

Board of Education Regular Meeting
Monday, December 9, 2024 5:30 PM
Main Gymnasium
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. Awards and Special Recognition
3. WEA
4. Recognition of Visitors/Communication from the Public
5. Reports
 - 5.1. Administrators
 - 5.1.1. Elementary Principal Report
Mr. Sindelar
 - 5.1.2. Secondary Principal/AD Report
Mr. Brenn
 - 5.1.3. District Program Director Report
Mrs. Zach
 - 5.1.4. 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
Dorcey

5.2.4. American Civics, Curriculum & Technology
Brown

5.2.5. Negotiations & Public Relations
Keagle

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, consider, and take action regarding resignation of certified staff member.
Farup

6.3. Discuss, consider and take all necessary action on a resolution to reduce and reorganize the curricular programs offered by Wakefield Community School District beginning in the 2025–2026 school year.

Farup and Brown

6.4. Discuss and take appropriate action regarding the recommendation from KSB to approve updates to policies 2008 and 3004.1, as reviewed and to include the required updates.

Lundahl and Farup

6.5. Discuss and take appropriate action regarding the recommendation to approve an update to Policy 3014: Use of School Property and an update to the Facility Use Application.

Farup

6.6. To present, discuss, and gather feedback on the possibility of a 4-day school week schedule for Wakefield Community Schools.

Farup

6.7. Hold for discussion of Superintendent contract.

Brown

7. Upcoming Dates and Times

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

8. Adjournment

**December Board Meeting
Elementary Report
Mr. Sindelar**

Elementary classroom numbers as of 11/25/24:

PreK(3 yr Olds) AM:	Mrs. Kaufman	14(+1)	Boys (7) +1	Girls (7)
PreK(4 yr Olds):	Mrs. Schumer	20	Boys (10)	Girls (10)
	Ms. Kotas	20	Boys (9)	Girls (11)
Kindergarten:	Mrs. Steinman	13	Boys (8)	Girls (5)
	Mrs. Jech	14(+1)	Boys (8)	Girls (6) +1
1st Grade:	Mrs. Hoffart	16	Boys (8)	Girls (8)
	Ms. Langley	17	Boys (9)	Girls (8)
2nd Grade:	Mrs. Valenzuela	23(-1)	Boys (13) -1	Girls (10)
	Mrs. Loberg	24	Boys (13)	Girls (11)
3rd Grade:	Mrs. Eisenmann	21	Boys (8)	Girls (13)
	Mrs. Gallegos	21(+1)	Boys (7) +1	Girls (14)
4th Grade:	Ms. McCreary	17(-1)	Boys (6) -1	Girls (11)
	Ms. Bellows	15(+1)	Boys (6)	Girls (9) +1
	Mr. Johnson	18	Boys (7)	Girls (11)
5th Grade:	Ms. Rooney	20(-1)	Boys (12) -1	Girls (8)
	Mrs. Haisch	20	Boys (10)	Girls (10)
6th Grade:	Ms. Solomon	20	Boys (11)	Girls (9)
	<u>Mr. Galles</u>	<u>20</u>	<u>Boys (12)</u>	<u>Girls (8)</u>
Totals		333(+1)	Boys (164)+1	Girls (169)+2

Guiding Principle I: Infrastructure and Shared Leadership

Objective: Establish a vision for achieving educational equity through core beliefs and norms, team structures and routines, clarity of roles and data-based decision-making process, professional learning, and system alignment.

All formal evaluations for the first semester will be finished before Christmas. Non-tenured teachers will again be evaluated during the second semester. Walk-throughs will continue to be conducted.

On Wednesday, December 6th and Thursday, December 7th, I attended the State Principal Conference in Lincoln. There were some very good topics that were discussed during the conference. The first session that I went to was a principal rodeo. There were different tables that were set up that had different topics. Principals had three rounds to move around and pick the topic they were interested in.

The second session on Wednesday was *Cracking the Code: Key Issues in Special Education, Option Enrollment, and Attendance for Principals*. KSB attorneys, Bobby Truhe and Amanda Dabney, shared practical advice and answered questions about many topics. They discussed within the session that new legislation seems to be coming to help clear up how these laws have been written. Hopefully it will help to make things more clear for schools.

On Thursday, the first session I attended was titled *The Power of Principal Behavior: Shaping Culture and Student Success* with Dr. Victoria Lentfer. Dr. Lentfer discussed how principals play a pivotal role in creating the climate of their schools. A principal's behavior can have a lasting impact on student engagement, academic outcomes, and emotional well-being. To sum it up, The perception of what is important can be the main makeup of the school. I felt the main message was: Control what you can control.

The next session I went to was *Breaking Down Barriers to Foster an Inclusive Education*. This session's main purpose was to equip building-level administrators with structures and strategies to foster an inclusive educational environment. They discussed ideas for effective scheduling, meaningful collaboration, and active participation in the Individualized Education Program (IEP) process. These resources and strategies will definitely be beneficial as I look at building the elementary schedule in the future.

The final session I attended was *Student Leadership Teams: Where the Magic Happens*. This session's main focus was how to develop and use students in student leadership teams. By giving students the opportunity to create these teams helps the students take ownership of their school and students have a better buy-in.

Attending these sessions have definitely given me ideas when I review school procedures for the elementary. It is great to see and hear what other schools are doing and take those ideas and see how I can help improve the experience for our students and staff. I appreciate your support and giving me the opportunity to attend these conferences.

Guiding Principle III: Data-Based Decision-Making

Objective: Community, caregivers, district, school, collaborative and student support teams use a variety of data points to identify student needs and support planning. This includes a balanced assessment system to generate data, data-based decision-making to reinforce student support, and data-based decision-making to support continuous improvement of systems.

Aimswest testing will take place Monday, December 9th - Friday December 20th. This data will be used to see if students are progressing. Student groups and goals may change depending on the testing.

Guiding Principle IV: Communication and Collaboration

Objective: Enhance student, family, and community engagement with learning experiences that are culturally inclusive and relevant for each student. Student success and engagement rely on positive partnerships and relationships to fundamentally improve the outcomes for each student, school, district, and community.

On the morning of Friday, December 6th, our monthly birthday assembly was held. Students and staff were recognized for their November birthdays. Mrs. Vinchattle did a PBIS presentation on Respect: Respecting yourself, others, and the environment. After the presentation, Mrs. Vinchattle presented staff P2 awards. Winners were: Leah Jech (Kindergarten), Lexi Kapanka (PreK(4) Paraprofessional), and Brittany Eisenmann (3rd Grade). November Super Trojans were announced, and Mrs. Lamprecht finished off the assembly with a song with music.

On the evening of Friday, December 6th, the Wakefield Elementary Christmas concert took place. The 5th grade band and the 6th grade band both played Christmas songs. After that, the elementary classes sang many Christmas songs. Mrs. Trenhaile and Mrs. Lamprecht did a great job of preparing the students for the program. There was a very good turnout, and I heard nothing but positive comments.

**Board of Education Meeting
Principal/AD Report
12-9-24**

1. Guiding Principle IV: Communication and Collaboration

Enhance student, family, and community engagement with learning experiences that are culturally inclusive and relevant to each student. Student success and engagement rely on positive partnerships and relationships to fundamentally improve the outcomes for each student, school, district, and community.

EHC All-Conference Band

Wind Ensemble: Natalie Zuniga- Clarinet, Jazmynn Scott- Clarinet, Nate Johnson- Trombone, Sawyer Brudigam- Percussion

Symphonic Band: Maribel Fernandez- Mallets

2. Guiding Principle IV: Communication and Collaboration

Enhance student, family, and community engagement with learning experiences that are culturally inclusive and relevant to each student. Student success and engagement rely on positive partnerships and relationships to fundamentally improve the outcomes for each student, school, district, and community.

Recognition Day went well on Tuesday, November 26, 2024.

-Recognized Academic All-State students, East Husker All-Conference Choir, HS All-State Choir, MS/JH All-State Choir, Positivity Project Teacher of the month, Scholarship Recipients, Student ACT score achievement, All Conference VB, All District FB, Coach Hassler for years of service

3. JH/HS Enrollment Numbers

7th Grade- 34 students

8th Grade- 41 students

9th Grade- 37 students

10th Grade- 40 students

11th Grade- 42 students

12th Grade- 38 students

Total= 232 students (Most recent transfers out were 2 students on November 21, 2024)

4. NCSA Principal's Conference in Lincoln- December 4 & 5

The Nebraska Threat Landscape and Our Schools- Monty Lovelace (NE State Patrol) State Patrol Lt. Monty Lovelace provided a briefing regarding threats and concerning trends Nebraska schools currently face. Topics that were included are threats of violence, Internet crimes, and drug trends. Fusion Center receives, organizes and analyzes information on all crimes from Homeland Securities and other Federal partners. Sharing of this information on crimes has improved since 9/11. Review Lockdown

Procedures with students and staff, if you see indicators, say something. If you are wrong, it's ok. "Protect Your Everyday"

Stop Calling it Marijuana- What schools need to know about high-potency THC, Vaping, and Fentanyl (Jay Martin- NDE)

Medical Cannabis legal up to 5oz. Requires written documentation from a Health Practitioner. Interferes with attention, motivation, memory and learning. Social media is driving the bus on marijuana use, teens are trying to live up to the norms established online. New app (Telegram)

5. Guiding Principle IV: Communication and Collaboration

Enhance student, family, and community engagement with learning experiences that are culturally inclusive and relevant to each student. Student success and engagement rely on positive partnerships and relationships to fundamentally improve the outcomes for each student, school, district, and community.

District One-Act Competition at Ponca

-Team placed 9th overall

-Outstanding Actors- Sawyer Brudigam, Maribel Fernandez, Mayte Flores Garcia, Nate Johnson, Mikkie Mogus, Oliver Sievers, and Griselda Zacarias Nicolas

Angie Zach
District Programs Administrator
December, 2024-2025 School Year

Guiding Principle I: Infrastructure and Shared Leadership

Objective: Establish a vision for achieving educational equity through core beliefs and norms, team structures and routines, clarity of roles and data-based decision-making process, professional learning, and system alignment.

- The District Leadership Team met during the November in-service. We completed writing action steps within our continuous improvement plan. The following are the action steps:
 1. We will improve ELA outcomes for students identified as ELL and students with disabilities.
 - Define and use data sources
 - Implement newcomer program K-12
 - Increase Spanish literature and dual language books in the library
 - Opportunities for co-planning between EL and special education staff
 2. We will implement collaborative learning and planning in our district PD plan.
 - Create a system/process for a professional development plan
 - Create a focus group to create a PD plan
 3. We will improve tier 1 core instruction (all students, all subjects).
 - Define tier 1 core instruction through PD
 - Develop an instructional model defining tier 1 expectations and practices
 - Provide training on evidence-based practices
 4. We will develop an instructional model.
 - Create a team to draft an instructional model
 - Develop a communication plan to gather feedback from all stakeholders
 5. We will develop a new appraisal system that supports our instructional model.
 - Create a team to draft an appraisal system
 - Develop a communication plan to gather feedback from all stakeholders
 - Increase coaching and feedback within the system
 6. We will cultivate a culture of collective efficacy that emphasizes the mindset of inclusivity and growth and is strength-focused.
 - Implementing the MTSS framework
 - Increase awareness of the MTSS framework, specifically how to provide layered supports to intensify instruction for students
- The special education determinations ad hoc team met to finish our corrective action plan. The action plan was submitted for review to NDE on December 1st. It has been stated that we should not expect any feedback from NDE regarding our plan.
- The District Leadership Team is excited to have Cathy Hoffart join our team. Cathy will be filling the role of data steward for our district. Her main responsibility as a data steward will be to maintain our district's data profile. This is a big job as we collect, organize, and analyze many different sources of data. Cathy was discovered to have a love for data and strong skills for organizing data that would be of great benefit to our district.
- I attended the Region 3 NeMTSS Stakeholders meeting. One topic of interest was the use of a high quality professional development checklist. This checklist would be a good resource as we work on our professional development component of our CIP goals.

Guiding Principle II: Layered Continuum of Supports

Objective: Provide tiered supports to meet the social, emotional, behavioral, physical, environmental, and academic needs of the whole child to ensure student growth.

- I provided Mandt training to 7 participating staff. They are now certified to provide both non-physical and physical support to a student or staff member experiencing a crisis.

Guiding Principle III: Data-Based Decision-Making

Objective: Community, caregivers, district, school, collaborative and student support teams use a variety of data points to identify student needs and support planning. This includes a balanced assessment system to generate data, data-based decision-making to reinforce student support, and data-based decision-making to support continuous improvement of systems.

- I completed and submitted our district's 1% threshold data report. Our district is projected to be below the 1% threshold for students participating in the alternate assessment this year.

NASB BOARD QUICKS

A MONTHLY E-UPDATE OF KEY DATES FROM THE NEBRASKA ASSOCIATION OF SCHOOL BOARDS



1,900,000 Nebraskans 329,000 Students 1,700 Locally Elected School Board Members 260 Member Districts/ESUs ONE NEBRASKA

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Events & Networking - <https://members.nasbonline.org/events>

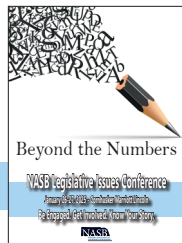


2024 NEW BOARD MEMBER WORKSHOPS

New Board Member Workshops



- December 2 - Norfolk
- December 3 - Kearney
- December 4 - Gering
- December 5 - North Platte
- December 10 - York
- December 11 - La Vista



Legislative Issues Conference - January 26-27 - Lincoln
The 2025 Legislative Session is set to begin Wednesday, January 8

School Board Member Week - January 26 to February 1



President's Retreat - February 16-17 - Kearney

Continued on Page 2



Leadership

Innovation

Vision

Engagement

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NASB BOARD QUICKS



A MONTHLY E-UPDATE OF KEY DATES FROM THE NEBRASKA ASSOCIATION OF SCHOOL BOARDS

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Federal Advocacy Fly In - March 16-19 - Washington D.C.

NAEP State Convention - March 19-20 - Kearney

Warmest wishes for a Merry Christmas and a Happy New Year from the NASB Board & Staff!



YOUR 2024 PLATINUM AFFILIATES

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**Board Meeting
Superintendent Report
Mr. Farup
December 9, 2024**

Guiding Principle I: Infrastructure and Shared Leadership

Objective: Establish a vision for achieving educational equity through core beliefs and norms, team structures and routines, clarity of roles and data-based decision-making process, professional learning, and system alignment.

- On Wednesday, November 27th, the Nebraska Department of Education released the Nebraska Student-Centered Assessment System (NSCAS) and Accountability for a Quality Education System (AQuESTT) classifications for the 2023-2024 school year. The results show a slight decline in student performance over the previous year, a testament to the district's challenges in pursuing improvement and academic excellence.

The district remains committed to continuous improvement, meticulously analyzing data to identify areas for growth. This data-driven approach ensures every student can access the quality education they deserve.

It's important to note that NSCAS assessments in English Language Arts and Mathematics are administered to students in grades three through eight. Fifth and eighth graders also undergo NSCAS science assessments, while Wakefield juniors take the ACT assessment as part of the state's evaluation process.

In addition to assessment results, Nebraska released accountability ratings. State and federal law require the NDE to annually classify and designate schools to provide signals for specific supports. Nebraska's system, AQuESTT - helps ensure all students across all backgrounds and circumstances have access to opportunities and success. AQuESTT annually classifies schools and districts as Excellent, Great, Good, and Needs Support to Improve. The Wakefield District, Middle School, and Elementary School all received a classification of Good for the 2023-2024 school year. The High School received a classification of Great for the 2023-2024 school year.

The proficiency percentages on state assessments primarily determine AQuESTT classifications. Other factors considered are graduation rates, growth

in assessment performance, absenteeism rates, and success of minority student groups.

- I attended a Restorative Practice Day 3 Training virtually. Attending the restorative practice conference provided a deep dive into creating supportive school environments. Overall, the meeting underscored the importance of these restorative practices in creating a positive, inclusive, and responsive school culture that addresses both individual and school-wide needs

Guiding Principle II: Layered Continuum of Supports

Objective: Provide tiered supports to meet the social, emotional, behavioral, physical, environmental, and academic needs of the whole child to ensure student growth.

Guiding Principle III: Data-Based Decision-Making

Objective: Community, caregivers, district, school, collaborative, and student support teams use a variety of data points to identify student needs and support planning. This includes a balanced assessment system to generate data, data-based decision-making to reinforce student support, and data-based decision-making to support the continuous improvement of systems.

- The Finance Committee, Becky, and I met with the district auditor and went through the 2023-2024 district audit. He informed us that we are where we need to be as far as cash reserves are concerned. However, cash flow is always a concern.

Guiding Principle IV: Communication and Collaboration

Objective: Enhance student, family, and community engagement with learning experiences that are culturally inclusive and relevant for each student. Student success and engagement rely on positive partnerships and relationships to fundamentally improve the outcomes for each student, school, district, and community.

- The district is partnering with IdeaBank Marketing, a reputable firm based in Hastings, NE, to develop a professional and comprehensive annual report. This collaboration will enhance our ability to effectively communicate district achievements, goals, and initiatives to our community and stakeholders, aligning with our strategic plan's focus on increased engagement and transparency. The annual report will be mailed to all households within our district's mailing area, ensuring broad accessibility and outreach. Importantly, the cost for this project is

being fully covered through a generous donation, allowing us to achieve this critical communication effort without impacting the district's budget. This initiative reflects our commitment to fostering trust, connection, and collaboration with our community.

District	23-24	22-23	21-22	
Classification	Good	Great	Good	
ELA & Math % Proficient (NCAS & ACT)	50.00%	58.10%	43.10%	
4-year Graduation	86.49%	94.12%	95.45%	
7-year Graduation	96.88%	100.00%	95.00%	
Chronic Absenteeism	4.27%	5.71%	12.68%	The state rate for 23-24 was 21.19%
ELL Proficiency	31.48%	45.95%	37.36%	
Growth % ELA & Math	52.00%	72.12%	64.76%	
% Non-Proficiency ELA & Math	50.00%	41.90%	56.90%	
Science Proficiency	71.96%	69.07%	77.14%	
High School	23-24	22-23	21-22	
Classification	Great	Great	Excellent	
ELA & Math % Proficient (ACT)	51.35%	59.38%	61.67%	
4-year Graduation	86.49%	94.12%	95.45%	
7-year Graduation	96.88%	100.00%	95.00%	
Chronic Absenteeism	5.99%	12.73%	19.08%	
ELL Proficiency	34.21%	27.27%	38.64%	
% Non-Proficiency ELA & Math	48.65%	40.62%	38.33%	
Science Proficiency	62.16%	59.38%	73.33%	
Middle School (JH)	23-24	22-23	21-22	
Classification	Good	Great	Good	
ELA & Math % Proficient (NCAS)	52.67%	66.42%	44.85%	
Chronic Absenteeism	4.94%	4.23%	10.81%	
ELL Proficiency	**	13.64%	30.77%	
Growth % ELA & Math	47.18%	67.74%	57.35%	
% Non-Proficiency ELA & Math	47.33%	33.58%	55.15%	
Science Proficiency (8th Grade only)	72.73%	74.29%	68.57%	
Elementary	23-24	22-23	21-22	
Classification	Good	Great	Good	
ELA & Math % Proficient (NCAS)	48.42%	54.05%	38.06%	
Chronic Absenteeism	3.18%	2.08%	10.23%	
ELL Proficiency	31.97%	60.45%	38.39%	
Growth % ELA & Math	55.29	74.76%	69.90%	
% Non-Proficiency ELA & Math	51.58%	45.95%	61.94%	
Science Proficiency (5th Grade only)	81.08%	73.33%	87.50%	

**Wakefield Community School
American Civics Hearing
Monday, November 11, 2024 5:30 PM**

Posted Locations:

- Wakefield Post Office • BankFirst • Wakefield Republican • School Main Entrance
Posted Date: 11/7/2024

The Board of Education American Civics Hearing convened in open and public session on Monday, November 11, 2024 at 5:30 PM in the Main Gymnasium at 802 Highland Street, Wakefield, NE 68784.

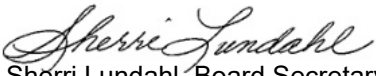
President Brown called the hearing to order at 5:30pm

Hearing Agenda

Entertain administrative reports, accept public testimony, and otherwise verify and confirm compliance with LB399: the Americanism Bill

1. Each calendar year, the Board must appoint three board members to the "Committee on American Civics."
 - a. The Committee on American Civics must meet at least twice per year. One meeting must include public testimony. The Committee is to keep minutes of each meeting showing the time and place of the meeting, which members were present or absent, and the substance and details of all matters discussed.
 - b. During the meetings, the Committee is to review the social studies curriculum to ensure that it aligns with NDE standards and LB 399's requirements.
2. Students between eighth grade and twelfth grade must complete one of the following:
 - a. Administration of a written test that is identical to the entire civics portion of the naturalization test used by United States Citizenship and Immigration Services prior to the completion of eighth grade and again prior to the completion of twelfth grade with the individual score from each test for each student made available to a parent or guardian of such student; or
 - b. Attendance or participation between the commencement of eighth grade and completion of twelfth grade in a meeting of a public body . . . followed by the completion of a project or paper in which each student demonstrates or discusses the personal learning experience of such student related to such attendance or participation; or
 - c. Completion of a project or paper and a class presentation between the commencement of eighth grade and the completion of twelfth grade on a person or persons or an event commemorated by a holiday listed below.
3. For grade levels below sixth grade, at least one hour per week is to be devoted to exercises or teaching American history topics (including those listed in LB 399).
4. For grade levels between fifth grade and eighth grade, there must be time "set aside" for the teaching of American history (including those topics listed in LB 399).
5. In at least two courses in every high school, time shall be devoted to the teaching of civics and American history (as outlined in LB 399).
6. "Appropriate patriotic exercises" are to be held on George Washington's birthday, Abraham Lincoln's birthday, Dr. Martin Luther King, Jr.'s birthday, Native American Heritage Day, Constitution Day, Memorial Day, Veterans Day, and Thanksgiving Day, or on the day or week preceding or following such holiday, if the school is in session.

President Brown adjourned the hearing at 5:38pm


Sherri Lundahl, Board Secretary


Becky Gothier, Recording Secretary

**Wakefield Community School
Board of Education Regular Meeting
Monday, November 11, 2024 Immediately Following American Civics Hearing**

Posted Locations:

• Wakefield Post Office • BankFirst • Wakefield Republican • School Main Entrance

Posted Date: 11/7/2024

The Board of Education Regular Meeting convened in open and public session on Monday, November 11, 2024 Immediately Following American Civics Hearing in the Main Gymnasium 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 at 5:38pm

Open Meetings Act

Pledge of Allegiance

School District Mission Statement

Roll Call

Attendance Taken at 5:39pm:

Present: Bree Brown, Josh Dorcey, Jeffrey Keagle, Jim Litchfield, Sherri Lundahl, Eric Riewer.

Present: 6, **Absent:** 0

Awards and Special Recognition

Academic All-State Recipients:

- Volleyball – Isabella Andrade & Allie Brown
- Football – Jesse Lundahl & Timothy Kaufman
- Play Production – Griselda Nicolas Zacarias & Bianca Castillo

Reports

Elementary Principal Report – Mr. Sindelar

- On October 31 PK – 3rd grade dressed up in their Halloween costumes and headed to the Wakefield Care Center and then down Main street.
- The monthly birthday assembly was held November 1. Adding to the celebration this month was the recognition of the student that made honor roll for the 1st quarter.
 - 4th – 6th grade students received all A's in their core subjects
 - 4th – 6th grade students that received A's or B's in all their core subjects
 - 4th Grade
 - A Honor Roll – 4
 - A/B Honor Roll – 18
 - 5th Grade
 - A Honor Roll – 3
 - A/B Honor Roll – 25
 - 6th Grade
 - A Honor Roll – 4
 - A/B Honor Roll - 19

Secondary Principal/AD Report – Mr. Brenn

- Recognition Assembly scheduled for Tuesday, November 26 at Trojan Time for all 7-12 staff and students. Some of the recognitions to share are: East Husker All Conference Choir Students, All-State Chore, Academic All-State, Positivity Project Award winners, Scholarship Recipients, One Act Participants and ACT Achievement,

- On November 7 & 8, the Dixon County Law Enforcement Officers used a pedal car to educate and demonstrate to students impaired driving.
- Fall coaching evaluations are completed and winter sports practice will begin November 18 for high school basketball and wrestling teams.
- Adjustments have been made to the 25-26 volleyball schedule. The majority of the Lewis and Clark schools have been dropped and more East Husker Conference teams added. The goal was to add more duals that would allow the C team more opportunities to play.

District Program Director Report – Mrs. Zach

- The District Leadership Team met during the October in-service. We reviewed staff feedback again and made connections to our desired outcomes. Returning to the outcomes helps us filter feedback and transform outcomes into action statements. This is a very important step in our CIP as it is what makes our goal come alive.
- A 2:00 PD time focus during October was SEBL/PBIS. This PD was led by our counselors, Brittany Vinchattle and Meg Rose. The topic was being trauma responsive in classrooms and how it relates to our P2 curriculum and how SEBL connects to our student and district outcomes.
- I attended the Part B Special Education Stakeholders meeting. We reviewed state level data and gave feedback for changes.
- Mr. Farup and I attended a CIP workshop at the ESU1. This workshop focused on the required elements of a CIP and how to prepare for an external visit. Representatives from NDE, ESU1, and NeMTSS presented.
- My professional goal is a focus on increasing staff celebrations. To do this, I am doing classroom walk throughs then spotlighting staff who are demonstrating explicit instruction strategies. I am providing staff specific feedback through the use of a walk-through form, based on a coaching model. So far, my action plan to achieve my goal has been well received by the staff I have observed.
- I along with Mr. Farup, Logan McPhillips, and Donna Johnson, attended the Tri-State Special Education Law Conference.
- SEBL screeners have been completed. We will be organizing the data to present to staff and add to our district profile.
- I completed the report for Indicator 13 data collection. Indicator 13 reviews transition plans of students with IEPs, ages 14-21. The review is a self-assessment. Reviewers at NDE then consider the self-assessment and look at files. Within the past year, we have made improvements in how transition plans are written.

Superintendent Report – Mr. Farup

- I attended a Restorative Practice conference. Attending the restorative practice conference provided a deep dive into creating supportive school environments. One major focus was the concept of fair process, which highlights the importance of transparency, engagement, and clarity in decision-making, ensuring that all staff feel included and respected. This approach fosters trust and strengthens community bonds.
- The 2023-24 audit is complete. I think it would be beneficial to have our auditor go through the audit with Becky, the Finance Committee and me.
- Security Bank has submitted an application to serve as a bank depository. The Finance Committee has met with representatives from Security Bank multiple times, during which they offered a 3.5% interest rate for each account. Currently, our accounts are held in a money market account with First Bank, earning a 3.53% interest rate. There was a question regarding the legality of banking with an institution that does not have a branch within our district boundaries; however, our law firm confirmed that this would be permissible should we decide to proceed with Security Bank if we choose to do so. I think Security Bank has been patiently waiting to see if we would like to take them up on their offer.
- This morning, we hosted our annual Veteran's Day assembly, and once again, our staff and students did an outstanding job. I'd like to extend my gratitude to our students for their respect and full attention throughout the hour and 45-minute event.

Board Committee Reports

Board Policy

- Policy 3060 – Firearms and Weapons for Non-Students is later on the agenda for discussion.
- Mr. Farup requested a committee meeting before the December board meeting to go over the facility rental agreement and KSB policy for organization that want to use the gym.

Building, Sites & Transportation

- A committee meeting will be scheduled to discuss the portable classroom lease and possibly getting out of it a year early.

Business & Finance

- There will be a discussion later in the agenda
- A committee meeting will be scheduled to discuss the audit with Dana Cole.

American Civics, Curriculum & Technology

- A hearing was held prior to tonight's meeting to hear public comment regarding American Civics.

Negotiations & Public Relations

- The committee and Association have met twice. The school array has been agreed upon. The next meeting is scheduled for November 25 to exchange proposals.

Discussion and Action Items

Consent Agenda

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

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

Yea: 6, Nay: 0

Bills were reviewed by the Finance Committee and approved as follow: General: \$596,603.78; Lunch: \$53,456.48; Payroll: \$323,731.05; Activities: \$18,568.95.

Discuss and take appropriate action regarding a recommendation from the Superintendent, Dixon County Sheriff, District Insurance and Legal Representative to approve an update to Policy 3060-Firearms and Weapons for Non-Students, including required and recommended revisions.

Sherriff Tom Decker approached the district regarding the best practices for school safety is to have a high-powered rifle on campus. There are several stipulations to do this safely, including updating our policy regarding firearms on campus. The firearm must be stored in a biometric gun safe that can only be opened by law enforcement, bolted to the floor, and monitored by video surveillance 24/7. Discussions were had with legal council and our insurance company. Both agreed to these stipulations. The gun and safe are property of Dixon County and are of no cost to the district.

Motion to approve an update to Policy 3060-Firearms and Weapons for Non-Students, including required documents and recommended revisions passed with a motion by Lundahl and a second by Keagle.

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

Yea: 6, Nay: 0

Receive public comment, review financial and enrollment data, and discuss and consider possible actions to reduce and reorganize the curricular and extra-curricular programs offered by Wakefield Community School District beginning in the 2025–2026 school year.

English Teacher, Beth Sindelar, addressed the board. She understood the difficult decisions ahead, but requested that they be made quickly so those affected would have time to adjust and move forward.

On Wednesday, November 6, Mr. Farup informed all staff that the board would be discussing possible reductions in the programs offered by Wakefield Community Schools at tonight's meeting.

Mr. Farup shared the predicted State Aid reduction next year if the State does not change the TEOSSA formula. The board discussed possible programs and area that could be reduced. Everyone acknowledged that we don't want to cut any programs, but a reduction in staff will be necessary with the predicted funding shortage in the future. Mr. Farup is planning to have recommendations to the board at the December meeting.

Discuss, consider, and take any appropriate action on the recommendation of the superintendent to declare the following items as surplus:

Some of this equipment is broken or does not work and will be recycled. Items in working condition will be offered for sale to staff first, and then opened up to the public if we choose to.

- 45 iPads
- 3 MacBook Air
- 1 Mac Mini
- 1 Mac All-in-One Desktop
- 22 AppleTVs
- 3 Ubiquiti 48 port Switches
- 2 Computer Monitors
- 1 HP Desktop All-in-One
- 3 HP Laptops
- 1 Barracuda Storage Server
- 1 VCR/DVD Player
- 1 Epson Projector

Motion to approve the recommendation to declare the listed items as surplus passed with a motion by Dorcey and a second by Keagle.

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

Yea: 6, Nay: 0

Take action to approve the Superintendent Evaluation.

Motion to approve the superintendent evaluation passed with a motion by Riewer and a second by Litchfield.

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

Yea: 6, Nay: 0

Upcoming Dates and Times— *all times and dates are tentative and may change*

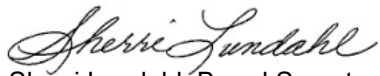
- New Board Member Workshop – Norfolk – December 2
- Regular Board Meeting – December 9 at 5:30pm

Adjournment

Motion to adjourn the meeting at 7:52pm passed with a motion by Dorcey and a second by Riewer.

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

Yea: 6, Nay: 0


Sherri Lundahl, Board Secretary


Becky Gothier, Recording Secretary

Wakefield Community School

Cash Summary Report

Accounting Cycle: FY24-25; Beginning Period: Period 03 (11/01/2024 - 11/30/2024) ; Ending Period: Period 03 (11/01/2024 - 11/30/2024) ; Show Prior Year Expense/Encumbrance: No; Prior Year Ending Balance for Beginning Balance: No; Include Transactions after the Last Period: None; Exclude Closing Entries: Yes; Include Unposted Transactions: No; Created On: 12/8/2024 2:26:10 PM

Fund	Description	Beginning Balance	Revenue	Expenditure	Other	Ending Balance	Encumbrances	Liabilities	Available
01	General Fund	\$1,076,821.49	\$98,657.17	(\$859,342.13)	\$0.00	\$316,136.53	(\$41,526.21)	\$0.00	\$274,610.32
02	Depreciation Fund	\$20,864.68	\$8.12	\$0.00	\$0.00	\$20,872.80	\$0.00	\$0.00	\$20,872.80
03	Employee Benefit Fund	\$6,073.10	\$0.24	\$0.00	\$0.00	\$6,073.34	\$0.00	\$0.00	\$6,073.34
05	Activity Fund	(\$14,761.99)	\$0.00	\$0.00	\$0.00	(\$14,761.99)	\$0.00	\$0.00	(\$14,761.99)
06	School Nutrition Fund	\$12,388.78	\$92,161.04	(\$60,804.46)	\$0.00	\$43,745.36	\$0.00	\$0.00	\$43,745.36
07	Bond Fund	\$5,560.19	\$0.22	\$0.00	\$0.00	\$5,560.41	\$0.00	\$0.00	\$5,560.41
08	Special Building Fund	\$75,328.27	\$5,572.92	\$0.00	\$0.00	\$80,901.19	\$0.00	\$0.00	\$80,901.19
09	QCPUF Fund	\$17,436.69	\$230.98	\$0.00	\$0.00	\$17,667.67	\$0.00	\$0.00	\$17,667.67
11	Interim Fund	\$4,684.26	(\$0.06)	(\$964.60)	\$0.00	\$3,719.60	\$0.00	\$0.00	\$3,719.60
12	Student Fees Fund	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
	Money Market	\$1,103,085.12	\$3,093.78	\$0.00	\$0.00	\$1,106,178.90	\$0.00	\$0.00	\$1,106,178.90
	6 Month CD	\$914,335.09	\$3,732.99	\$0.00	\$0.00	\$918,068.08	\$0.00	\$0.00	\$918,068.08
Sub Total		\$3,221,815.68	\$203,457.40	(\$921,111.19)	\$0.00	\$2,504,161.89	(\$41,526.21)	\$0.00	\$2,462,635.68

**GENERAL FUND - #195103
TREASURER'S REPORT AS OF NOVEMBER 30, 2024**

BALANCE AS OF NOVEMBER 1, 2024 **\$1,076,821.49**

REVENUE

Various Summer Insurance Premium Reimb.	184.53	
Retiree Premiums	792.48	
JW Pepper Overpayment	47.54	
HAL Reimbursement	5,115.00	
C NA Textbooks	240.00	
ITE Project	3,586.35	
Cap, Gown & Dipoloma Reimbursement	185.00	
Personal Postage	6.50	
All State Lunch/T-Shirt Reimbursement	25.00	
State Ed Conf Reimbursement	527.00	
SON - Title III Reimbursement	8,940.00	
Dixon County - Proceeds	76,566.75	
Thurston County - Proceeds	836.71	
Wayne County- Proceeds	6,694.33	
Bank - Interest	504.38	
TOTAL REVENUE		<u><u>\$104,251.57</u></u>

EXPENSES

November Payables	549,321.06	
November Payroll	315,615.47	
TOTAL EXPENDITURES		<u><u>\$864,936.53</u></u>

TOTAL **\$316,136.53**

GENERAL FUND AS OF NOVEMBER 30, 2024 **\$316,136.53**

**MONEY MARKET
TREASURER'S REPORT AS OF NOVEMBER 30, 2024**

BALANCE AS OF OCTOBER 1, 2024 **\$1,103,085.12**

REVENUE

Interest Earned	3,093.78	
TOTAL REVENUE		<u><u>3,093.78</u></u>

MONEY MARKET AS OF NOVEMBER 30, 2024 **1,106,178.90**

**6 MONTH CD
TREASURER'S REPORT AS OF NOVEMBER 30, 2024**

BALANCE AS OF OCTOBER 3, 2024 **\$910,000.00**

REVENUE

Interest Accrued	8,068.08	
TOTAL REVENUE		<u><u>8,068.08</u></u>

6 MONTH CD REDEMPTION AS OF NOVEMBER 30, 2024 **918,068.08**

**SPECIAL BUILDING FUND
TREASURER'S REPORT AS OF NOVEMBER 30, 2024**

BALANCE AS OF NOVEMBER 1, 2024 **\$75,328.27**

REVENUE

GiveCampus Online Donations	25.00	
Dixon County - Proceeds	5,396.85	
Thurston County - Proceeds	72.41	
Wayne County- Proceeds	27.19	
Bank - Interest	51.47	
TOTAL REVENUE		<u><u>\$5,572.92</u></u>

TOTAL EXPENDITURES **\$0.00**

TOTAL **\$80,901.19**

SPECIAL BUILDING FUND AS OF NOVEMBER 30, 2024 **\$80,901.19**

Wakefield Community School

Budget Report - November 30, 2024

**** Have not allocated district budget to line items****

FUNCTION	November Expenses	Current Budget	Actuals (YTD)	Encumbrances (YTD)	Available	% of Budget
01100 - Regular Instruction	\$335,253.85	\$0.00	\$1,005,909.38	\$29,534.88		
01125 - Regular Instructional Programs School Age (Flex-Spending)	\$4,379.53	\$0.00	\$13,138.59	\$0.00		
01150 - Limited English Proficiency Programs	\$36,752.07	\$0.00	\$111,986.46	\$0.00		
01160 - Poverty Programs	\$34,328.07	\$0.00	\$103,083.82	\$0.00		
01190 - Early Childhood Educational Programs	\$29,903.56	\$0.00	\$85,343.35	\$660.00		
01200 - Special Education Instructional Programs - School Age	\$93,693.85	\$0.00	\$215,855.37	\$181.75		
01291 - Special Education Instructional Programs - Ages 3-5	\$1,395.31	\$0.00	\$1,395.31	\$44.18		
02120 - Guidance Services	\$11,012.79	\$0.00	\$32,952.03	\$0.00		
02130 - Health Services	\$8,290.98	\$0.00	\$22,481.59	\$605.00		
02141 - Psychological Services - SPED - School Age	\$26,875.00	\$0.00	\$26,875.00	\$0.00		
02151 - Speech Pathology and Audiology Services - SPED - School Age	\$22,663.75	\$0.00	\$22,730.00	\$0.00		
02161 - Occupational Therapy-Related Services - SPED - School Age	\$6,041.25	\$0.00	\$6,073.50	\$0.00		
02171 - Physical Therapy-Related Services - SPED - School Age	\$1,855.00	\$0.00	\$1,855.00	\$0.00		
02190 - Support Services - Student - Other	\$1,777.75	\$0.00	\$4,946.65	\$0.00		
02220 - Library or Media Services	\$263.74	\$0.00	\$290.68	\$0.00		
02290 - Other Support Services - Instructional Staff	\$0.00	\$0.00	\$491.34	\$0.00		
02310 - Board of Education	\$6,413.85	\$0.00	\$86,561.06	\$0.00		
02320 - Executive Administration	\$17,964.86	\$0.00	\$52,506.24	\$0.00		
02330 - District Legal Services	\$1,647.00	\$0.00	\$9,406.80	\$0.00		
02410 - Office of the Principal	\$36,307.63	\$0.00	\$108,420.05	\$0.00		
02490 - School Administration Other	\$2,582.85	\$0.00	\$8,129.41	\$0.00		
02510 - Fiscal Services	\$25,502.76	\$0.00	\$52,266.68	\$0.00		
02570 - Personnel Services	\$0.00	\$0.00	\$192.00	\$0.00		
02580 - Administrative Technology Service	\$47,772.46	\$0.00	\$78,955.10	\$0.00		
02610 - Operation of Buildings	\$34,053.57	\$0.00	\$104,739.98	\$1,272.20		
02630 - Care and Upkeep of Grounds	\$1,321.83	\$0.00	\$15,712.91	\$0.00		
02670 - Safety	\$470.00	\$0.00	\$649.79	\$0.00		
02710 - Vehicle Operation and Purchasing - Regular Education	\$14,631.05	\$0.00	\$56,358.58	\$0.00		
02712 - Vehicle Operation and Purchasing - School Age SPED	\$4,191.31	\$0.00	\$30,266.11	\$0.00		
02730 - Vehicle Servicing and Maintenance - Regular Education	\$3,463.20	\$0.00	\$24,646.13	\$0.00		
02732 - Vehicle Servicing and Maintenance - School Age SPED	\$93.97	\$0.00	\$93.97	\$0.00		
03400 - Categorical Grants from Corporations and Other Private Interests	\$8,638.65	\$0.00	\$22,872.06	\$120.20		
03535 - High Ability Learners	\$0.00	\$0.00	\$357.69	\$0.00		
06200 - Federal Services - Title I, Part A ESSA Improving Basic Programs Operated by Local Educational Agencies	\$14,302.37	\$0.00	\$42,996.99	\$0.00		
06212 - Federal Services - Title I, Part A Support for Improvement	\$2,787.96	\$0.00	\$8,363.88	\$0.00		
06408 - IDEA Part B Base & Enrollment Poverty Allocation	\$17,218.92	\$0.00	\$21,637.17	\$0.00		
06700 - Federal Services - Federal Vocational and Applied Technology Education (Carl Perkins)	\$3,678.14	\$0.00	\$11,033.37	\$8,856.00		
06925 - Federal Services - Title III ESSA - ELL	\$1,486.92	\$0.00	\$7,305.68	\$252.00		
06926 - Federal Services - Title III ESSA - Immigrant	\$326.33	\$0.00	\$978.95	\$0.00		

FUNCTION	November Expenses	Current Budget	Actuals (YTD)	Encumbrances (YTD)	Available	% of Budget
06992 - Federal Services - REAP	\$0.00	\$0.00	\$4,497.50	\$0.00		
08000 - Transfers (Outgoing)	\$0.00	\$0.00	\$40,000.00	\$0.00		
09001 - Interfund Loan from General Fund	\$0.00	\$0.00	\$1,000,000.00	\$0.00		
Grand Total	\$859,342.13	\$12,456,339.00	\$3,444,356.17	\$41,526.21	\$8,970,456.62	72.02
Previous Year Grand Total - General Fund	\$689,705.62	\$10,639,500.00	\$2,231,338.91	\$129,267.83	\$8,278,893.26	77.81

Current Cash Balance

Sorted by Site ID, Group ID, Activity ID.
From 11/01/2024 to 11/30/2024.

Site ID Group ID	Site Name Group Name	Activity ID	Activity Name	Beginning Cash	Receipts	Disbursements	Adjustments	Cash Balance
WCS	Wakefield Community School							
A	ATHLETICS							
	100		FOOTBALL	3,799.84	0.00	0.00	0.00	3,799.84
	110		VOLLEYBALL	2,231.67	0.00	0.00	0.00	2,231.67
	125		BOYS BASKETBALL	4,114.45	5,205.00	2,893.38	0.00	6,426.07
	130		GIRLS BASKETBALL	2,121.70	0.00	0.00	0.00	2,121.70
	145		TRACK	868.00	500.00	0.00	0.00	1,368.00
	160		NEW UNIFORMS	-4,055.90	0.00	0.00	0.00	-4,055.90
	170		WRESTLING	1,930.44	0.00	0.00	0.00	1,930.44
	175		GEN ATHLETICS	-19,563.21	803.10	3,206.94	0.00	-21,967.05
	580		GOLF	800.00	0.00	0.00	0.00	800.00
	GIRLSW		GIRLS WRESTLING	504.52	0.00	0.00	0.00	504.52
			A Totals:	-7,248.49	6,508.10	6,100.32	0.00	-6,840.71
B	CLASSES							
	215		CLASS OF 2024	0.00	0.00	0.00	0.00	0.00
	216		CLASS OF 2025	2,160.28	0.00	0.00	0.00	2,160.28
	582		CLASS OF 2026	1,317.32	0.00	0.00	0.00	1,317.32
	584		CLASS OF 2027	675.45	0.00	0.00	0.00	675.45
	CLASS28		Class of 2028	100.98	0.00	0.00	0.00	100.98
	CLASS29		Class of 2029	109.96	0.00	0.00	0.00	109.96
			B Totals:	4,363.99	0.00	0.00	0.00	4,363.99

Current Cash Balance

Sorted by Site ID, Group ID, Activity ID.
From 11/01/2024 to 11/30/2024.

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	0.00	0.00	0.00	0.00	0.00
	303		SPEECH	1,432.39	0.00	0.00	0.00	1,432.39
	305		DISTRICT 7 FCCLA	6,011.64	0.00	0.00	0.00	6,011.64
	306		MUSIC BOOSTERS	0.00	0.00	0.00	0.00	0.00
	310		NATIONAL HONOR SOCIETY	2,851.07	0.00	0.00	0.00	2,851.07
	315		FBLA	8,698.22	510.00	714.04	0.00	8,494.18
	320		ANNUAL	6,330.82	1,465.00	0.00	0.00	7,795.82
	330		FCCLA	4,168.35	0.00	129.30	0.00	4,039.05
	335		STUCO	2,649.95	0.00	0.00	0.00	2,649.95
	345		ONE ACT	708.60	3,185.00	1,681.66	0.00	2,211.94
	346		ART CLUB	444.07	932.00	411.85	0.00	964.22
	355		TROJAN ZONE	10,965.40	85.00	339.99	0.00	10,710.41
	385		LIBRARY	4,132.27	0.00	0.00	0.00	4,132.27
	395		HOMECOMING	-721.77	0.00	575.02	0.00	-1,296.79
	401		CHEER SQUAD	0.00	0.00	0.00	0.00	0.00
	501		COLOR GUARD	342.46	0.00	0.00	0.00	342.46
	553		ELEMENTARY STUCO	385.02	0.00	0.00	0.00	385.02
	578		SKILLS USA	-1,971.85	0.00	0.00	0.00	-1,971.85
	581		FCA	674.94	0.00	300.00	0.00	374.94
	CHEER		CHEER GROUP	3,130.10	1,463.25	0.00	0.00	4,593.35
	EDURIS		EDUCATORS RISING	3,151.02	0.00	211.33	0.00	2,939.69
	OWORLDCLUB		ONE WORLD CLUB	2,657.88	0.00	145.00	0.00	2,512.88
	SNACK		SNACK SHACK	750.00	0.00	0.00	0.00	750.00
	C Totals:			56,790.58	7,640.25	4,508.19	0.00	59,922.64
D	CONCESSIONS							
	400		CONCESSIONS	1,695.41	2,529.25	1,198.34	0.00	3,026.32
	D Totals:			1,695.41	2,529.25	1,198.34	0.00	3,026.32

Current Cash Balance

Sorted by Site ID, Group ID, Activity ID.
From 11/01/2024 to 11/30/2024.

Site ID Group ID	Site Name Group Name	Activity ID	Activity Name	Beginning Cash	Receipts	Disbursements	Adjustments	Cash Balance
E	MISC							
		190	ACTIVITY PASSES	4,730.00	0.00	0.00	0.00	4,730.00
		350	SCHOLARSHIPS	0.00	0.00	0.00	0.00	0.00
		390	STUDENT ASSISTANCE	3,410.28	0.00	132.32	0.00	3,277.96
		503	LOUNGE	-1,081.52	0.00	103.20	0.00	-1,184.72
		505	CHECKING INTEREST	1,014.34	33.43	0.00	0.00	1,047.77
		510	CD Plus Interest	2,701.60	0.00	0.00	0.00	2,701.60
		520	ELEMENTARY	1,665.75	0.00	112.60	0.00	1,553.15
		540	POP FUND	5,949.52	277.35	344.20	0.00	5,882.67
		550	STUDENT FEES	0.00	0.00	0.00	0.00	0.00
		555	WAKEFIELD PLAYGROUND FUND	0.00	0.00	0.00	0.00	0.00
		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	-30,913.47	0.00	0.00	0.00	-30,913.47
		901	D-Day Band Trip	396.43	0.00	0.00	0.00	396.43
		903	MUSIC TOUR	-3,222.68	0.00	0.00	0.00	-3,222.68
	BETTERB		BETTER BLENDED	3,914.87	200.00	0.00	0.00	4,114.87
	HAWAII		HAWAII MUSIC 2025	0.00	920.00	0.00	0.00	920.00
	VIDEOP		VIDEO PRODUCTION	0.00	50.00	0.00	0.00	50.00
E Totals:				-11,234.88	1,480.78	692.32	0.00	-10,446.42

Current Cash Balance

Sorted by Site ID, Group ID, Activity ID.
From 11/01/2024 to 11/30/2024.

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	0.00	0.00	0.00	0.00	0.00
	180		JH WRESTLING	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
	211		CLASS OF 2022	0.00	0.00	0.00	0.00	0.00
	212		CLASS OF 2023	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
	325		TOTAD	0.00	0.00	0.00	0.00	0.00
	340		SPEECH & DRAMA	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
	502		YOUTH FOUNDATION	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
	579		STUDENTS TRACK ACCOUNT	0.00	0.00	0.00	0.00	0.00
	583		CLASS OF 2007	0.00	0.00	0.00	0.00	0.00
	902		EDUCATION CLUB	0.00	0.00	0.00	0.00	0.00
	Z Totals:			0.00	0.00	0.00	0.00	0.00

Current Cash Balance

Sorted by Site ID, Group ID, Activity ID.
From 11/01/2024 to 11/30/2024.

Site ID	Site Name	Beginning Cash	Receipts	Disbursements	Adjustments	Cash Balance
Group ID	Group Name					
Activity ID	Activity Name					
WCS Activity Totals:		44,366.61	18,158.38	12,499.17	0.00	50,025.82

	Begin Balance	Transfers	Receipts	Disbursements	Adjustments	End Balance
WCS Checking:	44,366.61	0.00	18,158.38	12,499.17	0.00	50,025.82
WCS Investment:	0.00	0.00			0.00	0.00
WCS Bank Balances:	44,366.61		18,158.38	12,499.17	0.00	50,025.82

Report Activity Totals:	44,366.61	18,158.38	12,499.17	0.00	50,025.82
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Check Summary

Sorted by Activity ID, Site ID.
From 11/01/2024 to 11/30/2024.

Activity ID Site ID			Activity Name Site Name				
Check Number	Status	Check / Void Date	Vendor Name	PO Number	Invoice No.#	Description	Amount
<hr/>							
125		BOYS BASKETBALL					
<hr/>							
WCS		Wakefield Community School					
<hr/>							
012628	Cleared	11/18/2024	VISA		32501220	Art Club Order	208.38
012632	Printed	11/22/2024	Line Drive Inc.		4005	Boys Basketball Cookie Dough	2,685.00
Total:							\$ 2,893.38
<hr/>							
175		GEN ATHLETICS					
<hr/>							
WCS		Wakefield Community School					
<hr/>							
012600	Cleared	11/04/2024	Sawyer Brudigam			2024 JH VB Season- Scoreboard/clock	300.00
012602	Printed	11/08/2024	Eric Brandl			JH Wrestling Triangular Official 11.11.24	180.00
012603	Printed	11/08/2024	Randolph High School			JH Wrestling Entry Fee 11.18.24	100.00
012604	Cleared	11/08/2024	BSN Sports		927276776	Hedgehog Dummy	1,327.00
012611	Cleared	11/11/2024	Wayne High School			JH Wrestling Invite 11.9.24	125.00
012612	Cleared	11/12/2024	Ben Donner			FB 2024 Announcer	140.00
012613	Cleared	11/12/2024	Jon Thomas			FB 2024 Chain Gang	35.00
012614	Printed	11/12/2024	Joey Borg			FB 2024 Scoreboard/Clock	140.00
012615	Cleared	11/12/2024	Joe Brown			2024 FB Chain Gang	105.00
012616	Printed	11/12/2024	Cody McAfee			2024 FB Chain Gang	70.00
012617	Cleared	11/12/2024	Mark Johnson			FB 2024 Chain Gang	140.00
012618	Cleared	11/12/2024	Zach Johnson			FB 2024 Chain Gang	140.00
012624	Printed	11/18/2024	Howells-Dodge Consolidated Schools			JH Wrestling Invite 11.23.24	90.00
012634	Printed	11/22/2024	BSN Sports		927770509	Basketball Scorebooks	79.87
012640	Printed	11/27/2024	Winside High School			JH Wrestling Entry Fee 11.15.24	130.00
012655	Cleared	11/14/2024	Harland Clarke			Deposit Slips for Activity Account	105.07
Total:							\$ 3,206.94
<hr/>							
315		FBLA					
<hr/>							
WCS		Wakefield Community School					
<hr/>							
012601	Cleared	11/05/2024	March of Dimes-Donation Processing Center			2024 Donation - Wakefield FBLA	318.74
012622	Cleared	11/13/2024	Future Business Leaders of America, Inc.		49984	2024-2025 FBLA Member Fees	360.00
012635	Printed	11/27/2024	Dollar General-REGIONS 410526		1001348113	FBLA Items	35.30
Total:							\$ 714.04
<hr/>							
330		FCCLA					
<hr/>							
WCS		Wakefield Community School					
<hr/>							
012636	Printed	11/27/2024	Pac N Save		24NOV2024	FCS/FCCLA Items	129.30
Total:							\$ 129.30

Check Summary

Sorted by Activity ID, Site ID.
From 11/01/2024 to 11/30/2024.

Activity ID Site ID			Activity Name Site Name				
Check Number	Status	Check / Void Date	Vendor Name	PO Number	Invoice No.#	Description	Amount
345		ONE ACT					
WCS		Wakefield Community School					
012607	Cleared	11/08/2024	ACE Hardware & Home		21718	One Act Supplies	71.95
012609	Cleared	11/08/2024	Amazon			17H1-DHXF- K49C One Act Supplies	356.63
012625	Cleared	11/18/2024	Amazon			1WGV-9RFQ- WYGK One Act Supplies	185.10
012630	Printed	11/22/2024	Pac N Save		11.8.24	Dinner and Show Food	180.23
012631	Printed	11/22/2024	Dollar General-REGIONS 410526		11.12.24	One Act Supplies	129.75
012633	Printed	11/22/2024	Custom Sports		39858	One Act T-shirts	758.00
Total:							\$ 1,681.66
346		ART CLUB					
WCS		Wakefield Community School					
012610	Cleared	11/08/2024	VISA			FCA Registration	181.72
012628	Cleared	11/18/2024	VISA		32501220	Art Club Order	230.13
Total:							\$ 411.85
355		TROJAN ZONE					
WCS		Wakefield Community School					
012605	Cleared	11/08/2024	A to Z Designs		2024/02184	Vinyl	217.90
012625	Cleared	11/18/2024	Amazon			1WGV-9RFQ- WYGK One Act Supplies	31.97
012637	Printed	11/27/2024	A to Z Designs			Trojan Zone Items	90.12
Total:							\$ 339.99
390		STUDENT ASSISTANCE					
WCS		Wakefield Community School					
012623	Cleared	11/18/2024	Ann Knust			Mercy Meals Day	35.00
012639	Printed	11/27/2024	Wal-Mart Community		11/25/24	Winter Coats/Hats	97.32
Total:							\$ 132.32
395		HOMECOMING					
WCS		Wakefield Community School					
012608	Cleared	11/08/2024	Miller Building Supply		30496	Homecoming	22.48
012626	Cleared	11/18/2024	Chris Pieper			HOCO 2024 DJ	300.00
012627	Printed	11/18/2024	Oriental Trading Co		835575	HOCO Supplies 2024	252.54
Total:							\$ 575.02
400		CONCESSIONS					
WCS		Wakefield Community School					
012629	Printed	11/20/2024	Pepsi-Cola of Siouxland		2100232874	pop-Elementary	1,111.50
012630	Printed	11/22/2024	Pac N Save		11.8.24	Dinner and Show Food	86.84
Total:							\$ 1,198.34

Check Summary

Sorted by Activity ID, Site ID.
From 11/01/2024 to 11/30/2024.

Activity ID Site ID	Activity Name Site Name		Check / Void Date	Vendor Name	PO Number	Invoice No.#	Description	Amount
503		LOUNGE						
WCS		Wakefield Community School						
012629	Printed	11/20/2024	Pepsi-Cola of Siouxland		2100232874		pop-Elementary	103.20
Total:								\$ 103.20
520		ELEMENTARY						
WCS		Wakefield Community School						
012629	Printed	11/20/2024	Pepsi-Cola of Siouxland		2100232874		pop-Elementary	112.60
Total:								\$ 112.60
540		POP FUND						
WCS		Wakefield Community School						
012606	Cleared	11/08/2024	Pepsi-Cola of Siouxland		2100231468		HS Vending Machine	180.70
012629	Printed	11/20/2024	Pepsi-Cola of Siouxland		2100232874		pop-Elementary	163.50
Total:								\$ 344.20
581		FCA						
WCS		Wakefield Community School						
012610	Cleared	11/08/2024	VISA				FCA Registration	300.00
Total:								\$ 300.00
EDURIS		EDUCATORS RISING						
WCS		Wakefield Community School						
012610	Cleared	11/08/2024	VISA				FCA Registration	96.33
012619	Cleared	11/12/2024	Mercy Meals				Mercy Meals-Ed Rising	100.00
012638	Printed	11/27/2024	TROJAN ZONE		253		Educators Rising/One World Shirts	15.00
Total:								\$ 211.33
OWORLDCLC		ONE WORLD CLUB						
WCS		Wakefield Community School						
012620	Cleared	11/12/2024	Mercy Meals				Mercy Meals-One World Club	100.00
012638	Printed	11/27/2024	TROJAN ZONE		253		Educators Rising/One World Shirts	45.00
Total:								\$ 145.00
Report Total :								12,499.17

Receipt History

Detail report. Sorted by Site, Receipt Number.
From 11/01/2024 to 11/30/2024.

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									
001788	11/04/2024			1693157	Micahel Foods	Donation-Track-Pole Vault			
145	TRACK						500.00	0.00	500.00
									<u>500.00</u>
001789	11/04/2024			23011	Pierce Public Schools	NSAA VB Subdistricts 2024			
175	GEN ATHLETICS						139.60	0.00	139.60
									<u>139.60</u>
001791	11/06/2024				One Act	Dinner & Show 2024			
345	ONE ACT						1,860.00	0.00	1,860.00
									<u>1,860.00</u>
001792	11/08/2024				Cheer Group Fundraiser	Cheer Boo Grams 2024			
CHEER	CHEER GROUP						518.25	0.00	518.25
									<u>518.25</u>
001793	11/11/2024				Art Club	Art Club Casino Night			
346	ART CLUB						932.00	0.00	932.00
									<u>932.00</u>
001794	11/12/2024			37097	Ekberg Auto LLC	Video Production Add			
VIDEOP	VIDEO PRODUCTION						50.00	0.00	50.00
									<u>50.00</u>
001795	11/12/2024			054404	General Fund Account	Youth Cheer Uniforms			
CHEER	CHEER GROUP						945.00	0.00	945.00
									<u>945.00</u>
001796	11/13/2024				Pop Machine HS	Pop-HighSchool			
540	POP FUND						144.35	0.00	144.35
									<u>144.35</u>
001797	11/15/2024			1654	Community Recreation of	1/2 payment of Hedgehog Dummy			
175	GEN ATHLETICS						663.50	0.00	663.50
									<u>663.50</u>
001798	11/15/2024				FBLA	FBLA Dues			
315	FBLA						50.00	0.00	50.00
									<u>50.00</u>
001799	11/15/2024				Yearbook	Yearbook Button Sales			
320	ANNUAL						415.00	0.00	415.00
									<u>415.00</u>
001800	11/18/2024				Concessions 11.17.24	Concessions 11.17.24 SKILLS			
400	CONCESSIONS						1,179.00	0.00	1,179.00
									<u>1,179.00</u>
001801	11/18/2024				Yearbook	Yearbook Ad Sales			
320	ANNUAL						825.00	0.00	825.00
									<u>825.00</u>
001802	11/19/2024				Boys Basketball	Cookie Dough Fundraiser			
125	BOYS BASKETBALL						5,205.00	0.00	5,205.00

Receipt History

Detail report. Sorted by Site, Receipt Number.
From 11/01/2024 to 11/30/2024.

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 %				
						Total For 001802:	5,205.00		
001803	11/19/2024				One Act	One Act T-shirts			
345	ONE ACT						690.00	0.00	690.00
						Total For 001803:	690.00		
001804	11/19/2024				One Act	Dinner & A Show Fees			
345	ONE ACT						635.00	0.00	635.00
						Total For 001804:	635.00		
001805	11/22/2024				Yearbook	Yearbook Button Sales			
320	ANNUAL						115.00	0.00	115.00
						Total For 001805:	115.00		
001806	11/25/2024				Pop Machine HS	Pop-HighSchool			
540	POP FUND						133.00	0.00	133.00
						Total For 001806:	133.00		
001807	11/25/2024				Concessions Youth Rec	Concessions YOUTH REC			
400	CONCESSIONS						1,076.50	0.00	1,076.50
						Total For 001807:	1,076.50		
001808	11/25/2024				Concessions One Act	Concessions One Act 11.23.24			
400	CONCESSIONS						273.75	0.00	273.75
						Total For 001808:	273.75		
001809	11/25/2024			4207	Sheila Brown	Hawaii Trip Deposit			
HAWAII	HAWAII MUSIC 2025						300.00	0.00	300.00
						Total For 001809:	300.00		
001810	11/25/2024			6238	Tammie Mogus	Hawaii Trip Deposit			
HAWAII	HAWAII MUSIC 2025						600.00	0.00	600.00
						Total For 001810:	600.00		
001811	11/26/2024			6239	Tammie Mogus	Hawaii Trip Payment			
HAWAII	HAWAII MUSIC 2025						20.00	0.00	20.00
						Total For 001811:	20.00		
001812	11/27/2024				Better Blended	Better Blended Sales			
BETTERB	BETTER BLENDED						200.00	0.00	200.00
						Total For 001812:	200.00		
001813	11/27/2024				Trojan Zone	Trojan Zone Sales			
355	TROJAN ZONE						85.00	0.00	85.00
						Total For 001813:	85.00		
001814	11/27/2024			50839	Stadium Sports	Yearbook Ad Sales			
320	ANNUAL						50.00	0.00	50.00
						Total For 001814:	50.00		
001815	11/27/2024				FBLA	FBLA Pink Out Sales			
315	FBLA						460.00	0.00	460.00
						Total For 001815:	460.00		
001816	11/27/2024				Yearbook	Yearbook Sales			
320	ANNUAL						60.00	0.00	60.00

Receipt History

Detail report. Sorted by Site, Receipt Number.
From 11/01/2024 to 11/30/2024.

Receipt Number	Receipt Date	Void Date	Deposit Number	Check Number	Received From	Receipt Description		
Activity ID	Activity Name		Fee Name & Student ID			Amount	Sales Tax	Amount
	Tax Name		Tax Activity		Tax Rate %	Tax Amount		
						Total For 001816:		60.00
001823	11/29/2024				Bank Interest		INTEREST	
505	CHECKING INTEREST					33.43	0.00	33.43
						Total For 001823:		33.43
						Site Total		18,158.38
						Report Total		18,158.38

Wakefield Community School

Check Payments By Fund Report

Accounting Cycle: FY24-25; Begin Date: 11/22/2024; End Date: 12/08/2024; Display Element Description: BUILDING; Check Type: Warrants; Sort By Element:

FUND: Account Expression: [All]; Created On: 12/8/2024 12:21:10 PM

Sorted By	Value	Description		
FUND	01	General Fund		
Check Number	Check Date	Payee	Reason	Amount
	11/22/2024	Century Link	Phone Service	\$470.53
	11/22/2024	Century Link	BB Phone/Internet	\$118.42
	12/8/2024	Century Link	Phone Service	\$475.25
	12/8/2024	Century Link	BB Phone/Internet	\$118.42
		Century Link Total		\$1,182.62
	11/22/2024	Verizon	Mobile Hot Spots	\$201.54
		Verizon Total		\$201.54
	11/22/2024	VISA	NMEA conference is held November 20-22. All-state participants also will be at this conference. I'm asking for my "ticket" to the conference.	\$105.00
	11/22/2024	VISA	P2 Training Uber - Duplicate Payment	(\$105.64)
	11/22/2024	VISA	Restorative Practices Conf Meal	\$283.12
	11/22/2024	VISA	Restorative Practices Conf Meal - Isle's Pub & Pizza	\$100.05
	11/22/2024	VISA	Restorative Practices Conf parking	\$23.00
	11/22/2024	VISA	Restorative Practices Lodging	\$476.00
	11/22/2024	VISA	Restorative Practices Meal - Fleetwood	\$88.20
	11/22/2024	VISA	Restorative Practices Meal - LeadBelly	\$120.01
	11/22/2024	VISA	Coffee	\$44.94
	11/22/2024	VISA	Credit	(\$17.12)
	11/22/2024	VISA	Payment Correction	(\$17.90)
	11/22/2024	VISA	Ave Maria	\$4.70
	11/22/2024	VISA	Climbing Up the Mountain Children 3 part Mixed	\$4.70
	11/22/2024	VISA	Festival Sandtus	\$4.10
	11/22/2024	VISA	I have a cart with J.W. pepper with music in it for Junior High All state participants.	\$26.69
	11/22/2024	VISA	Sesere Eeye	\$4.40
	11/22/2024	VISA	Shipping	\$5.99
	11/22/2024	VISA	Stars Tonight	\$8.85
	11/22/2024	VISA	The Ton/Under the Calico Tree	\$12.00
	11/22/2024	VISA	We Sing! We Rise! We Soar!	\$4.60
	11/22/2024	VISA	Windy Nights	\$5.90
	11/22/2024	VISA	CO2 Cartridge Tax Refund	(\$19.03)
	11/22/2024	VISA	Lab Supplies Shipping - 23-24 0368	\$5.00
	11/22/2024	VISA	OG Plus Decodable Readers Set C Fiction Volume 2 - PDF	\$45.00
	11/22/2024	VISA	OG Plus Decodable Readers Set C Nonfiction Volume 1 - PDF	\$45.00
	11/22/2024	VISA	Coffee	\$44.94
	11/22/2024	VISA	Health Class Curriculum	\$20.00
	11/22/2024	VISA	OG Plus Decodable Readers Set A Fiction Volume 2 - PDF	\$45.00
	11/22/2024	VISA	OG Plus Decodable Readers Set A Nonfiction Volume 1 - PDF	\$45.00
	11/22/2024	VISA	OG Plus Decodable Readers Set B Fiction Volume 2 - PDF	\$45.00
	11/22/2024	VISA	OG Plus Decodable Readers Set B Nonfiction Volume 1 - PDF	\$45.00
	11/22/2024	VISA	Prepayment Credit	(\$24.60)

Check Number	Check Date	Payee	Reason	Amount
	11/22/2024	VISA	Subscription Cancellation Credit	(\$225.00)
	11/22/2024	VISA	24-25 School Year. Annual Subscription Renewal.	\$20.00
	11/22/2024	VISA	Yearly EL Curriculum - Expiration date on Oct. 15, 2024	\$149.70
	11/22/2024	VISA	MANDT Training Lodging	\$603.56
	11/22/2024	VISA	SPED Mtg Parking	\$23.00
	11/22/2024	VISA	Deluxe Harness Only The Deluxe Harness is the perfect safety tool when you swing. It attaches on our Full Support Swing Seats and will safely hold in your child, teen or adult. A new style harness that will make the individual feel more secure - fit	\$69.00
	11/22/2024	VISA	Desk Chair Shipping Correction 23-24 0466	\$11.33
	11/22/2024	VISA	Shipping	\$10.35
	11/22/2024	VISA	Board Retreat Meal	\$46.00
	11/22/2024	VISA	Labor Relations Conf Meal - Rodizio Grill	\$107.47
	11/22/2024	VISA	Labor Relations Conf Parking	\$39.00
	11/22/2024	VISA	Labor Law Conf Lodging	\$173.95
	11/22/2024	VISA	School Safety Conf Lodging	\$134.95
	11/22/2024	VISA	Thank You Cards	\$165.28
	11/22/2024	VISA	Harris User Conf Lodging	\$99.00
	11/22/2024	VISA	Harris User Conf Meal	\$48.10
	11/22/2024	VISA	Timeclock Subscription	\$102.24
	11/22/2024	VISA	International Trans Fee - BB Net World	\$5.30
	11/22/2024	VISA	Membership Fee	\$99.00
	11/22/2024	VISA	Sam's Club Membership	\$117.15
	11/22/2024	VISA	Odor Eliminator Refills	\$97.84
	11/22/2024	VISA	Wall Mount Fan	\$84.99
	11/22/2024	VISA	Fuel - Speedee Mart	\$42.88
	11/22/2024	VISA	Fuel - Tommy's Express	\$18.19
	11/22/2024	VISA	Van Fuel - Pilger Pride	\$73.44
	11/22/2024	VISA	Discount	(\$8.28)
	11/22/2024	VISA	Hershey's Kisses Milk Chocolate Candy, 330 pcs	\$34.32
	11/22/2024	VISA	Swiss Miss Milk Chocolate Hot Cocoa Mix Packets, 50ct	\$26.04
		VISA Total		\$3,646.70
54417	12/8/2024	ACE Hardware & Home	Sandpaper, Butcher Block Oil	\$113.54
54417	12/8/2024	ACE Hardware & Home	Tarp	\$105.98
		ACE Hardware & Home Total		\$219.52
	12/8/2024	Amazon	(45 Pack) Premium 9-Inch Round Foil Pans with Plastic Dome LIDS I Heavy Duty I Disposable Aluminum Tin for Roasting, Baking, Cake or Cooking	\$21.99
	12/8/2024	Amazon	Shipping	\$6.99
	12/8/2024	Amazon	Colibri (Readers Circle)	\$62.64
	12/8/2024	Amazon	Allstarco 250PCS SS42 9mm Assorted Flat Back Acrylic Rhinestones Plastic Gems for Jewelry Making, Face Painting Cosplay Costume Embelishments	\$13.71
	12/8/2024	Amazon	Food Coloring Liquid Set - 12 Vibrant Color Food Grade, Food Coloring Gel Concentrated Neon Icing Colors for Cake Decorating, Baking, Easter Egg, Icing, Fondant, Cooking, Slime Making DIY Supplies Kit - 0.35 Fl. oz (10 ml)/Bottles	\$11.79
	12/8/2024	Amazon	MUKCHAP 30 Pack 8 Inch Wire Wreath Frames, 20cm Round Metal Wreath Forms, Green Wreath Frame Rings for DIY Crafts	\$70.56
	12/8/2024	Amazon	WISYOK 240 Pcs Green Popsicle Sticks for Crafts, 4.5 Inch Christmas Wooden Craft Sticks, Ice Cream Sticks, Christmas and St Patricks Day Crafts, Great for DIY Creative Designs and Children Education	\$6.95
	12/8/2024	Amazon	Shipping	\$5.48

Check Number	Check Date	Payee	Reason	Amount
	12/8/2024	Amazon	Universal Specialties Uno Spin Red	\$33.31
	12/8/2024	Amazon	UNO Extreme Card Game Featuring Random-Action Launcher with Lights & Sounds & 112 Cards, Kid, Teen & Adult Game Night Gift Ages 7 Years & Older, GXY75	\$26.90
	12/8/2024	Amazon	Champion Sports Soft Polo Set	(\$128.28)
	12/8/2024	Amazon	Champion Sports Soft Polo Set	\$256.56
	12/8/2024	Amazon	Champion Sports Soft Polo Set - Duplicate	(\$121.29)
	12/8/2024	Amazon	GoSports Inflatable Dodgeball - No Sting Balls - Includes Ball Pump & Mesh Bag, 6 Count.	\$74.55
	12/8/2024	Amazon	Mattel Games DOS Family Card Game, From the Makers of UNO, with 108 Cards, Makes a Great Game for 7 Year Olds and Up	\$8.99
	12/8/2024	Amazon	Mattel Games Uno Showdown	\$13.93
	12/8/2024	Amazon	Mattel Games UNO Triple Play Card Game for Family Night with 3 Discard Piles, Lights & Sounds, Special Stealth Mode	\$17.50
	12/8/2024	Amazon	My Weird School Collection: Books 1 to 4	\$60.24
	12/8/2024	Amazon	Shipping	\$13.98
	12/8/2024	Amazon	Champion Sports Soft Polo Set, Blue/Yellow, 24" L Sticks	\$256.56
	12/8/2024	Amazon	Extra Large Sports Ball Bag	\$20.94
	12/8/2024	Amazon	Extra Large Sports Ball Bag - Duplicate Order	(\$20.94)
	12/8/2024	Amazon	Extra Large Sports Ball Bag, Mesh Soccer Team Balls Bag, Drawstring Sport Equipment Storage Bag for Basketball, Beach Cloth and Swimming Gears with Adjustable Shoulder Strap & Front Pocket(30" x 40")	\$20.91
	12/8/2024	Amazon	GoSports Inflatable Dodgeball	\$74.55
	12/8/2024	Amazon	GoSports Inflatable Dodgeball - Duplicate Order	(\$74.55)
	12/8/2024	Amazon	Animal Rescue	\$19.80
	12/8/2024	Amazon	Shipping	\$6.99
	12/8/2024	Amazon	Apple MFi Certified 2 Pack Lightning to 3.5 mm Headphone Jack Adapter for iPhone, iPhone Aux Adapter Converter Dongle Audio Cable Compatible with iPhone 14 13 12 11 X XS 8 7	\$9.98
	12/8/2024	Amazon	Shipping	\$6.99
	12/8/2024	Amazon	USB C to 3.5mm Headphone Jack Adapter for iPhone 16/16 Pro/15/15 Pro/Pro Max/Plus, Type C Aux Dongle Cable Cord Compatible with iPad, Samsung Galaxy S23/S23/S22/S21Ultra, MacBook,Note(3 Pack)...	\$13.99
	12/8/2024	Amazon	Boppy Nursing Pillow Cover Premium, Gray Elephants Plaid	\$49.71
	12/8/2024	Amazon	Boppy Nursing Pillow Original Support, Neutral Jungle	\$44.99
	12/8/2024	Amazon	Shipping	\$6.99
	12/8/2024	Amazon	Squatty Potty Simple Bathroom Toilet Stool	\$19.19
	12/8/2024	Amazon	Squatty Potty Simple Toilet Stool	(\$23.15)
	12/8/2024	Amazon	Shipping	\$12.14
	12/8/2024	Amazon	Squatty Potty Simple Bathroom Toilet Stool, White, 7"	\$19.19
	12/8/2024	Amazon	Toddler Step Stool, 2 Step Stool for Kids with Anti-Slip Surface and Rubber Bottom, Kids Step Stool Poop Stool for Toilet Potty Training, Bathroom, Kitchen (Include 2 Ducks)	\$24.99
	12/8/2024	Amazon	Restorative Practices Playbook	\$33.20
	12/8/2024	Amazon	Shipping	\$6.99
	12/8/2024	Amazon	Ball Chain Connector Clasps	\$6.69
	12/8/2024	Amazon	Ceramic Water Seal Kit	\$167.20
	12/8/2024	Amazon	Shipping	\$6.99
	12/8/2024	Amazon	Mattel Uno Flip	\$5.13
	12/8/2024	Amazon	MAYPLUSS Holographic Wrapping Paper - Mini Roll - 17 Inch X 32.8 Feet- Metallic Blue Foil Design (47.3 sq.ft.ttl)	\$9.80
	12/8/2024	Amazon	Uno Stacko Game	\$15.63

Check Number	Check Date	Payee	Reason	Amount
	12/8/2024	Amazon	White Poster Board 22x28 Poster Paper, Value Poster Boards Pack of 100 Sheets Posterboard, Large Poster Board Bulk for School Supplies Art Craft Project Presentation - Enday	\$59.99
	12/8/2024	Amazon	MAYPLUS Holographic Wrapping Paper - Mini Roll - 17 Inch X 32.8 Feet- Metallic Red Foil Design (47.3 sq.ft.ttl)	\$9.99
	12/8/2024	Amazon	MAYPLUS Holographic Wrapping Paper - Mini Roll - 17in x 32.8Feet- Metallic Green Foil for Christmas, St. Patrick's Day, Irish Holiday, Birthday, Party all Occassions (47.3 sq.ft.ttl)	\$9.99
	12/8/2024	Amazon	MAYPLUS Holographic Wrapping Paper Roll - Mini Roll - 17in x 32.8 Feet- Metallic Gold Foil Paper Rol For Parry, Birthday, Women's Gift Wrapping, Wedding, all Occassions(47.3 sq.ft.ttl)	\$9.60
	12/8/2024	Amazon	Shipping	\$1.13
	12/8/2024	Amazon	UNO Extreme	\$30.97
	12/8/2024	Amazon	UNO Extreme Card Game	(\$26.90)
		Amazon Total		\$1,292.17
54418	12/8/2024	Appeara	ITE Mops, Towel & Coats	\$40.40
54418	12/8/2024	Appeara	Mops, Towels & Uniforms	\$321.65
54418	12/8/2024	Appeara	BB Towels & Uniforms	\$66.54
54418	12/8/2024	Appeara	BB Towels & Uniforms	\$66.50
		Appeara Total		\$495.09
54419	12/8/2024	Ballard & Tighe, Publishers	10 books per package - Catalog number 3-082	\$250.00
54419	12/8/2024	Ballard & Tighe, Publishers	Shipping	\$18.75
		Ballard & Tighe, Publishers Total		\$268.75
54420	12/8/2024	Bebee-Hansen, Timarie A	Hospitality Class Supplies	\$166.69
		Bebee-Hansen, Timarie A Total		\$166.69
54421	12/8/2024	City of Wakefield	BB Utilities	\$49.00
54421	12/8/2024	City of Wakefield	Utilities	\$434.00
54421	12/8/2024	City of Wakefield	BB Utilities	\$86.26
54421	12/8/2024	City of Wakefield	PF Utilities	\$21.90
54421	12/8/2024	City of Wakefield	Stadium Utilities	\$112.79
54421	12/8/2024	City of Wakefield	Utilities	\$4,063.44
		City of Wakefield Total		\$4,767.39
54422	12/8/2024	Country Inn & Suites	Sing Across NE Lodging	\$444.00
		Country Inn & Suites Total		\$444.00
54423	12/8/2024	Cubby's Inc.	PT Conf Meal	\$49.95
54423	12/8/2024	Cubby's Inc.	Bus Diesel	\$1,699.31
54423	12/8/2024	Cubby's Inc.	Suburban Fuel	\$204.70
54423	12/8/2024	Cubby's Inc.	Van Fuel	\$390.60
54423	12/8/2024	Cubby's Inc.	Handi Van Fuel	\$29.29
54423	12/8/2024	Cubby's Inc.	SPED Van Fuel	\$217.24
		Cubby's Inc. Total		\$2,591.09
54424	12/8/2024	Dana F Cole & Company LLP	Audit Services	\$6,105.00
		Dana F Cole & Company LLP Total		\$6,105.00
54425	12/8/2024	Egan Supply Co.	Supplies	\$1,664.81
		Egan Supply Co. Total		\$1,664.81
54426	12/8/2024	Ekberg Auto Parts, Inc.	2.5 DEF	\$349.75
54426	12/8/2024	Ekberg Auto Parts, Inc.	Bearings	\$51.98
54426	12/8/2024	Ekberg Auto Parts, Inc.	Diff Pressure Sensor	\$218.99
54426	12/8/2024	Ekberg Auto Parts, Inc.	55 G Minus 20 Wash	\$263.48

Check Number	Check Date	Payee	Reason	Amount
54426	12/8/2024	Ekberg Auto Parts, Inc.	72 Hole Bin	\$236.99
54426	12/8/2024	Ekberg Auto Parts, Inc.	Lamp	\$15.29
54426	12/8/2024	Ekberg Auto Parts, Inc.	Supplies	\$71.94
		Ekberg Auto Parts, Inc. Total		\$1,208.42
54427	12/8/2024	Essential Screens	Background Checks	\$192.95
54427	12/8/2024	Essential Screens	DOT Screening	\$189.82
		Essential Screens Total		\$382.77
54428	12/8/2024	Harris School Solutions	Census	\$1,037.86
		Harris School Solutions Total		\$1,037.86
54429	12/8/2024	Hiland Dairy	Books & Buddies Ice Cream	\$64.00
		Hiland Dairy Total		\$64.00
54430	12/8/2024	Hilton Omaha	State Ed Conf Lodging	\$662.00
54430	12/8/2024	Hilton Omaha	State Ed Conf Lodging	\$302.00
		Hilton Omaha Total		\$964.00
54431	12/8/2024	Hometown Cafe, Tacos & More	Staff Holiday Meal	\$530.00
54431	12/8/2024	Hometown Cafe, Tacos & More	Staff Holiday Meal	\$530.00
		Hometown Cafe, Tacos & More Total		\$1,060.00
54432	12/8/2024	Josten's Inc.	Backdated Diploma	\$32.80
		Josten's Inc. Total		\$32.80
54433	12/8/2024	Klein Electric, Inc.	Concession Stand Outlet Repair	\$225.00
		Klein Electric, Inc. Total		\$225.00
54434	12/8/2024	KSB School Law, PC LLO	Legal Services	\$3,540.00
		KSB School Law, PC LLO Total		\$3,540.00
54435	12/8/2024	Lincoln Marriott	NE Shape Up Conf	\$272.00
		Lincoln Marriott Total		\$272.00
54436	12/8/2024	Mack-Miller Supply	Lumber	\$861.48
54436	12/8/2024	Mack-Miller Supply	Door Knob	\$44.99
54436	12/8/2024	Mack-Miller Supply	BB Supplies	\$21.76
54436	12/8/2024	Mack-Miller Supply	Paint	\$42.27
		Mack-Miller Supply Total		\$970.50
54437	12/8/2024	Matheson Tri-Gas Inc	ITE Gases	\$1,587.88
		Matheson Tri-Gas Inc Total		\$1,587.88
54438	12/8/2024	Menards-Norfolk	Spraypaint	\$41.86
54438	12/8/2024	Menards-Norfolk	Stain, Poly, Corner Brace, Sanding Disc	\$51.12
		Menards-Norfolk Total		\$92.98
54439	12/8/2024	Midwest Music Center	Stage Sound System Installation	\$1,549.00
		Midwest Music Center Total		\$1,549.00
54440	12/8/2024	Miller Building Supply	ITE Supplies	\$13.32
54440	12/8/2024	Miller Building Supply	Supplies	\$17.37
		Miller Building Supply Total		\$30.69
54441	12/8/2024	NE Safety Center	Small Vehicle Distance Learning Training	\$125.00
		NE Safety Center Total		\$125.00
54442	12/8/2024	Nebr Assoc Of School Boards	New Board Member Workshop	\$300.00
54442	12/8/2024	Nebr Assoc Of School Boards	Legislative Issues Conf	\$115.00
54442	12/8/2024	Nebr Assoc Of School Boards	New Board Member Workshop	\$150.00
		Nebr Assoc Of School Boards Total		\$565.00
54443	12/8/2024	Nebraska Air Filters Inc	13 3/4x54x1 PL	\$97.12
54443	12/8/2024	Nebraska Air Filters Inc	16x252x PL	\$201.24

Check Number	Check Date	Payee	Reason	Amount
54443	12/8/2024	Nebraska Air Filters Inc	18x24x2 PL	\$54.96
54443	12/8/2024	Nebraska Air Filters Inc	24x24x2 PL	\$167.04
54443	12/8/2024	Nebraska Air Filters Inc	8 7/8 x 42 1/8 x 1 PL	\$52.92
54443	12/8/2024	Nebraska Air Filters Inc	8 7/8 x 54x 1 PL	\$157.20
54443	12/8/2024	Nebraska Air Filters Inc	Shipping	\$65.93
		Nebraska Air Filters Inc Total		\$796.41
54444	12/8/2024	Nebraska Music Education Association	This is for the all state audition fees. We had 6 students complete auditions. It's \$25 for each student, plus a \$6 fee.	\$156.00
		Nebraska Music Education Association Total		\$156.00
54445	12/8/2024	Northeast Nebraska Tire & Trailer Sales	Mount/Balance	\$22.50
54445	12/8/2024	Northeast Nebraska Tire & Trailer Sales	Tires	\$1,130.00
		Northeast Nebraska Tire & Trailer Sales Total		\$1,152.50
54446	12/8/2024	Olson's Pest Technicians	Pest Control	\$120.00
		Olson's Pest Technicians Total		\$120.00
54447	12/8/2024	Pac N Save, Inc.	FCS Supplies	\$467.56
		Pac N Save, Inc. Total		\$467.56
54448	12/8/2024	Ray's Mid-Bell Music, Inc.	See attached file (Saxophone repair)	\$70.47
54448	12/8/2024	Ray's Mid-Bell Music, Inc.	See attached file (trombone repair)	\$200.16
		Ray's Mid-Bell Music, Inc. Total		\$270.63
54449	12/8/2024	RTI	Managed Print Agreement	\$982.90
54449	12/8/2024	RTI	Managed Print Agreement	\$982.90
		RTI Total		\$1,965.80
54450	12/8/2024	SIDELINES Bar & Grille	Inservice Meal	\$390.00
54450	12/8/2024	SIDELINES Bar & Grille	Inservice Meal	\$390.00
		SIDELINES Bar & Grille Total		\$780.00
54451	12/8/2024	Sport Safe Testing Service Inc	Drug Testing	\$534.00
54451	12/8/2024	Sport Safe Testing Service Inc	Random Drug Testing	\$410.00
		Sport Safe Testing Service Inc Total		\$944.00
54452	12/8/2024	Staples - Business	Construction Paper	\$202.30
		Staples - Business Total		\$202.30
54453	12/8/2024	Wakefield Health Care Center	Nov/Dec Afterschool Program	\$500.00
		Wakefield Health Care Center Total		\$500.00
54454	12/8/2024	Wakefield Post Prom	Stadium Clean Up	\$1,000.00
		Wakefield Post Prom Total		\$1,000.00
54455	12/8/2024	Wakefield Republican, The	Mtg Notice	\$32.72
54455	12/8/2024	Wakefield Republican, The	Mtg Proceedings	\$299.46
54455	12/8/2024	Wakefield Republican, The	Mtg Proceedings/Calendars	\$504.73
		Wakefield Republican, The Total		\$836.91
54456	12/8/2024	Wakefield School Activities	FCS Supplies - paid by FCCLA	\$15.99
		Wakefield School Activities Total		\$15.99
54457	12/8/2024	Wakefield School-Interim	Conf Registration - S Hansen	\$175.00
54457	12/8/2024	Wakefield School-Interim	PT Conf Translating	\$400.00
54457	12/8/2024	Wakefield School-Interim	Civic Center Key Deposit	\$150.00
54457	12/8/2024	Wakefield School-Interim	Admission to the Harvest Moon Pumpkin Patch.	\$360.00
54457	12/8/2024	Wakefield School-Interim	Coaching Cert	\$65.00

Check Number	Check Date	Payee	Reason	Amount
54457	12/8/2024	Wakefield School-Interim	Postage	\$800.00
54457	12/8/2024	Wakefield School-Interim	Playground Repair Parts	\$270.86
Wakefield School-Interim Total				\$2,220.86
	12/8/2024	Walmart Community	Classroom Supplies	\$51.75
	12/8/2024	Walmart Community	Mandt Training Supplies	\$54.00
Walmart Community Total				\$105.75
54458	12/8/2024	Waste Connections of Nebraska Inc	Garbage Service	\$949.50
54458	12/8/2024	Waste Connections of Nebraska Inc	Rolloff Service	\$446.55
Waste Connections of Nebraska Inc Total				\$1,396.05
	12/8/2024	WoodRiver Energy LLC	BB Natural Gas - BHE987991	\$67.82
	12/8/2024	WoodRiver Energy LLC	Natural Gas - BHE12471	\$433.09
	12/8/2024	WoodRiver Energy LLC	Natural Gas - BHE195185	\$211.84
	12/8/2024	WoodRiver Energy LLC	Natural Gas - NGM72	\$102.72
WoodRiver Energy LLC Total				\$815.47
Sub Total				\$50,499.50

Sorted By	Value	Description
FUND	06	School Nutrition Fund

Check Number	Check Date	Payee	Reason	Amount
5899	12/8/2024	Appeara	Aprons, Mops & Towels	\$123.45
Appeara Total				\$123.45
	12/8/2024	Cash-Wa Distributing	Food/Supplies	\$1,054.89
	12/8/2024	Cash-Wa Distributing	Supplies	\$1,140.66
	12/8/2024	Cash-Wa Distributing	Food	\$8,272.30
	12/8/2024	Cash-Wa Distributing	Food/Supplies	\$16,988.38
	12/8/2024	Cash-Wa Distributing	Shortage	(\$504.66)
Cash-Wa Distributing Total				\$26,951.57
5900	12/8/2024	Floor Maintenance & Paper Supply	Detergent, Rinse Aid, Liners	\$576.33
5900	12/8/2024	Floor Maintenance & Paper Supply	Dishwasher Temperature Test Strips	\$39.56
Floor Maintenance & Paper Supply Total				\$615.89
5901	12/8/2024	Hiland Dairy	Milk/Juice	\$3,621.39
5901	12/8/2024	Hiland Dairy	Return	(\$10.26)
Hiland Dairy Total				\$3,611.13
5902	12/8/2024	Quality Foods	Groceries	\$82.20
Quality Foods Total				\$82.20
5903	12/8/2024	Wakefield School-Interim	Lunch Account Refund	\$14.60
Wakefield School-Interim Total				\$14.60
Sub Total				\$31,398.84
Grand Total				\$81,898.34

Wakefield Community School

Payroll Voucher By Vendor Report

Accounting Cycle: FY24-25; Voucher: 120824,120824 HSA; Vendor: [All]; Order By: Vendor; Account Type: Liability; Created On: 12/8/2024 1:54:42 PM

Voucher Number	Bank Name	Account Number	Check Number	Vendor	Amount
120824	BankFirst	195103		Aflac	\$88.66
Register	Register Paid Date	Account Code	Deduction		Amount
121324	12/13/2024	01-00941-000	Aflac - Short Term Disability		\$88.66
Sub Total					\$88.66
Voucher Number	Bank Name	Account Number	Check Number	Vendor	Amount
120824	BankFirst	195103		American Fidelity	\$7,295.05
Register	Register Paid Date	Account Code	Deduction		Amount
121324	12/13/2024	01-00941-000	Amer Fidelity - Accident 125		\$567.26
121324	12/13/2024	01-00941-000	Amer Fidelity - Cancer		\$115.04
121324	12/13/2024	01-00941-000	Amer Fidelity - Cancer 125		\$278.40
121324	12/13/2024	01-00941-000	Amer Fidelity - Critical Illness		\$103.60
121324	12/13/2024	01-00941-000	Amer Fidelity - Disability		\$272.75
121324	12/13/2024	01-00941-000	Amer Fidelity - Hospital Indemnity		\$283.90
121324	12/13/2024	01-00941-000	Amer Fidelity - Term Life		\$308.35
121324	12/13/2024	01-00941-000	Amer Fidelity - Whole Life		\$45.82
121324	12/13/2024	01-00941-000	Child Care 125		\$891.66
121324	12/13/2024	01-00941-000	Med Reimb 125		\$4,028.30
121324	12/13/2024	06-00941-000	Amer Fidelity - Accident 125		\$28.30
121324	12/13/2024	06-00941-000	Amer Fidelity - Cancer		\$35.50
121324	12/13/2024	06-00941-000	Amer Fidelity - Cancer 125		\$82.00
121324	12/13/2024	06-00941-000	Med Reimb 125		\$254.17
Sub Total					\$7,295.05
Voucher Number	Bank Name	Account Number	Check Number	Vendor	Amount
120824 HSA	BankFirst	195103		Ann Knust - HSA	\$560.55
Register	Register Paid Date	Account Code	Deduction		Amount
121324	12/13/2024	01-00941-000	HSA Ann Knust		\$560.55
Sub Total					\$560.55
Voucher Number	Bank Name	Account Number	Check Number	Vendor	Amount
120824	BankFirst	207276		BankFirst	\$94,357.40
Register	Register Paid Date	Account Code	Deduction		Amount
121324	12/13/2024	01-00941-000	Federal Withholding		\$26,345.60
121324	12/13/2024	01-00941-000	FICA		\$53,632.94
121324	12/13/2024	01-00941-000	Medicare		\$12,543.32
121324	12/13/2024	06-00941-000	Federal Withholding		\$325.70
121324	12/13/2024	06-00941-000	FICA		\$1,223.66
121324	12/13/2024	06-00941-000	Medicare		\$286.18
Sub Total					\$94,357.40

Voucher Number	Bank Name	Account Number	Check Number	Vendor	Amount	
120824	BankFirst	195103		Blue Cross and Blue Shield of NE	\$110,244.96	
Register	Register Paid Date	Account Code	Deduction		Amount	
121324	12/13/2024	01-00901-000	BCBS Empl Health 125		\$792.48	
121324	12/13/2024	01-00941-000	BCBS Empl Dental 125		\$1,782.06	
121324	12/13/2024	01-00941-000	BCBS Empl Health 125		\$3,737.22	
121324	12/13/2024	01-00941-000	BCBS Employer Dental		\$2,156.01	
121324	12/13/2024	01-00941-000	BCBS Employer Hlth		\$98,664.70	\$107,132.47
121324	12/13/2024	06-00941-000	BCBS Empl Dental 125		\$54.82	
121324	12/13/2024	06-00941-000	BCBS Employer Dental		\$60.26	
121324	12/13/2024	06-00941-000	BCBS Employer Hlth		\$2,997.41	\$3,112.49
Sub Total					\$110,244.96	
Voucher Number	Bank Name	Account Number	Check Number	Vendor	Amount	
120824 HSA	BankFirst	195103		Brandy Langley - HSA	\$127.87	
Register	Register Paid Date	Account Code	Deduction		Amount	
121324	12/13/2024	01-00941-000	HSA Brandy Langley		\$127.87	
Sub Total					\$127.87	
Voucher Number	Bank Name	Account Number	Check Number	Vendor	Amount	
120824 HSA	BankFirst	195103		Brittany Vinchattle - HSA	\$360.55	
Register	Register Paid Date	Account Code	Deduction		Amount	
121324	12/13/2024	01-00941-000	HSA Brittany Vinchattle		\$360.55	
Sub Total					\$360.55	
Voucher Number	Bank Name	Account Number	Check Number	Vendor	Amount	
120824 HSA	BankFirst	195103		Caitlin Smith - HSA	\$360.55	
Register	Register Paid Date	Account Code	Deduction		Amount	
121324	12/13/2024	01-00941-000	HSA Caitlin Smith		\$360.55	
Sub Total					\$360.55	
Voucher Number	Bank Name	Account Number	Check Number	Vendor	Amount	
120824 HSA	BankFirst	195103		Carla Clay - HSA	\$127.87	
Register	Register Paid Date	Account Code	Deduction		Amount	
121324	12/13/2024	01-00941-000	HSA Carla Clay		\$127.87	
Sub Total					\$127.87	
Voucher Number	Bank Name	Account Number	Check Number	Vendor	Amount	
120824 HSA	BankFirst	195103		Chris Pieper - HSA	\$127.87	
Register	Register Paid Date	Account Code	Deduction		Amount	
121324	12/13/2024	01-00941-000	HSA Chris Pieper		\$127.87	
Sub Total					\$127.87	
Voucher Number	Bank Name	Account Number	Check Number	Vendor	Amount	
120824 HSA	BankFirst	195103		Colton McCreary - HSA	\$127.87	
Register	Register Paid Date	Account Code	Deduction		Amount	
121324	12/13/2024	01-00941-000	HSA Colton McCreary		\$127.87	
Sub Total					\$127.87	

Voucher Number	Bank Name	Account Number	Check Number	Vendor	Amount
120824 HSA	BankFirst	195103		Connie Wageman - HSA	\$268.50
Register	Register Paid Date	Account Code	Deduction		Amount
121324	12/13/2024	01-00941-000	HSA Connie Wageman		\$268.50
Sub Total					\$268.50
Voucher Number	Bank Name	Account Number	Check Number	Vendor	Amount
120824 HSA	BankFirst	195103		Darren Sindelar - HSA	\$642.53
Register	Register Paid Date	Account Code	Deduction		Amount
121324	12/13/2024	01-00941-000	HSA Darren Sindelar		\$642.53
Sub Total					\$642.53
Voucher Number	Bank Name	Account Number	Check Number	Vendor	Amount
120824	BankFirst	195103		Federal Reserve KC	\$313,292.88
Register	Register Paid Date	Account Code	Deduction		Amount
121324	12/13/2024	01-00941-000	Direct Deposit		\$305,794.19
121324	12/13/2024	06-00941-000	Direct Deposit		\$7,498.69
Sub Total					\$313,292.88
Voucher Number	Bank Name	Account Number	Check Number	Vendor	Amount
120824 HSA	BankFirst	195103		Kim Barge - HSA	\$177.87
Register	Register Paid Date	Account Code	Deduction		Amount
121324	12/13/2024	01-00941-000	HSA Kim Barge		\$177.87
Sub Total					\$177.87
Voucher Number	Bank Name	Account Number	Check Number	Vendor	Amount
120824	BankFirst	195103	54460	Madison National Life	\$2,934.95
Register	Register Paid Date	Account Code	Deduction		Amount
121324	12/13/2024	01-00901-000	Life Ins Employer		\$96.25
121324	12/13/2024	01-00901-000	Long Term Disability		(\$64.86)
121324	12/13/2024	01-00941-000	Addtl Life Ins		\$247.56
121324	12/13/2024	01-00941-000	Dependent Life Ins		\$2.10
121324	12/13/2024	01-00941-000	Life Ins Employer		\$828.75
121324	12/13/2024	01-00941-000	Long Term Disability		\$1,778.98
121324	12/13/2024	06-00941-000	Life Ins Employer		\$29.25
121324	12/13/2024	06-00941-000	Long Term Disability		\$16.92
Sub Total					\$2,934.95
Voucher Number	Bank Name	Account Number	Check Number	Vendor	Amount
120824 HSA	BankFirst	195103		Megan Virgil - HSA	\$360.55
Register	Register Paid Date	Account Code	Deduction		Amount
121324	12/13/2024	01-00941-000	HSA Megan Virgil		\$360.55
Sub Total					\$360.55

Voucher Number	Bank Name	Account Number	Check Number	Vendor	Amount
120824	BankFirst	195103		MG Trust Company	\$7,064.46
Register	Register Paid Date	Account Code	Deduction		Amount
121324	12/13/2024	01-00941-000	403b Plan		\$175.00
121324	12/13/2024	01-00941-000	403b Plan ROTH		\$5,851.00
121324	12/13/2024	01-00941-000	403b Plan ROTH - 10%		\$492.44
121324	12/13/2024	01-00941-000	403b Plan ROTH - 5%		\$546.02
Sub Total					\$7,064.46
Voucher Number	Bank Name	Account Number	Check Number	Vendor	Amount
120824 HSA	BankFirst	195103		Michelle Galles - HSA	\$460.55
Register	Register Paid Date	Account Code	Deduction		Amount
121324	12/13/2024	01-00941-000	HSA Michelle Galles		\$460.55
Sub Total					\$460.55
Voucher Number	Bank Name	Account Number	Check Number	Vendor	Amount
120824 HSA	BankFirst	195103		Michelle Kotas - HSA	\$127.87
Register	Register Paid Date	Account Code	Deduction		Amount
121324	12/13/2024	01-00941-000	HSA Michelle Kotas		\$127.87
Sub Total					\$127.87
Voucher Number	Bank Name	Account Number	Check Number	Vendor	Amount
120824	BankFirst	195103		Nebraska Department of Revenue	\$14,357.20
Register	Register Paid Date	Account Code	Deduction		Amount
121324	12/13/2024	01-00941-000	State Withholding - NE		\$14,088.48
121324	12/13/2024	06-00941-000	State Withholding - NE		\$268.72
Sub Total					\$14,357.20
Voucher Number	Bank Name	Account Number	Check Number	Vendor	Amount
120824	BankFirst	195103		Nebraska Retirement System	\$82,265.87
Register	Register Paid Date	Account Code	Deduction		Amount
121324	12/13/2024	01-00941-000	NPERS		\$80,508.93
121324	12/13/2024	06-00941-000	NPERS		\$1,756.94
Sub Total					\$82,265.87
Voucher Number	Bank Name	Account Number	Check Number	Vendor	Amount
120824 HSA	BankFirst	195103		Paulina Vallejo - HSA	\$127.87
Register	Register Paid Date	Account Code	Deduction		Amount
121324	12/13/2024	01-00941-000	HSA Paulina Vallejo		\$127.87
Sub Total					\$127.87
Voucher Number	Bank Name	Account Number	Check Number	Vendor	Amount
120824 HSA	BankFirst	207276		Richard Chavanu - HSA	\$127.87
Register	Register Paid Date	Account Code	Deduction		Amount
121324	12/13/2024	06-00941-000	HSA Richard Chavanu		\$127.87
Sub Total					\$127.87

Voucher Number	Bank Name	Account Number	Check Number	Vendor	Amount
120824 HSA	BankFirst	195103		Shannon Carroll - HSA	\$768.50
Register	Register Paid Date	Account Code	Deduction	Amount	
121324	12/13/2024	01-00941-000	HSA Shannon Carroll	\$768.50	
Sub Total				\$768.50	
Voucher Number	Bank Name	Account Number	Check Number	Vendor	Amount
120824 HSA	BankFirst	195103		Tara Valenzuela - HSA	\$360.55
Register	Register Paid Date	Account Code	Deduction	Amount	
121324	12/13/2024	01-00941-000	HSA Tara Valenzuela	\$360.55	
Sub Total				\$360.55	
Voucher Number	Bank Name	Account Number	Check Number	Vendor	Amount
120824 HSA	BankFirst	195103		Teresa Soderberg - HSA	\$127.87
Register	Register Paid Date	Account Code	Deduction	Amount	
121324	12/13/2024	01-00941-000	HSA Teresa Soderberg	\$127.87	
Sub Total				\$127.87	
Voucher Number	Bank Name	Account Number	Check Number	Vendor	Amount
120824	BankFirst	195103		Texas Life Insurance Company	\$446.25
Register	Register Paid Date	Account Code	Deduction	Amount	
121324	12/13/2024	01-00941-000	Amer Fidelity - TX Life	\$352.55	
121324	12/13/2024	06-00941-000	Amer Fidelity - TX Life	\$93.70	
Sub Total				\$446.25	
Voucher Number	Bank Name	Account Number	Check Number	Vendor	Amount
120824 HSA	BankFirst	195103		Tory McCreary - HSA	\$127.87
Register	Register Paid Date	Account Code	Deduction	Amount	
121324	12/13/2024	01-00941-000	HSA Tory McCreary	\$127.87	
Sub Total				\$127.87	
Voucher Number	Bank Name	Account Number	Check Number	Vendor	Amount
120824	BankFirst	195103		Vision Service Plan	\$1,121.21
Register	Register Paid Date	Account Code	Deduction	Amount	
121324	12/13/2024	01-00901-000	Vision 125	\$56.71	
121324	12/13/2024	01-00941-000	Vision 125	\$1,023.68	\$1,080.39
121324	12/13/2024	06-00941-000	Vision 125	\$40.82	
Sub Total				\$1,121.21	
Voucher Number	Bank Name	Account Number	Check Number	Vendor	Amount
120824	BankFirst	195103	54461	Washington National Insurance Co	\$60.90
Register	Register Paid Date	Account Code	Deduction	Amount	
121324	12/13/2024	01-00941-000	WA Natl - Cancer Ins 125	\$60.90	
Sub Total				\$60.90	
Voucher Number	Bank Name	Account Number	Check Number	Vendor	Amount
120824	BankFirst	195103	54462	WCS-General Fund	\$184.53
Register	Register Paid Date	Account Code	Deduction	Amount	
121324	12/13/2024	01-00941-000	Summer Ins 125	\$184.53	
Sub Total				\$184.53	
Grand Total				\$639,185.85	

Connie Wagman
351 14th Road
Emerson, NE 68733

Dec 5, 2024

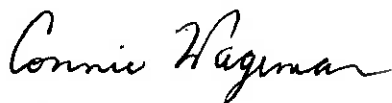
Mr. Farup
Wakefield Community School
802 Highland St.
Wakefield, NE 68784

Please accept this letter as a formal notice of my resignation from my position as Full-time Substitute Teacher with Wakefield Community Schools.

My last working day will be the last day of school in May 2025. It is my intention to complete all school days during this period.

I plan to continue to sub at Wakefield Community Schools in a classified position for the 2025-2026 school year. I look forward to continuing in this position.

Sincerely,

A handwritten signature in cursive script that reads "Connie Wagman".

Connie Wageman

4037: Reduction In Force

The board of education may determine that a reduction in force of certificated staff members is appropriate due to declining enrollment in a grade or grades, changes in financial support, changes in curricular programs, a decline in the taxable value of property located within the school district, increased costs of operating the school district, or another change or changes in circumstances. If the board, in its sole discretion, determines that a reduction of certificated staff is necessary, the superintendent shall notify those employees whose contracts may be reduced. However, the employment of a permanent employee may not be terminated through a reduction in force while a probationary employee is retained to render a service that the permanent employee is qualified to perform by reason of certification and endorsement, or when certification is not applicable, by reason of college credits in the teaching area.

1. **Definition of Reduction in Force.** A reduction in force shall consist of a reduction of one or more positions or a reduction in the percentage of employment of one or more certificated staff members, even if the number or percentage of employment of the certificated staff overall may be increased by other hirings or increases in the percentage of employment of other employees. Reduction in force may result in the termination of employment or an amendment to an employee's contract reducing the extent of the employee's employment.
2. **Restriction of Right to Administrative Position.** Due to the confidential and unique personal working relationship necessary between the administration and the board of education, a certificated employee who is not currently serving in a predominantly administrative capacity shall have no rights under this policy to any administrative position within the school system.
3. **Criteria for Reduction in Force.** The criteria set forth below shall be considered in selecting the personnel to be reduced. The criteria are not listed in any order of priority, and shall be given the weight that the board considers appropriate.
 - a. Programs to be offered;
 - b. Areas of endorsement that are of present or future value to the district. This criterion shall be based upon the endorsement(s) shown on each teacher's Nebraska Teaching Certificate.
 - c. State and federal laws or regulations that may mandate certain employment practices;
 - d. Involvement in the programs and activities sponsored by the school district.
 - e. Special or advanced training consisting of college credit or other training that would be of present or future value to the district.
 - f. The organizational and educational effect caused by multiple part-time certificated employees; and
 - g. Any other reasons that are rationally related to the instruction in or administration of the school district.

4. **Consideration of Uninterrupted Service.** If, after consideration of the criteria listed above, it is the opinion of the superintendent that there is no significant difference between or among certificated employees being considered for reduction, the employee(s) with the longest uninterrupted service to the district shall be retained.
 - a. Uninterrupted length of service is defined as the number of continuous full-time equivalent years of employment in the district as a teacher.
 - b. A full-time equivalent year is defined as employment on a full-time basis for an entire school year.
 - c. Less than full-time employment reduces the teacher's full-time equivalent employment for a school year. For example, a teacher employed on a half-time basis would be credited with half a year full-time equivalent employment.
 - d. A break in service will terminate a teacher's seniority and length of service under this provision. That period of time when a teacher is on a leave of absence shall not constitute a break in service; however, any years of absences or fractions of years of leave of absence will not count as years of employment for the purposes of determining the length of a teacher's uninterrupted service.

5. **Rights of Recall.**
 - a. Any certificated employee whose contract has been terminated shall be considered to have been dismissed with honor and shall, upon request, be provided a letter to that effect.
 - b. Such employee shall have preferred rights to re-employment for a period of 24 months commencing at the end of the contract year, and the employee shall be recalled on the basis of length of service to the district to any position that he or she is qualified to teach by endorsement or college preparation.
 - c. Upon re-employment, a recalled employee shall be placed on the salary schedule and provided fringe benefits based on existing district policies and the current negotiated agreement. Any year or years of absence from employment shall not be considered as a year or years of employment by the district.
 - d. An employee under contract to another education institution may waive recall, but such waiver shall not deprive the employee of his or her right to subsequent recall.

6. **Current Teaching Certificate.**
 - a. Upon initial employment with the district, each certificated employee shall file a copy of his or her teaching certificate, including endorsements with the superintendent of schools.
 - b. The employee shall be responsible for filing any changes in certification or endorsements with the superintendent.

7. **Address Records.**
 - a. A certificated employee whose employment contract has been terminated because of a reduction in force shall, during the period which he or she is eligible for recall, be responsible for reporting any change of address to the superintendent of schools.

- b. If there is a vacancy to which a former employee has a right of recall, the district may communicate an offer of re-employment by telephone, by email, or by United States mail sent to the former employee's last known address. If the school district does not receive written acceptance of the offer within seven days, the former employee shall be deemed to have waived his or her rights to be recalled to the employment position.

Adopted on: 04/12/2010

Revised on:

Reviewed on: 11/13/2023

REDUCTION IN FORCE RESOLUTION

WHEREAS, there have been changes in circumstances in the form of a reduction in state aid, levy concerns, and other changes; and

WHEREAS, the board of education is committed to providing the students and patrons of the Wakefield Community School District with an educational program that is of high quality and efficient; and

WHEREAS, the board of education believes that the school district may provide some education programs on a reduced basis:

NOW, THEREFORE, BE IT RESOLVED that, beginning with the 2025–2026 school year, the programs listed below be reduced by the full-time equivalent (FTE) percentage set out below; that the staff be reduced by the full-time equivalent percent listed below; that the superintendent of schools make necessary assignments and reassignments; and that the superintendent notify the persons affected by the reductions:

<i>Program To Be Reduced</i>	<i>FTE Reduction</i>	
<u>NAME PROGRAM</u>	<u>FTE REDUCTION</u>	<u>TOTAL FTE</u>
Preschool	3.0 FTE to 2.0 FTE	-1.0
Full-Time Substitute	1.0 FTE to 0.0 FTE	-1.0
K-6 Elementary	13 FTE to 12 FTE	-1.0
Technology	1.5 FTE to 1.0 FTE	-0.5
HS English Language Arts	3.0 FTE to 2.0 FTE	-1.0
HS English Second Language	3.0 FTE to 1.0 FTE	-2.0
Administration	4.0 FTE to 3.0 FTE	-1.0
Media	.75 FTE to .25 FTE	-0.5

<i>Program to Be Added</i>	<i>FTE Increase</i>	
<u>NAME PROGRAM</u>	<u>FTE INCREASE</u>	<u>TOTAL FTE</u>
Reading Specialist 7-12	0.0 FTE to 1.0 FTE	+1.0
TOTAL		-7.0

After the above resolution was read, board member _____ moved for its passage. Member _____ seconded the motion. After discussion and on roll call vote, the following board members voted in favor of the motion: _____

_____.

The following board members voted against the motion:

_____.

The following board members did not vote:

_____.

A majority of a quorum of the board having consented to the resolution, the president declared it adopted. Dated this _____, day of _____ 2024.

BY _____
President, Board of Education

ATTEST: _____
Secretary, Board of Education

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



TYLER COVERDALE ^{SD}
SARA HENTO ^{SD, NE}
AMANDA DABNEY ^{NE}
SHARI RUSSELL, Paralegal

M E M O R A N D U M

To: KSB Policy Service Subscribers
FROM: KSB School Law
DATE: December 2, 2024
RE: 2024 Midyear Policy Updates

No one likes midyear policy updates, but thanks to the Unicameral and federal programs monitoring, it's a necessity for 2024. A few laws passed during the last legislative session contained changes with an effective date of January 1, 2025. NDE has been making the rounds on federal purchasing and procurement reviews. We're sending the update now so you can at least discuss it at your December meetings and act in either December or January.

We already discussed most of the updates below during our first policy update webinar and have presented on the changes several times. For that reason, we are not holding an accompanying webinar with this midyear update. However, if you have any questions about either update, please reach out to one of us or send an email to ksb@ksbschoollaw.com.

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

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ATTORNEYS LICENSED IN STATES INDICATED

300 NORTH DAKOTA AVENUE,, SUITE 609
STOIX FALLS, SOUTH DAKOTA 57104

Policy Changes

REVISION OF POLICY 2008: MEETINGS

Beginning January 1, 2025, school districts will have two options to choose from to give notice of their meetings, and it depends on whether you have time to get your notice in the local newspaper. Schools may select one of the following options:

- (1) Publish in a newspaper of general circulation within the school's jurisdiction that is finalized for printing prior to the time and date of the meeting AND (2) post on the newspaper's website, if available, AND (3) post on a statewide website established and maintained as a repository for such notices by a majority of Nebraska newspapers; ***OR***
- (1) Post to the newspaper's website, if available, AND (2) post to a statewide website established and maintained as a repository for such notices by a majority of Nebraska newspapers if no edition of a newspaper of general circulation within the public body's jurisdiction is to be finalized for printing prior to the time and date of the meeting.

After January 1, 2025, in cases where a newspaper refuses, neglects, or is unable to timely publish the notice, the school district may lawfully advertise its meeting by (1) posting the notice on its website, if available, and (2) submitting a post on a statewide website established and maintained as a repository for such notices by a majority of Nebraska newspapers, AND (3) posting the notice in a "conspicuous public place" within its jurisdiction. The school must keep a written record of the posting.

This change is required.

REVISION OF POLICY 3004.1: FISCAL MANAGEMENT FOR PURCHASING AND PROCUREMENT USING FEDERAL FUNDS

In October, NDE released new technical assistance guides regarding federal grant purchasing. Based on a review of those technical assistance guides, we made several minor changes to 3004.1 for clarity.

We also made a few tweaks based on "findings" from audits several schools have been through. While we don't believe all of these things are required by law to be in your policy, we know you also want to pass those audits and

reviews when you get them. As always, if you go through a review by NDE and they note any policy deficiency, please let us know.

These changes are required.

**REVISION OF POLICY 3060: FIREARMS AND WEAPONS -
NON-STUDENTS**

As you know, changes to Nebraska's firearms laws required an update to KSB's policy this past summer. Among the changes was the right of Class I and II school districts (those with a district-wide population of less than 5,000 residents) to allow "authorized security personnel" to carry firearms and ammunition on school grounds, in school vehicles, and at school activities.

Authorized security personnel could be employees, contractors, or other individuals you authorize as a school board. One of the things we have discussed since this spring is the uncertainty around insurance coverage for those schools that plan to implement authorized security personnel programs. As we understand it, ALICAP, EMC, and other school carriers plan to do at least some exclusions for schools that authorize security personnel other than those already authorized to carry in the law (like law enforcement officers). Before implementing an authorized security personnel program, we strongly recommend that you consult with your insurance provider to fully understand coverage you may and may not have this year and in future coverage years.

The law also required NDE and the State Patrol to create a sample policy for those schools that do plan to have an authorized security personnel program. Many of the changes we have included in the updated policy 3060 are concepts from that sample policy. You are not required to adopt the NDE/State Patrol model, but it is helpful in a legal sense to follow the lead of the agencies on items like training, background checks, and other safety protocols. You can access the draft model policy [here](#).

Many administrators and board members have asked us our opinion on this option for their schools. We worry about whether you have insurance coverage; we worry about semi-trained employees or contractors (compared to law enforcement officers) put in this position; and we worry about the safety of your students, staff, and patrons. We also hear from many of you that even if you call law enforcement, they are 30+ minutes away much of

the time. In summary, we're not in support of or opposed to the concept, but our advice is that you should thoroughly think through the legal and practical implications of a program like this. We are happy to be part of this conversation with you and your school boards as well.

This change is OPTIONAL for Class I and II school districts, only.

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 of us with questions about the updates or other policies. Our group e-mail address is ksb@ksbschoollaw.com.

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.

Publication Procedure if the Newspaper Will Be Finalized for Printing Prior to the Time and Date of the Meeting. Notice of regular and special meetings shall be (1) published in a newspaper of general circulation within the district that is finalized for printing prior to the time and date of the meeting, (2) posting on the newspaper's website, if available, and (3) posting on a statewide website established and maintained as a repository for such notices by a majority of Nebraska newspapers.

Publication Procedure if the Newspaper Will Not Be Finalized for Printing Prior to the Time and Date of the Meeting. Notice of regular and special meetings shall be (1) posting on the newspaper's website, if available, and (2) posting on a statewide website established and maintained as a repository for such notices by a majority of Nebraska newspapers if no edition of a newspaper of general circulation within the school district's jurisdiction is to be finalized for printing prior to the time and date of the meeting.

Newspapers of general circulation in the district include the . 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.

In case of refusal, neglect, or inability of the newspaper to timely publish the notice, the school district will (1) post the notice on its website, if available, (2) submit a post on a statewide website established and maintained as a repository for such notices by a majority of Nebraska newspapers, and (3) post the notice in a conspicuous public place in the school district's jurisdiction. The school district will keep a written record of the posting.

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: _____

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 an individual procurement transaction for 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 (Simplified Acquisition Procedures)

Simplified acquisitions are purchases that, in the aggregate amount, are more than \$10,000 and less than \$250,000 annually. For simplified acquisitions, 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. If sealed bids are not accepted for a purchase of over \$250,000, the district will retain an explanation for that decision.

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 procurement transaction can only be fulfilled by a single source;
 - 2) The public exigency or emergency for the requirement will not permit a delay resulting from providing public notice of a competitive solicitation;
 - 3) The federal awarding agency or pass-through entity expressly authorizes written approval of 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;
 - 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 to procure A/E professional services. The method may not be used to purchase other services provided by 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, public policy compliance, proper classification of employees (see the Fair Labor Standards Act, 29 U.S.C. 201, chapter 8), record of past performance, and financial and technical resources when conducting a procurement transaction.

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

An employee, officer, agent, and board member 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, board members, 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 that equals or exceeds the lesser of the capitalization level established by the District for financial statement purposes, or \$10,000.
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 \$10,000, regardless of the length of its useful life. 2 C.F.R. §200.94.

3. Computing Devices means machines that 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. The District will notify the Federal agency or pass-through entity of any loss, damage, or theft of equipment that will have an impact on the program.

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 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 fair market value of \$10,000 or less, it may be retained, sold, or otherwise disposed of with no further obligation to the federal awarding agency or pass-through entity. The Superintendent or his/her designee will utilize sales procedures which ensure the highest possible return on the disposal of the equipment.

I. Equipment Retention

When included in the terms and conditions of the Federal award, the Federal agency may permit the recipient to retain equipment, or authorize a pass-through entity to permit the recipient to retain equipment, with no further obligation to the Federal Government unless prohibited by Federal statute or regulation.

J. Equipment and Capital Expenditures

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

K. Depreciation

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

L. Reporting and Recording Federal Property Interest

The district will comply with federal interest reporting and submit annual reports, if required, regarding a real property interest due to a renovation, major remodeling, construction, or real property project funded by federal grant funds.

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. The District takes reasonable cybersecurity and other measures to safeguard information including protected personally identifiable information.

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, veteran-owned businesses, and labor surplus area firms are used when possible consistent with state law.

Buy American. The District participates in the National School Lunch Program and School Breakfast Program and is required to use the nonprofit food service funds, to the maximum extent practicable, to buy domestic commodities or products for Program meals. A “domestic commodity or product” is defined as one that is either produced in the U.S. or is processed in the U.S. substantially using agricultural commodities that are produced in the U.S. as provided in 7 CFR 210.21(d). The District may deviate from this general requirement only if:

- The product is not produced or manufactured in the U.S. in sufficient and reasonably available quantities of a satisfactory quality; or
- Competitive bids reveal the costs of a U.S. product are significantly higher than the non-domestic product.

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: _____

Wakefield Community School Activity Center Use Agreement

Name: _____

Email: _____

Cell Number: _____

Address: _____

Emergency Contact: _____

Emergency Contact Cell: _____

Please check each box signifying your agreement to abide by the terms, rules, and conditions required by Wakefield Community Schools.

I agree to follow any Activity Center/School rules posted at the Activity Center or communicated by the Activity Center Administrator. The Activity Center Administrator may, in their sole discretion, modify the rules or policies without notice at any time.

I understand that only authorized members or guests may access the Activity Center, and I am not permitted to share my access card with anyone else. The access card has been issued to enable me to securely access the Activity Center in accordance with the terms of my membership. I will not enter into any other area of the school besides the Activity Center.

If I lose or misplace the card, I need to contact the Activity Center Administrator to deactivate the card immediately. If I require a replacement card, I understand I will be charged at the then-current rate for the replacement card fee. Current rate is \$10.

I understand that sharing my access card with anyone will suspend my privileges of using the Activity Center for a period of time designated by the Activity Center Administrator. I understand that I may lose privileges of the Activity Center permanently if deemed appropriate by the Activity Center Administrator.

I understand and agree that I am liable for all damage I cause to the equipment or physical infrastructure of the Activity Center and will reimburse the school for any damage I cause. I understand that the school is not responsible for any of my personal property that is damaged, lost, or stolen while in or around the school location.

I understand that the School uses unmonitored video surveillance, and access card usage is logged, which the school may retain for future use.

I confirm that I am in good physical condition and have no medical reason or impairment that would prevent me from my intended use of the Activity Center facilities. I understand and acknowledge that the school and insurance company will not and cannot provide me with any medical liability in the case of an injury. If I have any health or medical concerns now or after joining, I will discuss them with my doctor before using the facilities.

I agree that, except for any legal responsibility that the school cannot exclude by law, the school is not legally responsible for any losses that were not foreseeable to me when the agreement was signed or were not caused by any breach on the part the school.

No guests under the age of 12 may use the Activity Center weightroom or fitness room equipment. Guests under 12 may only use the gym area. Access card holder is responsible for supervising all guests and is responsible for any damage a guest may cause.

Signature: _____

Date: _____

3014: Use of School Property

1. Use of Specific Facilities by Application and Agreement

- a. The district permits non-commercial use of the following facilities by individual patrons for their personal health and wellness: ~~weight room, track, and Activity Center.~~ **The Main Gym, classrooms, cafeteria, kitchen, concession stand, and Activity Center, which includes the gym and weight room, Track, Stadium Field, Stadium press box, Stadium concession stand, Stadium Restrooms, and grass fields.** The district understands that it would not be feasible to require a patron to apply to use facilities like the weight room on every occurrence. The facilities defined in this paragraph are an exception to the general facility use requirements contained in this policy for ease of administration and efficiency. All other facility uses must comply with the other provisions of this policy.
- b. **The Activity Center use requires a one-time application of the Activity Center Use Agreement.**
- c. These particular facilities may be used upon only one application and upon signing the district's written waiver and agreement.
- d. Use of these facilities is governed by this and other district policy and the agreement signed by the user. A copy of each agreement will be maintained in the district's central office.

2. General Facilities Use Guidelines

- a. School facilities may be used by various education and community organizations and individuals when it is in the interest of the general public.
- b. School facilities **generally** may not be used for personal profit and other commercial purposes. The district opens its facilities to district patrons for the benefit of the public, **generally** not for commercial uses. Due to the complications created by groups or individuals using district facilities for commercial purposes, these uses ~~are prohibited~~ **must be approved by the superintendent.** Booster clubs and other organizations raising money purely for the support of student groups, as defined below, and not for personal profit are not considered commercial uses but must comply with the district's policies which apply to these groups
- c. Any person or group using school facilities must assure that it will be responsible for maintaining order, protecting property, and providing security and safety.
- d. Only those organizations and persons who are known to school officials, who have financial resources and **the required level of insurance** sufficient to cover all rentals and possible damages, and who are willing to discharge such obligations shall be permitted to use the school facilities and equipment.
- e. The rental fees for major school facilities shall be set by the board.
- f. Non-curricular student groups or non-student groups (as those terms are defined below) that wish to use the facility must submit a facility use application which may be obtained from the district's central office. The application must be received by the superintendent prior to the approval of any facility use.

- g. The shop and weight room and Activities Center may not be used by students when school is not in session, unless supervised by a district staff member or a responsible adult upon approval of the superintendent. Use of the shop and weight room and Activities Center in violation of this provision may lead to the students being denied access to these facilities or other consequences permitted by board policy and Nebraska law.
- h. Any person or school group using the school facilities, for any purpose, must comply with all of the district's policies, rules and regulations.

3. Definitions

- a. "Curriculum-related student groups" shall mean students participating in school-sponsored activities, supervised by district staff, related to the curriculum, and recognized by the board.
- b. "Extracurricular student groups" shall mean students participating in an extracurricular activity, sponsored by the district, supervised by district staff, and recognized by the board, such as athletic teams and academic teams which are not otherwise categorized as "curriculum-related student groups."
- c. "Non-curriculum related student groups" shall mean all other groups comprised primarily of students who attend the district participating in activities such as Boy Scouts, Girl Scouts, 4-H, political groups, religious groups, and other similar youth groups.
- d. "Non-student group" shall mean all other groups or individuals who apply to use district facilities.
- e. "Superintendent" shall mean the superintendent of schools or his/her designee.

4. Use of School Property by Student Groups

- a. Curriculum-related and Extracurricular student groups
 - i. Curriculum-related and Extracurricular student groups may use school facilities at no cost to the group, if they restore the facilities to their prior state after using them.
 - ii. The district shall bear any costs associated with use by these groups (e.g., the fee paid to a cook or a custodian required to be in attendance).
 - iii. Curriculum-related and Extracurricular student groups have priority over non-curriculum related student groups and non-student groups.
- b. Non-curriculum related student groups
 - i. Non-curriculum related student groups may use the school building during non-instructional time.
 - 1. Such use shall be without charge. Such uses shall occur while the building is normally open and there is a minimum of interference with custodians or other student and staff facility use.
 - 2. These groups may use the school buildings in the evening for meetings if the group is sponsored by an adult and the adult (1) files the application to use the facilities on behalf of the group and (2) assumes responsibility for cleanup and placing the area back in the condition it was in prior to use.

- ii. Non-curriculum related student groups must apply for use of the facilities and secure the superintendent's permission before using school facilities.
- iii. Non-curriculum related student groups may meet only on school premises at times and places determined by the superintendent or designee.
- iv. Non-curriculum related student groups must meet each of the following conditions to secure the superintendent's permission to use school facilities:
 - 1. The facility use will occur during non-instructional time.
 - 2. The district has facilities available to accommodate the group.
 - 3. The use is voluntary and for the general benefit of the student participants.
 - 4. The use will not substantially interfere with the orderly conduct of educational activities and other programs within the school.

5. Use of facilities by non-student groups

- a. The superintendent may authorize the use of any school facilities for non-school activities by non-student groups.
- b. In addition to the guidelines listed elsewhere in this policy and other board policies or administrative protocols, the superintendent will consider the following when making determinations regarding use of district facilities by non-student groups:
 - i. The local education association may hold meetings when classes are not in session and staff members are not on duty.
 - ii. Non-student groups which provide education-related programming and services for students and staff may be given priority of use over other outside groups. The superintendent has sole discretion in determining whether proposed uses relate sufficiently to the district's educational standards and programs.
 - iii. Non-student groups which provide programming and services for community members and others living within the district may be given priority of use over other outside groups
- c. Denial of access
 - i. The superintendent may limit or deny access to school buildings, grounds, and activities to any person whom the superintendent deems to be using the facilities inappropriately and contrary to the district's mission.
 - ii. Upon determining that a person or group has engaged in, or is engaging in conduct that constitutes grounds for exclusion under this policy, the superintendent shall take such action as he or she determines appropriate, including directing the person to cease engaging in the conduct or to leave the school premises or activity immediately. The superintendent may request assistance from law enforcement authorities to remove an offending person from the school grounds. A person who enters school premises in violation of these conditions shall be deemed to be trespassing.

- iii. The superintendent shall have the authority to fix the time when, and the conditions under which, the offending person may return to school premises.
- 6. Students, staff, and community members may use or lease school equipment for non-school use only if they have received the prior permission of the superintendent.**
- 7. Proof of Insurance**
- a. When any non-curriculum related or non-student group utilizes school district facilities, the group submitting the facility use application may be asked to provide proof of insurance up to the current tort claims limits applicable to political subdivision in the State of Nebraska. Currently, those limits are \$1,000,000 per person for any number of claims arising out of a single occurrence and \$5,000,000 for all claims arising out of a single occurrence.
 - b. The district may require the non-curriculum related or non-student group to include the district as an additional insured on any such policies and may refuse access to its facilities until proof of satisfaction of this requirement is submitted to the superintendent.
- 8. No Fees for Admission**
- a. Non-curriculum related and non-student groups may not charge a fee to participate in or be a spectator at any recreational activity, event, or other such gathering occurring on district grounds unless approved in advance by the superintendent.
 - b. If the district retains control over the area of the premises in which the non-curricular and non-student group desires to use, meaning the district provides supervision, staffing, custodial services, or otherwise maintains its control during the group's use of the facilities, the group may not charge a fee for admission under any circumstances.
 - c. Non-curricular and non-student groups may charge for parking or vehicle entry onto the premises unless otherwise prohibited by the superintendent.

Adopted on: 02/08/2010

Revised on: 07/11/2016

Reviewed on: 04/10/2023

Wakefield Community Schools Facility Use Application

Applicant Name ("Applicant"): _____
Organization Name ("Organization"), if applicable: _____
Applicant's Position within Organization: _____
Address: _____
Phone Number: _____ Email: _____
Description of Requested Use: _____

Is your organization a registered 501(c)(3) or other nonprofit? Yes No
Date(s) of Requested Use: _____
Time(s) of Requested Use: _____ to _____
Facility/Room Request: _____
Expected Number of Attendees: _____

Check any of the following needs that apply to your request. Note that the district may deem additional services necessary and may require the Applicant/Organization to pay for such services as a condition of use:

- Custodial (set up, tear down, sanitation)
- Kitchen/Kitchen Staff (cooking, food service, clean up)
- Technology Assistance (sound, lighting, presentation)

Liability Insurance, check applicable:

- I/we have coverage of \$1 million per person for any number of claims arising out of a single occurrence and \$5 million for all claims arising out of a single occurrence.
- I/we have other coverage: _____
- I/we have no insurance coverage

Terms and Conditions of Use:

1. All users must comply with the school board's facility use and other policies, rules, and regulations. A copy of the board's facility use policy is available upon request.
2. The user(s) named above and the individual(s) signing on behalf of the User agree to defend, indemnify, and hold harmless the school district, its employees and agents for any expense, cost, loss, damage, claim, judgment or claims bill incurred or rendered against same, including attorneys' fees and investigation expenses (pre-suit, suit, trial, appeal, and post appeal proceedings) on account of any intentional or negligent acts or omissions of the user or its employees, agents or servants, or any intentional or negligent acts or omissions of the district or its employees, agents or servants arising out of the use of any facility under this agreement.
3. All non-governmental users may be required to provide a certificate of insurance and name the district as an additional insured, on a primary and non-contributory basis, and provide documentation evidencing general liability coverage under an occurrence basis policy, with minimum limits of \$5,000,000.00 per occurrence, combined single limit covering bodily injury, property damage, personal injury, premises, operations, products, completed operations, independent contractors, and contractual liability. These coverage limits may be achieved through a combination of underlying policies and umbrella/excess policies if preferred. There shall be no exclusions for contracted liability. All governmental users shall

provide evidence of insurance or self-insurance to the limits outlined in NEB. REV. STAT. § 13-926.

4. All users are subject to the fee schedule established by the school board, and all Applicants, by signing below, verify that they have the authority to sign this application on behalf of the listed Organization, and all individuals and agents of organizations certify that they have financial means and authorization to pay for the required fees and deposits, if any.
5. ORGANIZATIONS MUST CLEAN UP AFTERWARDS AND TAKE TRASH TO DUMPSTERS, OR THE ORGANIZATION WILL BE CHARGED AN HOURLY CUSTODIAL RATE OF \$25.00, AND A USER FEE WILL BE ASSESSED.

Applicant's Signature: _____

Date: _____

Main Gym	\$60.00
Activity Center Gym	\$60.00
Both Gyms	\$90.00
Multipurpose Room	\$20.00
Kitchen*	\$25.00

Staff must be present/fee charged \$25 per hour per person

For District Use Only

Application

- Denied
- Approved, subject to the following

Insurance

- User has provided sufficient proof of insurance.
- User must obtain proof of insurance and list district as additional insured.
- Insurance requirements are waived.

Additional Services Requested/Required

- Custodial: \$ _____
- Kitchen: \$ _____
- Technology: \$ _____
- None

Total Fee Required to Grant Use: \$ _____

FACILITY/EQUIPMENT RENTAL AGREEMENT

GROUP _____

CONTACT PERSON _____

DATES _____

TIME _____

FACILITIES NEEDED

Main Gym	\$60.00
Activity Center Gym	\$60.00
Both Gyms	\$90.00
Multipurpose Room	\$20.00
Kitchen* (1 of our staff must be present/fee charged)	\$25.00

FEES _____

SEE GENERAL GUIDELINES FOR USE OF FACILITIES ON REVERSE SIDE.

ALL NON-PROFIT ORGANIZATIONS MUST CLEAN-UP AFTERWARDS AND TAKE TRASH TO DUMPSTERS OR THE ORGANIZATION WILL BE CHARGED AN HOURLY CUSTODIAL RATE OF \$15.00 AND USER FEE WILL BE ASSESSED.

WAKEFIELD COMMUNITY SCHOOL WILL NOT BE LIABLE, IN ANY MANNER, DURING ABOVE-MENTIONED ACTIVITIES.

AGREEMENT APPROVAL

_____ **RESPONSIBLE PARTY**

_____ **ADMINISTRATOR**

Adopting a four-day school week requires careful consideration of several factors to ensure it benefits students, staff, and the community. Key aspects to evaluate include:

1. Educational Impact:

- **Academic Performance:** Research indicates mixed outcomes regarding the effect of a four-day week on student achievement. Some studies suggest potential declines in areas like math proficiency, while others show minimal impact. It's crucial to assess how reduced instructional days might affect learning outcomes.

[Nebraska Public Media](#)

- **Instructional Time:** Nebraska mandates a minimum of 1,032 instructional hours for elementary students and 1,080 hours for high school students. Transitioning to a four-day week often involves extending daily hours to meet these requirements.

[3 News Now](#)

2. Teacher Recruitment and Retention:

- **Attracting Educators:** Districts like Weeping Water have adopted a four-day week to address teacher shortages, finding it beneficial for recruitment and retention. The additional day off can serve as an incentive for educators seeking better work-life balance.

[Nebraska Public Media](#)

3. Financial Considerations:

- **Cost Savings:** Some districts have reported savings in transportation, utilities, and operational costs by reducing the school week. However, these savings can vary and may not be substantial enough to justify the change solely on financial grounds.

[Nebraska Advantage](#)

4. Community and Parental Impact:

- **Childcare Needs:** A shorter school week may pose challenges for working parents needing childcare on the fifth day. Engaging with the community to address these concerns is essential.

[KLKN-TV](#)

- **Student Activities:** The additional day off can provide opportunities for students to engage in extracurricular activities, part-time employment, or family time, which may be viewed positively by the community.

5. Implementation Logistics:

- **Scheduling Adjustments:** Extending the length of the remaining school days is typically necessary to meet state instructional hour requirements. This change can affect transportation schedules, meal services, and after-school programs. The Student day would have to be 8 hours and 15 minutes.
- **Professional Development:** The additional day can be designated for teacher planning and professional development, offering opportunities to enhance instructional quality. The Teacher PD Day would consist of 8 hours. However, it's likely there will be a shortfall in meeting the 1,480 contracted hours (185 days x 8 hours) under a 185-day contract. What policy should be implemented to address this discrepancy in hours?

[Alliance Times](#)

6. Stakeholder Engagement:

- **Community Input:** Conduct surveys and hold forums to gather feedback from parents, students, staff, and community members to ensure that the decision reflects the community's needs and concerns.

Other article:

<https://search.app/xaAo4iG8NEDUKgr57>

Comments and Notes:

No 2:00 dismissal days. 1:00 dismissal on the first day of school, the day before Christmas break, and the last day of school.

Can field trips and student organization trips be on the "day off" day?

Would staff understand or agree to a reduced number of personal days? The draft calendar would have 12 non-contract days, not including regular holidays and breaks.

The draft calendar has 40 teacher contract hours that staff would be responsible for logging. The time attending IEPs, MDTs, other meetings would count toward the 40 hours.