium (*i.e.*, book, magazine, video, game, digital subscription, etc.);
4. The cost of the material;
5. A summary of the content of the material, including how it supports age-appropriate learning objectives, enriches the curriculum, and/o supports student development and learning;
6. The material's accolades, such as presence on best seller lists, awards won, and recommendations from professional library journals and organizations with a focus on K-12 school library materials; and
7. Whether any of the content in the material represents a perspective that may not be universal, such as a political, religious, or social perspective for which disagreement or differences of opinion exist. The summary should include a description of these items.

There is no appeal from the determination of the board.

Requested Review of Library Materials. A concerned parent of a current student or patron living within the school district boundaries may request the review of a specific library material (*i.e.*, a specific book, magazine, etc.) or portion of a specific library material. The parent or patron must first discuss their concern with the building principal and explain their concern regarding the library material. If there is no principal assigned to that building, the parent or patron should discuss their concern with the superintendent. The board believes most concerns will be resolved in this manner.

[**OPTION 1: SUPERINTENDENT REVIEW**] If the parent or patron is dissatisfied after the informal review and discussion with the relevant administrator, they may request a review in writing. To request a review, the individual must

complete the Library Material Review Request form and submit it to the superintendent.

The superintendent will review the request within a reasonable time after receiving it. The superintendent may consult with the school's librarian or media specialist, staff, and legal counsel at his or her discretion. The superintendent may decide to remove the material, keep the material, restrict access to the material to students based on age or grade level, or make any other determination the superintendent deems appropriate. The superintendent's decision regarding the review will be communicated to the requester in writing.

The decision of the superintendent is final, and the board will not hear any appeal regarding the review of library material.

[OPTION 2: BOARD COMMITTEE REVIEW] If the parent or patron is unsatisfied after the informal review and discussion with the relevant administrator, they may request a review in writing. To request a review, the individual must complete the Library Material Review Request form and submit it to the superintendent.

The superintendent will review the request with the board curriculum committee within a reasonable time after receiving it. The committee may consult with or seek input from the school's librarian or media specialist, staff, and legal counsel at its discretion. The committee will make a recommendation to the board to remove the material, keep the material, restrict access to the material to students based on age or grade level, or make any other determination or recommendation the committee deems appropriate. The board will review the request, consider the committee's recommendation, and make a determination regarding the requested review. The decision regarding the review will be communicated to the requester in writing by the superintendent.

The decision of the board is final, and there is no appeal regarding the review of library material.

Additional Rules for Library Media Review. Unless the superintendent decides otherwise, the library material will remain in circulation while a review is pending. Unless otherwise required by law, no library material will be reviewed again within 4 years after a requested review is completed. Any parent or patron requesting review of multiple library materials may only request a maximum of 5 materials to be reviewed at one time, and a new request cannot be submitted until the prior review is completed and notice of the determination is provided to the requesting party. Nothing in this policy

prohibits the superintendent or their designee from reviewing library material outside of the review process contained in this policy and taking any action the superintendent or their designee deems appropriate.

Adopted on: _____

Revised on: _____

Reviewed on: _____

5004: Option Enrollment

The board of education supports the concept embodied in the Enrollment Option Program that parents and legal guardians have the primary responsibility for ensuring that their children receive the best education possible. Accordingly, the school district will participate in the option enrollment program and receive option students as provided herein.

1. Definitions

- a. **Option Student Defined.** Option student shall mean a nonresident student who has chosen to attend the school district under the provisions of the option enrollment program.
- b. **Resident School District Defined.** Resident school district shall mean the school district in which a student resides or in which the student is deemed to reside by operation of state law.
- c. **Option School District Defined.** Option school district shall mean the school district that a student chooses to attend other than his or her resident school district.

2. **Persons Entitled to Apply for Option Enrollment of Students.** Only parents and legal guardians may apply for option enrollment of students. Applications filed by foster parents and adults acting *in loco parentis* are not authorized and will be automatically denied.

3. **Duties, Entitlements and Rights of Option Students.** Except as otherwise provided herein, once an option student's option enrollment application has been accepted he/she shall be treated as resident students of the school district.

4. Standards for Acceptance or Rejection of Option Students.

- a. **Numeric Capacity.** The board of education may set the numeric capacity of programs, classes, grade levels, or school buildings by operation of this policy or through freestanding action by the board. Numeric Capacity will be determined based upon available staff, facilities, projected enrollment of resident students, projected number of students with which the option school district will contract based on existing contractual arrangements, and availability of appropriate special education programs. Individuals seeking information about the numeric capacity set by the board may contact the superintendent for a copy of that resolution.
- b. **Programmatic Capacity.** In addition to the numeric capacity standards referred to above, the board may, by resolution, declare a program, a class, or a school unavailable to option students due to lack of capacity. Individuals seeking information about the programs that have been declared to be unavailable due to lack of capacity may contact the superintendent for a copy of the board's resolution.

- c. **Other Standards for Acceptance or Rejection of Option Enrollment Applications.** In addition to the numeric and programmatic capacity standards outlined above, the school district shall not accept an option student when acceptance of the student:
- i. Would increase the operating costs of the school district, such as by requiring the hiring of new staff or contracting with outside entities to provide services to the student;
 - ii. Would require the procurement of new equipment, technology, or furnishings;
 - iii. Would cause or require the rearrangement of caseloads for staff and contracted professionals;
 - iv. Is reasonably deemed by appropriate school staff to pose a potential risk to the health or safety of students or staff;
 - v. May pose a risk of adversely affecting the quality of educational services being provided to resident students, as determined by appropriate school staff.
- d. The school district shall accept an option student with a disability only to the extent that the school district's then current staff and facilities are sufficient to accommodate the student's needs without significantly increasing the operating costs of the school district, such as by requiring the hiring of new staff.
- e. The school district shall not base the decision to accept or reject an option student on the student's previous academic achievement, athletic or other extracurricular ability, disabling condition(s), proficiency in the English language, or previous disciplinary proceedings.
- f. If there are more option student applicants for any program, class, grade level or school building than can be accepted into such program, class, grade level or school building, applicants shall be accepted in the following order:
- i. students with brothers or sisters attending the school district, either as resident students or as option students, shall be granted first priority;
 - ii. thereafter, option students shall be accepted into such program, class, grade level or school building in the order in which written applications were received by the school district.
- g. Preference for Children of Staff Members
- i. Regardless of the capacity limitations described herein or in any Option Capacity Resolution adopted by the Board of Education, the district may, but is not required to, waive the limitations in order to allow for the option enrollment of children of staff members who are employed by the school district for the school year in which option enrollment is sought. This preference is available to both certificated and classified staff who are employed on a .5 or greater full-time equivalent basis. The waiver of capacity limitations for children of full-time certificated staff does not serve to waive the capacity limitations for any other purpose.
 - ii. For purpose of this subsection "children" includes only minors who share a primary residence with the certificated employee

- 5. False or Misleading Option Applications.** If, prior to the student's attendance as an option student, the school district discovers that a previously accepted option application contained false or substantively misleading information, the option application will be rejected.
- 6. Academic Credits and Graduation.** The school district shall accept credits toward graduation that were awarded by another school district, and shall award a diploma to an option student if the student meets the graduation requirements of the school district.
- 7. Information Regarding Schools, Programs, Policies and Procedures.** The school district, its officers and employees, shall make information about the school district and its schools, programs, policies and procedures available to all interested people.
- 8. Procedure for Students Optioning Into or Out of the School District.**
 - a. The parent or legal guardian of any student desiring to option into or out of the school district shall submit a proper and timely application to the board of education and the other affected school district for enrollment during the following and subsequent school years. Any application requiring the approval of the school district shall be deemed submitted when the application is actually received in the school district's business office.
 - b. On or before April 1st, the school district shall notify the parent or legal guardian of any student who has submitted an application to option into the school district and the resident school district, in writing, whether the application is accepted or rejected. If an application is rejected, the reason for such rejection shall be stated in the notification. This written notice shall be sent via certified mail to the address listed on the option application.
- 9. Late Applications**
 - a. The board of education may refuse a request of a student seeking to option out of the school district when the option application is submitted after March 15th under the following conditions:
 - i. When the district has already entered into contracts with teaching staff for the following school year;
 - ii. When the district has already contracted for the performance of specific services for the student;
 - iii. When the release of the student would have a negative financial impact or loss of revenue for the district
 - b. The board of education will approve late applications to option into the district under the following conditions:
 - i. When the resident district has released the student;
 - ii. When the student's late enrollment into the district meets the standards for acceptance or rejection of option students contained elsewhere in this policy;
 - c. The superintendent will notify parents or guardians who have submitted properly completed option applications after March 15th no later than 60 days following

submission of the application of the board's acceptance or rejection of the application.

10. Students Who Do Not Need a Release from the Resident District

- a. A student does not need to be released from his/her resident district under the following circumstances:
 - i. When the student has relocated to a different resident school district after February 1.
 - ii. When a student's option school district merges with another district effective after February.
- b. The school district shall accept or reject an application from a student under this paragraph using the criteria set forth in this policy and will accept or reject the application within forty-five days.

11. Cancellation of Option.

Students who option either into or out of the school district shall:

- a. Attend the option school district until graduation or relocation in a different resident school district unless the student chooses to return to the resident school district, in which case the student's parent or legal guardian shall timely submit a cancellation form to the school board or board of education of the option school district and the resident school district.
- b. Attend an option school district for not less than one school year unless the student relocates to a different resident school district, completes requirements for graduation prior to the end the school year, transfers to a parochial or private school, or upon mutual agreement of the resident and option school districts cancels the enrollment option and returns to the resident school district.

12. Authority of Superintendent

The board of education authorizes the superintendent of schools to make decisions on its behalf pursuant to and to apply the criteria articulated by this policy in determining whether to grant or deny option enrollment applications.

Adopted on: 12/14/2009

Revised on: 10/10/2018

Reviewed on: 04/12/2021

5004: Resolution on School District Standards for Acceptance or Rejection of Option Enrollment Application

WHEREAS, Wakefield Public Schools is committed to providing an education of high quality to its students in an economically efficient manner; and

WHEREAS, the school district's faculty, facilities, and equipment can serve only a limited number of students effectively; and

WHEREAS, the Wakefield Board of Education, in consultation with the administration, has reviewed the school district's faculty, facilities, equipment, interdisciplinary efforts and interrelationships of grades, subjects, and faculty; and has determined the maximum number of students it can serve effectively at any given grade level and in total;

NOW, THEREFORE BE IT RESOLVED that the board adopts the following standards for acceptance or rejection of option enrollment applications:

Numeric Capacity. The capacity in the following grade levels, programs, classes, and/or school buildings is as follows:

- Each grade level in grades Kindergarten through 3rd: 18 students per class
- Each grade level in grades 4th through 6th: 22 students per class
- Each grade level in grades 7th through 8th: 44 students per grade
- Each grade level in grades 9th through 12th: 44 students per grade
- Students in special education programs requiring specific academic and behavioral support: 5% of total student population

Total enrollment for the school district: 540 students.

Other Standards. The school district shall not accept an option student when acceptance of the student:

1. Would increase the operating costs of the school district, such as by requiring the hiring of new staff or contracting with outside entities to provide services to the student;
2. Would require the procurement of new equipment, technology, or furnishings;
3. Would cause or require the rearrangement of caseloads for staff and contracted professionals;
4. Is reasonably deemed by appropriate school staff to pose a potential risk to the health or safety of students or staff;
5. May pose a risk of adversely affecting the quality of educational services being provided to resident students, as determined by appropriate school staff.

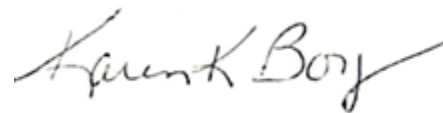
After the above resolution was read, board member Ben Donner moved for passage of the motion. Board member Arianne Conley seconded the motion. After discussion, and on roll call

vote, the following members voted in favor of the motion: Karen Borg, Bree Brown, Arianne Conley, Ben Donner, Shannon Johnson and Mark Victor.

The following members voted against the motion: None.

Having been consented to by a majority of the voting members, the board president declared the motion to have been passed and adopted.

Dated this 10th day of October, 2018.

A handwritten signature in black ink that reads "Karen Borg". The signature is written in a cursive style with a long, sweeping tail on the letter "y".

President, Board of Education

Moto

Embrace, Educate, and Empower

Mission statements

The Trojan mission is to embrace diversity, educate and support the whole learner, and empower students to be critical thinkers, lifelong learners, and global citizens.

Vision statements

WCS strives to educate our students, embrace our diversity, and empower the next generation of our community.

Belief statements

We believe it is essential to...

A - always provide all students with relevant educational opportunities

S - support our students to become lifelong learners

P - partner with parents and the community to support our students in all academic, social, and extra-curricular opportunities

I - inspire and cultivate effective communication skills with all students

R - reinforce respectful relationships, appreciate differences, and embrace inevitable changes in our society

E - empower all learners to think critically and problem-solve to set them up for success in all aspects of life