

Board of Education Regular Meeting  
Monday, May 10, 2021 7:30 PM  
Saline County School District 76-0068  
501 Main Street  
Friend, NE 68359-0067

### **Board of Education Goals**

- **Allocate resources to effectively and efficiently meet the educational needs of the district.**
- **Ensure vertically and horizontally aligned curriculum.**
- **Implement a district instructional program based on current research and best practice.**
- **Provide facilities that maximize student learning opportunities.**

1. Call to Order and Roll Call
2. Notice of Open Meeting Act - Posted
3. Motion to excuse absent board members
4. Pledge of Allegiance
5. Approval of the agenda
6. Consent Agenda
  - 6.1. Hold for discussion and for possible action approval of the following items:
    - 6.1.1. Minutes of prior meeting(s)
    - 6.1.2. Treasurer's report
    - 6.1.3. Receipts
    - 6.1.4. Expenditures
    - 6.1.5. Claims for payment
7. Public Forum: Recognition of visitors, delegations, and reading of communications.
  - 7.1. Blue Bird bus presentation

- 7.2. IC Solutions Lighting- presentation
- 8. Reports
  - 8.1. Committee:
    - 8.1.1. Building, Facility and Transportation
  - 8.2. Administration
    - 8.2.1. Principal's Report
    - 8.2.2. Superintendent
- 9. Action Items
  - 9.1. Consideration and possible action to Review and Update policies: 6405, 6410, 6500, 6600, 6700, 6800, 6900, 6910, 6920 (a)(b).
- 10. Discussion Items
  - 10.1. K-12 Science Curriculum
- 11. Facility Tour
- 12. Adjournment- Adjournment- The next regularly scheduled Board Meeting is June 14th, 2021 at 7:30 P.M.

INSTRUCTIONS FOR THOSE WHO WISH TO SPEAK DURING PUBLIC FORUM

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**(Agenda items only)** Public comment time is the time to request to speak to items listed on this agenda. The public forum is available for interested parties that are not part of any formal presentation regarding a specific agenda item. Patrons wishing to address the board need to request to be recognized by the Board President or Chair of the meeting prior to the beginning of the meeting.

**(Non agenda item)** this is the time to request to speak to any nonagenda topic concerning the school district. Since it is not an agenda item, the board cannot discuss or take action at this time. The BOE may choose to place the item on a future agenda for consideration &/or action.

**Time Limit:** The Board President of chair for the meeting shall have the authority to establish reasonable time limits for individual speakers (generally five minutes) and for the duration of public forum sessions.

Personnel or Student Topic: Patrons wishing to address the board regarding a personnel or student issue need to understand that Board policies require that such concerns initially be directed to the administration for consideration. Board members will generally not respond to any questions or comments directed toward or about individual staff members and/or students. Patrons are cautioned that slanderous comments are not protected just because they are made at Board meeting.

General Rules: Please remember that this is a public meeting for the conduct of the business of the Board of Education. Offensive language, personal attacks and hostile conduct will not be tolerated.

This agenda contains a list of subjects known at the time of its distribution. A copy of the agenda reflecting any changes will be available for public inspection during normal business hours in the office of the Superintendent. Except for the items of an emergency nature, the agenda will not be enlarged later than 24 hours before the scheduled start of the meeting.

**Board of Education Regular Meeting**

Saline County School District 76-0068

501 Main Street

Friend, NE 68359-0067

Monday, April 12, 2021 7:30 PM

Tyler Bartels: Present  
Tiffany Shonerd: Present  
Scott Spohn: Present  
Jamie Tuttle: Present  
Nancy Vossler: Present  
Megan Weber: Present

1. Call to Order and Roll Call
2. Notice of Open Meeting Act - Posted
3. Motion to excuse absent board members
4. Pledge of Allegiance
5. Approval of the agenda

Motion to approve agenda as presented, Passed with a motion by Nancy Vossler and a second by Tyler Bartels.

Tyler Bartels: Yea, Tiffany Shonerd: Yea, Scott Spohn: Yea, Jamie Tuttle: Yea, Nancy Vossler: Yea, Megan Weber: Yea  
Yea: 6, Nay: 0

6. Consent Agenda

Approve Consent Agenda, as presented, Passed with a motion by Scott Spohn and a second by Megan Weber.

Tyler Bartels: Yea, Tiffany Shonerd: Yea, Scott Spohn: Yea, Jamie Tuttle: Yea, Nancy Vossler: Yea, Megan Weber: Yea  
Yea: 6, Nay: 0

6.1. Hold for discussion and for possible action approval of the following items:

6.1.1. Minutes of prior meeting(s)

6.1.2. Treasurer's report

6.1.3. Receipts

6.1.4. Expenditures

#### 6.1.5. Claims for payment

7. Public Forum: Recognition of visitors, delegations, and reading of communications.

#### 7.1. Todd Becker Foundation presentation

Eric and Cindy Black and Paul Segner were present to discuss the Todd Becker Foundation. They would like to use the west gym on April 20, 2022, for a ministry production.

### 8. Reports

#### 8.1. Committee:

Buildings and Grounds Committee met this afternoon with Jeff Hill, maintenance director. They toured the grounds and discussed bus repairs. Looked at bell tower leaks, and condition of elementary bathrooms. They also discussed drainage issues on the playground and in the courtyard. Committee will meet Friday afternoon to further discuss bell tower options.

#### 8.2. Administration

##### 8.2.1. Principal's Report

Mrs. Stutzman reported on all the activities in the school this spring.

##### 8.2.2. Superintendent

Mr. Kraus updated the board on the greenhouse construction. We received 50 Chromebooks last month thru the GEERs grant. ESSERs grant money will be available soon. NRCSA conference was interesting this year. Mr. Kraus attended DA Summit in Colorado Springs this past weekend.

### 9. Action Items

#### 9.1. Approve ERATE proposal from SHI

Approve Quote 20140515 from SHI to procure wireless access points using partial e-rate funding. Total of project: \$23,498.53 Passed with a motion by Jamie Tuttle and a second by Tiffany Shonerd.

Tyler Bartels: Yea, Tiffany Shonerd: Yea, Scott Spohn: Yea, Jamie Tuttle: Yea, Nancy Vossler: Yea, Megan Weber: Yea

Yea: 6, Nay: 0

#### 9.2. Consideration and possible action to Review and Update policies: 6284, 6285, 6286, 6290, 6300, 6310, 6320, 6360, 6361, 6362, 6363, 6370, 6380, 6390, 6391

Review and update BOE policies 6284, 6285, 6286, 6290, 6300, 6310, 6320, 6360, 6361, 6362, 6363, 6370, 6380, 6390, 6391 as presented. Passed with a motion by Scott Spohn and a second by Nancy Vossler.

Tyler Bartels: Yea, Tiffany Shonerd: Yea, Scott Spohn: Yea, Jamie Tuttle: Yea, Nancy Vossler:  
Yea, Megan Weber: Yea  
Yea: 6, Nay: 0

## 10. Adjournment

Motion to adjourn at 8:22 pm. Next meeting is Monday, May 10, 2021, at 7:30pm Passed with a motion by Scott Spohn and a second by Tyler Bartels.

Tyler Bartels: Yea, Tiffany Shonerd: Yea, Scott Spohn: Yea, Jamie Tuttle: Yea, Nancy Vossler:  
Yea, Megan Weber: Yea  
Yea: 6, Nay: 0

## Posted Locations:

- Friend Sentinel
- Post Office - Friend
- Citizens State Bank - Friend
- First Bank Utica - Friend
- Qwik6 Convenience Store

Posted Date: 04/01/2021

Nancy J Vossler  
Friend, Nebraska

Receipts from [		Apr-21 Account #1925	
Date	From	Type	
<b>General Fund Checking</b>			
4/6/2021	Deposit	Activity Fund-Reimburse VISA	\$2,441.22
4/6/2021	Seward County	tax receipts	\$43,628.09
4/13/2021	Tranf Savings to Checking		\$59,000.00
4/15/2021	REAP Grant	REAP Grant	\$1,060.00
4/23/2021	State of Nebraska	SPED - School Age Reimbursement	\$23,666.00
4/29/2021	State of Nebraska	State Aid	\$3,901.00
Total			<u><u>\$133,696.31</u></u>

Special Building Fund Checking		Account #2065	
4/13/2021	Trsf Savings to Checking		\$21,475.00
Total			<u><u>\$21,475.00</u></u>

General Fund Savings		Account #9889 CSB	
4/9/2021	Saline County	tax receipts	\$109,327.74
4/14/2021	Fillmore County	tax receipts	\$1,016.26
4/23/2021	Trsf Checking to Savings		\$25,000.00
4/30/32021	Interest Paid		\$396.72
Total			<u><u>\$135,740.72</u></u>

Depreciation Fund Savings		Account #9915	
4/30/2021		Interest Paid	66.88
Total			<u><u>\$66.88</u></u>

Special Building Fund Savings		Account #9902 CSB	
4/6/2021	Seward County	tax receipts	\$596.76
4/9/2021	Saline County	tax receipts	\$1,378.47
4/14/2021	Fillmore County	tax receipts	\$13.44
4/30/2021	Interest Paid		\$324.32
Total			<u><u>\$ 2,312.99</u></u>





<b>DEPRECIATION FUND</b>					
02-1-01510-000-000	DEPR - INVESTMENT INCOME - Interest on Investments	(\$66.88)	(\$900.00)	(\$725.01)	80.55
02-1-05200-000-000	DEPR - OTHER FINANCING SOURCES - Trsf from General Fund	\$0.00	(\$200,000.00)	\$0.00	0.00
<b>Subtotal of Element: [Fund] 02 - Depreciation Fund</b>		<b>(\$66.88)</b>	<b>(\$200,900.00)</b>	<b>(\$725.01)</b>	<b>0%</b>
<b>SCHOOL NUTRITION FUND</b>					
06-1-01611-000-000	SN - DAILY SALES - SCHOOL LUNCH PROGRAM	(\$339.05)	(\$63,300.00)	(\$7,080.00)	11.18
06-1-01612-000-000	SN - DAILY SALES - SCHOOL BREAKFAST PROGRAM	\$0.00	(\$3,900.00)	\$0.00	0.00
06-1-01620-000-000	SN - DAILY SALES - STAFF	(\$365.15)	(\$2,800.00)	(\$2,732.85)	97.60
06-1-01650-000-000	SN - DAILY SALES - SUMMER FOOD PGM	(\$18,352.51)	\$0.00	(\$95,189.17)	0.00
06-1-01990-000-000	SN - VENDING SALES	\$0.00	\$0.00	(\$176.67)	0.00
06-1-03150-000-000	SN - REVENUE FROM STATE REIMBURSEMENT	\$0.00	(\$550.00)	(\$23,790.34)	4,325.51
06-1-04210-000-000	SN - Federal Reimbursement	\$0.00	(\$57,527.00)	\$0.00	0.00
06-1-05200-000-000	SN - OTHER FINANCING SOURCES - Support from Gen Fund	\$0.00	(\$26,000.00)	(\$5,000.00)	19.23
<b>Subtotal of Element: [Fund] 06 - Lunch Fund</b>		<b>(\$19,056.71)</b>	<b>(\$154,077.00)</b>	<b>(\$133,969.03)</b>	<b>87%</b>
<b>BOND FUND</b>					
07-1-01100-000-000	BF - LOCAL - RE & PP TAXES LEVIED	(\$15,347.53)	(\$459,000.00)	(\$270,250.01)	58.87
07-1-01115-000-000	BF - LOCAL - CARLINE TAXES	\$0.00	\$0.00	(\$77.14)	0.00
07-1-01140-000-000	BF - LOCAL - Penalties & Interest on Taxes	(\$194.43)	\$0.00	(\$1,044.57)	0.00
07-1-01510-000-000	BF - LOCAL - INTEREST ON INVESTMENTS	(\$15.99)	(\$8,500.00)	(\$490.16)	5.76
07-1-03130-000-000	BF - STATE - HOMESTEAD EXEMPTION	(\$825.04)	(\$4,000.00)	(\$1,657.31)	41.43
07-1-03131-000-000	BF - STATE - PROPERTY TAX CREDIT	(\$2,978.57)	(\$34,000.00)	(\$22,309.00)	65.61
07-1-03132-000-000	BF - STATE - Personal Property Tax Credit	\$0.00	(\$2,000.00)	\$0.00	0.00
07-1-03180-000-000	BF - STATE - PRO-RATE MOTOR VEHICLE	(\$541.69)	(\$1,000.00)	(\$976.61)	97.66
<b>Subtotal of Element: [Fund] 07 - Bond Fund</b>		<b>(\$19,903.25)</b>	<b>(\$508,500.00)</b>	<b>(\$296,804.80)</b>	<b>58%</b>
<b>SPECIAL BUILDING FUND</b>					
08-1-01100-000-000	SB - LOCAL - RE & PP TAXES LEVIED	(\$1,534.71)	(\$50,000.00)	(\$26,990.86)	53.98
08-1-01115-000-000	SB - LOCAL - CARLINE TAXES	\$0.00	\$0.00	(\$7.71)	0.00
08-1-01140-000-000	SB - LOCAL - Penalties & Interest on Taxes	(\$19.44)	\$0.00	(\$89.60)	0.00
08-1-01510-000-000	SB - LOCAL - Interest Income	(\$324.32)	(\$7,000.00)	(\$3,136.17)	44.80
08-1-03130-000-000	SB - STATE - HOMESTEAD EXEMPTION	(\$82.49)	\$0.00	(\$165.61)	0.00
08-1-03131-000-000	SB - STATE - PROPERTY TAX CREDIT	(\$297.85)	\$0.00	(\$2,230.80)	0.00
08-1-03180-000-000	SB - STATE - PRO-RATE MOTOR VEHICLE	(\$54.18)	(\$250.00)	(\$99.91)	39.96
<b>Subtotal of Element: [Fund] 08 - Special Building Fund</b>		<b>(\$2,312.99)</b>	<b>(\$57,250.00)</b>	<b>(\$32,720.66)</b>	<b>57%</b>

# Friend Public School

## Account Summary Report

## EXPENDITURES

Cycle: FY20-21; Begin Date: 09/01/2020; End Date: 08/31/2021; Account Type: Expenditure; Created On: 5/3/2021 1:38:28 PM

Account Code	Description	Actual - APR	Budget (YTD)	Actual (YTD)	% of Budget
<b>General Fund</b>					
01-2-01100-111-001-00	REG INST - Salaries - Teachers - Sec	\$45,922.06	\$578,750.00	\$380,638.90	65.76
01-2-01100-111-002-00	REG INST - Salaries - Teachers - Elem	\$35,043.47	\$420,500.00	\$280,512.96	66.70
01-2-01100-112-001-00	REG INST - Salaries - Paras and Assistants - Sec	\$740.71	\$10,250.00	\$6,156.90	60.06
01-2-01100-112-002-00	REG INST - Salaries - Paras and Assistants - Elem	\$5,703.94	\$60,000.00	\$38,616.37	64.36
01-2-01100-122-002-00	REG INST - Salaries - Substitute Paras - Elem	\$376.74	\$3,000.00	\$1,830.19	61.00
01-2-01100-123-001-00	REG INST - Salaries - Substitute Teachers - Sec	\$2,016.00	\$25,000.00	\$13,823.69	55.29
01-2-01100-123-002-00	REG INST - Salaries - Substitute Teachers - Elem	\$1,460.96	\$35,000.00	\$12,891.30	36.83
01-2-01100-151-001-00	REG INST - Addl Comp - Teachers - Extra Duty, Class Coverage -	\$8,836.59	\$103,750.00	\$69,175.48	66.67
01-2-01100-151-002-00	REG INST - Addl Comp - Teachers - Extra Duty, Class Coverage -	\$130.08	\$600.00	\$640.64	106.77
01-2-01100-152-001-00	REG INST - Addl Comp - NonCert Coaches - Extra Duty Pay - Sec	\$1,083.00	\$20,000.00	\$15,523.00	77.61
01-2-01100-211-001-00	REG INST - Group Insurance - BCBS - Teachers - Sec	\$12,795.63	\$180,000.00	\$123,145.74	68.41
01-2-01100-211-001-01	REG INST - Group Insurance - LTD - Teachers - Sec	\$229.79	\$3,200.00	\$1,938.82	60.58
01-2-01100-211-002-00	REG INST - Group Insurance - BCBS - Teachers - Elem	\$10,246.57	\$130,000.00	\$94,510.25	72.70
01-2-01100-211-002-01	REG INST - Group Insurance - LTD - Teachers - Elem	\$194.59	\$2,350.00	\$1,556.72	66.24
01-2-01100-212-002-01	REG INST - Group Insurance - LTD - Paras - Elem	\$14.21	\$170.00	\$113.68	66.87
01-2-01100-221-001-00	REG INST - Social Security - Teachers - Sec	\$4,104.46	\$51,500.00	\$33,820.30	65.67
01-2-01100-221-002-00	REG INST - Social Security - Teachers - Elem	\$2,572.70	\$30,900.00	\$20,622.55	66.73
01-2-01100-222-001-00	REG INST - Social Security - Paras and Assistants - Sec	\$134.75	\$1,750.00	\$1,590.92	90.90
01-2-01100-222-002-00	REG INST - Social Security - Paras and Assistants - Elem	\$458.61	\$4,550.00	\$3,041.65	66.84
01-2-01100-223-001-00	REG INST - Social Security - Substitute Teachers - Sec	\$154.21	\$1,950.00	\$1,056.13	54.16
01-2-01100-223-002-00	REG INST - Social Security - Substitute Teachers - Elem	\$111.77	\$2,700.00	\$986.19	36.52
01-2-01100-231-001-00	REG INST - Retirement - Teachers - Sec	\$4,065.01	\$67,000.00	\$33,457.49	49.93
01-2-01100-231-002-00	REG INST - Retirement - Teachers - Elem	\$2,611.10	\$43,000.00	\$20,860.29	48.51
01-2-01100-232-001-00	REG INST - Retirement - Paras and Assistants - Sec	\$54.99	\$1,800.00	\$966.26	53.68
01-2-01100-232-002-00	REG INST - Retirement - Paras and Assistants - Elem	\$423.44	\$4,400.00	\$2,851.40	64.80
01-2-01100-237-001-00	REG INST - Retirement Increase - Sec	\$1,362.15	\$0.00	\$11,381.04	0.00
01-2-01100-237-002-00	REG INST - Retirement Increase - Elem	\$1,003.26	\$0.00	\$7,839.34	0.00
01-2-01100-262-002-00	REG INST - Unemployment Comp - Paras - Elem	\$0.00	\$0.00	\$268.10	0.00
01-2-01100-271-001-00	REG INST - Workers Comp - Teachers - Sec	\$0.00	\$1,900.00	\$1,899.00	99.94
01-2-01100-271-002-00	REG INST - Workers Comp - Teachers - Elem	\$0.00	\$1,300.00	\$1,300.00	100.00
01-2-01100-272-002-00	REG INST - Workers Comp - Paras and Assistants - Elem	\$0.00	\$130.00	\$130.00	100.00
01-2-01100-281-001-00	REG INST - Health Benefits HSAs-- Teachers - Sec	\$0.00	\$6,700.00	\$9,617.61	143.54
01-2-01100-281-002-00	REG INST - Health Benefits HSAs-- Teachers - Elem	\$0.00	\$8,300.00	\$12,793.72	154.14
01-2-01100-291-001-00	REG INST - Other Employee Benefits - Teachers - Sec	\$41.61	\$0.00	\$365.66	0.00
01-2-01100-291-002-00	REG INST - Other Employee Benefits - Teachers - Elem	\$101.89	\$0.00	\$793.34	0.00

01-2-01100-292-001-00	REG INST - Other Employee Benefits - Paras - Sec	\$0.00	\$1,300.00	\$0.00	0.00
01-2-01100-292-002-00	REG INST - Other Employee Benefits - Paras - Elem	\$0.00	\$1,400.00	\$0.00	0.00
01-2-01100-320-002-00	REG INST - Prof Educ Services - Elem	\$0.00	\$0.00	\$530.00	0.00
01-2-01100-330-001-00	REG INST - Employee Training - Sec	\$0.00	\$5,000.00	\$0.00	0.00
01-2-01100-330-002-00	REG INST - Employee Training - Elem	\$0.00	\$5,000.00	\$0.00	0.00
01-2-01100-333-001-00	REG INST - Mileage Paid to Staff - Sec	\$0.00	\$1,500.00	\$0.00	0.00
01-2-01100-340-001-MU	REG INST - Contracted Piano Accompanist - Sec	\$0.00	\$2,000.00	\$0.00	0.00
01-2-01100-382-001-SP	REG INST - Distance Ed - Spanish	\$0.00	\$11,000.00	\$11,000.00	100.00
01-2-01100-430-002-00	REG INST - Repairs and Maintenance Services - Elem	\$0.00	\$500.00	\$0.00	0.00
01-2-01100-443-001-00	REG INST - Lease/Usage - Copier - Sec	\$371.72	\$7,500.00	\$3,475.11	46.33
01-2-01100-443-002-00	REG INST - Lease/Usage - Copier - Elem	\$371.72	\$7,500.00	\$4,801.54	64.02
01-2-01100-580-001-00	REG INST - Travel - Sec	\$0.00	\$2,000.00	\$0.00	0.00
01-2-01100-580-002-00	REG INST - Travel - Elem	\$0.00	\$1,000.00	\$0.00	0.00
01-2-01100-610-001-00	REG INST - Teaching Supplies - Sec	\$0.00	\$100,000.00	\$940.27	0.94
01-2-01100-610-001-AG	REG INST - Supplies - Agri	\$28.97	\$2,500.00	\$760.68	30.42
01-2-01100-610-001-AR	REG INST - Supplies - Art - Sec	\$0.00	\$1,000.00	\$576.65	57.66
01-2-01100-610-001-FC	REG INST - Supplies - FACS	\$68.30	\$2,000.00	\$747.12	37.35
01-2-01100-610-001-LA	REG INST - Supplies - Lang Arts - Sec	\$11.98	\$1,000.00	\$483.20	48.32
01-2-01100-610-001-MA	REG INST - Supplies - Math - Sec	\$0.00	\$1,000.00	\$18.92	1.89
01-2-01100-610-001-MU	REG INST - Supplies - Music - Sec	\$0.00	\$2,000.00	\$241.32	12.06
01-2-01100-610-001-PE	REG INST - Supplies - PE/Health - Sec	\$0.00	\$1,000.00	\$0.00	0.00
01-2-01100-610-001-SC	REG INST - Supplies - Science - Sec	\$0.00	\$2,000.00	\$402.53	20.12
01-2-01100-610-001-SH	REG INST - Supplies - Shop	\$207.79	\$3,000.00	\$2,784.32	92.81
01-2-01100-610-001-SP	REG INST - Supplies - Spanish	\$0.00	\$500.00	\$0.00	0.00
01-2-01100-610-001-SS	REG INST - Supplies - Social Studies - Sec	\$0.00	\$500.00	\$309.00	61.80
01-2-01100-610-001-TE	REG INST - Supplies - Tech Classes - Sec	\$0.00	\$500.00	\$0.00	0.00
01-2-01100-610-002-00	REG INST - Supplies - Elem	\$0.00	\$99,860.00	\$1,150.65	1.15
01-2-01100-610-002-AR	REG INST - Supplies - Art - Elem	\$0.00	\$1,000.00	\$511.38	51.13
01-2-01100-610-002-LA	REG INST - Supplies - Lang Arts - Elem	\$0.00	\$2,000.00	\$875.02	43.75
01-2-01100-610-002-MA	REG INST - Supplies - Math - Elem	\$0.00	\$3,000.00	\$146.70	4.89
01-2-01100-610-002-MU	REG INST - Supplies - Music - Elem	\$0.00	\$3,000.00	\$35.08	1.16
01-2-01100-610-002-PE	REG INST - Supplies - PE/Health - Elem	\$0.00	\$1,000.00	\$0.00	0.00
01-2-01100-610-002-SC	REG INST - Supplies - Science - Elem	\$0.00	\$500.00	\$0.00	0.00
01-2-01100-610-002-SS	REG INST - Supplies - Social Studies - Elem	\$0.00	\$200.00	\$0.00	0.00
01-2-01100-640-001-AG	REG INST - Books and Periodicals - Agri	\$0.00	\$3,000.00	\$0.00	0.00
01-2-01100-640-001-FC	REG INST - Books and Periodicals - FACS	\$0.00	\$1,000.00	\$0.00	0.00
01-2-01100-640-001-LA	REG INST - Books and Periodicals - Lang Arts - Sec	\$0.00	\$2,000.00	\$1,031.78	51.58
01-2-01100-640-001-MA	REG INST - Books and Periodicals - Math - Sec	\$0.00	\$1,000.00	\$3,716.68	371.66
01-2-01100-640-001-PE	REG INST - Books and Periodicals - PE/Health - Sec	\$0.00	\$2,000.00	\$0.00	0.00
01-2-01100-640-001-SS	REG INST - Books and Periodicals - Social Studies - Sec	\$0.00	\$1,000.00	\$0.00	0.00
01-2-01100-640-002-LA	REG INST - Books and Periodicals - Lang Arts - Elem	\$0.00	\$5,000.00	\$1,070.97	21.41
01-2-01100-640-002-MA	REG INST - Books and Periodicals - Math - Elem	\$0.00	\$10,000.00	\$7,270.60	72.70
01-2-01100-640-002-MU	REG INST - Books and Periodicals - Music - Elem	\$0.00	\$2,000.00	\$1,819.45	90.97
01-2-01100-640-002-SC	REG INST - Books and Periodicals - Science - Elem	\$0.00	\$13,000.00	\$926.11	7.12

01-2-01100-643-001-00	REG INST - Web/Cloud Based Software - Sec	\$0.00	\$10,000.00	\$2,137.00	21.37
01-2-01100-643-002-00	REG INST - Web/Cloud Based Software - Elem	\$0.00	\$10,000.00	\$2,439.00	24.39
01-2-01100-650-001-00	REG INST - Supplies - Tech Related - Sec	\$0.00	\$1,000.00	\$260.91	26.09
01-2-01100-650-001-MU	REG INST - Tech Supplies - Music - Sec	\$0.00	\$500.00	\$0.00	0.00
01-2-01100-650-001-SH	REG INST - Tech Supplies - Shop	\$0.00	\$500.00	\$0.00	0.00
01-2-01100-650-001-SS	REG INST - Software/Tech - Social Studies - Sec	\$0.00	\$500.00	\$0.00	0.00
01-2-01100-650-001-TE	REG INST - Tech Supplies - Tech Class - Sec	\$0.00	\$1,500.00	\$0.00	0.00
01-2-01100-650-002-00	REG INST - Supplies - Tech Related - Elem	\$0.00	\$1,000.00	\$318.95	31.89
01-2-01100-734-001-00	REG INST - Tech-Related Hardware - Sec	\$0.00	\$10,000.00	\$0.00	0.00
01-2-01100-734-002-00	REG INST - Tech-Related Hardware - Elem	\$0.00	\$10,000.00	\$0.00	0.00
01-2-01100-735-001-00	REG INST - Technology Software - Sec	\$0.00	\$2,000.00	\$0.00	0.00
01-2-01100-810-001-00	REG INST - Dues and Fees - Sec Staff	\$0.00	\$3,000.00	\$80.00	2.66
01-2-01100-810-001-01	REG INST - Field Trips Students - Secondary	\$0.00	\$200.00	\$38.00	19.00
01-2-01100-810-001-AG	REG INST - Dues & Fees - Agri	\$0.00	\$500.00	\$0.00	0.00
01-2-01100-810-001-MU	REG INST - Dues & Contest Fees - Music - Sec	\$100.00	\$1,100.00	\$100.00	9.09
01-2-01100-810-001-SS	REG INST - Dues & Fees - Social Studies - Sec	\$0.00	\$250.00	\$135.00	54.00
01-2-01100-810-002-00	REG INST - Dues & Fees - Elem	\$0.00	\$1,000.00	\$30.00	3.00
01-2-01100-810-002-01	REG INST - Field Trips Students - Elementary	\$0.00	\$1,500.00	\$171.00	11.40
01-2-01100-810-002-MU	REG INST - Dues & Contest Fees - Music - Elem	\$0.00	\$500.00	\$0.00	0.00
01-2-01115-565-001-00	SENCAP - Tuition to Postsecondary Schools	\$2,275.50	\$8,000.00	\$6,328.50	79.10
01-2-01190-111-002-00	EARLY - Salaries - Teachers	\$4,662.75	\$61,400.00	\$36,882.84	60.06
01-2-01190-112-002-00	EARLY - Salaries - Paras	\$799.42	\$19,250.00	\$14,940.43	77.61
01-2-01190-121-002-00	EARLY - Salaries - Subs - Teachers	\$0.00	\$1,000.00	\$0.00	0.00
01-2-01190-211-002-00	EARLY - Group Insurance - BCBS Teachers	\$1,418.18	\$18,950.00	\$12,762.33	67.34
01-2-01190-211-002-01	EARLY - Group Insurance - LTD - Teachers	\$27.91	\$335.00	\$223.28	66.65
01-2-01190-212-002-01	EARLY - Group Insurance - LTD - Paras	\$11.29	\$85.00	\$86.11	101.30
01-2-01190-221-002-00	EARLY - Social Security - Teachers	\$347.61	\$4,600.00	\$2,749.08	59.76
01-2-01190-222-002-00	EARLY - Social Security - Paras	\$62.02	\$1,500.00	\$1,149.52	76.63
01-2-01190-223-002-00	EARLY - Social Security - Subs - Teachers	\$0.00	\$75.00	\$0.00	0.00
01-2-01190-231-002-00	EARLY - Retirement - Teachers	\$346.14	\$5,800.00	\$2,737.84	47.20
01-2-01190-232-002-00	EARLY - Retirement - Paras	\$59.35	\$1,850.00	\$1,006.53	54.40
01-2-01190-237-002-00	EARLY - Retirement Increase	\$134.06	\$0.00	\$1,237.10	0.00
01-2-01190-271-002-00	EARLY - Workers Comp - Teachers	\$0.00	\$185.00	\$186.00	100.54
01-2-01190-272-002-00	EARLY - Workers Comp - Paras	\$0.00	\$60.00	\$56.00	93.33
01-2-01190-281-002-00	EARLY - Health Benefits - HSA Teachers	\$0.00	\$3,450.00	\$3,208.81	93.00
01-2-01190-330-002-00	EARLY - Employee Training	\$0.00	\$500.00	\$0.00	0.00
01-2-01190-610-002-00	EARLY - General Supplies	\$0.00	\$2,000.00	\$572.13	28.60
01-2-01190-643-002-00	EARLY - Web/Cloud Based Software	\$0.00	\$0.00	\$299.99	0.00
01-2-01300-111-002-00	SUMMER - Salaries - Teachers - Elem	\$0.00	\$2,000.00	\$0.00	0.00
01-2-01300-221-002-00	SUMMER - Social Security - Teachers - Elem	\$0.00	\$200.00	\$0.00	0.00
					0.00
	<b>Regular Education</b>	<b>\$153,299.00</b>	<b>\$2,300,000.00</b>	<b>\$1,342,477.06</b>	<b>0.58</b>

01-2-01200-111-001-00	SPED SA - Salaries - Teachers - Sec	\$5,946.65	\$71,480.00	\$47,903.20	67.01
01-2-01200-111-002-00	SPED SA - Salaries - Teachers -Elem	\$7,636.13	\$91,750.00	\$61,319.04	66.83
01-2-01200-112-001-00	SPED SA - Salaries - Paras - Sec	\$0.00	\$5,000.00	\$0.00	0.00
01-2-01200-112-002-00	SPED SA - Salaries - Paras -Elem	\$1,234.52	\$20,000.00	\$10,261.53	51.30
01-2-01200-122-001-00	SPED SA - Salaries - Subs - Paras - Sec	\$0.00	\$500.00	\$0.00	0.00
01-2-01200-122-002-00	SPED SA - Salaries - Subs - Paras -Elem	\$65.52	\$750.00	\$401.85	53.58
01-2-01200-123-001-00	SPED SA - Salaries - Subs - Teachers	\$144.00	\$5,000.00	\$288.00	5.76
01-2-01200-123-002-00	SPED SA - Salaries - Subs - Teachers	\$0.00	\$5,000.00	\$720.00	14.40
01-2-01200-211-001-00	SPED SA - Group Insurance - BCBS - Teachers - Sec	\$1,675.60	\$23,750.00	\$16,291.68	68.59
01-2-01200-211-001-01	SPED SA - Group Insurance LTD Teachers - Sec	\$26.34	\$320.00	\$210.72	65.85
01-2-01200-211-002-00	SPED SA - Group Insurance - BCBS - Teachers -Elem	\$288.94	\$4,075.00	\$2,803.58	68.79
01-2-01200-211-002-01	SPED SA - Group Insurance LTD Teachers Elem	\$42.68	\$525.00	\$341.44	65.03
01-2-01200-212-002-00	SPED SA - Group Insurance LTD Paras -Elem	\$7.22	\$100.00	\$57.76	57.76
01-2-01200-221-001-00	SPED SA - Social Security - Teachers - Sec	\$441.52	\$5,500.00	\$3,609.48	65.62
01-2-01200-221-002-00	SPED SA - Social Security - Teachers -Elem	\$563.74	\$6,800.00	\$4,526.49	66.56
01-2-01200-222-001-00	SPED SA - Social Security - Aides - Sec	\$0.00	\$100.00	\$0.00	0.00
01-2-01200-222-002-00	SPED SA - Social Security - Aides -Elem	\$92.02	\$1,200.00	\$756.64	63.05
01-2-01200-223-001-00	SPED SA - Social Security - Subs - Sec	\$11.02	\$400.00	\$22.04	5.51
01-2-01200-223-002-00	SPED SA - Social Security - Subs -Elem	\$0.00	\$400.00	\$55.09	13.77
01-2-01200-231-001-00	SPED SA - Retirement - Teachers - Sec	\$441.44	\$7,100.00	\$3,548.65	49.98
01-2-01200-231-002-00	SPED SA - Retirement - Teachers -Elem	\$566.87	\$6,850.00	\$4,552.03	66.45
01-2-01200-232-001-00	SPED SA - Retirement - Aides - Sec	\$0.00	\$2,675.00	\$0.00	0.00
01-2-01200-232-002-00	SPED SA - Retirement - Aides -Elem	\$91.64	\$1,300.00	\$761.77	58.59
01-2-01200-237-001-00	SPED SA - Retirement Increase - Sec	\$145.94	\$0.00	\$1,173.22	0.00
01-2-01200-237-002-00	SPED SA - Retirement Increase - Elem	\$217.72	\$0.00	\$1,756.82	0.00
01-2-01200-271-001-00	SPED SA - Workers Comp- Teachers - Sec	\$0.00	\$250.00	\$248.00	99.20
01-2-01200-271-002-00	SPED SA - Workers Comp- Teachers -Elem	\$0.00	\$280.00	\$281.00	100.35
01-2-01200-272-001-00	SPED SA - Workers Comp - Aides - Sec	\$0.00	\$75.00	\$0.00	0.00
01-2-01200-272-002-00	SPED SA - Workers Comp - Aides -Elem	\$0.00	\$135.00	\$260.00	192.59
01-2-01200-281-001-00	SPED SA - Health Benefits -HSA Teachers Sec	\$0.00	\$0.00	\$2,233.32	0.00
01-2-01200-281-002-00	SPED SA - Health Benefits -HSA Teachers Elem	\$0.00	\$0.00	\$389.27	0.00
01-2-01200-317-002-00	SPED SA - Contracted Legal Services -Elem	\$0.00	\$5,000.00	\$0.00	0.00
01-2-01200-330-001-00	SPED SA - Employee Training - Sec	\$0.00	\$2,000.00	\$0.00	0.00
01-2-01200-330-002-00	SPED SA - Employee Training -Elem	\$0.00	\$2,000.00	\$0.00	0.00
01-2-01200-580-001-00	SPED SA - Travel - Sec	\$0.00	\$1,000.00	\$0.00	0.00
01-2-01200-591-002-00	SPED SA - SRS fees Purch thru ESU6	\$0.00	\$2,000.00	\$0.00	0.00
01-2-01200-610-001-00	SPED SA - General Supplies - Sec	\$36.50	\$108,000.00	\$363.09	0.33
01-2-01200-610-002-00	SPED SA - General Supplies -Elem	\$0.00	\$109,185.00	\$96.68	0.08
01-2-01200-643-001-00	SPED SA - Web/Cloud Based Software - Sec	\$0.00	\$1,000.00	\$18.81	1.88
01-2-01200-643-002-00	SPED SA - Web/Cloud Based Software -Elem	\$0.00	\$500.00	\$99.00	19.80
01-2-01200-650-001-00	SPED SA - Supplies - Technology Related - Sec	\$0.00	\$500.00	\$11.67	2.33
01-2-01200-650-002-00	SPED SA - Supplies - Technology Related -Elem	\$0.00	\$500.00	\$0.00	0.00
01-2-01200-734-001-00	SPED SA - Technology-Related Hardware - Sec	\$0.00	\$5,000.00	\$0.00	0.00
01-2-01200-810-001-00	SPED SA - Dues and Fees - Sec	\$0.00	\$1,000.00	\$0.00	0.00

01-2-01200-810-002-00	SPED SA - Dues and Fees -Elem	\$0.00	\$1,000.00	\$0.00	0.00
01-2-02141-591-001-00	PSYCH - Psych Eval Services Purch from ESU6 - SA - Sec	\$5,942.93	\$20,000.00	\$12,293.63	61.46
01-2-02141-591-001-01	PSYCH - LMHP Services Purch from ESU6 - SA - Sec	\$0.00	\$7,000.00	\$0.00	0.00
01-2-02141-591-002-00	PSYCH - Psych Eval Services Purch from ESU6 - SA - Elem	\$5,942.93	\$25,000.00	\$12,293.62	49.17
01-2-02141-591-002-02	PSYCH - Consultant Svs Purch from ESU6 - SA - Elem	\$0.00	\$10,000.00	\$0.00	0.00
01-2-02142-591-002-00	PSYCH - Psych Eval Svcs Purch from ESU6 - Ages 3-4	\$0.00	\$15,000.00	\$0.00	0.00
01-2-02151-591-001-00	SPEECH - Speech Therapy Purch From ESU6 - SA - Sec	\$7,064.75	\$35,000.00	\$14,232.46	40.66
01-2-02151-591-001-01	SPEECH - Deaf/HOH Therapy Purch from ESU6 - Sec	\$479.22	\$0.00	\$720.56	0.00
01-2-02151-591-002-00	SPEECH - Speech Therapy Purch From ESU6 - SA - Elem	\$14,129.51	\$100,000.00	\$16,939.93	16.93
01-2-02151-591-002-01	SPEECH - Deaf/HOH Therapy Purch From ESU6 - SA - Elem	\$4,313.00	\$25,000.00	\$6,485.04	25.94
01-2-02151-591-002-02	SPEECH - Extended SY Purch From ESU6 - SA - Elem	\$0.00	\$2,000.00	\$0.00	0.00
01-2-02151-610-002-00	SPEECH - General Supplies - SA - Elem	\$0.00	\$49,000.00	\$0.00	0.00
01-2-02152-591-002-00	SPEECH - Speech Therapy Purch From ESU6 - Age 3-5	\$5,651.80	\$3,000.00	\$5,651.80	188.39
01-2-02152-591-002-01	SPEECH - Extended SY Purch From ESU6 - Age 3-5	\$0.00	\$2,000.00	\$0.00	0.00
01-2-02152-591-002-02	SPEECH - Homebased Therapy Purch From ESU6 - Age 3-5	\$1,656.77	\$10,000.00	\$4,024.73	40.24
01-2-02152-610-002-00	SPEECH - Supplies - Age 3-5	\$0.00	\$0.00	\$444.38	0.00
01-2-02153-591-002-00	SPEECH - Speech Therapy Purch From ESU6 - Age 0-2	\$1,412.95	\$5,000.00	\$2,846.49	56.92
01-2-02153-591-002-02	SPEECH - Homebased Therapy Purch From ESU6 - Age 0-2	\$0.00	\$5,000.00	\$0.00	0.00
01-2-02161-591-001-00	OT - Occupational Therapy Purch from ESU6 - SA - Sec	\$932.25	\$20,000.00	\$1,917.95	9.58
01-2-02161-591-002-00	OT - Occupational Therapy Purch from ESU6 - SA - Elem	\$6,525.75	\$25,000.00	\$13,425.63	53.70
01-2-02162-591-002-00	OT - Occupational Therapy Purch from ESU6 - Age 3-5	\$149.50	\$5,000.00	\$149.50	2.99
01-2-02163-591-002-00	OT - Occupational Therapy Purch from ESU6 - Age 0-2	\$0.00	\$2,000.00	\$0.00	0.00
01-2-02171-340-001-00	PT - Prof Services - Physical Therapy - SA - Sec	\$100.50	\$5,000.00	\$938.00	18.76
01-2-02171-340-002-00	PT - Prof Services - Physical Therapy - SA - Elem	\$541.69	\$10,000.00	\$3,567.47	35.67
01-2-02172-340-002-00	PT - Prof Services - Physical Therapy - Age 3-5	\$117.25	\$10,000.00	\$1,792.18	17.92
01-2-02173-340-002-00	PT - Prof Services - Physical Therapy Age 0-2	\$0.00	\$0.00	\$1,206.00	0.00
01-2-02181-340-001-00	VISION - Prof Services - Vision Therapy - Sec	\$0.00	\$5,000.00	\$521.02	10.42
01-2-02181-340-002-00	VISION - Prof Services - Vision Therapy - Elem	\$337.71	\$5,000.00	\$2,485.04	49.70
	<b>Special Education</b>	<b>\$74,974.52</b>	<b>\$900,000.00</b>	<b>\$267,297.30</b>	<b>0.30</b>
01-2-02120-111-001-00	GUIDANCE - Salaries - Counselor - Secondary	\$2,956.93	\$35,480.00	\$23,735.44	66.89
01-2-02120-111-002-00	GUIDANCE - Salaries - Counselor - Elem	\$2,956.93	\$35,480.00	\$23,655.44	66.67
01-2-02120-211-001-00	GUIDANCE - Group Insurance - BCBS - Counselor- Secondary	\$615.94	\$7,390.00	\$5,543.46	75.01
01-2-02120-211-001-01	GUIDANCE - Group Insurance LTD - Counselor- Secondary	\$28.71	\$350.00	\$229.68	65.62
01-2-02120-211-002-00	GUIDANCE - Group Insurance - BCBS - Counselor- Elem	\$615.95	\$7,390.00	\$5,543.55	75.01
01-2-02120-221-001-00	GUIDANCE - Social Security - Counselor- Secondary	\$224.29	\$2,680.00	\$1,798.29	67.10
01-2-02120-221-002-00	GUIDANCE - Social Security - Counselor- Elem	\$222.13	\$2,680.00	\$1,775.08	66.23
01-2-02120-231-001-00	GUIDANCE - Retirement - Counselor- Secondary	\$219.51	\$3,500.00	\$1,762.02	50.34
01-2-02120-231-002-00	GUIDANCE - Retirement - Counselor- Elem	\$219.51	\$3,500.00	\$1,756.08	50.17
01-2-02120-237-001-00	GUIDANCE - Retirement Increase - Sec	\$72.57	\$0.00	\$582.52	0.00
01-2-02120-237-002-00	GUIDANCE - Retirement Increase - Elem	\$72.57	\$0.00	\$580.56	0.00
01-2-02120-271-001-00	GUIDANCE - Workers Comp - Counselor- Secondary	\$0.00	\$110.00	\$108.00	98.18

01-2-02120-271-002-00	GUIDANCE - Workers Comp - Counselor- Elem	\$0.00	\$110.00	\$108.00	98.18
01-2-02120-320-001-00	GUIDANCE - Student Workshops- Secondary	\$0.00	\$4,000.00	\$1,937.00	48.42
01-2-02120-320-002-00	GUIDANCE - Student Workshops- Elem	\$0.00	\$1,000.00	\$0.00	0.00
01-2-02120-330-001-00	GUIDANCE - Employee Training - Secondary	\$0.00	\$750.00	\$0.00	0.00
01-2-02120-330-002-00	GUIDANCE - Employee Training - Elem	\$0.00	\$750.00	\$0.00	0.00
01-2-02120-580-001-00	GUIDANCE - Travel- Secondary	\$0.00	\$500.00	\$0.00	0.00
01-2-02120-610-001-00	GUIDANCE - General Supplies- Secondary	\$0.00	\$4,138.00	\$50.50	1.22
01-2-02120-610-002-00	GUIDANCE - General Supplies- Elem	\$0.00	\$4,137.00	\$0.00	0.00
01-2-02120-640-002-00	GUIDANCE - Books and Periodicals- Elem	\$0.00	\$0.00	\$21.07	0.00
01-2-02120-810-001-00	GUIDANCE - Dues and Fees- Secondary	\$1,499.00	\$1,000.00	\$1,848.00	184.80
01-2-02120-810-002-00	GUIDANCE - Dues and Fees- Elem	\$0.00	\$500.00	\$0.00	0.00
01-2-02130-116-001-00	NURSE - Salaries - Nurse - Secondary	\$752.08	\$9,025.00	\$6,016.64	66.66
01-2-02130-116-002-00	NURSE - Salaries - Nurse - Elem	\$2,544.25	\$27,075.00	\$18,482.00	68.26
01-2-02130-216-001-00	NURSE - Group Insurance BCBS- Secondary	\$465.53	\$5,590.00	\$4,189.77	74.95
01-2-02130-216-001-01	NURSE - Group Insurance LTD- Secondary	\$4.87	\$60.00	\$38.96	64.93
01-2-02130-216-002-00	NURSE - Group Insurance BCBS- Elem	\$1,396.61	\$16,760.00	\$12,569.49	74.99
01-2-02130-216-002-01	NURSE - Group Insurance LTD- Elem	\$14.61	\$170.00	\$116.88	68.75
01-2-02130-226-001-00	NURSE - Social Security - Nurse- Secondary	\$56.88	\$680.00	\$455.04	66.91
01-2-02130-226-002-00	NURSE - Social Security - Nurse- Elem	\$192.67	\$2,050.00	\$1,398.10	68.20
01-2-02130-236-001-00	NURSE - Retirement - Nurse- Secondary	\$55.83	\$670.00	\$446.64	66.66
01-2-02130-236-002-00	NURSE - Retirement - Nurse- Elem	\$167.49	\$2,010.00	\$1,339.92	66.66
01-2-02130-237-001-00	NURSE - Retirement Increase - Sec	\$18.46	\$0.00	\$147.68	0.00
01-2-02130-237-002-00	NURSE - Retirement Increase - Elem	\$55.37	\$0.00	\$442.96	0.00
01-2-02130-276-001-00	NURSE - Workers Comp - Nurse- Secondary	\$0.00	\$30.00	\$0.00	0.00
01-2-02130-276-002-00	NURSE - Workers Comp - Nurse- Elem	\$0.00	\$85.00	\$113.00	132.94
01-2-02130-580-002-00	NURSE - Travel- Elem	\$0.00	\$250.00	\$0.00	0.00
01-2-02130-610-001-00	NURSE - General Supplies- Secondary	\$0.00	\$2,000.00	\$79.10	3.95
01-2-02130-610-002-00	NURSE - General Supplies- Elem	\$326.45	\$3,000.00	\$602.39	20.07
01-2-02130-810-001-00	NURSE - Dues and Fees- Secondary	\$0.00	\$100.00	\$50.00	50.00
01-2-02130-810-002-00	NURSE - Dues and Fees- Elem	\$0.00	\$0.00	\$346.95	0.00
	<b>Support - Pupils</b>	<b>\$15,755.14</b>	<b>\$185,000.00</b>	<b>\$117,870.21</b>	<b>0.64</b>
01-2-02211-580-000-00	SCHOOL IMPROV - Travel	\$0.00	\$1,000.00	\$0.00	0.00
01-2-02211-610-000-00	SCHOOL IMPROV - General Supplies	\$0.00	\$0.00	\$97.92	0.00
01-2-02211-810-000-00	SCHOOL IMPROV - Dues and Fees	\$0.00	\$3,000.00	\$0.00	0.00
01-2-02220-111-001-00	LIB MEDIA - Salaries - Teachers - Secondary	\$1,312.40	\$15,750.00	\$10,499.20	66.66
01-2-02220-111-002-00	LIB MEDIA - Salaries - Teachers - Elem	\$1,312.39	\$15,750.00	\$10,499.12	66.66
01-2-02220-112-001-00	LIB MEDIA - Salaries - Regular - Paras - Secondary	\$2,163.02	\$22,400.00	\$17,155.64	76.58
01-2-02220-122-001-00	LIB MEDIA - Salaries - Subs - Paras- Secondary	\$202.02	\$0.00	\$202.02	0.00
01-2-02220-211-001-00	LIB MEDIA - Group Insurance - BCBS - Teachers - Secondary	\$457.15	\$5,585.00	\$4,147.91	74.26
01-2-02220-211-001-01	LIB MEDIA - Group Insurance - LTD - Teachers - Secondary	\$29.05	\$350.00	\$232.40	66.40

01-2-02220-211-002-00	LIB MEDIA - Group Insurance - BCBS - Teachers - Elem	\$457.16	\$5,585.00	\$4,147.92	74.26
01-2-02220-212-001-01	LIB MEDIA - Group Insurance - LTD - Paras - Secondary	\$7.45	\$90.00	\$59.60	66.22
01-2-02220-221-001-00	LIB MEDIA - Social Security - Teachers - Secondary	\$99.37	\$1,160.00	\$793.04	68.36
01-2-02220-221-002-00	LIB MEDIA - Social Security - Teachers - Elem	\$97.22	\$1,160.00	\$775.91	66.88
01-2-02220-222-001-00	LIB MEDIA - Social Security - Aides - Secondary	\$181.50	\$1,720.00	\$1,332.42	77.46
01-2-02220-231-001-00	LIB MEDIA - Retirement - Teachers - Secondary	\$97.43	\$2,000.00	\$779.43	38.97
01-2-02220-231-002-00	LIB MEDIA - Retirement - Teachers - Elem	\$97.43	\$2,000.00	\$779.41	38.97
01-2-02220-232-001-00	LIB MEDIA - Retirement - Paras - Secondary	\$160.57	\$2,210.00	\$1,273.56	57.62
01-2-02220-237-001-00	LIB MEDIA - Retirement Increase - Sec	\$85.30	\$0.00	\$678.72	0.00
01-2-02220-237-002-00	LIB MEDIA - Retirement Increase - Elem	\$32.21	\$0.00	\$257.68	0.00
01-2-02220-271-001-00	LIB MEDIA - Workers Comp - Teachers - Secondary	\$0.00	\$100.00	\$98.00	98.00
01-2-02220-271-002-00	LIB MEDIA - Workers Comp - Teachers - Elem	\$0.00	\$70.00	\$99.00	141.42
01-2-02220-272-001-00	LIB MEDIA - Workers Comp - Aides - Secondary	\$0.00	\$0.00	\$68.00	0.00
01-2-02220-330-001-00	LIB MEDIA - Employee Training - Secondary	\$0.00	\$250.00	\$0.00	0.00
01-2-02220-330-002-00	LIB MEDIA - Employee Training - Elem	\$0.00	\$250.00	\$0.00	0.00
01-2-02220-443-001-00	LIB MEDIA - Lease - Copier - Secondary	\$0.00	\$500.00	\$326.77	65.35
01-2-02220-443-002-00	LIB MEDIA - Lease - Copier - Elem	\$0.00	\$500.00	\$326.76	65.35
01-2-02220-610-001-00	LIB MEDIA - General Supplies - Secondary	\$0.00	\$8,285.00	\$125.87	1.51
01-2-02220-610-002-00	LIB MEDIA - General Supplies - Elem	\$135.18	\$8,285.00	\$280.94	3.39
01-2-02220-640-001-00	LIB MEDIA - Books and Periodicals - Secondary	\$34.00	\$5,000.00	\$2,933.45	58.66
01-2-02220-640-002-00	LIB MEDIA - Books and Periodicals - Elem	\$242.76	\$5,000.00	\$3,564.37	71.28
01-2-02220-641-001-00	LIB MEDIA - E-Books - Secondary	\$0.00	\$500.00	\$250.00	50.00
01-2-02220-641-002-00	LIB MEDIA - E-Books - Elem	\$0.00	\$500.00	\$250.00	50.00
01-2-02220-643-001-00	LIB MEDIA - Web/Cloud Based Software - Secondary	\$0.00	\$1,000.00	\$0.00	0.00
01-2-02220-643-002-00	LIB MEDIA - Web/Cloud Based Software - Elem	\$0.00	\$3,000.00	\$0.00	0.00
01-2-02220-650-002-00	LIB MEDIA - Supplies - Technology Related - Elem	\$0.00	\$500.00	\$0.00	0.00
01-2-02230-432-000-00	TECH - Technology-Related Repairs and Maintenance	\$0.00	\$5,000.00	\$0.00	0.00
01-2-02230-530-000-00	TECH - Communications	\$1,024.31	\$20,000.00	\$13,575.98	67.87
01-2-02230-591-000-00	TECH - Tech Support - On Site - Purch From ESU6	\$1,837.50	\$25,000.00	\$17,958.50	71.83
01-2-02230-591-000-01	TECH - Tech - Hosted Services - Purch From ESU6	\$417.73	\$7,500.00	\$3,467.68	46.23
01-2-02230-643-000-00	TECH - Web/Cloud Based Software	\$0.00	\$12,000.00	\$13,910.35	115.91
01-2-02230-650-000-00	TECH - Supplies - Technology Related	\$31.74	\$7,000.00	\$2,325.41	33.22
01-2-02230-734-000-00	TECH - Technology-Related Hardware	\$0.00	\$50,000.00	\$0.00	0.00
01-2-02230-735-000-00	TECH - Technology Software	\$0.00	\$5,000.00	\$0.00	0.00
	<b>Support - Staff</b>	<b>\$10,514.89</b>	<b>\$245,000.00</b>	<b>\$113,272.98</b>	<b>0.46</b>
01-2-02310-310-000-00	BOE - Official/Administrative Services	\$0.00	\$0.00	\$1,348.95	0.00
01-2-02310-340-000-00	BOE - Other Professional Services	\$0.00	\$5,000.00	\$2,113.92	42.27
01-2-02310-520-000-00	BOE - Insurance	\$0.00	\$6,000.00	\$4,799.00	79.98
01-2-02310-540-000-00	BOE - Advertising	\$118.42	\$3,000.00	\$1,946.36	64.87
01-2-02310-580-000-00	BOE - Travel	\$599.75	\$4,000.00	\$749.83	18.74

01-2-02310-610-000-00	BOE - General Supplies	\$310.00	\$6,000.00	\$1,482.84	24.71
01-2-02310-643-000-00	BOE - Web/Cloud Based Software	\$0.00	\$5,000.00	\$2,600.00	52.00
01-2-02310-810-000-00	BOE - Dues and Fees	\$840.00	\$11,000.00	\$9,867.00	89.70
	<b>Board of Education</b>	<b>\$1,868.17</b>	<b>\$40,000.00</b>	<b>\$24,907.90</b>	<b>0.62</b>
01-2-02320-105-000-00	SUPER - Salaries - Superintendent	\$11,062.50	\$132,750.00	\$88,500.00	66.66
01-2-02320-110-000-00	SUPER - Salaries - Regular - Admin Asst	\$2,669.12	\$33,900.00	\$20,836.94	61.46
01-2-02320-210-000-00	SUPER - Group Insurance - BCBS Admin Asst	\$1,862.14	\$22,345.00	\$16,759.26	75.00
01-2-02320-210-000-01	SUPER - Group Insurance - LTD Admin Asst	\$18.75	\$225.00	\$150.00	66.66
01-2-02320-215-000-00	SUPER - Group Insurance - BCBS - Superintendents	\$1,629.50	\$22,990.00	\$15,811.06	68.77
01-2-02320-215-000-01	SUPER - Group Insurance - LTD - Superintendents	\$51.66	\$465.00	\$413.28	88.87
01-2-02320-220-000-00	SUPER - Social Security - Admin Asst	\$199.58	\$2,600.00	\$1,557.17	59.89
01-2-02320-225-000-00	SUPER - Social Security - Superintendents	\$850.23	\$10,400.00	\$6,801.84	65.40
01-2-02320-230-000-00	SUPER - Retirement - Admin Asst	\$198.14	\$3,350.00	\$1,546.81	46.17
01-2-02320-235-000-00	SUPER - Retirement - Superintendents	\$821.23	\$9,175.00	\$6,569.78	71.60
01-2-02320-237-000-00	SUPER - Retirement Increase	\$337.01	\$0.00	\$2,683.46	0.00
01-2-02320-270-000-00	SUPER - Workers Comp - Admin Asst	\$0.00	\$100.00	\$103.00	103.00
01-2-02320-275-000-00	SUPER - Workers Comp - Superintendent	\$0.00	\$415.00	\$412.00	99.27
01-2-02320-285-000-00	SUPER - Health Benefits - Superintendents	\$0.00	\$0.00	\$2,236.64	0.00
01-2-02320-310-000-00	SUPER - Contracted Services	\$0.00	\$500.00	\$0.00	0.00
01-2-02320-330-000-00	SUPER - Employee Training	\$0.00	\$500.00	\$0.00	0.00
01-2-02320-333-000-00	SUPER - Mileage Paid to Staff	\$0.00	\$0.00	\$49.45	0.00
01-2-02320-530-000-00	SUPER - Cell Phone Reimb	\$50.00	\$600.00	\$400.00	66.66
01-2-02320-580-000-00	SUPER - Travel	\$306.47	\$3,000.00	\$406.06	13.53
01-2-02320-610-000-00	SUPER - General Supplies	\$143.03	\$6,685.00	\$802.55	12.00
01-2-02320-643-000-00	SUPER - Web/Cloud Based Software	\$0.00	\$2,500.00	\$1,191.90	47.67
01-2-02320-650-000-00	SUPER - Supplies - Technology Related	\$0.00	\$500.00	\$321.76	64.35
01-2-02320-810-000-00	SUPER - Dues and Fees	\$0.00	\$2,000.00	\$434.00	21.70
	<b>Superintendent</b>	<b>\$20,199.36</b>	<b>\$255,000.00</b>	<b>\$167,986.96</b>	<b>0.66</b>
01-2-02330-317-000-00	LEGAL - Contracted Legal Fees	\$1,095.00	\$15,000.00	\$4,830.00	32.20
	<b>District Legal</b>	<b>\$1,095.00</b>	<b>\$15,000.00</b>	<b>\$4,830.00</b>	<b>0.32</b>
01-2-02410-110-001-00	PRIN - Salaries - Admin Asst - Secondary	\$2,135.80	\$23,600.00	\$17,632.17	74.71
01-2-02410-111-001-00	PRIN - Salaries - Principal - Secondary	\$3,854.17	\$46,600.00	\$30,833.36	66.16
01-2-02410-111-002-00	PRIN - Salaries - Principal - Elementary	\$3,854.17	\$46,250.00	\$30,833.36	66.66
01-2-02410-120-001-00	PRIN - Salaries - Subs - Admin Asst- Secondary	\$0.00	\$0.00	\$328.15	0.00
01-2-02410-210-001-01	PRIN - Group Insurance - LTD - Admin Asst- Secondary	\$7.86	\$100.00	\$62.88	62.88
01-2-02410-211-001-00	PRIN - Group Insurance -BCBS - Principal - Secondary	\$814.76	\$9,775.00	\$7,332.84	75.01
01-2-02410-211-001-01	PRIN - Group Insurance LTD - Principal - Secondary	\$38.62	\$460.00	\$308.96	67.16
01-2-02410-211-002-00	PRIN - Group Insurance - BCBS - Principal - Elementary	\$814.74	\$9,775.00	\$7,332.66	75.01

01-2-02410-220-001-00	PRIN - Social Security - Admin Asst- Secondary	\$162.06	\$1,800.00	\$1,369.12	76.06
01-2-02410-221-001-00	PRIN - Social Security - Principal - Secondary	\$293.29	\$3,550.00	\$2,346.25	66.09
01-2-02410-221-002-00	PRIN - Social Security - Principal - Elementary	\$290.38	\$3,550.00	\$2,322.97	65.43
01-2-02410-230-001-00	PRIN - Retirement - Admin Asst- Secondary	\$158.55	\$2,400.00	\$1,308.92	54.53
01-2-02410-231-001-00	PRIN - Retirement - Principal - Secondary	\$286.12	\$4,600.00	\$2,288.89	49.75
01-2-02410-231-002-00	PRIN - Retirement - Principal - Elementary	\$286.11	\$4,600.00	\$2,288.95	49.75
01-2-02410-237-001-00	PRIN - Retirement Increase - Sec	\$147.01	\$0.00	\$1,189.46	0.00
01-2-02410-237-002-00	PRIN - Retirement Increase - Elem	\$94.59	\$0.00	\$756.72	0.00
01-2-02410-270-001-00	PRIN - Workers Comp - Admin Asst - Secondary	\$0.00	\$75.00	\$72.00	96.00
01-2-02410-271-001-00	PRIN - Workers Comp - Principal - Secondary	\$0.00	\$140.00	\$140.00	100.00
01-2-02410-271-002-00	PRIN - Workers Comp - Principal - Elementary	\$0.00	\$140.00	\$141.00	100.71
01-2-02410-281-001-00	PRIN - Health Benefits - Principal - Secondary	\$0.00	\$1,720.00	\$1,733.52	100.78
01-2-02410-281-002-00	PRIN - Health Benefits - Principal - Elementary	\$0.00	\$1,720.00	\$1,703.16	99.02
01-2-02410-580-001-00	PRIN - Travel - Secondary	\$0.00	\$1,000.00	\$30.32	3.03
01-2-02410-580-002-00	PRIN - Travel - Elementary	\$0.00	\$1,000.00	\$0.00	0.00
01-2-02410-610-001-00	PRIN - General Supplies - Secondary	\$939.81	\$12,500.00	\$2,143.49	17.14
01-2-02410-610-002-00	PRIN - General Supplies - Elementary	\$136.50	\$12,645.00	\$1,629.22	12.88
01-2-02410-643-001-00	PRIN - Web/Cloud Based Software - Secondary	\$0.00	\$5,000.00	\$524.10	10.48
01-2-02410-643-002-00	PRIN - Web/Cloud Based Software - Elementary	\$0.00	\$5,000.00	\$524.10	10.48
01-2-02410-650-001-00	PRIN - Supplies - Technology Related - Secondary	\$0.00	\$0.00	\$189.04	0.00
01-2-02410-650-002-00	PRIN - Supplies - Technology Related - Elem	\$0.00	\$5,000.00	\$110.03	2.20
01-2-02410-810-001-00	PRIN - Dues and Fees - Secondary	\$0.00	\$1,000.00	\$335.00	33.50
01-2-02410-810-002-00	PRIN - Dues and Fees - Elementary	\$0.00	\$1,000.00	\$375.00	37.50
	<b>Principal</b>	<b>\$14,314.54</b>	<b>\$205,000.00</b>	<b>\$118,185.64</b>	<b>0.58</b>
01-2-02510-116-000-00	FISCAL SVCS - Salaries - Business	\$4,708.83	\$56,500.00	\$37,670.64	66.67
01-2-02510-216-000-00	FISCAL SVCS - Group Insurance -BCBS - Business	\$1,862.14	\$22,400.00	\$16,759.26	74.81
01-2-02510-216-000-01	FISCAL SVCS - Group Insurance - LTD - Business	\$26.28	\$315.00	\$210.24	66.74
01-2-02510-226-000-00	FISCAL SVCS - Social Security - Business	\$340.61	\$4,330.00	\$2,724.88	62.93
01-2-02510-236-000-00	FISCAL SVCS - Retirement - Business	\$349.56	\$5,590.00	\$2,796.48	50.02
01-2-02510-237-000-00	FISCAL SVCS - Retirement Increase	\$115.57	\$0.00	\$924.56	0.00
01-2-02510-276-000-00	FISCAL SVCS - Workers Comp -Business	\$0.00	\$175.00	\$171.00	97.71
01-2-02510-315-000-00	FISCAL SVCS - Accounting/Auditing Services	\$0.00	\$7,000.00	\$6,500.00	92.85
01-2-02510-443-000-00	FISCAL SVCS - Lease - Copier	\$0.00	\$100.00	\$85.08	85.08
01-2-02510-530-000-00	FISCAL SVCS - Communications	\$393.08	\$5,000.00	\$3,193.69	63.87
01-2-02510-531-000-00	FISCAL SVCS - Postage	\$723.70	\$5,500.00	\$3,030.70	55.10
01-2-02510-580-000-00	FISCAL SVCS - Travel	\$0.00	\$200.00	\$0.00	0.00
01-2-02510-610-000-00	FISCAL SVCS - General Supplies	\$0.00	\$2,190.00	\$905.29	41.33
01-2-02510-643-000-00	FISCAL SVCS - Web/Cloud Based Software	\$64.26	\$10,000.00	\$9,873.35	98.73
01-2-02510-810-000-00	FISCAL SVCS - Dues and Fees	\$0.00	\$700.00	\$0.00	0.00

	<b>Fiscal Services</b>	<b>\$8,584.03</b>	<b>\$120,000.00</b>	<b>\$84,845.17</b>	<b>0.71</b>
01-2-02610-110-000-00	OPERATIONS - Salaries - Maint & Custodial	\$12,215.36	\$135,270.00	\$91,127.60	67.36
01-2-02610-130-000-00	OPERATIONS - Salaries - Overtime	\$0.00	\$500.00	\$0.00	0.00
01-2-02610-210-000-00	OPERATIONS - Group Insurance - BCBS	\$2,103.35	\$47,230.00	\$26,812.99	56.77
01-2-02610-210-000-01	OPERATIONS - Group Ins - LTD	\$52.89	\$730.00	\$408.24	55.92
01-2-02610-220-000-00	OPERATIONS - Social Security	\$924.99	\$10,400.00	\$6,889.70	66.24
01-2-02610-230-000-00	OPERATIONS - Retirement	\$847.27	\$13,300.00	\$6,244.95	46.95
01-2-02610-237-000-00	OPERATIONS - Retirement Increase	\$280.11	\$0.00	\$2,064.63	0.00
01-2-02610-270-000-00	OPERATIONS - Workers Comp	\$0.00	\$3,850.00	\$3,822.00	99.27
01-2-02610-410-000-00	OPERATIONS - Utility Services - Water & Sewage	\$795.90	\$15,000.00	\$9,088.10	60.58
01-2-02610-410-000-01	OPERATIONS - Utility Services - Culligan	\$54.00	\$1,200.00	\$823.00	68.58
01-2-02610-420-000-00	OPERATIONS - Cleaning Services - Garbage	\$486.52	\$15,000.00	\$5,546.23	36.97
01-2-02610-441-000-00	OPERATIONS - Rental of Bus Barn	\$600.00	\$7,200.00	\$4,800.00	66.66
01-2-02610-490-000-00	OPERATIONS - Other Purchased Property Services	\$780.15	\$10,000.00	\$4,272.80	42.72
01-2-02610-520-000-00	OPERATIONS - Insurance - Property	\$0.00	\$34,600.00	\$34,555.00	99.86
01-2-02610-610-000-00	OPERATIONS - General Supplies	\$1,535.90	\$1,000.00	\$7,719.25	771.92
01-2-02610-610-000-01	OPERATIONS - Janitorial Supplies	\$153.06	\$16,800.00	\$7,189.03	42.79
01-2-02610-621-000-00	OPERATIONS - Utility Energy Services	\$2,613.48	\$50,000.00	\$31,759.31	63.51
01-2-02620-431-000-00	MAINT BLDG - Repairs & Maint	\$11,522.23	\$35,000.00	\$39,007.68	111.45
01-2-02620-442-000-00	MAINT BLDG - Rentals of Equipment	\$0.00	\$5,000.00	\$0.00	0.00
01-2-02620-490-000-00	MAINT BLDG - Other Purchased Property Services	\$0.00	\$5,920.00	\$3,577.00	60.42
01-2-02620-610-000-00	MAINT BLDG - General Supplies	\$0.00	\$20,000.00	\$4,725.35	23.62
01-2-02630-420-000-00	GROUNDS - Mowing - Contracted	\$0.00	\$5,000.00	\$2,400.00	48.00
01-2-02630-420-000-01	GROUNDS - Snow Removal - Contracted	\$0.00	\$5,000.00	\$0.00	0.00
01-2-02630-420-000-02	GROUNDS - Lawn Care - Contracted	\$0.00	\$7,000.00	\$5,189.30	74.13
01-2-02630-431-000-00	GROUNDS - Repairs and Maintenance Services	\$0.00	\$2,000.00	\$4,622.73	231.13
01-2-02630-490-000-00	GROUNDS - Other Purchased Property Services	\$0.00	\$0.00	\$100.00	0.00
01-2-02630-610-000-00	GROUNDS - General Supplies	\$0.00	\$2,000.00	\$809.38	40.46
01-2-02650-431-000-00	STAFF VEH - Repairs & Maint	\$0.00	\$3,000.00	\$856.11	28.53
01-2-02650-626-001-00	STAFF VEH - Gasoline	\$63.38	\$3,000.00	\$436.85	14.56
01-2-02650-732-001-00	STAFF VEH - Vehicles	\$0.00	\$110,000.00	\$0.00	0.00
01-2-02660-340-000-00	SAFETY - Safety Audits	\$0.00	\$500.00	\$450.00	90.00
01-2-02660-610-000-00	SAFETY - Supplies	\$0.00	\$500.00	\$0.00	0.00
	<b>Operations, Maint &amp; Grounds</b>	<b>\$35,028.59</b>	<b>\$566,000.00</b>	<b>\$305,297.23</b>	<b>0.54</b>
01-2-02710-110-001-00	BUSING - Salaries - Secondary	\$664.90	\$7,000.00	\$3,422.65	48.89
01-2-02710-110-002-00	BUSING - Salaries - Elem	\$3,933.90	\$37,000.00	\$31,820.88	86.00
01-2-02710-120-001-00	BUSING - Salaries - Subs - Secondary	\$0.00	\$1,000.00	\$839.30	83.93
01-2-02710-120-002-00	BUSING - Salaries - Subs - Elem	\$43.71	\$0.00	\$524.52	0.00
01-2-02710-220-001-00	BUSING - Social Security - Secondary	\$50.06	\$550.00	\$323.21	58.76
01-2-02710-220-002-00	BUSING - Social Security - Elem	\$304.29	\$2,800.00	\$2,474.01	88.35

01-2-02710-230-001-00	BUSING - Retirement - Secondary	\$28.20	\$700.00	\$153.70	21.95
01-2-02710-230-002-00	BUSING - Retirement - Elem	\$0.00	\$0.00	\$35.68	0.00
01-2-02710-237-001-00	BUSING - Retirement Increase - Sec	\$9.32	\$0.00	\$50.82	0.00
01-2-02710-237-002-00	BUSING - Retirement Increase - Elem	\$0.00	\$0.00	\$11.80	0.00
01-2-02710-270-001-00	BUSING - Workers Comp - Secondary	\$0.00	\$0.00	\$442.00	0.00
01-2-02710-270-002-00	BUSING - Workers Comp - Elem	\$0.00	\$1,770.00	\$1,328.00	75.02
01-2-02710-340-001-00	BUSING - Physicals - Secondary	\$0.00	\$500.00	\$175.00	35.00
01-2-02710-340-001-01	BUSING - Drug Testing - Secondary	\$0.00	\$500.00	\$176.00	35.20
01-2-02710-340-002-00	BUSING - Physicals - Elem	\$0.00	\$500.00	\$100.00	20.00
01-2-02710-340-002-01	BUSING - Drug Testing - Elem	\$0.00	\$500.00	\$50.00	10.00
01-2-02710-520-001-00	BUSING - Insurance - Buses and Vans - Secondary	\$0.00	\$4,320.00	\$4,319.00	99.97
01-2-02710-520-002-00	BUSING - Insurance - Buses and Vans - Elem	\$0.00	\$4,320.00	\$4,319.00	99.97
01-2-02710-610-002-00	BUSING - General Supplies - Elem	\$0.00	\$27,040.00	\$2,682.04	9.91
01-2-02710-626-001-00	BUSING - Gasoline - Secondary	\$358.33	\$4,000.00	\$1,755.05	43.87
01-2-02710-626-002-00	BUSING - Gasoline - Elem	\$1,447.62	\$15,000.00	\$7,368.43	49.12
01-2-02710-810-001-00	BUSING - Dues & Fees	\$0.00	\$500.00	\$200.00	40.00
01-2-02730-431-000-00	BUSING - Repairs & Maint Service	\$4,986.05	\$40,000.00	\$13,630.43	34.07
01-2-02730-610-000-00	BUSING - General Supplies	\$26.95	\$2,000.00	\$229.89	11.49
	<b>Pupil Transportation</b>	<b>\$11,853.33</b>	<b>\$150,000.00</b>	<b>\$76,431.41</b>	<b>0.51</b>
01-2760-140-1-88	SPED TRANSP - SALARY	\$0.00	\$0.00	\$0.00	0.00
01-2760-210-1-88	SPED TRANSP - FICA	\$0.00	\$0.00	\$0.00	0.00
01-2760-220-1-88	SPED TRANSP - RETIREMENT	\$0.00	\$0.00	\$0.00	0.00
01-2760-334-1-88	SPED TRANSP - Reimb Mileage to Parent	\$0.00	\$0.00	\$0.00	0.00
	<b>SPED Transportation</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>#DIV/0!</b>
01-2-03400-734-001-00	CATEG GRANT - Computer Hdwe - Sec	\$0.00	\$0.00	\$14,145.00	0.00
01-2-03400-810-001-00	CATEG GRANT - Dues & Fees - Sec	\$0.00	\$160,507.00	\$0.00	0.00
01-2-03535-610-002-00	HAL - General Supplies- Elem	\$0.00	\$3,000.00	\$0.00	0.00
01-2-03535-650-001-00	HAL - Tech Supplies - Sec	\$2,448.99	\$0.00	\$2,448.99	0.00
01-2-03535-810-001-00	HAL - Dues and Fees- Secondary	\$0.00	\$0.00	\$100.00	0.00
01-2-06200-111-002-00	TITLE - Salaries - Teachers	\$3,905.04	\$47,291.00	\$31,591.48	66.80
01-2-06200-123-002-00	TITLE - Salaries - Subs	\$0.00	\$0.00	\$1,214.20	0.00
01-2-06200-211-002-00	TITLE - Group Insurance - BCBS - Teachers	\$0.00	\$11,000.00	\$11,773.74	107.03
01-2-06200-211-002-01	TITLE - Group Insur - LTD - Teacher	\$18.41	\$220.00	\$147.28	66.94
01-2-06200-221-002-00	TITLE - Social Security - Teachers	\$260.21	\$3,100.00	\$2,109.56	68.05
01-2-06200-223-002-00	TITLE - Social Security - Subs	\$0.00	\$0.00	\$92.90	0.00
01-2-06200-231-002-00	TITLE - Retirement - Teachers	\$289.89	\$4,700.00	\$2,345.18	49.89
01-2-06200-237-002-00	TITLE - Retirement Increase	\$95.84	\$0.00	\$775.34	0.00
01-2-06200-271-002-00	TITLE - Workers Comp - Teachers	\$0.00	\$135.00	\$134.00	99.25

01-2-06200-330-002-00	TITLE - Employee Training	\$0.00	\$0.00	\$45.00	0.00
01-2-06200-610-002-00	TITLE - General Supplies	\$0.00	\$17,054.00	\$146.13	0.85
01-2-06406-591-002-00	IDEA PS - Speech Cont Svc Purch - ESU6	\$0.00	\$3,500.00	\$3,421.00	97.74
01-2-06408-111-002-00	IDEA BASE-EP - Salaries - Teachers	\$511.42	\$12,000.00	\$4,090.52	34.08
01-2-06408-112-002-00	IDEA BASE-EP - Salaries - Paras	\$2,897.06	\$32,000.00	\$25,260.32	78.93
01-2-06408-211-002-00	IDEA BASE-EP - Group Insurance - BCBS - Teachers	\$157.57	\$4,000.00	\$1,419.42	35.48
01-2-06408-212-002-00	IDEA BASE-EP - Group Insurance - LTD - Paras	\$8.19	\$0.00	\$65.52	0.00
01-2-06408-221-002-00	IDEA BASE-EP - Social Security - Teachers	\$37.90	\$1,000.00	\$303.34	30.33
01-2-06408-222-002-00	IDEA BASE-EP - Social Security - Paras	\$195.08	\$2,400.00	\$1,750.39	72.93
01-2-06408-231-002-00	IDEA BASE-EP - Retirement - Teachers	\$37.96	\$1,200.00	\$303.80	25.31
01-2-06408-232-002-00	IDEA BASE-EP - Retirement - Paras	\$215.07	\$3,200.00	\$1,875.22	58.60
01-2-06408-237-002-00	IDEA BASE-EP - NPERS Ret Incr	\$83.65	\$0.00	\$721.27	0.00
01-2-06408-281-002-00	IDEA BASE-EP - Health Benefits - Elem Teachers	\$0.00	\$0.00	\$227.87	0.00
01-2-06408-591-002-00	IDEA BASE-EP - Speech Svcs Purch from ESU6	\$0.00	\$8,200.00	\$15,809.57	192.79
01-2-06408-591-002-01	IDEA BASE-EP - OT Svcs Contracted thru ESU6	\$1,715.00	\$0.00	\$1,715.00	0.00
01-2-06408-610-002-00	IDEA BASE-EP - General Supplies	\$0.00	\$1,000.00	\$0.00	0.00
01-2-06992-320-001-00	REAP - Professional Educational Services- Secondary	\$0.00	\$0.00	\$2,197.28	0.00
01-2-06992-320-002-00	REAP - Professional Educational Services- Elem	\$0.00	\$0.00	\$1,098.64	0.00
01-2-06992-650-001-00	REAP - Supplies - Technology Related- Secondary	\$1,059.80	\$0.00	\$2,598.75	0.00
01-2-06992-650-002-00	REAP - Supplies - Technology Related- Elem	\$0.00	\$0.00	\$9,032.84	0.00
01-2-06992-734-001-00	REAP - Technology-Related Hardware- Secondary	\$0.00	\$13,000.00	\$11,921.00	91.70
01-2-06992-734-002-00	REAP - Technology-Related Hardware- Elem	\$0.00	\$12,000.00	\$0.00	0.00
01-2-06996-610-000-00	ESSER - General Supplies	\$0.00	\$15,000.00	\$3,905.97	26.03
01-2-06996-610-000-01	ESSER - Janitorial Supplies	\$0.00	\$20,000.00	\$4,088.40	20.44
	<b>Federal &amp; State Programs</b>	<b>\$13,937.08</b>	<b>\$375,507.00</b>	<b>\$158,874.92</b>	<b>0.42</b>
01-2-08000-912-000-00	Fund Transfers to School Nutrition Fund	\$0.00	\$26,000.00	\$5,000.00	19.23
01-2-08000-913-000-00	Fund Transfers to Activities Fund	\$2,000.00	\$24,000.00	\$16,000.00	66.66
	<b>IntraFund Support</b>	<b>\$2,000.00</b>	<b>\$50,000.00</b>	<b>\$21,000.00</b>	<b>0.42</b>
	<b>APRIL TOTALS</b>	<b>\$363,423.65</b>	<b>\$5,406,507.00</b>	<b>\$2,803,276.78</b>	<b>0.52</b>
<b>Intrafund Transfers</b>					
01-2-09005-000-000-00	NON-PGM EXPENDITURES - Interfund loan to Nutrition Fund	\$6,636.58	\$0.00	\$13,454.58	0.00
01-2-09005-220-000-00	NON-PGM EXPENDITURES - Interfund loan to Nutrition Fund FICA	\$507.70	\$0.00	\$1,029.29	0.00
01-2-09005-230-000-00	NON-PGM EXPENDITURES - Interfund loan to Nutrition Fund RET	\$425.05	\$0.00	\$841.73	0.00
01-2-09005-237-000-00	-Increased Retirement Contributions	\$140.53	\$0.00	\$278.29	0.00
01-2-09006-000-000-00	NON-PGM EXPENDITURES - Interfund Loan to Activity Fund	\$2,441.22	\$0.00	\$2,441.22	0.00



08-2-04200-490-001-00	SB - Land Improvements	\$0.00	\$0.00	\$1,900.00	0.00
08-2-04300-340-001-00	SB - Prof Services	\$0.00	\$0.00	\$450.00	0.00
08-2-04500-720-001-00	SB - Buildings	\$21,475.00	\$0.00	\$21,475.00	0.00
08-2-04700-731-001-00	SB - Equipment	\$0.00	\$476,247.00	\$0.00	0.00
08-2-04700-731-002-00	SB - Equipment	\$0.00	\$476,246.00	\$0.00	0.00
<b>TOTAL SPECIAL BUILDING FUND</b>		<b>\$21,475.00</b>	<b>\$952,493.00</b>	<b>\$35,798.65</b>	<b>0.04</b>

# FRIEND PUBLIC SCHOOLS

Board of Education - Payments to be Approved  
5/10/2021

## Manual Checks/Funds Transfers done in April:

### GENERAL FUND

Payroll Fund	April payroll	\$	260,593.11
			<u>\$ 260,593.11</u>

## May Presentations

### BOND FUND

Union Bank & Trust	interest on 2017 series bond	\$	61,840.00	<i>Check will not be mailed until June 1</i>
			<u>\$ 61,840.00</u>	

### GENERAL FUND

Activity Fund	May support, reimb field trips & staff apprec	\$	2,689.00
Apple	cabling	\$	68.00
Awards Unlimited	awards	\$	41.21
Beaver Hardware	supplies	\$	259.94
Black Hills Energy	natural gas	\$	573.43
Central Nebr Rehab Services	PT services	\$	1,221.91
City of Friend	utilities	\$	2,533.41
Constellation	natural gas	\$	10,240.52
Continental Fire Sprinkler	repair to fire panel	\$	343.34
Crete Ace Hardware	mowing equipment	\$	785.05
Crete Lumber	shop supplies	\$	79.96
Culligan	water softener	\$	152.25
Diode	repair to key fob system	\$	115.00
Diversified Drug Testing	bus driver testing	\$	153.00
Eakes	copier toner	\$	178.00
Egan Supply	janitorial supplies	\$	35.16
ESU6	technology, workshops	\$	3,124.23
Farmers Union Coop	vehicle servicing, tire repairs	\$	148.40
Farmers Union Coop- Carquest	supplies	\$	47.39
Follett	library software renewal	\$	1,042.50
Hill, Jeff	reimburse mileage	\$	33.60
Hillyard	janitorial supplies	\$	510.80
Hometown Leasing	monthly copier/printer lease	\$	743.44
IC Energy Solutions	lighting supplies	\$	204.00
Jenn Nantkes	vision therapy	\$	330.72
JL Stutzman	snow removal	\$	2,925.00
JW Pepper	music	\$	57.99
Kelch Plumbing	repairs to boiler piping	\$	286.91
Kirchhoff, Randy	reimburse bus washes	\$	66.00
Kraus, David	reimburse cell phone	\$	50.00
Lee's Refrigeration	repair to walk-in freezer	\$	634.86
MMC Contractors	repairs to RTU	\$	10,330.90
NASB	meeting registration	\$	90.00
Nebr Council of School Admin	NASBO regist	\$	425.00
Omaha World-Herald	subscription	\$	124.80
Paper 101	copier paper	\$	2,120.80
Perry Law	legal services	\$	450.00
Picture This	senior composite	\$	258.00
Potter Repair	vehicle & bus repairs	\$	2,111.63

Presto-X	exterminator	\$	147.00
Quadient Leasing	poster meter lease - quarterly	\$	474.00
Qwik6	fuel	\$	1,943.34
Randy & Esther Kirchoff	rental of bus barn	\$	600.00
Safelite Fulfillment	repair to van windshield	\$	49.95
Seward County Independent	publish legals	\$	45.71
Starr Plumbing	repair to garbage disposal	\$	152.95
Steve's Repair	service mini van	\$	107.47
The Parent Institute	subscription - Title 1 info	\$	129.00
Time Management Systems	monthly service contract	\$	64.26
Unite Private Network	WAN lease	\$	559.33
USBANK VISA	Purchases for activites	\$	2,088.42
USBANK VISA	Qwik6, DG - groceries for FACS	\$	41.14
USBANK VISA	Amazon - supplies	\$	1,002.96
USBANK VISA	Amazon - books for Reading Buddies	\$	860.08
USBANK VISA	Meals - Kraus - conferences, meetings	\$	198.68
USBANK VISA	Mosyle - ipad licenses	\$	12.84
USBANK VISA	DG - SPED supplies	\$	3.95
USBANK VISA	Lowe's - ag class supplies	\$	62.82
WageWorks	monthly admin fee	\$	143.50
Windstream	telephone service	\$	401.49

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\$ 54,675.04

**LATE PRESENTATIONS:**

Quadient	refill postage meter	\$	100.00
DAS State Acctg - State of Nebr	internet access - April	\$	232.49
Sutton Public School	district music contest fees	\$	224.60
Drake Refrigeration	service call	\$	135.00
Midwest Alarm Services	annual fire inspection	\$	505.80
Central Nebr Rehab	PT services - April	\$	1,280.60

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\$ 57,153.53



**IC ENERGY  
SOLUTIONS**

**Custom Engineered Solution For:  
Friend Public Schools**

Date: 4.15.2021

Proposal Option: BEST (USA/10 Year Warranty) Matching Product

Featured Technology:



Made in the USA

# Project Data



Blended Rate: \$0.0895  
 Sales Rep: Robb Lierman  
 Sales Rep Phone: 402-480-7999  
 Date: 4.15.2021

## Friend Public Schools

Customer Address:  
 Attn: Mr. David Kraus  
 501 S. Main St.  
 Friend, NE 68359

Project Location:  
 501 S. Main St.  
 Friend, NE 68359

Area	Existing Qty <sup>3</sup>	Lamp Watts	Total Fixture Wattage <sup>1</sup>	Annual Hours <sup>1,4</sup>	Existing Annual kWh	Custom Engineered Solution	Qty <sup>3</sup>	System Wattage <sup>1</sup>	Projected Annual Hours <sup>4</sup>	Projected Annual kWh	kWh Saved	kW Saved <sup>2</sup> (Demand)	Annual Savings	
1	New Gym	56	400	465	2,200	57,288	LED HB	56	125	750	5,250	52,038	19.04	\$4,657
2	Gym Catwalk	48	128	128	2,200	13,517	LED Décor Pend	48	40	2,200	4,224	9,293	4.22	\$832
3	6" Can WR	6	20	40	2,200	528	LED Thin WR 6"	6	16	2,200	211	317	0.14	\$28
4	10" Can	8	70	70	2,200	1,232	LED 10" Can	8	24	2,200	422	810	0.37	\$72
5	2LT8	138	64	74	2,200	22,466	LED T8 EXT 100K	138	22	2,200	6,679	15,787	7.18	\$1,413
6	2x4 3LT8	72	96	110	2,200	17,424	LED T8 EXT 3L	72	44	2,200	6,970	10,454	4.75	\$936
7	1x4 2LT8	20	64	74	2,200	3,256	LED T8 EXT 2L	20	26	2,200	1,144	2,112	0.96	\$189
8	Dir/Inder 1	3	64	74	2,200	488	LED T8 360 EXT 2L	3	26	2,200	172	317	0.14	\$28
9	Dir/Inder 2	8	128	148	2,200	2,605	LED T8 360 EXT 4L	8	44	2,200	774	1,830	0.83	\$164
Add'l Areas-See Appendix		99				24,686	See Appendix for Additional Area Detail	99			11,326	13,361	6.07	\$1,197
Grand Total		458				143,491		458			37,172	106,319	43.71	\$9,516

## Infrastructure Improvement-Amperage Reduction

A decreased lighting load may prevent costly electrical infrastructure improvements.

<b>System Voltage:</b>	<b>120</b>
Total existing amps draw:	544
Total proposed amps draw:	179
Ampacity Gained	<u>364</u>

## Proposal Notes

1. Assumptions made in this system design are based on data collected at site and/or information provided by customer representative.
2. If applicable, any space that is mechanically cooled will realize an approximate equivalent gain of 1 ton cooling capacity for every kW of lighting load displaced.
3. Fixture totals may differ due to lighting system design change.
4. Current and projected hours may vary due to controls integration.

## Environmental Benefits\*\*

Your Lighting Project will help to decrease air pollution and environmental damage by the following amounts each year:

CO2 Removed (tons).....	64.7
SO2 Removed (tons).....	0.164
NOX Removed (tons).....	0.060
Mercury Removed (lbs).....	0.003
Acres of Trees Planted.....	19.5
Gallons of Gas Saved.....	8,776.7

## Project Notes

1. Fixture Features Include:
2. Designed and Manufactured in the USA
3. Full 10 Year Fixture and 1 Year Labor Warranty if Installed by ICES
4. All New Hanging Cables and Power Cords
5. Integrated Surge Suppression

## Contact Information

**Integrator**  
 IC Energy Solutions  
 PO BOX 237  
 Waverly, NE 68462

## Sales Representative

Robb Lierman  
 402-480-7999  
 robb@icenergysolutions.com

\*\*Data Assumptions: Per the EPA's eGRID database, as recognized protocol by the World Resource Institute/World Business Council for Sustainable Development (WRI/WBCSD).

# Capital Investment Summary



Friend, NE 68359

Date: 4.15.2021

## Capital Investment

### Investment

Materials	Included	
Installation Labor	Included	
Services (See Acceptance Page)	Included	
System Investment (Plus Applicable Taxes)		\$ 84,072
		<hr/>
Less: Projected Rebates/Incentives		\$ 5,652
		<hr/>
Net System Investment		<u>\$ 78,420</u>

### Annual Cash Flow Benefit

Annual Energy Savings	\$	9,515
Projected Annual Maintenance Savings <sup>1</sup>	\$	2,349

### Cost of Delay per Month

The cost of doing nothing per month is \$793 which is equivalent to 1% of the project cost.

Other Notes: IC Energy Solutions reserves the right to withdraw this proposal in 30 days from the date listed on this proposal.

Rebates/Incentives are estimates only for the purposes of this proposal. Actual rebate amounts received may vary and are subject to utility program rules and conditions. Final sales/use tax treatment and amounts to be determined at time of invoice according to applicable State and Local law.

<sup>1</sup> Maintenance savings estimated. Maintenance savings is a result of new equipment with longer life.

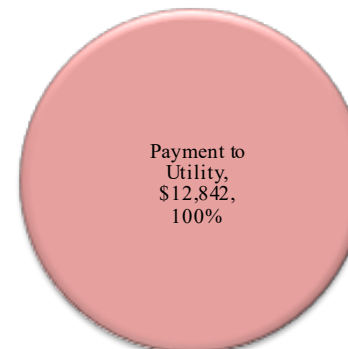
## Cash Flow

Year	Cash Flow	Year	Cash Flow
Year 1	\$ (68,905)	Year 6	\$ (21,330)
Year 2	\$ (59,390)	Year 7	\$ (11,815)
Year 3	\$ (49,875)	Year 8	\$ (2,300)
Year 4	\$ (40,360)	Year 9	\$ 7,215
Year 5	\$ (30,845)	Year 10	\$ 16,730

## Utility Expense

### Current Scenario

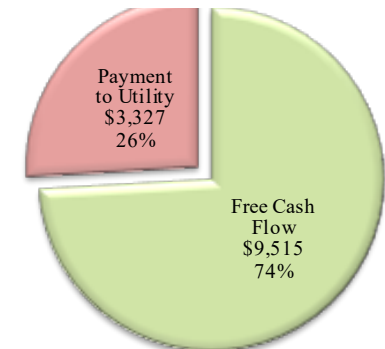
(Utility Expense for Lighting)



Your annual electric bill is a fixed expense for your lighting, regardless of fluctuations in your business operations.

### Proposed Scenario

(Utility Expense for Lighting)



After your IC Energy Solutions implementation, you'll lower your annual electric bill, improve your lighting and realize FREE CASH FLOW.

# Acceptance

Friend Public Schools  
Friend, NE 68359  
Date: 4.15.2021

## Review Materials, Professional Services, and the Voltage Note

### Capital Purchase (Plus Applicable Taxes):

Investment Required: **\$84,072**

Terms: Please See Sales Representative for Details

Remit To: IC Energy Solutions

bl

**Materials:** Reference attached "Project Data" page.

**Professional Services:** Please note, excluded services are the responsibility of the customer, if applicable.

**Survey:** Included  
**System Design:** Included  
**Engineering:** Excluded  
**Project Management:** Included  
**Freight:** Included

**Installation Labor:** Included  
**System Commissioning:** Excluded  
**Incentive Management:** Included  
**Lift Equipment:** Included

**Controls Mobilization:** Excluded  
**Controls Auto CAD:** Excluded  
**Recycling:** Included  
**As-Built Documentation:** Excluded

### Voltage and Power Quality Note

The voltages at the facility are between 120 and 277 volts unless otherwise noted in this proposal. Proposal assumes building infrastructure complies with Article 250 National Electric Code, ANSI/IEEE C84.1 or IEC61000.

### **"Acceptance of Proposal"**

Customer Signature:	Date:	<	<b>Sign Here</b>
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Print Name:	Purchase Order #:	<	<b>Complete</b>
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This proposal supersedes any prior proposal, whether written or oral. This proposal may be withdrawn if not accepted within 30 days.  
Proposal Option: BEST (USA/10 Year Warranty) Matching Product

## Parental/Community Involvement in Schools

## Resident Sex Offenders

The safety of Friend Public Schools students is paramount. It is important that school employees be aware of sex offenders who reside within the confines of the Friend Public School District so as to assure who may be present on school property. The superintendent of schools or his/her designee shall notify staff members regarding registered sex offenders residing within the Friend Public School district. Notices provided, shall contain information about the availability of further information on the Nebraska State Patrols' web page and shall inform the recipient of the prohibition against using the information for any retaliatory purpose against the sex offender, his/her family or his/her employer.

The Nebraska State Legislature has enacted the Nebraska Sex Offender Registration Act. The Act requires each sex offender to register with the local county sheriff where he/she resides. Sex offenders are placed in one of three categories. The categories are:

- > Fifteen Years: The sex offender was, as defined in State Statute Section 29-4003 not punishable by imprisonment for more than one year.
  - A sex offender who is required to register for fifteen (15) years may request a reduction in the registration period to ten (10) years upon completion of ten(10) years of the registration period after the date of discharge from probation, parole, supervised release or incarceration, whichever date is most recent.
- > Twenty-Five Years: The sex offender was convicted of a registrable offense as defined in State Statute Section 29-4003 punishable by imprisonment for more than one year.
- > Life: The sex offender was convicted of a registrable offense under State Statute Section 29-4003 punishable by imprisonment for more than one year and was convicted of an aggravated offense or had a prior sex offense conviction or has been determined to be a lifetime registrant in another state, territory, commonwealth or other jurisdiction of the United States, by the United States Government, by court martial or other military tribunal, or by a foreign jurisdiction.

Upon prior notification a sex offender who is the parent or guardian of a student attending the Friend Public Schools may participate in educational conferences, unless prohibited by court order. Registered sex offenders, regardless of category, shall otherwise enter school grounds or attend school events without prior, express written permission of the building principal and/or superintendent. Students who are registered sex offenders shall not be precluded from attending school for that sole issue.

Policy Adopted:  
November 12,  
2012

## Parental/Community Involvement in Schools

## Resident Sex Offenders

Dear \_\_\_\_\_

The Friend Board of Education, during their regularly scheduled meeting on November 12, 2012, approved Policy # 6405 *Resident Sex Offenders*. I have enclosed a copy for your review. The Nebraska State Statute changes, effective January 1, 2010, includes the new classifications of sex offenders, i.e., 15 Years, 25 Years and Life.

As stated in Policy #6405: Letters will be sent by registered mail.

Upon prior notification a sex offender who is the parent of a student attending the Friend Public Schools may participate in educational conferences unless prohibited by court order. Registered sex offenders, regardless of category, shall not otherwise enter school grounds or attend school events without prior, express written permission of the building principal and/or superintendent.

If you wish to be on the school grounds or attend school events, it will be necessary to contact one of following individuals dependent upon which building you will be at:

District Superintendent  
Elementary Principal  
High School Principal

If you have any questions pertaining to Policy# 6205 or the procedures that must be followed to be present on school grounds or a school activity, please do not hesitate to contact me.

Sincerely,

Superintendent of Schools  
Friend Public Schools

pc: Friend Chief of Police  
Friend Public School Administrators

InstructionCombined District and School Title I Parent and Family Engagement Policy

Friend Public Schools intends to follow the Title I Parent and Family Engagement Policy guidelines in accordance with federal law, *Section 1116(a -f) ESSA, (Every Student Succeeds Act) of 2015.*

**In General**

The written District parent and family engagement policy has been developed jointly with, updated periodically and distributed to parents and family members of participating children and the local community in an understandable and uniform format. This policy agreed on by such parents describes the means for carrying out the requirements as listed below.

- Parents and family members of all students are welcomed and encouraged to become involved with their child's school and education; this includes parents and family members that have limited English proficiency, limited literacy, are economically disadvantaged, have disabilities, racial or ethnic minority background or are migratory children. Information related to school and parent programs, meetings, school reports and other activities are sent to the parents of participating children in a format, and to the extent practicable, in a language the parents can understand.
- Parents are involved in the planning, review, evaluation and improvement of the Title I program, Parent and Family Engagement Policy and the School-Parent Compact at an annual parent meeting scheduled at a convenient time. This would include the planning and implementation of effective parent and family involvement activities.
- Conduct, with meaningful parent and family involvement, an annual evaluation of the content and effectiveness of the Parent and Family Engagement Policy. Use the evaluation findings to design evidence-based strategies for more effective parental involvement, and to revise the Parent and Family Engagement Policy.
- Opportunities are provided for parents and family members to participate in decisions related to the education of their child/children. The school and local educational agency shall provide other reasonable support for parental involvement activities.
- Parents of participating children will be provided timely information about programs under this part, a description and explanation of the curriculum in use, the forms of academic assessment used to measure student progress and the achievement levels of the challenging State academic standards. The school will provide assistance, opportunities, and/or materials and training to help parents work with their children to improve their children's academic achievement in a format, and when feasible, in a language the parents and family members can understand.
- Educate teachers, specialized instructional support personnel, principals, and other school leaders, with the assistance of parents in the value and utility of contributions of parents, how to reach out to, communicate with and work with parents as equal partners.
- Coordinate and integrate parental involvement programs and activities with other Federal, State and local programs, including preschool programs that encourage and support parents in more fully participating in the education of their children.

Date of Adoption: June 2018

Board Reviewed: July 2019

InstructionFree and Reduced Price Meals

The Friend Public Schools has agreed to participate in the National School Lunch Program (NSLP) and accepts responsibility for providing free and reduced price meals to eligible children in the schools under its jurisdiction. The school food authority assures the State Department of Education that the school system will uniformly implement the following policy to determine children's eligibility for free and reduced price meals in all National School Lunch Programs. In fulfilling its responsibilities the school food authority:

- A) Agrees to serve meals free to children from families whose income is at or below that established by the NSLP for free meals.
- B) Agrees to serve meals at a reduced price to children from families whose income is at or below that established by the NSLP for reduced meals listed.
- C) Agrees to provide these benefits to any child whose family income falls within the criteria established by the NSLP for free or reduced meals after deductions are made for the following special hardship conditions which could not reasonably be anticipated or controlled by the household:
  - 1. Unusually high medical expenses
  - 2. Shelter costs in excess of 30 percent of reported income
  - 3. Special education expenses due to the mental or physical condition of a child
  - 4. Disaster or casualty losses

In addition, agrees to provide these benefits to children from families who are experiencing strikes, layoffs and unemployment which cause the family income to fall within the criteria established by the NSLP for free or reduced meals.

- D) Agrees there will be no physical segregation of, nor any other discrimination against, any child because of his inability to pay the full price of the meal. The names of the children eligible to receive free and reduced price meals shall not be published, posted or announced in any manner and there shall be no overt identification of any such children by use of special tokens or tickets or any other means. Further assurance is given that children eligible for free or reduced price meals shall not be required to:
  - 1. Work for their meals
  - 2. Use a separate lunch room
  - 3. Go through a separate serving line
  - 4. Enter the lunchroom through a separate entrance
  - 5. Eat meals at a different time
  - 6. Eat a meal different from the one sold to children paying the full price
- E) Agrees in the operation of child nutrition programs, no child shall be discriminated against because of race, sex, color, or national origin.

- F) Agrees to establish and use a fair hearing procedure for parental appeals of the school's decisions on applications and for school officials' challenges to the correctness of information contained in an application or continued eligibility of any child for free or reduced price meals. During the appeal and hearing the child will continue to receive free or reduced priced meals. A record of all such appeals and challenges and their dispositions shall be retained for three (3) years. Prior to initiating the hearing procedures, the parent or local school official may request a conference to provide an opportunity for the parent and school official to discuss the situation, present information, and obtain an explanation of data submitted in the application and decisions rendered. Such a conference shall not in any way prejudice or diminish the right to a fair hearing. The hearing procedure shall provide the following:
1. A publicly-announced, simple method for making an oral or written request for a hearing
  2. An opportunity to be assisted or represented by an attorney or other person
  3. An opportunity to examine, prior to and during the hearing, the documents and records presented to support the decision under appeal
  4. Reasonable promptness and convenience in scheduling a hearing and adequate notice as to the time and place of the hearing
  5. An opportunity to present oral or documentary evidence and arguments supporting a position without undue interference
  6. An opportunity to question or refute any testimony or other evidence and to confront and cross-examine any adverse witnesses
  7. The hearing be conducted and the decision made by a hearing official who did not participate in the decision under appeal or in any previous conference
  8. The parties concerned and any designated representative thereof be notified in writing of the decision of the hearing official
- G) Agrees to designate the Superintendent to review applications and make determinations of eligibility. This official will use the criteria outlined in this policy to determine which individual children are eligible for free or reduced price meals.
- H) Agrees to develop and send to each child's parent or guardian a letter as outlined by State Department of Education including an application form for free or reduced price meals at the beginning of each school year. Applications may be filed at any time during the year. All children from a family will receive the same benefits.
- I) The following information will be available in the office of the Superintendent.
1. Eligibility criteria for free and reduced meals
  2. Parent letter and application
  3. Public release
  4. Collection procedure

Date of Adoption: July 11, 2007

Board Reviewed December 2011

## Special Education Policies

Friend Public Schools adopts this special education policy with the intent that the policy maintain the District's compliance with all applicable laws affecting special education services and programs. The Superintendent or designees shall develop regulations or procedures to implement these policies. Employees and contractors of the District are expected to comply with these policies and all regulations, guidelines and procedures related to this policy in all respects.

The District will abide by all state and federal laws relating to special education. The District's special education policy and regulations, guidelines and procedures related to this policy are to be interpreted so as to be in compliance with such laws. In the event of changes in law, the school administration shall be authorized to implement modifications of practice to comply with such changes (whether the changes impose more or less stringent procedural or substantive requirements) until such time as amended policies are adopted by the Board of Education. References herein to 92 NAC 51 citations are made to Rule 51 as in effect on the date of the adoption of these policies. In the event of renumbering or other revisions to Rule 51, the policy shall be interpreted and implemented consistent with such renumbering or revisions.

### 1. Free Appropriate Public Education

A free appropriate public education shall be made available to all children with disabilities residing in the District from date of diagnosis through the school year in which the student reaches 21 years of age, including children with disabilities who have been suspended or expelled.

Legal Reference: 92 NAC 51-004.01 through 004.03A and 007.07C2 through 007.07C6

### 2. Full Educational Opportunity Goal

The District shall take steps to ensure that its children with verified disabilities have available to them the variety of educational programs and services available to children without disabilities in the areas served by the District, including art, music, industrial arts, family consumer science education, and vocational education.

Legal Reference: 92 NAC 51-004.11A

### 3. Child Find

All children with disabilities residing in the District, including children with disabilities who are homeless or are wards of the state or attending nonpublic schools, regardless of the severity of their disabilities, who are in need of special education and related services, will be identified, located and evaluated and a practical method shall be developed and implemented by the administration to determine which children with disabilities are currently receiving needed special education and related services.

Legal Reference: 92 NAC 51-006.01 through 006.01A2

### 4. Individualized Education Program (IEP)

An individualized education program, or an individualized family service plan, is to be developed, reviewed, and revised for each child with a disability in accordance with 92 NAC 51-007.

Legal Reference: 92 NAC 51-007

### **5. Least Restrictive Environment**

To the maximum extent appropriate, children with disabilities, including children in public or private institutions or other care facilities, are to be educated with children who are not disabled, and special classes, separate schooling, or other removal of children with disabilities from the regular educational environment will occur only when the nature or severity of the disability of a child is such that education in regular classes with the use of supplementary aids and services cannot be achieved satisfactorily.

Legal Reference: 92 NAC 51-008.01 through 008.011

### **6. Procedural Safeguards**

Children with disabilities and their parents shall be afforded the required procedural safeguards.

Legal Reference: 92 NAC 51-009.01 through 009.07; 009.10 through 009.12; 009.14, 006.07 and 016.01 through 016.07C

### **7. Evaluation and Identification Procedures**

Children with disabilities shall be evaluated and identified in accordance with 92 NAC 51-006. The District will respond to a request for an Independent Educational Evaluation without unnecessary delay. Locations of any evaluator shall be within a reasonable distance of the District. A reasonable distance means within 100 miles of the school building the child attends and within Nebraska. In the event this geographic area restriction would prevent a parent from obtaining an Independent Educational Evaluation, the location of the evaluator may be outside the specified geographic area but must be within Nebraska. The District will provide the parent(s) with a list of qualified agencies/evaluators within the geographic area. The evaluators are to have their rates approved by the Nebraska Department of Education to be authorized to conduct the evaluation.

Legal Reference: 92 NAC 51-006

### **8. Confidentiality of Personally Identifiable Information**

The confidentiality of student records and information shall be maintained in accordance with law.

Legal Reference: 92 NAC 51-003.16, 003.20, 009.03 through 009.03M3

### **9. Transition of Children from Part C to Preschool Programs**

Children participating in early intervention programs under Part C of the IDEA (early intervention services) and who will participate in preschool programs assisted under Part B of the IDEA (services for school-aged children) shall experience a smooth and effective transition to those preschool programs in a manner consistent with 92 NAC 52-008. The District will participate in transition planning conferences arranged by the designated lead agency.

Legal Reference: 92 NAC 52-008

### **10. Children in Nonpublic Schools**

To the extent consistent with the number and location of children with disabilities in the District who are enrolled by their parents in nonpublic elementary and secondary schools in the District, provision will be made for the participation of those children in the programs assisted or carried out under Part B of the IDEA (services for school-aged children) by providing them with special education and related services.

Legal Reference: 92 NAC 51-012.08 and 015

### **11. Personnel Standards and Personnel Development**

Personnel providing special education or related services to children with disabilities shall be appropriately and adequately prepared and trained in accordance with IDEA requirements and the District will take measurable steps to recruit, hire, train and retain personnel meeting the requirements of IDEA to provide such services.

Legal Reference: 92 NAC 51-010

### **12. Participation in and Reporting of State and District Wide Assessments**

All children with disabilities shall be included in all general state and district wide assessment programs, including assessments described under section 612(a)(16)(A) of the IDEA with appropriate accommodations and alternate assessments where necessary and as indicated in their respective individualized education programs. The District will make available to the Nebraska Department of Education the information necessary to carry out its duties relating to the reporting of children with disabilities participation in assessments.

Legal Reference: 92 NAC 51-004.05

### **13. Suspension and Expulsion Rates**

The District will examine data, including data disaggregated by race and ethnicity, to determine if significant discrepancies are occurring in the rate of long-term suspensions and expulsions of children with disabilities.

Legal Reference: 92 NAC 51-004.06E

### **14. Access to Instructional Materials**

As part of any print instructional materials adoption process, procurement contract, or other practice or instrument used for purchase of print instructional materials, the District will enter into a written contract with the publisher of the print instructional materials to:

1. Require the publisher to prepare and, on or before delivery of the print instructional materials, provide to the National Instructional Material Access Center, electronic files containing the contents of the print instructional materials using the National Instructional Materials Accessibility Standard, or
2. Purchase instructional materials from the publisher that are produced in, or may be rendered in specialized formats.

Legal Reference: 92 NAC 51-004.15

### **15. Over-Identification and Disproportionality**

Procedures shall be in place to ensure that testing and evaluation materials and procedures utilized for the evaluation and placement of children with disabilities will be selected and administered so as not to be racially or culturally discriminatory. Such materials or procedures shall be provided and administered in the child's native language or mode of communication, unless it is clearly not feasible to do so, and no single procedure shall be the sole criterion for determining an appropriate educational program for a child.

Legal Reference: 92 NAC 51-003.10; 006.02C

### **16. Prohibition on Mandatory Medication**

Children shall not be required to obtain a prescription for a controlled substance as a condition of attending school, receiving an evaluation to determine whether a child has a disability or the nature and extent of special education and related services the child needs, or receiving special education services.

Legal Reference: 92 NAC 51-004.11D; 21 U.S.C. §812(c)

**17. Transportation**

Transportation will be provided for children with disabilities who are eligible for transportation and residents of the school district as required by law.

Legal Reference: 92 NAC 51-014.01 through 014.02

**18. Surrogates**

A surrogate will be appointed and other action taken to ensure the rights of children with a disability as required by law.

Legal Reference: 92 NAC 51-009.10

**19. Early Intervention Services – Consent**

When a parent refuses to provide consent under 92 NAC 52, a meeting will be held or offered to explain to the parents how their failure to consent affects the ability of their child to receive services under 92 NAC 52.

Legal Reference: 92 NAC 52

Legal Reference: 34 CFR Parts 300, 303 and 304  
Neb. Rev. Stat. § 79-1110 to 79-1167  
92 NAC 51

Date of Adoption: 08-10-2015

InstructionFirearm Policy

It shall be the policy of the Friend Public School District to undertake all reasonable efforts to prohibit the unlawful possession, the knowingly and intentionally selling, attempting to sell, providing, loaning, delivering, or in any other way transferring the possession of a firearm to a juvenile, and to prevent the unlawful possession of a firearm in a school, on school grounds, in a school owned vehicle, or at a school sponsored activity or athletic event. This policy shall not to apply to the issuance of firearms to or possession by members of the Armed Services of the United States, active or reserve, National Guard of the State, or reserve officers training corp, peace officers, or other duly authorized law enforcement officers when on duty or training. Further, nothing in this policy shall be construed to require school action when a firearm is lawfully possessed by a person receiving instruction, for instruction under the immediate supervision of an adult instructor, or as to firearms contained within a private vehicle operated by a non-student adult when the firearm is not loaded, is encased, and is either in a locked firearm rack that is on a motor vehicle or is in a case that is expressly made for the purpose of containing a firearm and that is completely zipped, snapped, buckled, tied or otherwise fastened with no part of a firearm exposed.

Any unlawful use or possession of a firearm as described in this policy and as described by statute shall as soon as is reasonably possible be reported to an appropriate peace officer. Nothing in this policy shall be construed to prevent the district from carrying out regular disciplinary procedures as have been adopted by the Board of Education or as otherwise authorized by law.

Date of Adoption: July 11, 2007  
Board Reviewed December 2011

InstructionComputerInternet Safety and Acceptable Use PolicyA. Internet Safety Policy

It is the policy of Friend Public Schools to comply with the Children's Internet Protection Act (CIPA). With respect to the District's computer network, the District shall: (a) prevent user access to, or transmission of, inappropriate material via Internet, electronic mail, or other forms of direct electronic communications; (b) provide for the safety and security of minors when using electronic mail, chat rooms, and other forms of direct electronic communications; (c) prevent unauthorized access, including so-called "hacking," and other unlawful activities online; (d) prevent unauthorized online disclosure, use, or dissemination of personal identification information of minors; and (e) implement measures designed to restrict minors' access to materials (visual or non-visual) that are harmful to minors.

1. Definitions. Key terms are as defined in CIPA. "Inappropriate material" for purposes of this policy includes material that is obscene, child pornography, or harmful to minors. The term "harmful to minors" means any picture, image, graphic image file, or other visual depiction that: (1) taken as a whole and with respect to minors, appeals to a prurient interest in nudity, sex, or excretion; (2) depicts, describes, or represents, in a patently offensive way with respect to what is suitable for minors, an actual or simulated sexual act or sexual contact, actual or simulated normal or perverted sexual acts, or a lewd exhibition of the genitals; and (3) taken as a whole, lacks serious literary, artistic, political, or scientific value as to minors.
2. Access to Inappropriate Material. To the extent practical, technology protection measures (or "Internet filters") shall be used to block or filter Internet, or other forms of electronic communications, access to inappropriate information. Specifically, as required by the CIPA, blocking shall be applied to visual depictions of material deemed obscene or child pornography, or to any material deemed harmful to minors. Subject to staff supervision, technology protection measures may be disabled or, in the case of minors, minimized only for bona fide research or other lawful purposes.
3. Inappropriate Network Usage. To the extent practical, steps shall be taken to promote the safety and security of users of the District's online computer network when using electronic mail, chat rooms, instant messaging, and other forms of direct electronic communications. Specifically, as required by CIPA, prevention of inappropriate network usage includes: (a) unauthorized access, including so-called 'hacking,' and other unlawful activities; and (b) unauthorized disclosure, use, and dissemination of personal identification information regarding minors.

4. Supervision and Monitoring. It shall be the responsibility of all members of the District staff to supervise and monitor usage of the online computer network and access to the Internet in accordance with this policy and CIPA. Procedures for the disabling or otherwise modifying any technology protection measures shall be the responsibility of the Superintendent and the Superintendent's designees.
5. Social Networking. Students shall be educated about appropriate online behavior, including interacting with others on social networking websites and in chat rooms, and cyberbullying awareness and response
6. Adoption. This Internet Safety Policy was adopted by the Board at a public meeting, following normal public notice.

B. Computer Acceptable Use Policy

This computer acceptable use policy is supplemental to the District's Internet Safety Policy.

1. Technology Subject to this Policy. This Computer Acceptable Use Policy applies to all technology resources of the District or made available by the District. Technology resources include, without limitation, computers and related technology equipment, all forms of e-mail and electronic communications, and the internet.
2. Access and User Agreements. Use of the District technology resources is a privilege and not a right. The Superintendent or designee shall develop appropriate user agreements and shall require that employees, students (and their parents or guardians), and others to sign such user agreements as a condition of access to the technology resources, as the Superintendent determines appropriate. Parents and guardians of students in programs operated by the District shall inform the Superintendent or designee in writing if they do not want their child to have access.

The Superintendent and designees are authorized and directed to establish and implement such other regulations, forms, procedures, guidelines, and standards to implement this Policy.

The technology resources are not a public forum. The District reserves the right to restrict any communications and to remove communications that have been posted.

3. Acceptable Uses. The technology resources are to be used for the limited purpose of advancing the District's mission. The technology resources are to be used, in general, for educational purposes, meaning activities that are integral, immediate, and proximate to the education of students as defined in the E-rate program regulations.

4. Unacceptable Uses.

The following are unacceptable uses of the technology resources:

- a. **Personal Gain:** Technology resources shall not be used, and no person shall authorize its use, for personal financial gain other than in accordance with prescribed constitutional, statutory, and regulatory procedures, other than compensation provided by law.
- b. **Personal Matters:** Technology resources shall not be used, and no person shall authorize its use, for personal matters.

Occasional use that the Superintendent or designee determines to ultimately facilitate the mission of the District is not prohibited by this provision. Examples of occasional use that may be determined to ultimately facilitate the mission of the District: sending an e-mail to a minor child or spouse; sending an e-mail related to a community group in which an employee is a member where the membership in the community group facilitates the District's mission.

This occasional use exception does not permit use by employees contrary to the expectations of their position. For example, employees may not play games or surf the net for purposes not directly related to their job during duty time; nor may students do so during instructional time.

The occasional use exception also does not permit use of the technology resources for private business, such as searching for or ordering items on the internet for non-school use; or sending an e-mail related to one's own private consulting business.

- c. **Campaigning:** Technology resources shall not be used, and no person shall authorize its use, for the purpose of campaigning for or against the nomination or election of a candidate or the qualification, passage, or defeat of a ballot question.
- d. **Technology-Related Limitations:** Technology resources shall not be used in any manner which impairs its effective operations or the rights of other technology users. Without limitation,
  1. Users shall not use another person's name, log-on, password, or files for any reason, or allow another to use their password (except for authorized staff members).
  2. Users shall not erase, remake, or make unusable another person's computer, information, files, programs or disks.
  3. Users shall not access resources not specifically granted to the user or engage in electronic trespassing.

4. Users shall not engage in “hacking” to gain unauthorized access to the operating system software or unauthorized access to the system of other users.
  5. Users shall not copy, change, or transfer any software without permission from the network administrators.
  6. Users shall not write, produce, generate, copy, propagate, or attempt to introduce any computer code designed to self-replicate, damage, or otherwise hinder the performance of any computer’s memory, file system, or software. Such software is often called a bug, virus, worm, Trojan horse, or similar name.
  7. Users shall not engage in any form of vandalism of the technology resources.
  8. Users shall follow the generally accepted rules of network etiquette. The Superintendent or designees may further define such rules.
- e. Other Policies and Laws: Technology resources shall not be used for any purpose contrary to any District policy, any school rules to which a student user is subject, or any applicable law. Without limitation, this means that technology resources may not be used:
1. to access any material contrary to the Internet Safety Policy; or to create or generate any such material.
  2. to engage in unlawful harassment or discrimination, such as sending e-mails that contain sexual jokes or images.
  3. to engage in violations of employee ethical standards and employee standards of performance, such as sending e-mails that are threatening or offensive or which contain abusive language; use of end messages on e-mails that may imply that the District is supportive of a particular religion or religious belief system, a political candidate or issue, or a controversial issue; or sending e-mails that divulge protected confidential student information to unauthorized persons.
  4. to engage in or promote violations of student conduct rules.
  5. to engage in illegal activity, such as gambling.
  6. in a manner contrary to copyright laws.
  7. in a manner contrary to software licenses.
5. Disclaimer. The technology resources are supplied on an “as is, as available” basis. The District does not imply or expressly warrant that any information accessed will be valuable or fit for a particular purpose or that the system will operate error free. The District is not responsible for the integrity of information accessed, or software downloaded from the Internet.
6. Filter. A technology protection measure is in place that blocks and/or filters access to prevent access to Internet sites that are not in accordance with policies

and regulations. In addition to blocks and/or filters, the District may also use other technology protection measures or procedures as deemed appropriate.

Notwithstanding technology protection measures, some inappropriate material may be accessible by the Internet, including material that is illegal, defamatory, inaccurate, or potentially offensive to some people. Users accept the risk of access to such material and responsibility for promptly exiting any such material.

The technology protection measure that blocks and/or filters Internet access may be disabled only by an authorized staff member for bona fide research or educational purposes: (a) who has successfully completed District training on proper disabling circumstances and procedures, (b) with permission of the immediate supervisor of the staff member requesting said disabling, or (c) with the permission of the Superintendent. An authorized staff member may override the technology protection measure that blocks and/or filters Internet access for a minor to access a site for bona fide research or other lawful purposes provided the minor is monitored directly by an authorized staff member.

7. Monitoring. Use of the technology resources, including but not limited to internet sites visited and e-mail transmitted or received, is subject to monitoring by the administration and network administrators at any time to maintain the system and insure that users are using the system responsibly, without notice to the users. Users have no privacy rights or expectations of privacy with regard to use of the District's computers or Internet system. All technology equipment shall be used under the supervision of the Superintendent and the Superintendent's designees.
8. Sanctions. Violation of the policies and procedures concerning the use of the District technology resources may result in suspension or cancellation of the privilege to use the technology resources and disciplinary action, up to and including expulsion of students and termination of employees. Use that is unethical may be reported to the Commissioner of Education. Use that is unlawful may be reported to the law enforcement authorities. Users shall be responsible for damages caused and injuries sustained by improper or non-permitted use.

Legal Reference: Children's Internet Protection Act, 47 USC § 254  
FCC Order adopted August 10, 2011  
47 USC § 254(h)(1)(b); 47 CFR 54.500(b) and 68 FR 36932 (2003) (E-rate restrictions)  
Neb. Rev. Stat. § 49-14,101.01 (Political Accountability and Disclosure Act)

Date of Adoption: July 12, 2012  
Revised: November 12, 2012

Friend Public Schools  
Addition to Employee Code of Conduct  
*Appendix "I"*

ACCEPTABLE USE OF COMPUTERS AND NETWORKS

ADMINISTRATORS, FACULTY AND STAFF AGREEMENT

In order to make sure that all members of Friend Public Schools community understand and agree to these rules of conduct for use of the e-mail and Internet systems of the school district, the Friend School District asks that you, as an administrator, faculty member, or staff member user, sign the following statement:

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

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

Employee's Name \_\_\_\_\_

Employee's Signature \_\_\_\_\_ Date: \_\_\_\_\_

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

Friend Public Schools  
Addition to Student Code of Conduct  
*Appendix "2"*

ACCEPTABLE USE OF COMPUTERS AND NETWORKS

STUDENT’S AGREEMENT

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

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

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

Student's Name \_\_\_\_\_

Student's Signature \_\_\_\_\_ Date: \_\_\_\_\_

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

Friend Public Schools  
Addition to Student Code of Conduct  
*Appendix "3"*

ACCEPTABLE USE OF COMPUTERS AND NETWORKS

PARENT’S AGREEMENT

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

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

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

Student's Name \_\_\_\_\_

Parent's Signature \_\_\_\_\_ Date: \_\_\_\_\_

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

InstructionChronic Infectious Disease Practice and ProcedureA. **Infectious Diseases**

1. This policy applies to any disease not known to be spread by casual, incidental contact. Such diseases include but are not limited to AIDS and Hepatitis B.
2. The safety and health of the students and staff of Friend Public Schools is of ultimate concern. The determination of whether an infected student or employee of the Friend Public School System should be permitted to attend classes, participate in school activities or remain on the job will be made on a case-by-case basis.
3. In making this determination the following factors will be taken into consideration:
  - a. The behavior, neurological development and physical condition of the infected person.
  - b. The expected type of interaction with others in the school setting.
  - c. The impact on both the infected person and others in that setting.
4. The determination of whether or not an infected person remains in the school or school system will be based solely on scientific and medical evidence. Legal advice may also be sought by the district.
5. If determination of whether or not an infected person poses an imminent threat to the health and safety of the school, community or the individual's conduct presents a clear threat to the physical safety of himself/herself or others, then with respect to an infected student, Nebraska Revised Statutes Section 79-264 will be followed concerning exclusion from school. With respect to an infected certified employee of the school district, the provision of Nebraska Revised Statutes, Section 79-838 will be followed with respect to leave of absence.
6. If an infected student in grades K through 12 is not permitted to attend classes, the school will make every reasonable effort to provide the student with an adequate alternative education.

7. Any person with an infectious disease will retain the rights of confidentiality and privacy. Information and discussion with regard to the case will be limited to those who must have information to deal with the situation. If necessary, the community will be informed that an infectious disease is present in the school system and that the person will be excluded only if the situation warrants such action based upon medical and legal advice. No information will be given out about the individual, his/her medical record or about the family without written permission of the individual (adult) or parent/legal guardian of the student.

B. **Bloodborne Pathogens**

1. First aid may be rendered in situations involving the presence of blood or other potentially infectious materials (hereinafter "bloodborne pathogen situations") by the school nurse, and by such other employees as the Superintendent shall designate. All non-designated employees shall refer bloodborne pathogen situations to a designated employee, and shall not be required to personally render first aid in bloodborne pathogen situations or be disciplined for failure to personally render first aid in bloodborne pathogen situations.
2. An employee who has an employment related bloodborne pathogen exposure incident (an incident in which another person's blood or other potentially infectious material contacts the employee's eye, mouth, mucous membrane, non-intact skin, or pierced mucous membrane or skin barrier) shall promptly give notice of the incident and details of the incident to the superintendent or the superintendent's designee.
3. The Superintendent shall be authorized and required to take such action and adopt such plans as may be required to place this School District in compliance with OSHA regulations concerning bloodborne pathogens, in the event and at such time as this School District may become subject to OSHA regulation.

Date of Adoption: July 11, 2007  
Board Reviewed December 2011

InstructionDispensing Medications

The administration of medication at school is strongly discouraged except when necessary for the student's health or education. The dosage intervals of many medications can be adjusted so the times for taking the medication come outside school hours. When possible, interval adjustment should be considered before administering medication at school. All medications administered by school district personnel shall be administered in accordance with the Medication Aide Act.

- A. Authorizations for Prescription Medications. Prescription medications which must be administered during school hours may be administered when the following are on file at school:
1. Physician's Authorization: A physician's signed, dated authorization including name of the medication, dosage, administration route, time to be given at school, and reason child is receiving the medication.
  2. Caretaker's Authorization: A caretaker's signed and dated authorization or permission to administer the medication during school. (Note: All references to "caretaker" in this policy shall mean a parent, foster parent, family member, or legal guardian who provides care for the student for whom medication is to be administered. The laws include a "friend" as a caretaker, but the school will not ordinarily recognize such an individual as a "caretaker" for the purposes of medication administration).
  3. Original Packaging: The medication is in its original packaging and is labeled as dispensed by the prescriber or pharmacist. The label must name the child and identify the medication, strength, time interval and route to be administered. Two labeled containers may be requested: one for home and one for school. If needed, the physician may be contacted for clarification on medication administration.
- B. Authorizations for Non-Prescription Medications. If a student must take non-prescription medication during school, procedures 2 and 3 above are to be followed before administration.
- C. Renewal of Authorizations. Medication authorizations must be renewed annually and updated immediately as changes occur.
- D. Documentation of Administration of Medication. The school district shall keep and maintain accurate medication administration records. A record of each dose of medication administered shall be documented reflecting the student's name, and the name of the medication, date, time, dosage, route, the signature and title of the person administering the medication and any unusual observations, and any refusal by the recipient to take and/or receive the medication. Medication documentation shall be kept

confidential in accordance with the policies and practices concerning student records, provided that medication administration records shall be available to the Department of Education and the Department of Health and Human Services Regulation and Licensure for inspection and copying according to the Family Education Rights and Privacy Act (FERPA) requirements. Such medication administration records shall be maintained for not less than two (2) years.

- E. Storage of Medications. Medication shall be stored in a locked or otherwise secure area in accordance with the manufacturer's or dispensing pharmacist's instructions or temperature, light, humidity, or other storage instructions. Only authorized school personnel who are designated by the administration of the school district for administration of medications shall have access to the medications. The school nurse shall establish procedures for monitoring the storage and handling of medication, the medication's expiration date, and the disposal of medication.
- F. Receipt and Disposal of Medications. Medication shall be delivered to school personnel and picked up by the parent. When medication is received, the amount received should be documented. Medication which is either past the expiration date or not claimed by the parent by the end of the school year shall be destroyed. Procedures for destroying medication shall include witness and documentation.
- G. Administration of Medication by School Personnel.
1. Administration of Medication: Administration of medication includes, but is not limited to:
    - a. Providing medications for another person according to the "five rights" (getting the right drug to the right recipient in the right dosage by the right route at the right time);
    - b. Recording medication provision; and
    - c. Observing, monitoring, reporting, and otherwise taking appropriate actions regarding desired affects, side effects, interactions, and contraindications associated with the medication.
  2. Authorized School Personnel: Administration of medication shall only be done by the following school personnel:
    - a. Health Care Professionals (School Nurses). This means an individual who holds a current license from the Department of Health and Human Services Regulation and Licensure for whom administration of medication is included in the scope of practice. For purposes of this Policy, such individuals are referred to as "school nurses."
    - b. Medication Competent Staff. This means a staff member of the school who has been determined to be competent to administer medication by: (i) a recipient with capability and capacity to make an informed decision about medications (at a minimum, the recipient must be age 19 or older), (ii) a caretaker for the student, or (iii) by the school nurse.

- (1) Determination of Competency by School Nurse: A staff member may be determined to be competent by a school nurse to administer medication where the staff member:
  - (i) passes a competency assessment every 3 years
  - (ii) that demonstrates the staff member can follow the minimal competencies
  - (iii) to the satisfaction of the school nurse (school nurses are the school district's designated health care professionals).

Training is not required. The school nurse shall, however, provide such training as the school nurse determines in the exercise of professional judgment to be appropriate given the experience level of the staff member and the anticipated medication administration for which the staff member will be responsible.

- (2) Competency Certificate: Upon successful completion of the competency assessment, the school nurse shall give the Principal and the medication competent staff member written documentation of successful completion of competency assessment. The documentation may be by letter, certificate, or other written memoranda and shall include: the name of the school staff member who successfully completed the competency assessment; the date the competency assessment was conducted; and, the name, profession, and license number of the school nurse who conducted the competency assessment.
- (3) Maintain Records of Assessments: The school shall maintain written documentation of successful completion of competency assessments, identification of the individual providing direction and monitoring, and acceptance of the responsibility for direction and monitoring for a minimum of two (2) years.
- (4) Direction and Monitoring: A medication competent staff member is to be subject to direction and monitoring, which involves responsibility for observing and taking appropriate action regarding any desired effects, side effects, interactions, and contraindications associated with the medication. Direction and monitoring is to be done by a recipient with capability and capacity to make an informed decision about medications, a caretaker, or the school nurse. The school nurse is identified as a person being responsible for direction and monitoring and for each medication competent staff member is to accept responsibility for direction and monitoring of medication competent staff member in writing.
- (5) Errors. Medication competent staff members are to promptly report any medication errors or concerns to the school nurse.

3. Minimum Competencies:

The minimum competencies to be demonstrated by medication competent staff and to be implemented in practice by all school personnel engaged in medication administration are:

- (1) Maintaining confidentiality.
- (2) Complying with a competent recipient's right to refuse to take medication and, in the case of a non-competent, recognize the requirement to seek advice and consultation with the physician, physician's designee, or caretaker of the student providing direction and monitoring regarding the procedures and persuasive methods to be used to encourage compliance with medication provision. Recognizing that persuasive methods should not include anything that causes injury to the recipient.
- (3) Maintaining hygiene and current accepted standards for infection control.
- (4) Documenting accurately and completely.
- (5) Safely providing medications according to the "five rights" ("five rights" means getting the right drug to the right recipient in the right dosage by the right route at the right time).
- (6) Having the ability to understand and follow instructions.
- (7) Practicing safety in application of procedures for storage, handling and administration of medications.
- (8) Complying with limitations and conditions under which school personnel may provide medications.
- (9) Having an awareness of abuse and neglect reporting requirements.
- (10) Recognizing general unsafe conditions indicating that the medication should not be provided including change in consistency or color of the medication, unlabeled medication or illegible medication label, and those medications that have expired.
- (11) Recognizing that unsafe conditions should be reported to the caretaker, physician or physician's designee for direction and monitoring thereof.
- (12) Recognizing general conditions which may indicate an adverse reaction to medication such as rashes/hives, and general changes in recipient's condition which may indicate inability to receive medications, and that all such conditions shall be reported to the caretaker, physician or physician's designee responsible for providing direction and monitoring.

4. Routes of Medication Administered by School Personnel:

- a. Routine Medication via Oral, Inhalation, Topical, and Instillation Routes: School nurses and medication competent staff may provide routine medications (meaning the frequency of administration, amount, strength, and method are specifically fixed) by the following routes:

- (1) Oral, which includes any medication given by mouth including sublingual (placing under the tongue) and buccal (placing between the cheek and gum) routes and oral sprays;

- (2) Inhalation, which includes inhalers, and nebulizers. Oxygen may be given by inhalation;
    - (3) Topical application of sprays, creams, ointments, and lotions and transdermal patches; and
    - (4) Instillation by drops, ointments, and sprays into the eyes, ears, and nose.
  - b. Administration of Medication via Additional Routes, PRN Medication, and Observing and Reporting: School nurses and medication competent staff may provide medication by additional routes not listed in subparagraph “a” above (“additional routes”), provide PRN medication (PRN medication means an administration scheme in which a medication is not routine, is taken as needed, and requires assessment for need and effectiveness), or participate in observing and reporting for monitoring medications only under the following conditions:
    - (1) In the case of a medication competent staff member, a determination has been made by the school nurse or by the student’s physician or duly licensed health care professional that that these activities can be done safely for the specified recipient by the medication competent staff member and the determination is placed in writing.
    - (2) Directions for additional routes must be for recipient specific procedures and must be in writing.
    - (3) Directions for PRN medication must be in writing and include parameters for provision of PRN medication.
    - (4) Directions for observing and reporting for monitoring medication must be in writing and include the parameters for the observation and reporting.
    - (5) School personnel administering the medication shall comply with the written directions.
  - c. Injections: School nurses will ordinarily be responsible for medications that must be provided or administered by injection. A medication competent staff member will not ordinarily administer medications by injection without specific training on injection administration. Students may be authorized to self-administer medication as hereafter provided.
5. Refusal to Administer Medication: School personnel may refuse to give a medication at school if after a reasonable and prudent research by a school health care professional as set forth in subparagraph "e" below, a decision has been made that the dosage prescribed exceeds that which is recommended in the Physician's Desk Reference, Mosby’s Nursing Drug Reference, the most recent edition of the Nursing Drug Handbook, or other pharmaceutical manuals handbook; or when a

drug or substance is not currently approved by the FDA. When school personnel refuse to carry out a request to administer medication, the following procedure shall be followed:

- a. Notify the nursing supervisor who will notify Superintendent.
- b. Notify attending physician by phone with follow-up in writing:
  - (1) State concern for dosage or particular medication, etc.
  - (2) Make every attempt to work out a suitable solution - Example: Change of time of administration, change of dosage, change of medication;
  - (3) Follow-up in writing.
- c. Meet with parents:
  - (1) State concern for dosage or medication;
  - (2) Offer alternatives - Example: Change of time so as not to be given during school hours.
- d. Consult with Nebraska State Board of Health for current procedures regarding refusal to follow written physician's orders.
- e. Research by health care professional:
  - (1) Collect research articles from professional journals, organizations, etc.;
  - (2) Contact other physicians requesting their professional opinions and ask them to review current research;
  - (3) Contact state licensing boards and school nurse consultant;
  - (4) Consult with district's legal counsel;
  - (5) Assemble all data for review;
  - (6) Present data to review team organized by the Superintendent;
  - (7) Decision rendered and implemented;
  - (8) Parents and physician contacted in writing; and
  - (9) Alter and update policies and procedures as needed.

Legal Reference: Neb. Rev. Stat. §§ 71-6718 to 71-6742; NDE Rule 59

Date of Adoption: July 11, 2007

Board Reviewed December 2011

**CARETAKER AUTHORIZATION FOR  
ADMINISTRATION OF PRESCRIPTION MEDICATION TO STUDENT**

The undersigned(s) is/are the caretaker(s), parent(s), guardian(s), or person(s) in charge of \_\_\_\_\_ (“the Student”).

It is necessary that the Student receive \_\_\_\_\_ (medication), a physician-prescribed medication, during school intervals beginning on \_\_\_\_\_ (date) and continuing through \_\_\_\_\_ (date).

**CHECK ONE (1) OF THE FOLLOWING BOXES**

\_\_\_\_\_ I hereby authorize [NAME] Public Schools to allow the Student to administer the above-described medication to himself/herself without monitoring or supervision by school personnel.

\_\_\_\_\_ I hereby request [NAME] Public Schools, or its authorized representative, to administer the above-named medication to the Student, in accordance with the prescribing physician’s instructions, and agree to:

1. Submit this request to the principal or school nurse.
2. Make certain the Physician’s Request for the Administration of Prescription Medication by School Personnel is submitted to the principal or school nurse.
3. Make sure personally that the medication is received by the principal or school nurse and/or county nursing services administering it, in the container in which it was dispensed by the prescribing physician or licensed pharmacist.
4. Make sure personally that the container in which the medication is in is marked with the medication name, dosage, interval dosage, and date after which no administration should be given.
5. Submit a REVISED STATEMENT signed by the physician prescribing the medication to the principal or school nurse IF ANY OF THE INFORMATION PROVIDED BY THE PHYSICIAN CHANGES.
6. Provide directions to the school personnel providing the medication.
7. Provide monitoring of the medication's effects, and assume full responsibility therefor.

I understand that unlicensed school personnel may be assigned to provide medication to the Student and hereby release the School District and the Board of Education of the School District and all employees, agents, and representatives of the School District from any liability concerning the providing or non-providing of the medication to the Student.

DATED this \_\_\_\_ day of \_\_\_\_\_, 200\_.

_____	_____
Work Telephone Number	Name of Student
_____	_____
Home Telephone Number	Parent/Guardian
_____	_____
Alternate Number for Parent	Parent/Guardian

**PROVISION OF MEDICATION TO STUDENT  
PHYSICIAN'S REQUEST FOR ADMINISTRATION OF PRESCRIPTION  
MEDICATION BY SCHOOL PERSONNEL**

Date \_\_\_\_\_

\_\_\_\_\_ (Student's full name) is under my care and must take medication which I have prescribed during the school day.

Name of medication (as it appears on container in which the medication is stored) \_\_\_\_\_

Dosage and time \_\_\_\_\_

Date provision of medication is to begin \_\_\_\_\_

Date after which the medication should not be provided \_\_\_\_\_

Possible adverse reactions to be reported to physician \_\_\_\_\_

Special instructions for the provision and storage of the medication \_\_\_\_\_

\_\_\_\_\_  
Print or Type Name of Physician

\_\_\_\_\_  
Primary Phone Number

\_\_\_\_\_  
Signature of Physician

\_\_\_\_\_  
Secondary Phone Number

**RECORD OF THE PROVISION OF PRESCRIPTION MEDICATION**

Parent's Phone # \_\_\_\_\_  
 Name of Student \_\_\_\_\_ Grade \_\_\_\_\_  
 Medication \_\_\_\_\_ Date to Begin \_\_\_\_\_ Date to End \_\_\_\_\_  
 Dosage \_\_\_\_\_ Time \_\_\_\_\_  
 Doctor \_\_\_\_\_ Phone #1 \_\_\_\_\_ Phone #2 \_\_\_\_\_  
 Possible Adverse Reaction: \_\_\_\_\_

Person(s) Authorized to Administer Medications: \_\_\_\_\_

Date Provided	Time Provided	Medication Name	Dosage Provided	Route	Refused Medication	Signature of Employee Providing Medication
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Plan For \_\_\_\_\_ (Student) Dated: \_\_\_\_\_

**ASTHMA OR ANAPHYLAXIS MEDICAL MANAGEMENT PLAN**

**I. CONTACT AND PLAN INFORMATION**

**Student's Name:** \_\_\_\_\_ **Date of Birth:** \_\_\_\_/\_\_\_\_/\_\_\_\_  
(Month) (Day) (Year)

**Health Condition:**  Asthma  Anaphylaxis (For this Plan "Health Condition" means the condition(s) checked)

**Mother/Guardian:** \_\_\_\_\_

Address: \_\_\_\_\_

Telephone: Home \_\_\_\_\_ Work \_\_\_\_\_ Cell \_\_\_\_\_

**Father/Guardian:** \_\_\_\_\_

Address: \_\_\_\_\_

Telephone: Home \_\_\_\_\_ Work \_\_\_\_\_ Cell \_\_\_\_\_

**Student's Doctor/Health Care Provider:** \_\_\_\_\_

Address: \_\_\_\_\_

Telephone: \_\_\_\_\_ Emergency Number: \_\_\_\_\_

**Other Emergency Contacts:** \_\_\_\_\_

Relationship: \_\_\_\_\_

Telephone: Home \_\_\_\_\_ Work \_\_\_\_\_ Cell \_\_\_\_\_

**II. PARENT OR GUARDIAN  
AUTHORIZATION, APPROVAL AND LIABILITY WAIVER**

The parents or guardians (hereinafter "Parent") request that Friend Public Schools allow the Student to self-manage the health condition and accept and agree to this Medical Management Plan. The Guidelines for Asthma or Anaphylaxis Medical Management Plan are incorporated into and are a part of this Plan.

Parents understand and agree that if the Student injures school personnel or another student as the result of the misuse of necessary asthma or anaphylaxis medical supplies, Parents shall be responsible for any and all costs associated with such injury. Parents acknowledge that (a) the school and its employees and agents are not liable for any injury or death arising from the Student's self-management of the Student's Health Condition and Parents release same from any such claims and (b) Parents shall and do hereby agree to indemnify and hold harmless the school and its employees and agents against any claim arising from the Student's self-management of Student's Health Condition. This release, indemnification and hold harmless agreement shall take effect immediately and shall stay in effect for as long as the Student is provided permission to self-administer medication.

Parent/guardian signature: \_\_\_\_\_ Date: \_\_\_\_\_

Parent/guardian signature: \_\_\_\_\_ Date: \_\_\_\_\_

**III. STUDENT AGREEMENT**

I will use the prescription asthma or anaphylaxis medication only as prescribed and as permitted by the Plan. I will not share the medication with others and I will not create an unnecessary distraction to others. I have been instructed how to self-administer this medication and understand the side effects of improper use and will promptly report self-administration and follow the Guidelines. I understand that if I do not abide by these terms, I may be disciplined and that this Plan will be re-evaluated. I release the school and its employees of any liability in any way related to this Plan or my use of the medication.

Student signature: \_\_\_\_\_ Date: \_\_\_\_\_

**IV. MEDICAL MANAGEMENT PLAN**

**A. Health care services the Student may receive at school relating to Student's Health Condition:** See Guidelines (Part V).

**B. Evaluation of Student's understanding of and ability to self-manage Student's Health Condition.**

The parents/guardians and the Physician certify that the Student has a sufficient level of understanding and ability to self-manage the Student's Health Condition as follows:

1. Access to Prescription Asthma/Anaphylaxis Medication
  - May have medication in Student's possession at any time.
  - May have medication in Student's possession when the health office is not accessible (for example, when the Student is out of the school on field trips or participating in extracurricular activities) but should otherwise be maintained in the health office.
  - May not have medication in Student's possession except for emergency use.
2. Self-Administration of Prescription Asthma/Anaphylaxis Medication
  - May self-administer independently and without supervision. The Student has had training and is proficient in self-administering medication.
  - May self-administer when the health office or school staff authorized to administer medication are not readily accessible (for example, when the Student is out of the school on field trips or participating in extracurricular activities); but should otherwise have medication administered by the health office or authorized school staff.
  - May not self-administer except for emergency use.

**C. It is agreed that this Plan permits regular monitoring of Student's self-management of Student's Health Condition by an appropriately credentialed health care professional.**

**D. Name, purpose and dosage of prescription asthma or anaphylaxis medication prescribed for Student:** See Student Asthma/Anaphylaxis Action Plan (Part IV(F)).

**E. Procedures for storage and access to backup supplies of such prescription medication for Student's Health Condition:**

1. The Student, when permitted to be in possession of medication, will have only the prescription medication that might be needed for the Student's own use. For example, the Student may have one inhaler, but not two, unless the first is nearly empty
2. The school will store any backup supply needed in accordance with its medication storage procedures.
3. The student may have access to the backup supply when necessary by requesting such from the health office.

**F. Student Asthma/Anaphylaxis Action Plan**

**Student Name:** \_\_\_\_\_ **Date of Birth:** \_\_\_\_/\_\_\_\_/\_\_\_\_  
 (Month) (Day) (Year)

**EXERCISE PRECAUTION** - Administer inhaler 15-30 minutes before exercise (eg, gym class, recess)

Albuterol inhaler (Proventil, Ventolin) 2 inhalations

<p><b><u>ASTHMA TREATMENT</u></b>                  Give or self-administer <b>quick relief medication</b> when Student experiences asthma symptoms such as, coughing, wheezing, or tight chest.  <b>Quick relief medication:</b></p> <p><input type="checkbox"/> Albuterol inhaler (Proventil, Ventolin) 2 inhalations</p> <p><input type="checkbox"/> Pirbuterol inhaler (Maxair) 2 inhalations</p> <p><input type="checkbox"/> Albuterol inhaled <i>by nebulizer</i> (Proventil, Ventolin)</p> <p style="padding-left: 40px;"><input type="checkbox"/> 0.63 mg/3 mL</p> <p style="padding-left: 40px;"><input type="checkbox"/> 1.25 mg/3 mL</p> <p><input type="checkbox"/> Levalbuterol inhaled <i>by nebulizer</i> (Xopenex)</p> <p style="padding-left: 40px;"><input type="checkbox"/> 0.31 mg/3 mL</p> <p style="padding-left: 40px;"><input type="checkbox"/> 0.63 mg/3 mL</p> <p style="padding-left: 40px;"><input type="checkbox"/> 1.25 mg/3 mL</p> <p><input type="checkbox"/> May carry and self-administer metered-dose inhaler per Part IV(B) of Medical Management Plan.</p>	<p><b>IF SCHOOL STAFF INVOLVED-- CLOSELY OBSERVE STUDENT AFTER QUICK RELIEF ASTHMA MEDICATION IS ADMINISTERED</b></p> <p><b>If after 10 minutes:</b></p> <ul style="list-style-type: none"> <li>• Symptoms are improved, student may return to classroom after notifying parent/guardian.</li> <li>• If no improvement in symptoms, repeat the above medication and notify parent/guardian immediately and determine student’s ability to remain in school for the day.</li> <li>• <b><i>If student continues to worsen CALL 911 and INITIATE Emergency Response to Life-Threatening Asthma or Systemic Allergic Reactions Protocol (Asthma).</i></b></li> </ul>
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<p><b><u>ANAPHYLAXIS TREATMENT</u></b>                  Give or self-administer <b>epinephrine</b> when Student experiences allergy symptoms, such as hives, difficulty breathing (chest or neck “sucking in”), lips or fingernails turning blue, or trouble talking (shortness of breath).</p> <p><input type="checkbox"/> The Student has severe allergies to the following:                  _____</p> <p><input type="checkbox"/> Epinephrine injection (please specify):</p> <p style="padding-left: 40px;"><input type="checkbox"/> EpiPen 0.3 mg                      <input type="checkbox"/> Twinject 0.3 mg</p> <p style="padding-left: 40px;"><input type="checkbox"/> EpiPen Jr. 0.15 mg                      <input type="checkbox"/> Twinject 0.15 mg</p> <p><input type="checkbox"/> May carry and self-administer epinephrine injection per Part IV(B) Medical Management Plan.</p>	<p><b>IF SCHOOL STAFF INVOLVED--CLOSELY OBSERVE STUDENT AFTER EPINEPHRINE IS ADMINISTERED</b></p> <ul style="list-style-type: none"> <li>• <b><i>CALL 911 and closely observe the student.</i></b></li> <li>• Notify parent/guardian immediately.</li> <li>• Even if student improves, the student should be observed for recurrent symptoms of anaphylaxis in an emergency medical facility.</li> <li>• <b><i>If student does not improve or continues to worsen, INITIATE Nebraska’s schools Emergency Response to Life-Threatening Asthma or Systemic Allergic Reactions Protocol (Anaphylaxis).</i></b></li> </ul>
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Possible adverse reactions to be reported to physician \_\_\_\_\_

Special instructions \_\_\_\_\_

I am the Student’s Physician or other health care professional who prescribed the medication for treatment of the student's condition. Student has  Asthma  Anaphylaxis and has been prescribed the medication referenced above. Student has the ability to safely and responsibly self-manage Student’s Health Condition in accordance with this Asthma or Anaphylaxis Medical Management Plan. I approve the Medical Management Plan and the Student Asthma/Anaphylaxis Action Plan and authorize Student to self-manage Student’s Health Condition at school in accordance with the Plan.

Physician signature: \_\_\_\_\_

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

**V. GUIDELINES FOR  
ASTHMA OR ANAPHYLAXIS MEDICAL MANAGEMENT PLAN**

**Term of Plan:** The plan is effective for the current school year. A new plan must be established each school year or more often if changes occur to the student’s health or prescribed treatment or student’s ability to self-manage.

**Medications:** The parents or guardians are responsible for supplying any and all prescription asthma/anaphylaxis medications required under the Plan; the school is not responsible for providing the medications. Prescribed asthma/anaphylaxis medications to be used by the Student under this Plan must be furnished in a current original container from the pharmacy with the student's name and the name of the medication, and where applicable, the strength and the dosage to be given. Inhalers must have a label attached to the inhaler itself, not on the packaging. If the prescribed medication, dosage or time of medication changes, the parents or guardians must promptly submit to the school nurse or designee the new prescription and as necessary a new asthma/anaphylaxis action plan. Any non-prescription medication must be furnished in the original container from the manufacturer. The school will store any backup supply needed in accordance with its medication storage procedures. The student may have access to the backup supply when necessary by requesting such from the health office.

**Health care services the Student may receive at school relating to Student’s Health Condition.**

1. Standard health services available to all students.
2. Storage of backup asthma or anaphylaxis medication supplies.
3. Recording of student self-administration reports.

**Consultations:** The school may consult with a registered nurse or other health care professional employed by such school during development of the plan.

**Permitted Self-Management:** Pursuant to the Asthma or Anaphylaxis Medical Management Plan the Student shall be permitted to self-manage the Student’s asthma or anaphylaxis condition in the classroom or any part of the school or on school grounds, during any school-related activity, or in any private location specified in the plan.

**Student Reports of Self-Administration:** The Student shall promptly notify the school nurse, the school nurse’s designee, or another designated adult at the school when the Student has self-administered prescription asthma or anaphylaxis medication pursuant to the Plan.

**Responses to Student Misuse:** The possession of medications by Students is a violation of the school’s drug and student conduct policies and may result in an expulsion from school. To the extent this Asthma or Anaphylaxis Medical Management Plan permits the Student to be in possession of prescribed asthma/anaphylaxis medications, the Plan allows the Student an exception to the school drug and student conduct policies. However, this exception only extends to the extent provided in the Plan. In the event the Student uses his or her prescription asthma or anaphylaxis medication other than as prescribed, or possesses medication other than as permitted by the Plan, the Student is subject to disciplinary action by the school, up to and including an expulsion. The school will promptly notify the parent or guardian of any disciplinary action imposed. The disciplinary action will not include a limitation or restriction on the student’s access to such medication; however, it is agreed that in the event of any such misuse, a re-evaluation of the Student’s understanding of and ability to self-manage Student’s Health Condition will occur and the re-evaluation may result in a modification or termination of this Plan.

**Sharing Plan:** It is agreed that this Asthma or Anaphylaxis Medical Management Plan may be shared with school officials and agents who have a need to be aware of it; that those who have the need to be aware of it include student health staff and also include staff responsible for student discipline (e.g. staff need to know that the Student is authorized to have the medication on the

Student's person so the Student is not reported for a violation of the school's drug policies). The school officials who may be informed of the Plan thus include: administration, school nurse, school office staff, teachers and any paraeducators or specialists who provide services to the Student, and the coaches and sponsors of extracurricular activities in which the Student participates.

**Filing of Plan:** This Asthma or Anaphylaxis Medical Management Plan is to be kept on file at the school where the Student is enrolled.

**VI. SCHOOL NURSE ACKNOWLEDGEMENT OF  
ASTHMA OR ANAPHYLAXIS MEDICAL MANAGEMENT PLAN**

- Parent Request and Liability Waiver signed  Student Agreement signed.
- Management Plan (including Action Plan) signed by Physician.
- Guidelines reviewed with the Student and Parent/Guardian.
- Copy of Guidelines and Student Agreement received by Parent/Guardian for reference.

School Nurse or designee signature: \_\_\_\_\_

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

**Asthma/Allergy Self-Management Log**

Student Name \_\_\_\_\_

Student Date of Birth \_\_\_\_\_

Date Started	Medication	Dosage	Time	Frequency	Physician	Phone #

Date/time of report	Date/time administration	Observation/Complications	Employee Recording Student Report	Parent Notification
				Date: _____ <input type="checkbox"/> Phone <input type="checkbox"/> Form
				Date: _____ <input type="checkbox"/> Phone <input type="checkbox"/> Form
				Date: _____ <input type="checkbox"/> Phone <input type="checkbox"/> Form
				Date: _____ <input type="checkbox"/> Phone <input type="checkbox"/> Form
				Date: _____ <input type="checkbox"/> Phone <input type="checkbox"/> Form
				Date: _____ <input type="checkbox"/> Phone <input type="checkbox"/> Form
				Date: _____ <input type="checkbox"/> Phone <input type="checkbox"/> Form
				Date: _____ <input type="checkbox"/> Phone <input type="checkbox"/> Form
				Date: _____ <input type="checkbox"/> Phone <input type="checkbox"/> Form

Parents/Guardian \_\_\_\_\_ Phone \_\_\_\_\_  
 Teacher \_\_\_\_\_ Grade \_\_\_\_\_

**DIABETES  
MEDICAL MANAGEMENT PLAN  
FOR STUDENT SELF-MANAGEMENT OF HEALTH CONDITION**

**STEP 1  
PARENT OR GUARDIAN REQUEST TO ALLOW STUDENT  
TO SELF-MANAGE HEALTH CONDITION AT SCHOOL**

\_\_\_\_\_ (“the Student”) has diabetes. I/we hereby request that Friend Public Schools allow the Student to self-manage the Student’s diabetes.

DATED this \_\_\_\_ day of \_\_\_\_\_, 20\_\_.

\_\_\_\_\_  
Parent/Guardian

\_\_\_\_\_  
Parent/Guardian

**Contact Information**

Home Telephone #s		
Work Telephone #s		
Cell Phone #s		
Emergency Contact	Name:	#:

**STEP 2  
PHYSICIAN’S AUTHORIZATION FOR STUDENT  
TO SELF-MANAGE HEALTH CONDITION AT SCHOOL**

I am the Student’s Physician. The Student has diabetes. I authorize the Student to self-manage the health condition at school in accordance with a medical management plan to be developed for the Student.

DATED this \_\_\_\_ day of \_\_\_\_\_, 20\_\_.

\_\_\_\_\_  
Print or Type

\_\_\_\_\_  
Primary Phone Number

\_\_\_\_\_  
Signature of Physician

\_\_\_\_\_  
Secondary Phone Number

**STEP 3  
MEDICAL MANAGEMENT PLAN**

**“Health Condition” for purposes of this Plan means Diabetes.**

**A. Health care services the Student may receive at school relating to Student’s Health Condition.**

1. Standard health services available to all students.
2. Storage of backup diabetes medication supplies.
3. Individual Health Plan (IHP) for diabetes management, which may include recording of student self-administration reports.

**B. Evaluation of the Student’s understanding of and ability to self-manage Student’s Health Condition.**

The parents/guardians and the Physician certify that the Student has a sufficient level of understanding and ability to self-manage the Student’s Health Condition under the following conditions:

1. Access to Medication. Given the Student’s understanding and ability the must be:
  - Stored in the health office.
  - Stored in the health office, except the Student may have the medication in the Student’s possession at times when the health office is not accessible (e.g., when the Student is out of the school on field trips or participating in extracurricular activities).
  - In the possession of the student.
  
2. Self-Administration Given the Student’s understanding and ability the Student will be allowed to self-administer diabetes medication:
  - Only under the supervision of the school nurse or a school staff member.
  - Only under the supervision of the school nurse or a school staff member, except the Student may self-administer at times when the health office is not accessible (e.g., when the Student is out of the school on field trips or participating in extracurricular activities)
  - Independently and without supervision, as the Student has had had training and is proficient in self-administering medication.

**C. It is agreed that this Plan permits regular monitoring of Student’s self-management of Student’s Health Condition by an appropriately credentialed health care professional.**

**D. Medication Prescribed for Student’s Health Condition:**

Diabetes medication(s) prescribed for the Student:

Name	Purpose	Dosage	Time or Conditions When Medication is to Administered

Date after which the medication should not be administered or possessed by Student:

Possible adverse reactions to be reported to physician \_\_\_\_\_

Special instructions for the provision the medication \_\_\_\_\_

**E. Procedures for storage and access to backup supplies of such prescription medication for Student's Health Condition.**

1. The Student, when permitted to be in possession of medication, will only have the dosage of medication that might be needed on one school day.
2. The school will store any backup supply needed in accordance with its medication storage procedures.
3. The student may have access to the backup supply when necessary by requesting such from the health office.

**F. Signatures and No Liability Statement.**

**PARENT OR GUARDIAN AUTHORIZATION AND APPROVAL  
AND LIABILITY WAIVER**

The parents or guardians of the Student hereby accept and agree to this Medical Management Plan. It is specifically understood that the Guidelines for Diabetes Medical Management Plan are incorporated into and are a part of this Plan.

The parents or guardians understand and agree that if the Student injures school personnel or another student as the result of the misuse of necessary diabetes medical supplies, the parent or guardian of the Student shall be responsible for any and all costs associated with such injury. The parents or guardians acknowledge that (a) the school and its employees and agents are not liable for any injury or death arising from the Student's self-management of the Student's Health Condition and the parents or guardians release same from any such claims and (b) the parents or guardians shall and do hereby agree to indemnify and hold harmless the school and its employees and agents against any claim arising from the Student's self-management of Student's Health Condition. This release, indemnification and hold harmless agreement shall take effect immediately and shall stay in effect for as long as the Student is provided permission to self-administer medication.

DATED this \_\_\_\_ day of \_\_\_\_\_, 20\_\_.

\_\_\_\_\_  
Parent/Guardian

\_\_\_\_\_  
Parent/Guardian

**STUDENT AGREEMENT**

I will use the prescription diabetes only as prescribed and as permitted by the Plan, will do so discreetly as possible, will not share it with others, and when I am in possession of the medication I will keep it concealed from others. I have been instructed how to self-administer this medication and understand the side effects of improper use and will promptly report self-administration and follow the Guidelines. I understand that if I do not abide by these terms, I may be disciplined and that this Plan will be re-evaluated. I disclaim all liability of the school or its employees as it relates to this Plan and my use of the medication.

DATED this \_\_\_\_ day of \_\_\_\_\_, 20\_\_.

\_\_\_\_\_  
Student

**PHYSICIAN AUTHORIZATION AND APPROVAL**

I am the Student’s Physician. The Student has the ability to safely and responsibly self-manage the Student’s Health Condition in accordance with this Diabetes Medical Management Plan. I approve the Plan and authorize the Student to self-manage the Student’s Health Condition at school in accordance with the Plan.

DATED this \_\_\_\_ day of \_\_\_\_\_, 20\_\_.

\_\_\_\_\_  
Print or Type

\_\_\_\_\_  
Primary Phone Number

\_\_\_\_\_  
Signature of Physician

\_\_\_\_\_  
Secondary Phone Number

**SCHOOL NURSE APPROVAL OF  
DIABETES MEDICAL MANAGEMENT PLAN**

This Plan is \_\_\_ approved \_\_\_ not approved.

DATED this \_\_\_\_ day of \_\_\_\_\_, 20\_\_.

\_\_\_\_\_  
School Nurse or School Nurse’s Designee

**GUIDELINES FOR  
DIABETES MEDICAL MANAGEMENT PLAN**

**Term of Plan:** The plan is effective immediately. It must be renewed and considered for approval an annual basis.

**Medications:** The parents or guardians are responsible for supplying any and all medications required under the Plan; the school is not responsible for providing the medications. Medications to be used by the Student under this Plan must be furnished in a current original container from the pharmacy with the student's name, the name of the medication, strength and the dosage to be given. If the prescribed medication, dosage or time of medication changes, the parents or guardians must promptly submit to the school nurse or designee the new prescription. Any non prescription medication must be furnished in the original container from the manufacturer.

**Disposal of Medical Supplies:** The student shall be responsible for proper disposal of used syringes and other medical supplies. Used syringes and blood borne pathogen materials shall be immediately placed in a safe receptacle and then delivered to the school health office for proper disposal.

**Consultations:** The school may consult with a registered nurse or other health care professional employed by such school during development of the plan.

**Permitted Self-Management:** Pursuant to the Diabetes Medical Management Plan the Student shall be permitted to self-manage the Student’s diabetes condition in the classroom or any part of the school or on school grounds, during any school-related activity, or in any private location specified in the plan.

**Student Reports of Self-Administration:** The Student is not required to report to the school when the Student has self-administered prescription diabetes medication pursuant to the Plan. However, as part of an IHP, the school nurse or the school nurse’s designee will record reports of self-administration made by the student so the parents and the school will have a record of medication use.

**Responses to Student Misuse:** The possession of medications by Students is a violation of the school's drug and student conduct policies and may result in an expulsion from school. To the extent this Diabetes Medical Management Plan permits the Student to be in possession of medications, the Plan allows the Student an exception to the school drug and student conduct policies. However, this exception only extends to the extent provided in the Plan. In the event the Student uses his or her prescription diabetes medication other than as prescribed, or possesses medication other than as permitted by the Plan, the Student is subject to disciplinary action by the school, up to and including an expulsion. The school will promptly notify the parent or guardian of any disciplinary action imposed. The disciplinary action will not include a limitation or restriction on the student's access to such medication; however, it is agreed that in the event of any such misuse an re-evaluation of the Student's understanding of and ability to self-manage Student's Health Condition and may result in a modification or termination of this Plan. The school may prohibit the Student from possessing the necessary medical supplies to self-manage the Student's diabetic condition or place other necessary and appropriate restrictions or conditions on the Student's self-management of the Student's diabetic condition if the school determines that the student has endangered himself, herself, or others through the misuse or threatened misuse of such medical supplies.

**Sharing Plan:** It is agreed that this Diabetes Medical Management Plan may be shared with school officials and agents who have a need to be aware of it; that those who have the need to be aware of it include student health staff and also include staff responsible for student discipline (e.g. staff need to know that the Student is authorized to have the medication on the Student's person so the Student is not reported for a violation of the school's drug policies). The school officials who may be informed of the Plan thus include: administration, school nurse, school office staff, teachers and any paraeducators or specialists who provide services to the Student, and the coaches and sponsors of extracurricular activities in which the Student participates.

**Filing of Plan:** This Diabetes Medical Management Plan is to be kept on file at the school where the Student is enrolled.

**RECORD OF STUDENT REPORTS OF  
SELF-ADMINISTRATION OF MEDICATION UNDER  
DIABETES MEDICAL MANAGEMENT PLAN**

Parent's Phone # \_\_\_\_\_  
Name of Student \_\_\_\_\_ Grade \_\_\_\_\_  
Medication \_\_\_\_\_ Date to Begin \_\_\_\_\_ Date to End \_\_\_\_\_  
Dosage \_\_\_\_\_ Time \_\_\_\_\_  
Doctor \_\_\_\_\_ Phone #1 \_\_\_\_\_ Phone #2 \_\_\_\_\_  
Possible Adverse Reaction: \_\_\_\_\_

Date & Time of Student Report	Date & Time of Self-Administration	Medication Name	Dosage Administered	Any Complications Reported by Student or Observed	Employee Recording Student Report
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Date of Adoption: December 13, 2010  
Board Reviewed December 2011

InstructionStudent Self-Management of Asthma, Anaphylaxis, and/or Diabetes

Students with asthma, anaphylaxis or diabetes will be permitted to self-manage such medical conditions upon:

- (1) written request of the student's parent or guardian;
- (2) authorization of the student's physician or, for asthma and anaphylaxis, a health care professional who prescribed the medication for treatment of the student's condition;
- (3) receipt of a signed no liability statement from the parent or guardian; and
- (4) development of an asthma or anaphylaxis or a diabetes medical management plan for the student.

Students with such a medical management plan may possess the necessary medication to manage their medical condition upon the conditions established in the plan and not be subject to discipline for such possession. Provided that, if the student uses or allows the medication to be used for any reason other than as prescribed or as provided in the plan or possesses the medication other than as provided in the plan the student shall be subject to discipline in accordance with the student conduct and drug-free school policies.

Legal Reference: Neb. Rev. Stat. §§ 79-224 and 79-225

Date of Adoption: July 2016