

Board of Education Regular Meeting  
Monday, January 9, 2023 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. Election of Officers
  - 5.1. Election of Board President
  - 5.2. Election of Board Vice President
  - 5.3. Election of Board Treasurer
6. Approval of the agenda
7. Consent Agenda
  - 7.1. Hold for discussion and for possible action approval of the following items:
    - 7.1.1. Minutes of prior meeting(s)
    - 7.1.2. Treasurer's report
    - 7.1.3. Receipts

- 7.1.4. Expenditures
  - 7.1.5. Claims for payment
- 8. Public Comment
  - 8.1. Adam Erdkamp
- 9. Reports
  - 9.1. Committee:
    - 9.1.1. Negotiations Committee
  - 9.2. Administration
    - 9.2.1. Principal's Report
    - 9.2.2. Superintendent
- 10. Discussion Items
- 11. Action Items
  - 11.1. Approval to elect Michele Johnson-Clouse as Secretary
  - 11.2. Approval to appoint Perry Law Firm as legal counsel to Board of Education
  - 11.3. Approval to appoint Citizens State Bank and/or the Bank of Utica as the official depository of record of the school district.
  - 11.4. Approve to recognize the Friend Sentinel and/or Lincoln Journal Star as the newspaper of record for the school district.
  - 11.5. Adopt Updated Safety and Security Handbook.
  - 11.6. Approve resignation of Haley McKain effective at the end of the 2022-23 school year.
  - 11.7. Consideration and Possible Action and Review of Policies 2330, 2331, 2400, 2410, 2420, 2430 and 2440
  - 11.8. Approve Superintendent Evaluation from December board meeting
- 12. Adjournment

## INSTRUCTIONS FOR THOSE WHO WISH TO SPEAK DURING PUBLIC FORUM

**(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 or 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, December 12, 2022 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 Tiffany Shonerd and a second by Scott Spohn.

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 Nancy Vossler.

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 Comment

Jacob Klooz addressed the board on several ideas for facility and academic improvements.

### 8. Reports

#### 8.1. Committee:

#### 8.2. Administration

##### 8.2.1. Principal's Report

Mrs. Stutzman reviewed the activities and events of the past month.

##### 8.2.2. Superintendent

Mr. Anderson discussed the NASB State Conference, Strategic Planning, and some staffing issues.

### 9. Discussion Items

#### 9.1. Discussion of EL students and their needs.

Mr Anderson discussed the need for EL support for several students new to our district.

#### 9.2. Superintendent Evaluation

The Board reviewed the recently completed superintendent evaluation. Next step in the process is developing ongoing goals.

#### 9.3. Discussion of adding Cross Country as a part of the EMF Coop

Five boys and one girl from Friend and E-M have indicated interest in participating in Cross Country next year. The AD's will discuss in January.

#### 9.4. Discussion on the future of Girls' Wrestling

Currently, two girls participate in wrestling as part of the boys team. We could have it as a sanctioned sport, or could look at co-oping with another school.

### 10. Action Items

#### 10.1. Approve the resignation of Kristen Sherman as Title Teacher effective upon finding suitable coverage.

Approve the resignation of Title teacher Kristen Sherman, effective at the end of first semester, 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

10.2. Consideration and possible action and review of policies 2000, 2010, 2100, 2110, 2110A, 2200, 2210 and 2210A.

Approve review and update of BOE Policies 2000, 2010, 2100, 2110, 2110A, 2200, 2210 and 2210A. Passed with a motion by Scott Spohn 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

## 11. Adjournment

Motion to adjourn at 9:28 pm. Next meeting is scheduled for Monday, January 9th, at 7:30 pm  
Passed with a motion by Tyler Bartels and a second by Jamie Tuttle.

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: 11/30/2022

Nancy J Vossler  
 Friend, Nebraska

Dec-22 Account #1925

Date	From		
<b>General Fund Checking</b>			
12/2/2022	Activity Fund	Reimbursement VISA purchase	\$1,364.77
12/6/2022	Seward County	taxes	\$2,009.23
12/13/2022	Trsf Saving to Checking		\$42,000.00
12/14/2022	State of Nebraska	MIPS-MAC	\$664.53
12/14/2022	Trsf Saving to Checking	State Aid	\$15,000.00
12/16/2022	Southeast Comm.	SENCAP	\$744.00
12/21/2022	State of Nebraska	SpED-School Age Reimbursement	\$19,599.00
12/22/2022	State of Nebraska	MIPS-Direct Service Reimbursement	\$1,375.64
12/30/2022	State of Nebraska	State Aid	\$4,037.00
12/31/2022	Interest Paid		\$7.08
		Total	<u>\$86,801.25</u>

<b>Special Building Fund Checking</b>		<b>Account #2065</b>	
12/1/2022			\$0.00
		Total	<u>\$0.00</u>

<b>General Fund Savings</b>		<b>Account #9889 CSB</b>	
12/1/2022	Trsf excess to savings		\$20.38
12/14/2022	Saline County	taxes	\$14,122.36
12/26/2022	Trsf ckg to savings		\$23,000.00
12/30/2022	GF Payroll FSA	Payroll- FSA account - pay back loaned \$\$	\$3,480.38
12/31/2022	Interest Paid		\$944.25
		Total	<u>\$41,567.37</u>

<b>Depreciation Fund Savings</b>		<b>Account #9915</b>	
12/31/2022	Interest Paid		1,042.68
		Total	<u>\$1,042.68</u>

<b>Special Building Fund Savings</b>		<b>Account #9902 CSB</b>	
12/14/2022	Saline County	taxes	\$59.94
12/30/2022	Interest Paid		\$1,144.68
		Total	<u>\$ 1,204.62</u>

<b>Bond Fund Savings</b>		<b>Account #5055 CSB</b>	
12/2/2022		Loan of funds GF to Bond from GF	\$76,500.00
12/14/2022	Saline County	taxes	\$ 331.50
12/31/2022	Interest Paid		\$ 90.36
		Total	<u>\$ 76,921.86</u>



<b>ACTIVITY FUND</b>					
05-1-01790-000-000	ACT - LOCAL - MISC LOCAL REVENUE	\$0.00	(\$160,000.00)	\$0.00	0.00
05-1-05200-000-000	ACT - OTHER FINANCING SOURCES - Support from Gen Fund	\$0.00	(\$48,000.00)	\$0.00	0.00
<b>Subtotal of Element: [Fund] 05 - Activity Fund</b>		<b>\$0.00</b>	<b>(\$208,000.00)</b>	<b>\$0.00</b>	<b>0%</b>
<b>SCHOOL NUTRITION FUND</b>					
06-1-01510-000-000	SN - Interest	(\$8.70)	(\$5.00)	(\$33.03)	660.60
06-1-01611-000-000	SN - DAILY SALES - SCHOOL LUNCH PROGRAM	(\$7,474.60)	(\$62,125.00)	(\$41,617.50)	66.98
06-1-01613-000-000	SN - DAILY SALES - SPECIAL MILK PROGRAM	\$0.00	(\$375.00)	\$0.00	0.00
06-1-01620-000-000	SN - DAILY SALES - STAFF	(\$240.50)	(\$2,500.00)	(\$1,142.30)	45.69
06-1-01920-000-000	SN - Donations from Private Sources	(\$3,920.00)	\$0.00	(\$3,920.00)	0.00
06-1-03150-000-000	SN - REVENUE FROM STATE REIMBURSEMENT	(\$7,477.54)	\$0.00	(\$28,129.75)	0.00
06-1-04210-000-000	SN - Federal Reimbursement	(\$9,239.32)	(\$60,000.00)	(\$9,977.93)	16.62
06-1-05200-000-000	SN - OTHER FINANCING SOURCES - Support from Gen Fund	\$0.00	(\$50,000.00)	\$0.00	0.00
<b>Subtotal of Element: [Fund] 06 - Lunch Fund</b>		<b>(\$28,360.66)</b>	<b>(\$175,005.00)</b>	<b>(\$84,820.51)</b>	<b>48%</b>
<b>BOND FUND</b>					
07-1-01100-000-000	BF - LOCAL - RE & PP TAXES LEVIED	(\$315.02)	(\$500,000.00)	(\$123,471.35)	24.69
07-1-01115-000-000	BF - LOCAL - CARLINE TAXES	\$0.00	(\$320.00)	(\$43.11)	13.47
07-1-01140-000-000	BF - LOCAL - Penalties & Interest on Taxes	(\$16.48)	\$0.00	(\$119.06)	0.00
07-1-01510-000-000	BF - LOCAL - INTEREST ON INVESTMENTS	(\$90.35)	(\$1,500.00)	(\$1,259.98)	83.99
07-1-03133-000-000	BF - STATE - NAMEPLATE CAPACITY	\$0.00	(\$5,000.00)	\$0.00	0.00
07-1-03180-000-000	BF - STATE - PRO-RATE MOTOR VEHICLE	\$0.00	(\$1,380.00)	(\$178.79)	12.95
07-1-09001-000-000	BF - NON-PROGRAM RECEIPTS - Interfund Loan from General Fund	(\$76,500.00)	\$0.00	(\$76,500.00)	0.00
<b>Subtotal of Element: [Fund] 07 - Bond Fund</b>		<b>(\$76,921.85)</b>	<b>(\$508,200.00)</b>	<b>(\$201,572.29)</b>	<b>40%</b>
<b>SPECIAL BUILDING FUND</b>					
08-1-01100-000-000	SB - LOCAL - RE & PP TAXES LEVIED	(\$56.86)	(\$92,300.00)	(\$22,282.38)	24.14
08-1-01115-000-000	SB - LOCAL - CARLINE TAXES	\$0.00	(\$50.00)	(\$7.78)	15.56
08-1-01140-000-000	SB - LOCAL - Penalties & Interest on Taxes	(\$2.98)	(\$100.00)	(\$21.52)	21.52
08-1-01510-000-000	SB - LOCAL - Interest Income	(\$1,144.68)	(\$3,700.00)	(\$3,616.49)	97.74
08-1-03180-000-000	SB - STATE - PRO-RATE MOTOR VEHICLE	\$0.00	(\$150.00)	(\$32.27)	21.51
08-1-04997-000-000	SB - FEDERAL - ESSER II	\$0.00	\$0.00	(\$72,356.00)	0.00
08-1-04998-000-000	SB - ESSER III - GRANT	\$0.00	(\$200,000.00)	\$0.00	0.00
<b>Subtotal of Element: [Fund] 08 - Special Building Fund</b>		<b>(\$1,204.52)</b>	<b>(\$296,300.00)</b>	<b>(\$98,316.44)</b>	<b>33%</b>
<b>STUDENT FEE FUND</b>					
12-1-01741-000-000	FEE - Extracurricular Activity Fees	\$0.00	(\$3,000.00)	\$0.00	0.00
<b>Subtotal of Element: [Fund] 12 - Student Fee Fund</b>		<b>\$0.00</b>	<b>(\$3,000.00)</b>	<b>\$0.00</b>	<b>0%</b>

# Friend Public School

## Account Summary Report

## EXPENDITURES

Cycle: FY22-23; Begin Date: 12/01/2022; End Date: 12/31/2022; Account Type: Expenditure; Created On: 1/4/2023 10:59:12 AM

Account Code	Description	Actual -NOV	Budget (YTD)	Actual (YTD)	% of Budget
<b>General Fund</b>					
01-2-01100-111-001-00	REG INST - Salaries - Teachers - Sec	\$50,450.39	\$605,400.00	\$201,801.56	33.33
01-2-01100-111-002-00	REG INST - Salaries - Teachers - Elem	\$36,692.63	\$460,900.00	\$149,945.34	32.53
01-2-01100-112-001-00	REG INST - Salaries - Paras and Assistants - Sec	\$702.47	\$12,000.00	\$3,176.46	26.47
01-2-01100-112-002-00	REG INST - Salaries - Paras and Assistants - Elem	\$5,067.13	\$57,000.00	\$22,571.47	39.59
01-2-01100-122-001-00	REG INST - Salaries - Substitute Paras - Sec	\$0.00	\$500.00	\$87.75	17.55
01-2-01100-122-002-00	REG INST - Salaries - Substitute Paras - Elem	\$432.90	\$5,000.00	\$4,943.82	98.87
01-2-01100-123-001-00	REG INST - Salaries - Substitute Teachers - Sec	\$1,724.16	\$20,000.00	\$7,769.41	38.84
01-2-01100-123-002-00	REG INST - Salaries - Substitute Teachers - Elem	\$2,724.67	\$25,000.00	\$14,779.42	59.11
01-2-01100-151-001-00	REG INST - Addl Comp - Teachers - Extra Duty, Class Coverage -	\$8,505.76	\$101,960.00	\$36,939.04	36.22
01-2-01100-151-002-00	REG INST - Addl Comp - Teachers - Extra Duty, Class Coverage -	\$0.00	\$1,500.00	\$140.00	9.33
01-2-01100-152-001-00	REG INST - Addl Comp - NonCert Coaches - Extra Duty Pay - Sec	\$3,228.67	\$13,040.00	\$3,228.67	24.75
01-2-01100-211-001-00	REG INST - Group Insurance - BCBS - Teachers - Sec	\$14,410.76	\$172,929.00	\$72,053.80	41.66
01-2-01100-211-001-01	REG INST - Group Insurance - LTD - Teachers - Sec	\$248.77	\$2,985.00	\$995.08	33.33
01-2-01100-211-002-00	REG INST - Group Insurance - BCBS - Teachers - Elem	\$11,073.79	\$132,885.00	\$55,368.95	41.66
01-2-01100-211-002-01	REG INST - Group Insurance - LTD - Teachers - Elem	\$201.16	\$2,414.00	\$804.64	33.33
01-2-01100-212-001-01	REG INST - Group Insurance - LTD - Paras - Sec	\$7.56	\$91.00	\$30.24	33.23
01-2-01100-212-002-01	REG INST - Group Insurance - LTD - Paras - Elem	\$14.22	\$171.00	\$20.96	12.25
01-2-01100-221-001-00	REG INST - Social Security - Teachers - Sec	\$4,486.70	\$46,313.00	\$17,997.92	38.86
01-2-01100-221-002-00	REG INST - Social Security - Teachers - Elem	\$2,728.59	\$35,259.00	\$11,133.06	31.57
01-2-01100-222-001-00	REG INST - Social Security - Paras and Assistants - Sec	\$295.75	\$918.00	\$476.78	51.93
01-2-01100-222-002-00	REG INST - Social Security - Paras and Assistants - Elem	\$410.42	\$4,361.00	\$2,063.51	47.31
01-2-01100-223-001-00	REG INST - Social Security - Substitute Teachers - Sec	\$131.90	\$1,530.00	\$594.34	38.84
01-2-01100-223-002-00	REG INST - Social Security - Substitute Teachers - Elem	\$208.43	\$1,913.00	\$1,130.65	59.10
01-2-01100-231-001-00	REG INST - Retirement - Teachers - Sec	\$4,431.85	\$59,800.00	\$17,778.18	29.72
01-2-01100-231-002-00	REG INST - Retirement - Teachers - Elem	\$2,723.87	\$45,527.00	\$11,141.52	24.47
01-2-01100-232-001-00	REG INST - Retirement - Paras and Assistants - Sec	\$52.15	\$1,185.00	\$235.80	19.89
01-2-01100-232-002-00	REG INST - Retirement - Paras and Assistants - Elem	\$376.16	\$5,630.00	\$1,675.61	29.76
01-2-01100-233-002-00	REG INST - Retirement - Substitute Teachers - Elem	\$44.25	\$0.00	\$64.79	0.00
01-2-01100-237-001-00	REG INST - Retirement Increase - Sec	\$1,482.45	\$0.00	\$5,955.61	0.00
01-2-01100-237-002-00	REG INST - Retirement Increase - Elem	\$1,039.55	\$0.00	\$4,258.99	0.00
01-2-01100-271-001-00	REG INST - Workers Comp - Teachers - Sec	\$0.00	\$1,992.00	\$1,992.00	100.00
01-2-01100-271-002-00	REG INST - Workers Comp - Teachers - Elem	\$0.00	\$1,437.00	\$1,437.00	100.00
01-2-01100-272-002-00	REG INST - Workers Comp - Paras and Assistants - Elem	\$0.00	\$208.00	\$208.00	100.00
01-2-01100-281-001-00	REG INST - Health Benefits HSAs-- Teachers - Sec	\$0.00	\$9,009.00	\$3,003.15	33.33

01-2-01100-281-002-00	REG INST - Health Benefits HSAs-- Teachers - Elem	\$0.00	\$14,480.00	\$4,826.73	33.33
01-2-01100-291-001-00	REG INST - Other Employee Benefits - Teachers - Sec	\$52.50	\$696.00	\$279.00	40.08
01-2-01100-291-002-00	REG INST - Other Employee Benefits - Teachers - Elem	\$80.00	\$960.00	\$400.00	41.66
01-2-01100-320-002-00	REG INST - Prof Educ Services - Elem	\$0.00	\$2,000.00	\$0.00	0.00
01-2-01100-330-001-00	REG INST - Employee Training - Sec	\$250.00	\$2,000.00	\$1,379.37	68.96
01-2-01100-330-002-00	REG INST - Employee Training - Elem	\$100.00	\$2,000.00	\$827.15	41.35
01-2-01100-382-001-SP	REG INST - Distance Ed - Spanish	\$0.00	\$10,800.00	\$5,400.00	50.00
01-2-01100-430-001-MU	DNU REG INST - Repairs to Instruments - Sec	\$0.00	\$1,000.00	\$292.50	29.25
01-2-01100-431-001-MU	REG INST - Repairs to Musical Instruments	\$90.00	\$0.00	\$173.00	0.00
01-2-01100-443-001-00	REG INST - Lease/Usage - Copier - Sec	\$555.17	\$5,500.00	\$1,718.08	31.23
01-2-01100-443-002-00	REG INST - Lease/Usage - Copier - Elem	\$977.71	\$8,500.00	\$2,998.37	35.27
01-2-01100-580-001-00	REG INST - Travel - Sec	\$0.00	\$1,500.00	\$28.75	1.91
01-2-01100-580-002-00	REG INST - Travel - Elem	\$0.00	\$500.00	\$0.00	0.00
01-2-01100-610-001-00	REG INST - Teaching Supplies - Sec	\$12.69	\$150,726.00	\$251.79	0.16
01-2-01100-610-001-AG	REG INST - Supplies - Agri	\$104.87	\$1,200.00	\$2,254.12	187.84
01-2-01100-610-001-AR	REG INST - Supplies - Art - Sec	\$31.96	\$1,500.00	\$385.85	25.72
01-2-01100-610-001-FC	REG INST - Supplies - FACS	\$319.56	\$2,000.00	\$897.87	44.89
01-2-01100-610-001-LA	REG INST - Supplies - Lang Arts - Sec	\$0.00	\$800.00	\$0.00	0.00
01-2-01100-610-001-MA	REG INST - Supplies - Math - Sec	\$0.00	\$500.00	\$0.00	0.00
01-2-01100-610-001-MU	REG INST - Supplies - Music - Sec	\$1.80	\$2,775.00	\$1,104.68	39.80
01-2-01100-610-001-PE	REG INST - Supplies - PE/Health - Sec	\$0.00	\$500.00	\$29.98	5.99
01-2-01100-610-001-SC	REG INST - Supplies - Science - Sec	\$111.94	\$2,000.00	\$245.58	12.27
01-2-01100-610-001-SH	REG INST - Supplies - Shop	\$551.94	\$5,000.00	\$3,569.83	71.39
01-2-01100-610-001-SP	REG INST - Supplies - Spanish	\$0.00	\$500.00	\$463.24	92.64
01-2-01100-610-001-SS	REG INST - Supplies - Social Studies - Sec	\$105.22	\$500.00	\$105.22	21.04
01-2-01100-610-001-TE	REG INST - Supplies - Tech Classes - Sec	\$131.46	\$500.00	\$131.46	26.29
01-2-01100-610-002-00	REG INST - Supplies - Elem	\$25.46	\$157,000.00	\$854.06	0.54
01-2-01100-610-002-AR	REG INST - Supplies - Art - Elem	\$299.59	\$500.00	\$299.59	59.91
01-2-01100-610-002-LA	REG INST - Supplies - Lang Arts - Elem	\$0.00	\$3,000.00	\$1,049.53	34.98
01-2-01100-610-002-MA	REG INST - Supplies - Math - Elem	\$0.00	\$500.00	\$0.00	0.00
01-2-01100-610-002-MU	REG INST - Supplies - Music - Elem	\$0.00	\$500.00	\$29.99	5.99
01-2-01100-610-002-PE	REG INST - Supplies - PE/Health - Elem	\$0.00	\$500.00	\$119.98	23.99
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	\$500.00	\$0.00	0.00
01-2-01100-640-001-AG	REG INST - Books and Periodicals - Agri	\$0.00	\$400.00	\$0.00	0.00
01-2-01100-640-001-FC	REG INST - Books and Periodicals - FACS	\$0.00	\$400.00	\$0.00	0.00
01-2-01100-640-001-LA	REG INST - Books and Periodicals - Lang Arts - Sec	\$0.00	\$500.00	\$0.00	0.00
01-2-01100-640-001-MA	REG INST - Books and Periodicals - Math - Sec	\$0.00	\$100.00	\$0.00	0.00
01-2-01100-640-001-SC	REG INST - Books and Periodicals - Science - Sec	\$0.00	\$1,000.00	\$979.04	97.90
01-2-01100-640-001-SS	REG INST - Books and Periodicals - Social Studies - Sec	\$0.00	\$500.00	\$0.00	0.00
01-2-01100-640-002-LA	REG INST - Books and Periodicals - Lang Arts - Elem	\$0.00	\$4,000.00	\$639.36	15.98
01-2-01100-640-002-MA	REG INST - Books and Periodicals - Math - Elem	\$0.00	\$1,500.00	\$686.75	45.78
01-2-01100-640-002-MU	REG INST - Books and Periodicals - Music - Elem	\$0.00	\$200.00	\$0.00	0.00
01-2-01100-640-002-SC	REG INST - Books and Periodicals - Science - Elem	\$0.00	\$250.00	\$0.00	0.00

01-2-01100-643-001-00	REG INST - Web/Cloud Based Software - Sec	\$0.00	\$5,000.00	\$1,637.52	32.75
01-2-01100-643-002-00	REG INST - Web/Cloud Based Software - Elem	\$0.00	\$7,500.00	\$1,540.00	20.53
01-2-01100-650-001-00	REG INST - Supplies - Tech Related - Sec	\$28.63	\$1,000.00	\$903.63	90.36
01-2-01100-650-001-SC	REG INST - Tech Supplies - Science - Sec	\$0.00	\$500.00	\$82.99	16.59
01-2-01100-650-001-TE	REG INST - Tech Supplies - Tech Class - Sec	\$0.00	\$0.00	\$995.00	0.00
01-2-01100-650-002-00	REG INST - Supplies - Tech Related - Elem	\$169.83	\$1,000.00	\$874.76	87.47
01-2-01100-733-001-00	REG INST - Furniture and Fixtures - Sec	\$0.00	\$20,000.00	\$0.00	0.00
01-2-01100-733-002-00	REG INST - Furniture and Fixtures - Elem	\$0.00	\$20,000.00	\$0.00	0.00
01-2-01100-734-001-00	REG INST - Tech-Related Hardware - Sec	\$0.00	\$10,000.00	\$0.00	0.00
01-2-01100-735-001-00	REG INST - Technology Software - Sec	\$0.00	\$5,000.00	\$0.00	0.00
01-2-01100-810-001-00	REG INST - Dues and Fees - Sec Staff	\$0.00	\$500.00	\$388.00	77.60
01-2-01100-810-001-01	REG INST - Field Trips Students - Secondary	\$0.00	\$0.00	\$75.00	0.00
01-2-01100-810-001-AG	REG INST - Dues & Fees - Agri	\$0.00	\$500.00	\$430.00	86.00
01-2-01100-810-001-MU	REG INST - Dues & Contest Fees - Music - Sec	\$0.00	\$1,000.00	\$100.00	10.00
01-2-01100-810-001-SS	REG INST - Dues & Fees - Social Studies - Sec	\$0.00	\$500.00	\$0.00	0.00
01-2-01100-810-002-00	REG INST - Dues & Fees - Elem	\$0.00	\$1,000.00	\$240.00	24.00
01-2-01100-810-002-01	REG INST - Field Trips Students - Elementary	\$0.00	\$1,500.00	\$144.00	9.60
01-2-01100-810-002-MU	REG INST - Dues & Contest Fees - Music - Elem	\$0.00	\$500.00	\$50.00	10.00
01-2-01115-565-001-00	SENCAP - Tuition to Postsecondary Schools	\$0.00	\$10,000.00	\$702.00	7.02
01-2-01150-122-001-00	ELL - Para professional - temp	\$2,193.88	\$20,000.00	\$7,383.26	36.91
01-2-01150-222-001-00	ELL - Social Security	\$167.83	\$1,530.00	\$564.81	36.91
01-2-01150-610-001-00	ELL - Supplies	\$0.00	\$0.00	\$7.50	0.00
01-2-01190-111-002-00	EARLY - Salaries - Teachers	\$4,875.07	\$58,501.00	\$19,520.28	33.36
01-2-01190-112-002-00	EARLY - Salaries - Paras	\$2,170.97	\$23,164.00	\$9,721.11	41.96
01-2-01190-121-002-00	EARLY - Salaries - Subs - Teachers	\$0.00	\$745.00	\$0.00	0.00
01-2-01190-122-002-00	EARLY - Salaries - Subs - Paras	\$0.00	\$0.00	\$69.24	0.00
01-2-01190-211-002-00	EARLY - Group Insurance - BCBS Teachers	\$1,548.81	\$18,586.00	\$7,744.05	41.66
01-2-01190-211-002-01	EARLY - Group Insurance - LTD - Teachers	\$28.77	\$345.00	\$115.08	33.35
01-2-01190-212-002-01	EARLY - Group Insurance - LTD - Paras	\$7.34	\$88.00	\$29.36	33.36
01-2-01190-221-002-00	EARLY - Social Security - Teachers	\$350.05	\$4,475.00	\$1,401.55	31.31
01-2-01190-222-002-00	EARLY - Social Security - Paras	\$166.65	\$1,772.00	\$751.22	42.39
01-2-01190-223-002-00	EARLY - Social Security - Subs - Teachers	\$0.00	\$57.00	\$0.00	0.00
01-2-01190-231-002-00	EARLY - Retirement - Teachers	\$361.90	\$5,779.00	\$1,449.09	25.07
01-2-01190-232-002-00	EARLY - Retirement - Paras	\$161.16	\$2,288.00	\$721.65	31.54
01-2-01190-237-002-00	EARLY - Retirement Increase	\$172.93	\$0.00	\$717.67	0.00
01-2-01190-271-002-00	EARLY - Workers Comp - Teachers	\$0.00	\$206.00	\$206.00	100.00
01-2-01190-272-002-00	EARLY - Workers Comp - Paras	\$0.00	\$71.00	\$71.00	100.00
01-2-01190-281-002-00	EARLY - Health Benefits - HSA Teachers	\$0.00	\$3,026.00	\$1,008.82	33.33
01-2-01190-330-002-00	EARLY - Employee Training	\$0.00	\$150.00	\$0.00	0.00
01-2-01190-610-002-00	EARLY - General Supplies	\$0.00	\$4,648.00	\$303.03	6.51
01-2-01190-643-002-00	EARLY - Web/Cloud Based Software	\$0.00	\$400.00	\$344.40	86.10
01-2-01300-111-002-00	SUMMER - Salaries - Teachers - Elem	\$0.00	\$2,000.00	\$0.00	0.00
01-2-01300-112-002-00	SUMMER - Salaries - Paras - Elem	\$0.00	\$1,000.00	\$0.00	0.00
01-2-01300-221-002-00	SUMMER - Social Security - Teachers - Elem	\$0.00	\$150.00	\$0.00	0.00

01-2-01300-222-002-00	SUMMER - Social Security - Paras - Elem	\$0.00	\$75.00	\$0.00	0.00
01-2-01300-231-002-00	SUMMER - Retirement - Teachers - Elem	\$0.00	\$200.00	\$0.00	0.00
01-2-01300-232-002-00	SUMMER - Retirement - Paras - Elem	\$0.00	\$100.00	\$0.00	0.00
	<b>Regular Education</b>	<b>\$170,102.80</b>	<b>\$2,454,000.00</b>	<b>\$748,516.41</b>	<b>0.31</b>
01-2-01200-111-001-00	SPED SA - Salaries - Teachers - Sec	\$5,810.80	\$77,366.00	\$21,373.26	27.62
01-2-01200-111-002-00	SPED SA - Salaries - Teachers -Elem	\$7,338.64	\$92,100.00	\$27,184.65	29.51
01-2-01200-112-002-00	SPED SA - Salaries - Paras -Elem	\$0.00	\$0.00	\$87.75	0.00
01-2-01200-123-001-00	SPED SA - Salaries - Subs - Teachers	\$201.00	\$20,000.00	\$5,653.96	28.26
01-2-01200-123-002-00	SPED SA - Salaries - Subs - Teachers	\$286.16	\$5,000.00	\$5,100.56	102.01
01-2-01200-211-001-00	SPED SA - Group Insurance - BCBS - Teachers - Sec	\$1,514.40	\$18,173.00	\$7,572.00	41.66
01-2-01200-211-001-01	SPED SA - Group Insurance LTD Teachers - Sec	\$34.70	\$416.00	\$138.80	33.36
01-2-01200-211-002-01	SPED SA - Group Insurance LTD Teachers Elem	\$29.64	\$356.00	\$118.56	33.30
01-2-01200-221-001-00	SPED SA - Social Security - Teachers - Sec	\$429.54	\$5,919.00	\$1,573.40	26.58
01-2-01200-221-002-00	SPED SA - Social Security - Teachers -Elem	\$539.64	\$7,046.00	\$1,992.83	28.28
01-2-01200-222-002-00	SPED SA - Social Security - Aides -Elem	\$0.00	\$0.00	\$6.71	0.00
01-2-01200-223-001-00	SPED SA - Social Security - Subs - Sec	\$13.27	\$1,530.00	\$404.46	26.43
01-2-01200-223-002-00	SPED SA - Social Security - Subs -Elem	\$19.80	\$400.00	\$362.12	90.53
01-2-01200-231-001-00	SPED SA - Retirement - Teachers - Sec	\$431.35	\$7,642.00	\$1,586.62	20.76
01-2-01200-231-002-00	SPED SA - Retirement - Teachers -Elem	\$544.79	\$9,598.00	\$2,018.06	21.02
01-2-01200-233-001-00	SPED SA - Retirement - Subs - Sec	\$14.92	\$0.00	\$342.30	0.00
01-2-01200-233-002-00	SPED SA - Retirement - Subs - Elem	\$14.92	\$0.00	\$342.29	0.00
01-2-01200-237-001-00	SPED SA - Retirement Increase - Sec	\$147.56	\$0.00	\$637.75	0.00
01-2-01200-237-002-00	SPED SA - Retirement Increase - Elem	\$185.05	\$0.00	\$780.39	0.00
01-2-01200-271-001-00	SPED SA - Workers Comp- Teachers - Sec	\$0.00	\$262.00	\$262.00	100.00
01-2-01200-271-002-00	SPED SA - Workers Comp- Teachers -Elem	\$0.00	\$288.00	\$288.00	100.00
01-2-01200-272-001-00	SPED SA - Workers Comp - Aides - Sec	\$0.00	\$73.00	\$73.00	100.00
01-2-01200-281-001-00	SPED SA - Health Benefits -HSA Teachers Sec	\$0.00	\$3,351.00	\$1,116.84	33.32
01-2-01200-317-001-00	SPED SA - Contracted Legal Services - Sec	\$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	\$123.67	6.18
01-2-01200-330-002-00	SPED SA - Employee Training -Elem	\$0.00	\$2,000.00	\$248.68	12.43
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	\$14.67	\$116,240.00	\$624.24	0.53
01-2-01200-610-002-00	SPED SA - General Supplies -Elem	\$0.00	\$116,240.00	\$0.00	0.00
01-2-01200-643-001-00	SPED SA - Web/Cloud Based Software - Sec	\$0.00	\$10,000.00	\$7.45	0.07
01-2-01200-643-002-00	SPED SA - Web/Cloud Based Software -Elem	\$0.00	\$10,000.00	\$50.99	0.50
01-2-01200-650-001-00	SPED SA - Supplies - Technology Related - Sec	\$0.00	\$5,000.00	\$0.00	0.00
01-2-01200-650-002-00	SPED SA - Supplies - Technology Related -Elem	\$0.00	\$5,000.00	\$16.99	0.33
01-2-01200-810-001-00	SPED SA - Dues and Fees - Sec	\$0.00	\$500.00	\$0.00	0.00
01-2-01200-810-002-00	SPED SA - Dues and Fees -Elem	\$0.00	\$500.00	\$0.00	0.00
01-2-02141-340-001-00	PSYCH - Prof Services - Psychologist - SA - Sec	\$0.00	\$25,000.00	\$0.00	0.00

01-2-02141-340-002-00	PSYCH - Prof Services - Psychologist - SA - Elem	\$0.00	\$35,000.00	\$0.00	0.00
01-2-02141-591-001-01	PSYCH - LMHP Services Purch from ESU6 - SA - Sec	\$0.00	\$7,000.00	\$0.00	0.00
01-2-02141-591-002-02	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	\$5,000.00	\$0.00	0.00
01-2-02151-340-001-00	SPEECH - Prof Services - Speech Therapy - SA - Sec	\$1,264.60	\$0.00	\$8,562.79	0.00
01-2-02151-340-002-00	SPEECH - Prof Services - Speech Therapy- SA - Elem	\$1,686.15	\$0.00	\$11,417.07	0.00
01-2-02151-591-001-00	SPEECH - Speech Therapy Purch From ESU6 - SA - Sec	\$0.00	\$35,000.00	\$0.00	0.00
01-2-02151-591-001-01	SPEECH - Deaf/HOH Therapy Purch from ESU6 - Sec	\$0.00	\$3,000.00	\$0.00	0.00
01-2-02151-591-002-00	SPEECH - Speech Therapy Purch From ESU6 - SA - Elem	\$0.00	\$68,500.00	\$0.00	0.00
01-2-02151-591-002-01	SPEECH - Deaf/HOH Therapy Purch From ESU6 - SA - Elem	\$0.00	\$25,000.00	\$0.00	0.00
01-2-02151-591-002-02	SPEECH - Extended SY Purch From ESU6 - SA - Elem	\$0.00	\$2,000.00	\$0.00	0.00
01-2-02151-591-002-03	SPEECH - Homebased Purch from ESU6 SA	\$0.00	\$15,000.00	\$0.00	0.00
01-2-02151-610-002-00	SPEECH - General Supplies - SA - Elem	\$0.00	\$29,500.00	\$57.50	0.19
01-2-02152-340-002-00	SPEECH - Prof Services - Speech Therapy- Age 3-5	\$1,264.60	\$0.00	\$8,562.79	0.00
01-2-02152-591-002-00	SPEECH - Speech Therapy Purch From ESU6 - Age 3-5	\$0.00	\$18,000.00	\$0.00	0.00
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	\$0.00	\$10,000.00	\$0.00	0.00
01-2-02152-610-002-00	SPEECH - Supplies - Age 3-5	\$0.00	\$1,000.00	\$0.00	0.00
01-2-02153-340-002-00	SPEECH - Prof Services - Speech Therapy- Age 0-2	\$0.00	\$8,000.00	\$0.00	0.00
01-2-02153-591-002-01	SPEECH - Extended SY Purch From ESU6 - Age 0-2	\$0.00	\$500.00	\$0.00	0.00
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	\$0.00	\$15,000.00	\$0.00	0.00
01-2-02161-591-002-00	OT - Occupational Therapy Purch from ESU6 - SA - Elem	\$0.00	\$35,000.00	\$0.00	0.00
01-2-02162-591-002-00	OT - Occupational Therapy Purch from ESU6 - Age 3-5	\$0.00	\$7,000.00	\$0.00	0.00
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	\$257.74	\$5,000.00	\$758.74	15.17
01-2-02171-340-002-00	PT - Prof Services - Physical Therapy - SA - Elem	\$228.13	\$10,000.00	\$1,232.50	12.32
01-2-02172-340-002-00	PT - Prof Services - Physical Therapy - Age 3-5	\$0.00	\$5,000.00	\$365.25	7.30
01-2-02173-340-002-00	PT - Prof Services - Physical Therapy Age 0-2	\$57.75	\$2,000.00	\$176.25	8.81
01-2-02181-340-001-00	VISION - Prof Services - Vision Therapy - Sec	\$0.00	\$5,000.00	\$0.00	0.00
01-2-02181-340-002-00	VISION - Prof Services - Vision Therapy - Elem	\$235.00	\$8,000.00	\$1,492.63	18.65
01-2-02182-340-002-00	VISION - Prof Services - Vision Therapy - 3-5	\$81.38	\$1,000.00	\$166.51	16.65
01-2-02183-340-002-00	VISION - Prof Services - Vision Therapy - 0-2	\$0.00	\$500.00	\$0.00	0.00
	<b>Special Education</b>	<b>\$22,646.20</b>	<b>\$925,000.00</b>	<b>\$112,880.36</b>	<b>0.12</b>
01-2-02120-111-001-00	GUIDANCE - Salaries - Counselor - Secondary	\$3,070.93	\$36,850.00	\$12,263.72	33.28
01-2-02120-111-002-00	GUIDANCE - Salaries - Counselor - Elem	\$3,050.93	\$36,615.00	\$12,203.72	33.32
01-2-02120-211-001-00	GUIDANCE - Group Insurance - BCBS - Counselor- Secondary	\$364.20	\$7,935.00	\$3,009.00	37.92
01-2-02120-211-001-01	GUIDANCE - Group Insurance LTD - Counselor- Secondary	\$28.21	\$340.00	\$112.84	33.18

01-2-02120-211-002-00	GUIDANCE - Group Insurance - BCBS - Counselor- Elem	\$364.20	\$7,950.00	\$3,009.00	37.84
01-2-02120-221-001-00	GUIDANCE - Social Security - Counselor- Secondary	\$234.46	\$2,825.00	\$933.45	33.04
01-2-02120-221-002-00	GUIDANCE - Social Security - Counselor- Elem	\$230.82	\$2,800.00	\$920.43	32.87
01-2-02120-231-001-00	GUIDANCE - Retirement - Counselor- Secondary	\$227.97	\$3,650.00	\$910.40	24.94
01-2-02120-231-002-00	GUIDANCE - Retirement - Counselor- Elem	\$226.49	\$3,625.00	\$905.95	24.99
01-2-02120-237-001-00	GUIDANCE - Retirement Increase - Sec	\$75.37	\$0.00	\$300.99	0.00
01-2-02120-237-002-00	GUIDANCE - Retirement Increase - Elem	\$74.88	\$0.00	\$299.52	0.00
01-2-02120-271-001-00	GUIDANCE - Workers Comp - Counselor- Secondary	\$0.00	\$113.00	\$112.50	99.55
01-2-02120-271-002-00	GUIDANCE - Workers Comp - Counselor- Elem	\$0.00	\$113.00	\$112.50	99.55
01-2-02120-320-001-00	GUIDANCE - Student Workshops- Secondary	\$250.00	\$3,000.00	\$278.01	9.26
01-2-02120-320-002-00	GUIDANCE - Student Workshops- Elem	\$0.00	\$2,000.00	\$0.00	0.00
01-2-02120-330-001-00	GUIDANCE - Employee Training - Secondary	\$0.00	\$500.00	\$82.45	16.49
01-2-02120-330-002-00	GUIDANCE - Employee Training - Elem	\$0.00	\$500.00	\$145.00	29.00
01-2-02120-580-001-00	GUIDANCE - Travel- Secondary	\$0.00	\$500.00	\$62.50	12.50
01-2-02120-610-001-00	GUIDANCE - General Supplies- Secondary	\$0.00	\$42,190.00	\$89.94	0.21
01-2-02120-610-002-00	GUIDANCE - General Supplies- Elem	\$8.60	\$43,134.00	\$598.86	1.38
01-2-02120-643-002-00	GUIDANCE - Web/Cloud Based Software- Elem	\$31.08	\$0.00	\$31.08	0.00
01-2-02120-810-001-00	GUIDANCE - Dues and Fees- Secondary	\$100.00	\$2,000.00	\$100.00	5.00
01-2-02120-810-002-00	GUIDANCE - Dues and Fees- Elem	\$0.00	\$2,000.00	\$0.00	0.00
01-2-02130-116-001-00	NURSE - Salaries - Nurse - Secondary	\$736.55	\$9,425.00	\$3,513.40	37.27
01-2-02130-116-002-00	NURSE - Salaries - Nurse - Elem	\$2,209.63	\$28,225.00	\$10,540.14	37.34
01-2-02130-126-002-00	NURSE - Salaries - Nurse Subs- Elem	\$0.00	\$750.00	\$0.00	0.00
01-2-02130-216-001-00	NURSE - Group Insurance BCBS- Secondary	\$0.00	\$375.00	\$374.27	99.80
01-2-02130-216-001-01	NURSE - Group Insurance LTD- Secondary	\$2.56	\$0.00	\$10.26	0.00
01-2-02130-216-002-00	NURSE - Group Insurance BCBS- Elem	\$0.00	\$1,125.00	\$1,122.83	99.80
01-2-02130-216-002-01	NURSE - Group Insurance LTD- Elem	\$7.70	\$340.00	\$30.78	9.05
01-2-02130-226-001-00	NURSE - Social Security - Nurse- Secondary	\$56.54	\$720.00	\$269.57	37.44
01-2-02130-226-002-00	NURSE - Social Security - Nurse- Elem	\$169.62	\$2,220.00	\$808.67	36.42
01-2-02130-236-001-00	NURSE - Retirement - Nurse- Secondary	\$54.68	\$930.00	\$260.82	28.04
01-2-02130-236-002-00	NURSE - Retirement - Nurse- Elem	\$164.03	\$2,785.00	\$782.45	28.09
01-2-02130-237-001-00	NURSE - Retirement Increase - Sec	\$18.08	\$0.00	\$86.24	0.00
01-2-02130-237-002-00	NURSE - Retirement Increase - Elem	\$54.23	\$0.00	\$258.68	0.00
01-2-02130-276-002-00	NURSE - Workers Comp - Nurse- Elem	\$0.00	\$115.00	\$115.00	100.00
01-2-02130-330-002-00	NURSE - Employee Training - Elem	\$0.00	\$500.00	\$0.00	0.00
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	\$1,000.00	\$0.00	0.00
01-2-02130-610-002-00	NURSE - General Supplies- Elem	\$0.00	\$2,000.00	\$0.00	0.00
01-2-02130-810-001-00	NURSE - Dues and Fees- Secondary	\$0.00	\$100.00	\$0.00	0.00
01-2-02130-810-002-00	NURSE - Dues and Fees- Elem	\$0.00	\$500.00	\$0.00	0.00
	<b>Support - Pupils</b>	<b>\$11,811.76</b>	<b>\$250,000.00</b>	<b>\$54,654.97</b>	<b>0.22</b>
01-2-02211-320-000-00	SCHOOL IMPROV - Professional Educational Services	\$0.00	\$500.00	\$0.00	0.00

01-2-02211-610-000-00	SCHOOL IMPROV - General Supplies	\$0.00	\$500.00	\$0.00	0.00
01-2-02211-810-000-00	SCHOOL IMPROV - Dues and Fees	\$0.00	\$500.00	\$0.00	0.00
01-2-02220-111-001-00	LIB MEDIA - Salaries - Teachers - Secondary	\$1,048.04	\$12,577.00	\$4,192.16	33.33
01-2-02220-111-002-00	LIB MEDIA - Salaries - Teachers - Elem	\$1,048.04	\$12,577.00	\$4,192.16	33.33
01-2-02220-112-001-00	LIB MEDIA - Salaries - Regular - Paras - Secondary	\$2,174.94	\$23,874.00	\$9,981.11	41.80
01-2-02220-211-001-00	LIB MEDIA - Group Insurance - BCBS - Teachers - Secondary	\$362.09	\$4,345.00	\$1,810.45	41.66
01-2-02220-211-001-01	LIB MEDIA - Group Insurance - LTD - Teachers - Secondary	\$32.52	\$390.00	\$130.08	33.35
01-2-02220-211-002-00	LIB MEDIA - Group Insurance - BCBS - Teachers - Elem	\$362.09	\$4,345.00	\$1,810.45	41.66
01-2-02220-212-001-01	LIB MEDIA - Group Insurance - LTD - Paras - Secondary	\$7.56	\$91.00	\$30.24	33.23
01-2-02220-221-001-00	LIB MEDIA - Social Security - Teachers - Secondary	\$78.71	\$962.00	\$314.59	32.70
01-2-02220-221-002-00	LIB MEDIA - Social Security - Teachers - Elem	\$76.34	\$962.00	\$305.09	31.71
01-2-02220-222-001-00	LIB MEDIA - Social Security - Aides - Secondary	\$166.97	\$1,826.00	\$765.87	41.94
01-2-02220-231-001-00	LIB MEDIA - Retirement - Teachers - Secondary	\$77.80	\$1,242.00	\$311.20	25.05
01-2-02220-231-002-00	LIB MEDIA - Retirement - Teachers - Elem	\$77.80	\$1,242.00	\$311.20	25.05
01-2-02220-232-001-00	LIB MEDIA - Retirement - Paras - Secondary	\$161.46	\$2,358.00	\$740.94	31.42
01-2-02220-237-001-00	LIB MEDIA - Retirement Increase - Sec	\$79.10	\$0.00	\$347.85	0.00
01-2-02220-237-002-00	LIB MEDIA - Retirement Increase - Elem	\$25.72	\$0.00	\$102.88	0.00
01-2-02220-271-001-00	LIB MEDIA - Workers Comp - Teachers - Secondary	\$0.00	\$117.00	\$117.00	100.00
01-2-02220-271-002-00	LIB MEDIA - Workers Comp - Teachers - Elem	\$0.00	\$117.00	\$117.00	100.00
01-2-02220-272-001-00	LIB MEDIA - Workers Comp - Aides - Secondary	\$0.00	\$73.00	\$73.00	100.00
01-2-02220-330-001-00	LIB MEDIA - Employee Training - Secondary	\$0.00	\$500.00	\$0.00	0.00
01-2-02220-443-001-00	LIB MEDIA - Lease - Copier - Secondary	\$335.33	\$1,000.00	\$425.97	42.59
01-2-02220-443-002-00	LIB MEDIA - Lease - Copier - Elem	\$335.34	\$1,000.00	\$425.98	42.59
01-2-02220-610-001-00	LIB MEDIA - General Supplies - Secondary	\$0.00	\$2,000.00	\$23.67	1.18
01-2-02220-610-002-00	LIB MEDIA - General Supplies - Elem	\$0.00	\$2,820.00	\$20.28	0.71
01-2-02220-640-001-00	LIB MEDIA - Books and Periodicals - Secondary	\$0.00	\$5,000.00	\$2,146.14	42.92
01-2-02220-640-002-00	LIB MEDIA - Books and Periodicals - Elem	\$0.00	\$6,000.00	\$2,252.09	37.53
01-2-02220-641-001-00	LIB MEDIA - E-Books - Secondary	\$250.00	\$250.00	\$250.00	100.00
01-2-02220-641-002-00	LIB MEDIA - E-Books - Elem	\$250.00	\$250.00	\$250.00	100.00
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	\$2,000.00	\$660.00	33.00
01-2-02220-650-001-00	LIB MEDIA - Supplies - Technology Related - Secondary	\$0.00	\$500.00	\$0.00	0.00
01-2-02220-810-001-00	LIB MEDIA - Dues and Fees - Secondary	\$0.00	\$180.00	\$260.00	144.44
01-2-02230-432-000-00	TECH - Technology-Related Repairs and Maintenance	\$75.00	\$3,000.00	\$75.00	2.50
01-2-02230-530-000-00	TECH - Communications	\$664.89	\$20,000.00	\$1,617.41	8.08
01-2-02230-591-000-00	TECH - Tech Support - On Site - Purch From ESU6	\$4,320.00	\$38,000.00	\$15,960.00	42.00
01-2-02230-591-000-01	TECH - Tech - Hosted Services - Purch From ESU6	\$413.86	\$27,000.00	\$3,310.68	12.26
01-2-02230-643-000-00	TECH - Web/Cloud Based Software	\$0.00	\$6,000.00	\$12,054.39	200.90
	<b>Support - Staff</b>	<b>\$12,423.60</b>	<b>\$250,000.00</b>	<b>\$65,652.98</b>	<b>0.26</b>
01-2-02310-310-000-00	BOE - Official/Administrative Services	\$100.00	\$1,500.00	\$100.00	6.66
01-2-02310-340-000-00	BOE - Other Professional Services	\$0.00	\$3,000.00	\$1,500.00	50.00
01-2-02310-520-000-00	BOE - Insurance	\$0.00	\$11,000.00	\$11,030.00	100.27

01-2-02310-540-000-00	BOE - Advertising	\$100.38	\$4,000.00	\$812.46	20.31
01-2-02310-580-000-00	BOE - Travel	\$1,691.90	\$4,000.00	\$1,691.90	42.29
01-2-02310-610-000-00	BOE - General Supplies	\$81.18	\$22,000.00	\$81.18	0.36
01-2-02310-643-000-00	BOE - Web/Cloud Based Software	\$0.00	\$500.00	\$16.03	3.20
01-2-02310-735-000-00	BOE - Technology Software	\$0.00	\$2,500.00	\$0.00	0.00
01-2-02310-810-000-00	BOE - Dues and Fees	\$0.00	\$1,500.00	\$3,623.00	241.53
	<b>Board of Education</b>	<b>\$1,973.46</b>	<b>\$50,000.00</b>	<b>\$18,854.57</b>	<b>0.38</b>
01-2-02320-105-000-00	SUPER - Salaries - Superintendent	\$10,708.33	\$128,500.00	\$42,833.32	33.33
01-2-02320-110-000-00	SUPER - Salaries - Regular - Admin Asst	\$2,356.73	\$36,150.00	\$10,968.52	30.34
01-2-02320-210-000-00	SUPER - Group Insurance - BCBS Admin Asst	\$1,497.10	\$17,965.00	\$7,485.50	41.66
01-2-02320-210-000-01	SUPER - Group Insurance - LTD Admin Asst	\$17.14	\$206.00	\$68.56	33.28
01-2-02320-215-000-00	SUPER - Group Insurance - BCBS - Superintendents	\$1,774.65	\$21,296.00	\$8,873.25	41.66
01-2-02320-215-000-01	SUPER - Group Insurance - LTD - Superintendents	\$48.50	\$582.00	\$194.00	33.33
01-2-02320-220-000-00	SUPER - Social Security - Admin Asst	\$177.74	\$2,765.00	\$828.90	29.97
01-2-02320-225-000-00	SUPER - Social Security - Superintendents	\$821.52	\$9,830.00	\$3,286.10	33.42
01-2-02320-230-000-00	SUPER - Retirement - Admin Asst	\$174.95	\$3,571.00	\$814.25	22.80
01-2-02320-235-000-00	SUPER - Retirement - Superintendents	\$794.93	\$12,693.00	\$3,179.72	25.05
01-2-02320-237-000-00	SUPER - Retirement Increase	\$320.65	\$0.00	\$1,320.46	0.00
01-2-02320-270-000-00	SUPER - Workers Comp - Admin Asst	\$0.00	\$110.00	\$110.00	100.00
01-2-02320-275-000-00	SUPER - Workers Comp - Superintendent	\$0.00	\$395.00	\$395.00	100.00
01-2-02320-285-000-00	SUPER - Health Benefits - Superintendents	\$0.00	\$3,351.00	\$1,116.84	33.32
01-2-02320-310-000-00	SUPER - Contracted Services	\$0.00	\$3,000.00	\$0.00	0.00
01-2-02320-330-000-00	SUPER - Employee Training	\$0.00	\$500.00	\$82.45	16.49
01-2-02320-333-000-00	SUPER - Mileage Paid to Staff	\$0.00	\$200.00	\$0.00	0.00
01-2-02320-530-000-00	SUPER - Cell Phone Reimb	\$50.00	\$600.00	\$200.00	33.33
01-2-02320-580-000-00	SUPER - Travel	\$364.38	\$3,000.00	\$479.00	15.96
01-2-02320-610-000-00	SUPER - General Supplies	\$0.00	\$19,286.00	\$258.05	1.33
01-2-02320-643-000-00	SUPER - Web/Cloud Based Software	\$670.46	\$6,000.00	\$2,572.07	42.86
01-2-02320-650-000-00	SUPER - Supplies - Technology Related	\$0.00	\$3,000.00	\$0.00	0.00
01-2-02320-810-000-00	SUPER - Dues and Fees	\$0.00	\$2,000.00	\$1,195.00	59.75
	<b>Superintendent</b>	<b>\$19,777.08</b>	<b>\$275,000.00</b>	<b>\$86,260.99</b>	<b>0.31</b>
01-2-02330-317-000-00	LEGAL - Contracted Legal Fees	\$208.00	\$8,500.00	\$1,268.00	14.91
	<b>District Legal</b>	<b>\$208.00</b>	<b>\$8,500.00</b>	<b>\$1,268.00</b>	<b>0.15</b>
01-2-02410-110-001-00	PRIN - Salaries - Admin Asst - Secondary	\$2,200.75	\$25,296.00	\$10,150.01	40.12
01-2-02410-111-001-00	PRIN - Salaries - Principal - Secondary	\$4,070.83	\$48,850.00	\$16,283.32	33.33
01-2-02410-111-002-00	PRIN - Salaries - Principal - Elementary	\$4,070.84	\$48,850.00	\$16,283.36	33.33
01-2-02410-210-001-01	PRIN - Group Insurance - LTD - Admin Asst- Secondary	\$8.01	\$100.00	\$32.04	32.04
01-2-02410-211-001-00	PRIN - Group Insurance -BCBS - Principal - Secondary	\$887.32	\$10,650.00	\$4,436.60	41.65
01-2-02410-211-001-01	PRIN - Group Insurance LTD - Principal - Secondary	\$38.86	\$470.00	\$155.44	33.07

01-2-02410-211-002-00	PRIN - Group Insurance - BCBS - Principal - Elementary	\$887.33	\$10,650.00	\$4,436.65	41.65
01-2-02410-220-001-00	PRIN - Social Security - Admin Asst- Secondary	\$167.04	\$1,935.00	\$771.24	39.85
01-2-02410-221-001-00	PRIN - Social Security - Principal - Secondary	\$309.88	\$3,740.00	\$1,239.55	33.14
01-2-02410-221-002-00	PRIN - Social Security - Principal - Elementary	\$306.95	\$3,740.00	\$1,227.83	32.82
01-2-02410-230-001-00	PRIN - Retirement - Admin Asst- Secondary	\$163.37	\$2,500.00	\$753.49	30.13
01-2-02410-231-001-00	PRIN - Retirement - Principal - Secondary	\$302.20	\$4,825.00	\$1,208.80	25.05
01-2-02410-231-002-00	PRIN - Retirement - Principal - Elementary	\$302.19	\$4,825.00	\$1,208.78	25.05
01-2-02410-237-001-00	PRIN - Retirement Increase - Sec	\$153.92	\$0.00	\$648.75	0.00
01-2-02410-237-002-00	PRIN - Retirement Increase - Elem	\$99.91	\$0.00	\$399.64	0.00
01-2-02410-270-001-00	PRIN - Workers Comp - Admin Asst - Secondary	\$0.00	\$77.00	\$77.00	100.00
01-2-02410-271-001-00	PRIN - Workers Comp - Principal - Secondary	\$0.00	\$150.00	\$150.00	100.00
01-2-02410-271-002-00	PRIN - Workers Comp - Principal - Elementary	\$0.00	\$151.00	\$151.00	100.00
01-2-02410-281-001-00	PRIN - Health Benefits - Principal - Secondary	\$0.00	\$1,672.00	\$557.25	33.32
01-2-02410-281-002-00	PRIN - Health Benefits - Principal - Elementary	\$0.00	\$1,679.00	\$559.59	33.32
01-2-02410-330-002-00	PRIN - Employee Training - Principal - Elementary	\$0.00	\$500.00	\$82.45	16.49
01-2-02410-580-001-00	PRIN - Travel - Secondary	\$0.00	\$500.00	\$88.31	17.66
01-2-02410-580-002-00	PRIN - Travel - Elementary	\$0.00	\$500.00	\$0.00	0.00
01-2-02410-610-001-00	PRIN - General Supplies - Secondary	\$17.34	\$15,170.00	\$918.02	6.05
01-2-02410-610-002-00	PRIN - General Supplies - Elementary	(\$33.98)	\$15,170.00	\$1,281.51	8.44
01-2-02410-640-002-00	PRIN - Books and Periodicals - Elementary	\$0.00	\$0.00	\$50.00	0.00
01-2-02410-643-001-00	PRIN - Web/Cloud Based Software - Secondary	\$323.47	\$1,000.00	\$1,274.12	127.41
01-2-02410-643-002-00	PRIN - Web/Cloud Based Software - Elementary	\$323.47	\$1,000.00	\$1,274.12	127.41
01-2-02410-650-001-00	PRIN - Supplies - Technology Related - Secondary	\$0.00	\$2,500.00	\$17.98	0.71
01-2-02410-650-002-00	PRIN - Supplies - Technology Related - Elem	\$0.00	\$1,500.00	\$78.88	5.25
01-2-02410-810-001-00	PRIN - Dues and Fees - Secondary	\$0.00	\$1,000.00	\$690.00	69.00
01-2-02410-810-002-00	PRIN - Dues and Fees - Elementary	\$0.00	\$1,000.00	\$865.00	86.50
	<b>Principal</b>	<b>\$14,599.70</b>	<b>\$210,000.00</b>	<b>\$67,350.73</b>	<b>0.32</b>
01-2-02510-116-000-00	FISCAL SVCS - Salaries - Business	\$5,044.08	\$60,530.00	\$20,176.32	33.33
01-2-02510-216-000-00	FISCAL SVCS - Group Insurance -BCBS - Business	\$1,497.10	\$17,965.00	\$7,485.50	41.66
01-2-02510-216-000-01	FISCAL SVCS - Group Insurance - LTD - Business	\$24.86	\$300.00	\$99.44	33.14
01-2-02510-226-000-00	FISCAL SVCS - Social Security - Business	\$367.78	\$4,630.00	\$1,471.12	31.77
01-2-02510-236-000-00	FISCAL SVCS - Retirement - Business	\$374.45	\$5,979.00	\$1,497.80	25.05
01-2-02510-237-000-00	FISCAL SVCS - Retirement Increase	\$123.80	\$0.00	\$495.20	0.00
01-2-02510-276-000-00	FISCAL SVCS - Workers Comp -Business	\$0.00	\$185.00	\$185.00	100.00
01-2-02510-315-000-00	FISCAL SVCS - Accounting/Auditing Services	\$7,495.00	\$9,000.00	\$7,495.00	83.27
01-2-02510-443-000-00	FISCAL SVCS - Lease - Copier	\$41.14	\$250.00	\$118.94	47.57
01-2-02510-530-000-00	FISCAL SVCS - Communications	\$384.21	\$6,000.00	\$1,529.81	25.49
01-2-02510-531-000-00	FISCAL SVCS - Postage	\$100.00	\$6,000.00	\$1,933.12	32.21
01-2-02510-580-000-00	FISCAL SVCS - Travel	\$0.00	\$300.00	\$0.00	0.00
01-2-02510-610-000-00	FISCAL SVCS - General Supplies	\$0.00	\$14,061.00	\$155.94	1.10
01-2-02510-643-000-00	FISCAL SVCS - Web/Cloud Based Software	\$61.20	\$12,000.00	\$9,656.73	80.47
01-2-02510-650-000-00	FISCAL SVCS - Supplies - Technology Related	\$0.00	\$2,000.00	\$0.00	0.00

01-2-02510-810-000-00	FISCAL SVCS - Dues and Fees	\$28.50	\$800.00	\$363.50	45.43
	<b>Fiscal Services</b>	<b>\$15,542.12</b>	<b>\$140,000.00</b>	<b>\$52,663.42</b>	<b>0.38</b>
01-2-02610-110-000-00	OPERATIONS - Salaries - Maint & Custodial	\$13,721.73	\$172,500.00	\$57,047.56	33.07
01-2-02610-210-000-00	OPERATIONS - Group Insurance - BCBS	\$2,083.39	\$25,450.00	\$10,538.60	41.40
01-2-02610-210-000-01	OPERATIONS - Group Ins - LTD	\$56.85	\$685.00	\$227.40	33.19
01-2-02610-220-000-00	OPERATIONS - Social Security	\$1,024.50	\$13,200.00	\$4,262.53	32.29
01-2-02610-230-000-00	OPERATIONS - Retirement	\$934.35	\$15,050.00	\$3,884.28	25.80
01-2-02610-237-000-00	OPERATIONS - Retirement Increase	\$308.90	\$0.00	\$1,284.19	0.00
01-2-02610-270-000-00	OPERATIONS - Workers Comp	\$0.00	\$4,532.00	\$4,532.00	100.00
01-2-02610-410-000-00	OPERATIONS - Utility Services - Water & Sewage	\$846.30	\$14,000.00	\$7,095.85	50.68
01-2-02610-410-000-01	OPERATIONS - Utility Services - Culligan	\$64.00	\$2,500.00	\$481.00	19.24
01-2-02610-420-000-00	OPERATIONS - Cleaning Services - Garbage	\$605.14	\$5,000.00	\$2,071.68	41.43
01-2-02610-441-000-00	OPERATIONS - Rental of Bus Barn	\$400.00	\$4,800.00	\$1,600.00	33.33
01-2-02610-490-000-00	OPERATIONS - Other Purchased Property Services	\$261.00	\$12,000.00	\$1,418.58	11.82
01-2-02610-520-000-00	OPERATIONS - Insurance - Property	\$0.00	\$40,230.00	\$40,227.00	99.99
01-2-02610-580-000-00	OPERATIONS - Travel	\$0.00	\$100.00	\$0.00	0.00
01-2-02610-610-000-00	OPERATIONS - General Supplies	\$2,070.33	\$10,000.00	\$4,038.20	40.38
01-2-02610-610-000-01	OPERATIONS - Janitorial Supplies	\$229.96	\$15,000.00	\$5,463.65	36.42
01-2-02610-621-000-00	OPERATIONS - Utility Energy Services	\$7,573.59	\$58,000.00	\$18,136.53	31.26
01-2-02610-731-000-00	OPERATIONS - Machinery & Equip	\$0.00	\$5,000.00	\$0.00	0.00
01-2-02620-431-000-00	MAINT BLDG - Repairs & Maint	\$12,087.35	\$84,053.00	\$71,754.92	85.36
01-2-02620-442-000-00	MAINT BLDG - Rentals of Equipment	\$0.00	\$3,000.00	\$0.00	0.00
01-2-02620-490-000-00	MAINT BLDG - Other Purchased Property Services	\$460.43	\$30,000.00	\$4,161.72	13.87
01-2-02620-610-000-00	MAINT BLDG - General Supplies	\$136.80	\$25,000.00	\$1,875.56	7.50
01-2-02630-420-000-00	GROUNDS - Mowing - Contracted	\$0.00	\$4,800.00	\$2,499.98	52.08
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	\$1,060.00	\$6,000.00	\$2,120.00	35.33
01-2-02630-431-000-00	GROUNDS - Repairs and Maintenance Services	\$750.00	\$4,000.00	\$1,109.90	27.74
01-2-02630-490-000-00	GROUNDS - Other Purchased Property Services	\$0.00	\$17,000.00	\$4,472.90	26.31
01-2-02630-610-000-00	GROUNDS - General Supplies	\$0.00	\$7,000.00	\$1,008.48	14.40
01-2-02630-626-000-00	GROUNDS - Gasoline	\$0.00	\$1,500.00	\$422.79	28.18
01-2-02650-430-001-00	STAFF VEH - Repairs and Maintenance Services	\$0.00	\$2,000.00	\$0.00	0.00
01-2-02650-431-000-00	STAFF VEH - Repairs & Maint	\$0.00	\$0.00	\$169.91	0.00
01-2-02650-520-000-00	STAFF VEH- Insurance	\$0.00	\$600.00	\$0.00	0.00
01-2-02650-626-001-00	STAFF VEH - Gasoline	\$227.11	\$1,400.00	\$780.77	55.76
01-2-02650-732-001-00	STAFF VEH - Vehicles	\$0.00	\$25,000.00	\$0.00	0.00
01-2-02660-340-000-00	SAFETY - Safety Audits	\$0.00	\$500.00	\$500.00	100.00
01-2-02660-610-000-00	SAFETY - Supplies	\$0.00	\$100.00	\$0.00	0.00

	<b>Operations, Maint &amp; Grounds</b>	<b>\$44,901.73</b>	<b>\$615,000.00</b>	<b>\$253,185.98</b>	<b>0.41</b>
01-2-02710-110-001-00	BUSING - Salaries - Secondary	\$1,080.88	\$7,425.00	\$4,470.52	60.20
01-2-02710-110-002-00	BUSING - Salaries - Elem	\$3,886.89	\$40,180.00	\$19,079.81	47.48
01-2-02710-120-001-00	BUSING - Salaries - Subs - Secondary	\$0.00	\$0.00	\$292.88	0.00
01-2-02710-120-002-00	BUSING - Salaries - Subs - Elem	\$0.00	\$400.00	\$140.49	35.12
01-2-02710-130-002-00	BUSING - Salaries - Overtime - Elem	\$48.40	\$450.00	\$230.59	51.24
01-2-02710-210-002-00	Vehicle Operation and Purchasing - Regular Education-Group	\$171.65	\$1,620.00	\$736.60	45.46
01-2-02710-220-001-00	BUSING - Social Security - Secondary	\$82.36	\$570.00	\$331.77	58.20
01-2-02710-220-002-00	BUSING - Social Security - Elem	\$299.74	\$3,075.00	\$1,483.38	48.24
01-2-02710-230-001-00	BUSING - Retirement - Secondary	\$17.81	\$0.00	\$59.37	0.00
01-2-02710-230-002-00	BUSING - Retirement - Elem	\$111.36	\$1,650.00	\$394.05	23.88
01-2-02710-237-001-00	BUSING - Retirement Increase - Sec	\$5.88	\$0.00	\$19.61	0.00
01-2-02710-237-002-00	BUSING - Retirement Increase - Elem	\$36.82	\$0.00	\$130.28	0.00
01-2-02710-270-002-00	BUSING - Workers Comp - Elem	\$0.00	\$2,030.00	\$2,031.00	100.04
01-2-02710-290-002-00	BUSING - Reimb drivers licensing costs - Elem	\$0.00	\$250.00	\$0.00	0.00
01-2-02710-330-002-00	BUSING - Employee Training Fees	\$0.00	\$750.00	\$0.00	0.00
01-2-02710-340-001-00	BUSING - Physicals - Secondary	\$0.00	\$700.00	\$175.00	25.00
01-2-02710-340-001-01	BUSING - Drug Testing - Secondary	\$0.00	\$600.00	\$278.00	46.33
01-2-02710-340-002-00	BUSING - Physicals - Elem	\$0.00	\$350.00	\$0.00	0.00
01-2-02710-340-002-01	BUSING - Drug Testing - Elem	\$0.00	\$300.00	\$185.00	61.66
01-2-02710-520-001-00	BUSING - Insurance - Buses and Vans - Secondary	\$0.00	\$6,815.00	\$6,812.50	99.96
01-2-02710-520-002-00	BUSING - Insurance - Buses and Vans - Elem	\$0.00	\$6,815.00	\$6,812.50	99.96
01-2-02710-610-001-00	BUSING - General Supplies - Secondary	\$0.00	\$100.00	\$0.00	0.00
01-2-02710-610-002-00	BUSING - General Supplies - Elem	\$0.00	\$200.00	\$174.97	87.48
01-2-02710-626-001-00	BUSING - Gasoline - Secondary	\$523.65	\$7,000.00	\$1,881.00	26.87
01-2-02710-626-002-00	BUSING - Gasoline - Elem	\$1,770.47	\$17,000.00	\$7,712.03	45.36
01-2-02710-810-001-00	BUSING - Dues & Fees	\$0.00	\$500.00	\$0.00	0.00
01-2-02730-431-000-00	BUSING - Repairs & Maint Service	\$3,716.30	\$30,000.00	\$6,199.26	20.66
01-2-02730-610-000-00	BUSING - General Supplies	\$0.00	\$21,220.00	\$664.64	3.13
	<b>Pupil Transportation</b>	<b>\$11,752.21</b>	<b>\$150,000.00</b>	<b>\$60,295.25</b>	<b>0.40</b>
01-2-03400-810-001-00	CATEG GRANT - Dues & Fees - Sec	\$0.00	\$13,140.00	\$0.00	0.00
01-2-03535-610-002-00	HAL - General Supplies- Elem	\$0.00	\$3,500.00	\$0.00	0.00
01-2-03535-810-001-00	HAL - Dues and Fees- Secondary	\$0.00	\$0.00	\$100.00	0.00
01-2-03599-610-002-00	CATEG GRANT - Supplies	\$0.00	\$3,500.00	\$0.00	0.00
01-2-04700-720-001-00	FACILITIES - Building Improve - Sec	\$0.00	\$100,000.00	\$0.00	0.00
01-2-04700-720-002-00	FACILITIES - Bldg Improve - Elem	\$0.00	\$100,000.00	\$0.00	0.00
01-2-06200-111-002-00	TITLE - Salaries - Teachers	\$4,470.00	\$53,640.00	\$17,940.00	33.44
01-2-06200-123-002-00	TITLE - Salaries - Subs	\$487.16	\$0.00	\$1,168.32	0.00
01-2-06200-211-002-00	TITLE - Group Insurance - BCBS - Teachers	\$0.00	\$12,862.00	\$0.00	0.00

01-2-06200-211-002-01	TITLE - Group Insur - LTD - Teacher	\$16.99	\$204.00	\$67.96	33.31
01-2-06200-221-002-00	TITLE - Social Security - Teachers	\$307.34	\$4,100.00	\$1,234.35	30.10
01-2-06200-223-002-00	TITLE - Social Security - Subs	\$37.26	\$0.00	\$89.38	0.00
01-2-06200-231-002-00	TITLE - Retirement - Teachers	\$331.83	\$5,300.00	\$1,331.77	25.12
01-2-06200-237-002-00	TITLE - Retirement Increase	\$109.71	\$0.00	\$440.31	0.00
01-2-06200-271-002-00	TITLE - Workers Comp - Teachers	\$0.00	\$165.00	\$165.00	100.00
01-2-06200-330-002-00	TITLE - Employee Training	\$70.00	\$500.00	\$152.45	30.49
01-2-06200-610-002-00	TITLE - General Supplies	\$0.00	\$3,000.00	\$89.00	2.96
01-2-06406-591-002-00	IDEA PS - Speech Cont Svc Purch - ESU6	\$0.00	\$3,500.00	\$0.00	0.00
01-2-06408-111-002-00	IDEA BASE-EP - Salaries - Teachers	\$541.68	\$6,500.00	\$2,166.72	33.33
01-2-06408-112-002-00	IDEA BASE-EP - Salaries - Paras	\$1,996.22	\$23,875.00	\$7,550.77	31.62
01-2-06408-211-002-00	IDEA BASE-EP - Group Insurance - BCBS - Teachers	\$172.09	\$2,065.00	\$860.45	41.66
01-2-06408-212-002-00	IDEA BASE-EP - Group Insurance - LTD - Paras	\$7.56	\$91.00	\$30.24	33.23
01-2-06408-221-002-00	IDEA BASE-EP - Social Security - Teachers	\$38.67	\$500.00	\$154.65	30.93
01-2-06408-222-002-00	IDEA BASE-EP - Social Security - Paras	\$132.37	\$1,825.00	\$533.76	29.24
01-2-06408-231-002-00	IDEA BASE-EP - Retirement - Teachers	\$40.21	\$640.00	\$160.84	25.13
01-2-06408-232-002-00	IDEA BASE-EP - Retirement - Paras	\$148.19	\$2,350.00	\$337.30	14.35
01-2-06408-237-002-00	IDEA BASE-EP - NPERS Ret Incr	\$62.28	\$0.00	\$164.67	0.00
01-2-06408-281-002-00	IDEA BASE-EP - Health Benefits - Elem Teachers	\$0.00	\$324.00	\$108.02	33.33
01-2-06408-591-002-00	IDEA BASE-EP - Speech Svcs Purch from ESU6	\$0.00	\$20,419.00	\$0.00	0.00
01-2-06408-591-002-01	IDEA BASE-EP - OT Svcs Contracted thru ESU6	\$0.00	\$5,000.00	\$0.00	0.00
01-2-06408-591-002-03	IDEA BASE EP - Psych Services - Purch from ESU6	\$0.00	\$5,000.00	\$0.00	0.00
01-2-06990-650-001-00	GEER - Other Federal - Technology	\$0.00	\$2,500.00	\$2,499.52	99.98
01-2-06992-650-001-00	REAP - Supplies - Technology Related- Secondary	\$0.00	\$13,500.00	\$1,945.25	14.40
01-2-06992-650-002-00	REAP - Supplies - Technology Related- Elem	\$0.00	\$13,500.00	\$1,945.25	14.40
01-2-06992-735-001-00	REAP - Technology Software- Secondary	\$0.00	\$1,000.00	\$1,062.25	106.22
01-2-06992-735-002-00	REAP - Technology Software- Elem	\$0.00	\$1,000.00	\$1,062.25	106.22
	<b>Federal &amp; State Programs</b>	<b>\$8,969.56</b>	<b>\$403,500.00</b>	<b>\$43,360.48</b>	<b>0.11</b>
01-2-08000-912-000-00	Fund Transfers to School Nutrition Fund	\$0.00	\$50,000.00	\$0.00	0.00
01-2-08000-913-000-00	Fund Transfers to Activities Fund	\$4,000.00	\$48,000.00	\$16,000.00	33.33
	<b>IntraFund Support</b>	<b>\$4,000.00</b>	<b>\$98,000.00</b>	<b>\$16,000.00</b>	<b>0.16</b>
	<b>DECEMBER TOTALS</b>	<b>\$338,708.22</b>	<b>\$5,829,000.00</b>	<b>\$1,580,944.14</b>	<b>3.53</b>
<b>Intrafund Transfers</b>					
01-2-09002-001-000-00	NON-PGM EXPENDITURES - Interfund Loan to Bond Fund	\$76,500.00	\$0.00	\$76,500.00	0.00
01-2-09005-000-000-00	NON-PGM EXPENDITURES - Interfund loan to Nutrition Fund	\$6,823.10	\$0.00	\$6,823.10	0.00
01-2-09005-220-000-00	NON-PGM EXPENDITURES - Interfund loan to Nutrition Fund FICA	\$520.60	\$0.00	\$520.60	0.00
01-2-09005-230-000-00	NON-PGM EXPENDITURES - Interfund loan to Nutrition Fund RET	\$433.75	\$0.00	\$433.75	0.00

01-2-09005-237-000-00	-Increased Retirement Contributions	\$143.39	\$0.00	\$143.39	0.00
01-2-09006-000-000-00	NON-PGM EXPENDITURES - Interfund Loan to Activity Fund	\$2,539.77	\$0.00	\$2,539.77	0.00
01-2-09006-220-000-00	NON-PGM EXPENDITURES - Interfund Loan to Activity Fund FICA	\$86.76	\$0.00	\$86.76	0.00
01-2-09006-230-000-00	NON-PGM EXPENDITURES - Interfund Loan to Activity Fund RET	\$87.24	\$0.00	\$87.24	0.00
01-2-09006-237-000-00	-Increased Retirement Contributions	\$28.82	\$0.00	\$28.82	0.00
<b>TOTAL GENERAL FUND EXPENDITURES</b>		<b>\$425,871.65</b>	<b>\$5,829,000.00</b>	<b>\$1,668,107.57</b>	<b>0.29</b>

<b>Depreciation Fund</b>					
02-2-02900-610-001-00	DEPR - General Supplies	\$0.00	\$7,500.00	\$0.00	0.00
02-2-02900-610-002-00	DEPR - General Supplies	\$0.00	\$7,500.00	\$0.00	0.00
02-2-02900-732-001-00	DEPR - Vehicles	\$7,167.58	\$0.00	\$7,167.58	0.00
02-2-02900-732-002-00	DEPR - Vehicles	\$0.00	\$120,000.00	\$0.00	0.00
02-2-02900-733-001-00	DEPR - Furniture & Fixtures	\$0.00	\$215,000.00	\$0.00	0.00
02-2-02900-733-002-00	DEPR - Furniture and Fixtures	\$0.00	\$215,675.00	\$0.00	0.00
02-2-02900-739-001-00	DEPR - Equipment	\$0.00	\$75,000.00	\$2,850.00	3.80
02-2-02900-739-002-00	DEPR - Equipment	\$0.00	\$75,000.00	\$5,785.00	7.71
<b>TOTAL DEPRECIATION FUND</b>		<b>\$7,167.58</b>	<b>\$715,675.00</b>	<b>\$15,802.58</b>	<b>0.02</b>

<b>Activity Fund</b>					
05-2-02900-610-001-00	ACT - General Supplies - Secondary	\$0.00	\$210,000.00	\$0.00	0.00
<b>TOTAL ACTIVITY FUND</b>		<b>\$0.00</b>	<b>\$210,000.00</b>	<b>\$0.00</b>	<b>0.00</b>

<b>School Nutrition Fund</b>					
06-2-03100-110-001-00	SN - Salaries - Regular - Kitchen	\$6,653.65	\$77,000.00	\$29,714.44	38.59
06-2-03100-120-001-00	SN - Salaries - Subs - Kitchen	\$148.59	\$0.00	\$1,103.31	0.00
06-2-03100-210-001-01	SN - Group Ins - LTD - Kitchen	\$20.86	\$300.00	\$83.44	27.81
06-2-03100-220-001-00	SN - Soc Sec - Kitchen	\$520.60	\$6,745.00	\$2,355.69	34.92
06-2-03100-230-001-00	SN - Retirement - Kitchen	\$433.75	\$7,920.00	\$1,916.01	24.19
06-2-03100-237-001-00	SN - Retirement Increase - Sec	\$143.39	\$0.00	\$633.43	0.00
06-2-03100-270-001-00	SN - Workers Comp - Kitchen	\$0.00	\$2,035.00	\$2,035.00	100.00
06-2-03100-610-001-00	SN - General Supplies	\$463.04	\$14,745.00	\$1,282.77	8.69
06-2-03100-630-001-00	SN - Food	\$10,381.89	\$90,000.00	\$39,006.38	43.34
06-2-03100-733-001-00	SN - Equip - Appliances	\$0.00	\$2,500.00	\$0.00	0.00
06-2-03100-733-002-00	SN - Equip - Appliances	\$0.00	\$2,500.00	\$0.00	0.00
<b>TOTAL NUTRITION FUND</b>		<b>\$18,765.77</b>	<b>\$203,745.00</b>	<b>\$78,130.47</b>	<b>0.38</b>

<b>Bond Fund</b>					
07-2-05000-830-000-00	BF - Fees	\$0.00	\$262,838.00	\$0.00	0.00
07-2-05000-831-000-00	BF - Redemption of Principal	\$455,000.00	\$455,000.00	\$455,000.00	100.00
07-2-05000-832-000-00	BF - Interest on Long-Term Debt	\$31,318.75	\$61,272.00	\$31,318.75	51.11
					0.00
<b>TOTAL BOND FUND</b>		<b>\$486,318.75</b>	<b>\$779,110.00</b>	<b>\$486,318.75</b>	<b>0.62</b>

<b>Special Building Fund</b>					
08-2-04300-340-001-00	SB - Prof Services	\$0.00	\$50,000.00	\$0.00	0.00
08-2-04700-450-001-00	SB - Bldg Improvements - Construc - Sec	\$0.00	\$250,000.00	\$11,103.84	4.44
08-2-04700-450-002-00	SB - Bldg Improvements - Construc - Elem	\$0.00	\$250,000.00	\$0.00	0.00
08-2-04700-731-001-00	SB - Equipment	\$0.00	\$40,000.00	\$0.00	0.00
08-2-04700-731-002-00	SB - Equipment	\$0.00	\$39,214.00	\$0.00	0.00
<b>TOTAL SPECIAL BUILDING FUND</b>		<b>\$0.00</b>	<b>\$629,214.00</b>	<b>\$11,103.84</b>	<b>0.02</b>

<b>Student Fee Fund</b>					
12-2-02190-890-001-00	FEE - Student Fees	\$0.00	\$3,000.00	\$0.00	0.00
					0.00
<b>TOTAL BOND FUND</b>		<b>\$0.00</b>	<b>\$3,000.00</b>	<b>\$0.00</b>	<b>0.00</b>

# FRIEND PUBLIC SCHOOLS

Board of Education - Payments to be Approved  
1/9/2023

## Manual Checks/Funds Transfers done in December:

### GENERAL FUND

Black Hills Energy	natural gas	\$	1,198.50
Payroll	December payroll	\$	274,468.69
Bond Fund	loan to cover principal payment	\$	76,500.00
			<hr/>
		\$	352,167.19

### DEPRECIATION FUND

TrailersPlus	trailer, enclosed 7x14	\$	7,167.58
			<hr/>
		\$	7,167.58

## January Presentations

### DEPRECIATION FUND

Omaha Stage Equipment	stage curtains	\$	28,568.00	<i>bid approved 8-8-22 meeting</i>
			<hr/>	
		\$	28,568.00	

### GENERAL FUND

Activity Fund	January support	\$	4,000.00	
Admin Partners	annual document admin fee	\$	100.00	
AGIREPAIR	repairs to iPad	\$	149.00	
Anderson, Derek	reimburse cell phone	\$	50.00	
Beaver Hardware	supplies	\$	218.42	
Black Hills Energy	natural gas	\$	2,029.39	
Cash	quarters for bus wash	\$	60.00	
Cavendish Square	library reference	\$	204.44	
City of Friend	utilities	\$	2,038.30	
Constellation	natural gas	\$	6,568.75	
Crete Ace Hardware	supplies	\$	59.85	
Culligan	water softener	\$	266.50	
Eakes	copier usage, maint parts	\$	835.19	
Egan Supply	janitorial	\$	383.92	
ESU6	SPED services, Tech services, workshops	\$	39,272.41	
Exeter Lumber	supplies	\$	7.10	
Facility Advocates	Phase 1 FCU Upgrades, repairs	\$	9,081.00	
Farmers Coop - Carquest	supplies	\$	339.20	
Five Star Truck Center	bus washes	\$	40.98	
HealthEquity	monthly admin fee	\$	132.50	
Hill, Jeff	reimburse mileage	\$	47.50	
Hometown Leasing	copier/printer monthly lease	\$	1,029.04	
Lincoln Winlectric	electrical	\$	81.28	
Meints, Allison	reimburse preschool supplies	\$	87.87	
Perry Law Firm	legal services	\$	288.00	
Potter Repair	bus repairs	\$	3,500.61	
Quill	supplies	\$	25.72	
Qwik6	fuel	\$	1,975.98	
Randy or Esther Kirchhoff	bus barn rental	\$	400.00	
Saline Co Treasurer	tire fee - trailer	\$	4.00	
Seward County Independent	publish legals	\$	49.42	
Shred-It	paper shredding	\$	136.06	
Steve Weiss Music	bass drum	\$	614.95	<i>Foundation to reimburse</i>
Therapy Works	speech services	\$	6,973.95	

Time Management	monthly maint fee	\$	61.20
TK Elevator	monthly maint fee	\$	235.43
Unite Private Networks	monthly WAN lease	\$	426.77
USBank VISA	activity purchases	\$	1,581.73
USBank VISA	Walmart - staff lunch	\$	135.78
USBank VISA	Harbor Freight - parts	\$	59.32
USBank VISA	RiseVision - digital signage	\$	81.11
USBank VISA	Amazon - vacuums, supplies	\$	914.13
USBank VISA	Mercari - return videos	\$	(45.88)
USBank VISA	SportsTemplates - digital signage	\$	69.00
USBank VISA	Campbells Nursery - ag teaching supplies	\$	106.05
USBank VISA	Qwik6 - gas for school van	\$	132.90
USBank VISA	Midas - van supplies	\$	32.50
USBank VISA	Cornhusker Square - parking- workshop	\$	12.50
USBank VISA	Sams Club - academic pep rally	\$	377.82
USBank VISA	Qwik6, WM - FCS food labs	\$	215.89
VVS Canteen	supplies	\$	253.86
Waste Connections	garbage service	\$	351.62
Windstream	phone service	\$	383.48
York News Times	FB/VB ad	\$	49.00

<b>Total</b>		<b>\$</b>	<b>86,485.54</b>
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# Mrs. Stutzman's Principal Report

"Teamwork Makes The Dream Work"

## JANUARY

### *What has happened...*

- Academic pep rally December 22<sup>nd</sup> for K-12<sup>th</sup> grades
- No detention and no WIT parties
- Cohort was a success, hosted at Friend.
- Second semester is underway

### *What is coming up....*

- Parent teacher Conferences (hoping to keep same great attendance numbers)
- Posting and hiring for open positions
- Planning dates for the 23-24 school year to research Language Arts curriculums
- Preparing for the 23-24 school year
- Second round of teacher evaluations for non-tenured teachers
- Region 1 and ESU #6 Principals meetings

#### Our Mission at Friend Public School:

*Committed to engaging all students, staff, and community to ensure a diverse education through a culture of life-long learning.*

### **What We Believe at Friend Public School...**

- We believe each individual has value and dignity and is capable of life-long learning.
- We believe in sustaining a progressive learning environment that is physically and emotionally safe for learning.
  - We believe education is a collaborative community responsibility.
- We believe every student needs to be invested in all areas of their educational experience.



# Friend Public School

501 S. Main Street/ P.O. Box 67, Friend, NE 68359  
Phone: 402-947-2781 Fax: 402-947-2026  
[www.friendbulldogs.org](http://www.friendbulldogs.org)

## Administration

Superintendent: Derek Anderson  
Principal: Elizabeth Stutzman  
Counselor: Amy Hottovy  
Activities Director: Jim Pfeiffer

To: Board of Education

CC: Principal

From: Derek Anderson, Superintendent

Date: January 9, 2023

RE: Monthly Report

## **Board Items**

- 1) Dates to keep in mind...
  - a) NRCSA Spring Conference - March 23-24
    - i) Need to know who is attending. Will be booking rooms!
- 2) Strategic Planning...
  - a) Just had presentation
  - b) Now the work of implementation
- 3) Beginning to focus on what summer looks like
  - a) Professional Development
    - i) Me and Liz (book study)
    - ii) Teachers
    - iii) Possible Board book study?
  - b) Summer maintenance projects
  - c) Budget
  - d) Co-op finishing touches
- 4) Work on 2023-24 Calendar (attachment)

## **Staff Items**

- 1) Hosted Blue River Cohort on Wednesday
  - a) Staff did a great job!
- 2) Resignation of Haley McKain as K-12 Music Teacher
  - a) She has accepted a spot in a Music Therapy program through the University of Indiana

## **Facility & Finance Items**

- 1) Work has begun on uniforms for the coop
  - a) Focus is Track and Volleyball right now
- 2) We are 34% of the way through the fiscal year and we have spent 29% of the budget
  - a) Maintenance and Transportation continue to be the areas we always watch on spending.



3) Purchased a trailer

- a) This will help as we are using others' trailers more and more often
- b) Trailer can be used for One Act, Electric Car, Wrestling and possible football equipment.



# Friend Public School 2023-24 Calendar

## AUGUST

S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
28	28	29	30	31		

## SEPTEMBER

S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

## OCTOBER

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

## NOVEMBER

S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

## DECEMBER

S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24/ 31	25	26	27	28	29	30

Qtr.	Ends	Teacher Days Scheduled
1	10/13	45
2	12/21	46
3	3/6	46
4	5/17	48
	Total	185

Total Student Days: 178

## August

- 1 Flex day – 1-11
- PD/Teacher Workday 11&14
- 15 First Day of School – 2:00 out

## September

- 4 NO SCHOOL – Labor Day
- 5 Teacher Cohort Day

## October

- 4 PT Conferences – 12:30 out
- 6 NO SCHOOL – Fall Break
- 13 End of Quarter 1

## November

- No School Nov. 22-24

## December

- 21 End of Quarter 2
- Holiday Break Dec 22-Jan2
- [NSAA Moratorium Dec 23-27](#)

## January

- 2 Teacher Work Day
- 3 Teacher Cohort Day

## February

- 21 PT Conferences – 12:30 out
- 23 NO SCHOOL

## March

- 6 End of Quarter 3
- Spring Break 7-8
- 29 No School

## April

- 1 No School

## May

- 11 Graduation
- 16 Last Day of School – 12:30 out
- 17 Teacher Work Day

## JANUARY

S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

## FEBRUARY

S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29		

## MARCH

S	M	T	W	T	F	S
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3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

## APRIL

S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

## MAY

S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

Teacher Workday/No Students

No School Break Days

Flex Day

Dismiss 12:30

Dismiss 2:00

# **FRIEND PUBLIC SCHOOL**

## **Safety and Security Plan**



**2021-2022**

**Safety**  
**Article 3**  
**Policy No. 3240**

**Risk Management and Safety Committee**

This school district is committed to providing and maintaining a safe and healthful work environment. This school district recognizes its responsibility in protecting and conserving its human and financial resources. Each employee of the school district should show concern for the safety of fellow employees, students and members of the public to prevent losses of these resources. Safety and health management is the ultimate responsibility of the Board of Education. Functional authority for continued development and implementation of health and safety is hereby delegated to the Superintendent or the Superintendent's designee. The Superintendent or the Superintendent's designee is further hereby directed to establish the Safety Committee or committees as required by Section 48-443, R.R.S., et. seq. (LB 757, Section 32, 33 & 34, 1993 legislature) or other laws. The Safety Committee(s) so established shall adopt for this school district and maintain an effective written Injury Prevention Program. Management shall participate in the Safety Committee(s), and in safety education and training, and establishment of safety rules, policies and procedures as provided in this policy, the school district's written Injury Prevention Program or as otherwise provided by law or the superintendent or the superintendent's designee.

The Safety Committee(s) shall be created and perform such functions, be made up of members and meet as required by law. The school district shall develop and maintain a written Injury Prevention Program as required by law and the superintendent or the superintendent's designee is hereby delegated authority and responsibility as required or allowed by law over such Injury Prevention Program.

Safety and health training, accident investigation, record keeping procedures and safety rules, policies and procedures shall be implemented as required by law.

Date of Adoption: May 14, 2007

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## SCHOOL DISTRICT TELEPHONE CONTACT SHEET

Superintendent Derek Anderson	402-750-7245(cell phone)
Principal Liz Stutzman	402-366-2944(cell phone)
Counselor Amy Hottovy	402-641-4477
Head Custodian Jeff Hill	402-806-3132
Custodian Deb Hulse	402- 430-5532

Insurance Carrier: ALICAP  
Legal Representative: Greg Perry

### School Board Members:

Jamie Tuttle .....	947-3838
Nancy Vossler.....	947-4131
Scott Spohn.....	947-2255
Megan Weber.....	540-3870
Tiffany Shonerd.....	308-520-2408
Tyler Bartlels.....	416-1392

### Safety/Security Team Members

Derek Anderson, Superintendent.....	402-750-7245
Liz Stutzman, Principal.....	402-366-2944
Amy Hottovy, Counselor.....	402-641-4477
Paul Martin.....	402-947-2093 (home)
Sue Eigsti.....	402-947-1650
Jen Buol.....	402-239-9436
Jay Hitchcock.....	402-432-2489
Mary Niemeier.....	402-641-0686
Jim Pfeiffer.....	402-417-5806 (cell)

**EMERGENCY TELEPHONE LIST  
911 FOR  
POLICE, FIRE, & MEDICAL EMERGENCIES**

**POLICE:**

Office: 947-5531  
Chief Shawn Gray: 947-1140

Sheriff's Department: 821-2111

**FIRE:** 911

**AMBULANCE:** 911

**POISON CONTROL:** 1-800-222-1222 (Children's Hospital – Omaha)

Warren Memorial Hospital 947-2541

Zimmer Medical Clinic 947-9355

Friend Medical Center 947-2021

Child Abuse Hotline: 800-652-1999

Jefferson & Saline County  
Emergency Mgmt. Office 402-729-3602 (John McKee)

Black Hills Energy 800-694-8989

(24 Hour Emergency line)

City of Friend 947-2711

Emergency After Hours: 643-0362 (Billy Baugh, Utilities Superintendent)

## **ASSAULT ON STUDENT OR STAFF**

1. Notify Superintendent or Principal
2. Contact school nurse if any medical treatment is needed.

**REMEMBER: IF YOU HAVE TO HANDLE ANY INJURY, DO SO WITH EXTREME CARE, ALWAYS USING GLOVES**

3. Superintendent or Principal will assign a staff member to get the names of suspect/s and any witnesses.
4. Superintendent/Principal will assign a staff member to locate suspect and isolate, if this can be done in a non-confrontational manner.
5. Victim and Suspect statements should be taken separately.
6. Superintendent/Principal will decide if the police should be contacted to respond.

**REMEMBER WHEN IN DOUBT CONCERNING THE SERIOUSNESS OF AN OFFENSE, CALL THE POLICE. THE STRIKING OF ANY STAFF MEMBER BY A STUDENT SHOULD BE CONSIDERED A CRIMINAL OFFENSE**

7. Superintendent/Principal is to make sure a written account of the incident is completed.

## BOMB THREAT – THE CALL

**\* DON'T HANG UP\***

**\* KEEP THE CONVERSATION GOING \***

**\* ATTEMPT TO GET THE FOLLOWING INFORMATION \***

**Ask:**

Where is the bomb

What time will it go off?

What kind of bomb is it?

Who are you?

Why is this going to happen?

Check: Male\_\_\_\_ Female \_\_\_\_\_

Speech Impediment? \_\_\_\_\_

Accent? \_\_\_\_\_

Intoxicated? \_\_\_\_\_

Background Noise \_\_\_\_\_

i.e.: music, children, conversation, machine noise, traffic

NOTE: Time \_\_\_\_\_ Date \_\_\_\_\_

**\*KEEP THE CONVERSATION GOING \***

**(The longer the conversation, the more the caller might disclose)**

**see next page**

## **BOMB THREAT B – ACTION AFTER THE CALL**

1. Notify Superintendent/ Principal

**(DO THIS IN PERSON, AVOID ELECTRONIC COMMUNICATIONS)**

2. Notify Police & Fire Departments

### **CALL 911**

3. Superintendent/ Principal will notify Head Custodian to respond to specified location to establish a command center.
4. Floor plans of the buildings are to be ready for inspection by Police & Fire Personnel
5. Confer with fire and police to hold classes or begin evacuation

**(DO NOT USE ELECTRONIC DEVICES FOR NOTIFICATION)**

6. Lock down access to outsiders
7. Complete a detailed report at the earliest opportunity

## BUS / VAN ACCIDENT

If an accident occurs with District transportation:

1. The drivers should first check to see if anyone is injured, then call the Superintendent's office, giving vehicle number and location of the accident. If anyone is injured, he/she will request a rescue squad.
2. The superintendent will immediately:
  - a. Call for a rescue squad if requested by the driver
  - b. Call for the police/sheriff
  - c. Dispatch a van to replace the one involved in the accident
  - d. Notify the parents of students involved
3. The driver should keep all students on the bus/van unless there is a reason to evacuate. The drivers should take roll and account for all students
4. If the accident occurs on a morning route, the driver should take the students to school where they should see the school nurse before reporting to class
5. If the accident occurs on an afternoon route, the driver should take the students to their regular stop and inform an adult caretaker of the accident

### BUS ACCIDENT CHECKLIST

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

Driver: \_\_\_\_\_ Location: \_\_\_\_\_  
(get as much detail as possible)

#### ASK:

Are there any injuries?

How many people injured?

Who is injured?

What kind of injuries do they have?

## **CHILD ABUSE**

1. Report abuse or suspected abuse to the principal.
2. Notify nurse to document appearance of victim  
(for physical abuse only)

**DO NOT INTERVIEW VICTIM  
WRITE DOWN ANY STATEMENTS MADE BY VICTIM**

3. Superintendent will notify local police  
**947-1140**

**DO NOT CALL PARENTS**

4. Principal will fill out an incident report as soon as possible

## **STUDENT ABUSE**

(When school employee is suspected of the abuse)

1. Report abuse or suspected abuse to Superintendent  
(If the suspect is the building administrator, notify the next highest superior)

2. Superintendent will notify the local police  
**947-5531**

3. Superintendent will notify the County Attorney's Office  
**821-2531**

4. If necessary, in a physical abuse situation, notify school nurse to document appearance of victim

**DO NOT INTERVIEW VICTIM OR SUSPECT  
WRITE DOWN ANY STATEMENTS MADE BY VICTIM OR SUSPECT**

5. Superintendent will notify appropriate School Board members
6. Superintendent will make parental contact at appropriate time.

## **CONFRONTATIONAL PERSON**

1. **DON'T ARGUE.** Use non-aggressive body language
2. Remain on a professional level
3. Offer to help the situation
4. Request to continue conversation in an appropriate location away from students.
5. Show interest and be a good listener
6. Attempt to defuse the situation.

### **IF THE SITUATION DOESN'T CALM DOWN**

1. Notify the Superintendent - Ext. 233 or Principal - Ext. 213
2. Superintendent will notify police (if necessary)

### **Phone # 911**

3. Superintendent will complete incident report

## DEALING WITH THE MEDIA (CRISIS RELATED ISSUES)

### Guidelines

1. Make sure you are authorized to speak to the media. In most cases the superintendent is the media liaison.
2. Don't release names of victims or persons involved.
3. Inform the media when you are not authorized to comment, and direct them to the proper person or office.
4. Be of assistance, but remain in control.
5. Don't delay sharing information, but make sure you have the facts.

**If contacted by the media by telephone, explain that once information can be released their call will be returned. Ask for their name, phone, company name and press deadline. Make sure you follow through with them.**

**Be aware that students may be approached by the media. Suggest to students they not comment, and refer the media to the school.**

## SUDDEN DEATH

### If happens on campus:

1. Secure area - disturb as little as possible – limit access until police arrive
2. Contact school nurse/trained first aid personnel.
3. Contact superintendent/principal.
4. Call 911 (ambulance and police)
5. Lock down building and hold classes in rooms.
6. Separate all witnesses until police arrive. (to the extent possible, witnesses should not speak with each other nor anyone else)

### **Document any statements made by witnesses DO NOT CONDUCT INTERVIEWS WITH WITNESSES**

7. Contact Superintendent/Principal. Inform situation and steps taken.
8. Superintendent to contact parents at appropriate time if given permission by law enforcement or superintendent
9. Refer to Dealing with Media section of this handbook.

### **ADMINISTRATOR'S CHECKLIST for a death in a student, staff member, or immediate family:**

- Verification of death (spouse, parent, hospital, police, mortuary)
  - Inform the teacher(s)
    - Notify head of Crisis Team
    - Together, verify information regarding tragedy
    - Notify the superintendent/principal if not already informed
    - Use the calling tree to notify staff of the tragedy, as well as time and place for an all-building staff meeting (if necessary)
    - Determine areas where crisis team members can meet with students, maintain list of students who are counseled for notification of parents
    - Cancel meetings/appointments that are not of an urgent nature.
    - Keep staff updated on circumstances as new information becomes available
    - Notify BOE members
    - Identify staff who are in need of emotional support
    - Emphasize the need to use prepared statements to control rumors
    - Reschedule activities when necessary or appropriate
    - Contact the family personally and offer support and condolences
    - Arrange for appropriate staff to attend services
    - Plan and provide follow-up visits with the family
  -
-

## **MEDICAL EMERGENCY – Response to Victim**

A Medical Emergency includes life-threatening situations such as heart attack, air obstruction, severe bleeding, or drug overdose. We should have a list of staff trained in CPR and First Aid procedures.

Building Employees trained in First Aid/CPR:  
Entire Staff has had CPR training.

In case of First Aid Emergency:

1. Notify the office of the location and name of the victim.
2. Specify the type of injury or medical condition and apparent need for emergency services.
3. School office team shall:
  - a. Contact emergency team members.
  - b. Have trained team members assess situation and begin necessary treatment
  - c. When necessary, call 911
  - d. Explain the situation
  - e. Give school name and address
  - f. Tell the EMT's which door to enter
  - g. Have staff stationed at doors to keep crowd away
  - h. Meet the EMTs at the door to take them to accident site
  - i. Contact staff and/or students if necessary
4. If it is necessary to send the victim to the hospital by ambulance and the parent is not at the school, a staff member on the safety/security/crisis team should go along to serve as a liaison between the hospital and school/parent. The staff member should stay at the hospital until the parent arrives. As soon as possible, the staff member should relay information regarding the condition of the victim to the school office.

**Note:**

If illegal drugs are suspected, contact police to see if investigation is warranted

## **MEDICAL EMERGENCY – Response of Students and Staff**

1. Classroom teachers should close the doors to their classrooms (to minimize confusion)
2. Students in the classroom where the emergency is taking place should be moved to a neighboring classroom as soon as it is possible to do so without creating additional confusion or threat to the victim's well-being.
3. The emergency team, along with a building administrator, shall report to the location of the emergency, assess the situation, and begin necessary treatment within the scope of their training. IF the medical emergency involves a serious injury, staff present and the emergency team should follow the following measures:
  - a. The victim should not be moved unless his/her location is potentially dangerous
  - b. The staff member present should reassure the victim and keep the victim quiet and lying down until the emergency team or emergency personnel arrives
  - c. All personnel and students not involved with the emergency or administration of first aid should be directed away from the scene.
4. The staff members should be aware of the members of the emergency team and should be prepared to supervise that teacher's students as soon as the emergency team member leaves his/her classroom to assist with the medical emergency.
5. Office personnel should notify the parents (spouse) of the victim as soon as possible. All known details should be relayed to the family. Be clear, and concise, informing only what is known; do not speculate, but be tactful, using a manner to avoid the creation of undue panic. Make sure to include who, what where, when, and why.
6. Once the medical emergency has been resolved or the victim transported to the hospital, resume whatever schedule is needed for the remainder of the day.

## **ELECTRICAL MALFUNCTION**

1. Superintendent/Principal will contact custodian
2. Superintendent/Principal will notify teachers to hold classes until further notice.
3. Superintendent/Principal will accompany custodian to locate the problem
4. Call 911 if concerned about a fire or safety hazard.
5. Superintendent/Principal to call local electrical company with concerns/inquiries

City Office: 947-2711 or After-Hours Emergency 643-0362

6. Superintendent will contact Board of Education and advise of situation and any assistance needed.

### **Possible Considerations**

open/close school  
cafeteria food preparation capabilities  
move students to alternate site  
transportation adjustments  
parental notification  
media notification

7. If there is a need to handle the media, use guidelines in crisis handbook.
8. Complete detailed incident report at earliest opportunity

## FIELD TRIP INCIDENT

**BE PREPARED:** make sure the trip coordinator and the school has the following:

- Student list by assigned vehicle
- Supervision list by assigned vehicle
- Chaperon list by assigned vehicle
- Map of intended route
- List of medical needs and conditions
- List of any important phone numbers significant to the trip, including principal's home phones, students' home numbers
- Trip coordinator should carry or have access to a cell phone if possible.

### (On Site Responsibility)

1. Attend to any medical needs if there are injuries or complaints of pain. Call 911 if appropriate
2. Contact home school administrator with update and actions being taken.

### (Home School Responsibility)

3. Superintendent should consider deploying personnel to the scene, hospital, police or to appropriate locations.
4. Handle media using guidelines in this crisis handbook.
5. Make sure a detailed incident report is completed at the earliest opportunity.

## **FIRE ALARM / EMERGENCY**

1. Activate fire alarm if system is not sounding.
2. Follow standard fire evacuation procedure.
3. Close all doors & windows as you evacuate the room  
(Teacher should be sure to take roll book & take roll once outside)
4. Call 911 as evacuation is taking place.
5. Superintendent/principal will check area of alarm to assess situation.
6. Superintendent should have available for the fire department upon their arrival:
  - Custodian
  - Location & type of fire, if known
  - Knowledge & location of anyone remaining in the building
  - Floor plan and internal systems information
7. Do not reenter building until instructed to do so by authorized personnel.
8. Superintendent/principal will notify police if alarm was pulled falsely.
9. Superintendent/principal will refer to guidelines for handling media in crisis handbook if necessary.
10. Complete a detailed incident report at the earliest opportunity.

## **GAS LEAK (KNOWN OR SUSPECTED)**

1. DO NOT activate the fire alarm system or any other electrical equipment LEAVE AS IS
2. Notify superintendent/principal and custodian immediately.
3. Principal or Superintendent will notify each class to evacuate building by sending personnel to each floor.
4. Evacuate the building using the standard fire alarm routes (Teachers should be sure to take roll book & take roll once outside)
5. Call 911 as evacuation is taking place.
6. Evacuate to designated area or building no less than one (1) block from school.  
***METHODIST CHURCH & CATHOLIC CHURCH***
7. Superintendent should have available for the fire department upon their arrival:
  - a. Custodian
  - b. Location/s of leaks if known
  - c. Knowledge of anyone remaining in the building
  - d. Floor plans and internal systems information
8. Refer to guidelines for handling the media in crisis handbook, if necessary.
9. Complete a detailed incident report at the earliest opportunity.

## HAZARDOUS MATERIAL ACCIDENT

1. Notify Superintendent/principal
2. Superintendent/principal will evacuate building using standard fire emergency procedure, bypassing affected area (Teachers should be sure to take roll book & take roll once outside).
3. Call 911 as evacuation is taking place. Describe condition and type of hazardous material if known.
4. Superintendent should have the following available to the fire department upon their arrival:
  - a. Person/s knowing the location & type of hazardous material
  - b. Knowledge and location of anyone remaining in the building
  - c. Custodian
  - d. Floor plans and internal systems information
5. Superintendent will notify school board president and report status and steps being taken. Indicate any assistance needed.
6. Complete a detailed incident report at the earliest opportunity.

\*In the event a person comes in direct contact with suspected hazardous material, follow safety precautions posted onsite or listed on container, and call hospital emergency room.

Emergency 911

Poison Control: 800-222-1222 (Children's Hospital – Omaha)

National Response Center: Report Oil & Toxic Chemical Spills 800-424-8802

## HOSTAGE SITUATION

**Remember: Time is your ally**

1. Don't attempt to defuse, call police 911

**Inform 911 that this is a hostage situation  
and request that police respond without sirens.**

2. Superintendent/principal will send designee to evaluate situation (not to negotiate) until police arrive.
3. Notify medical emergency agency to respond if there are known injuries

**Again, request response without sirens**

4. Hold classes in rooms if they are in session. Follow police directives for holding/dismissing students.
5. Superintendent/principal will have the custodian and building floor plans available upon police arrival.
6. Superintendent/principal will designate someone to meet police and medical personnel to direct to appropriate location.
7. Use "Dealing with the Media" guide in this handbook when necessary. If situation is not quickly resolved, discuss options with police about information flow, so there is not mass panic among families of all children in the school.

## INTRUDER

1. Notify Superintendent/Principal.
2. The Superintendent or designate will announce there is an intruder in the building and direct all teachers to lock down their classrooms until further notice. "We are in a lockdown, please listen to your teacher and follow your lockdown procedures"

In the event a hostage situation prohibits use of the intercom system, a designated adult messenger will be sent to classrooms.

3. All employees should direct students not in class to a safe area –
    - a. Lock all classroom doors
    - b. Keep students in the room, ignore all passing bells
    - c. Move students to the safest place in classroom
    - d. Take accurate roll and account for any missing students, if possible communicate to the office the names of missing students.
    - e. Turn off lights and close blinds or drapes
    - f. Employ immediate sheltering action for those exposed to danger
    - g. Use basic duck and cover techniques: lie flat, face down, on floor; cover head, get under tables/desks if possible.
    - h. In classrooms, stay away from windows, doors, and outer walls; watch for shattered glass. Close drapes/blinds only if safe to do so
    - i. In open areas, use objects immediately available in the open (tree, bushes, walls, etc.) For shelter, lie down, stay motionless.
    - j. Be ready to move students instantly; know possible escape routes, including windows.
    - k. If current location is judged too dangerous, move to possible alternate locations in other rooms or areas in the building when safe to do so.
    - l. If possible, report status to office.
  4. Students are to leave classrooms only when given the "all clear" from law enforcement.
  5. A headquarters for law enforcement will be designated on school grounds according to need.
  6. All media calls will be handled by Superintendent's office
  7. The crisis team will meet to deal with the aftermath
  8. The principal and superintendent will determine the need to notify parents.
-

## **KIDNAPPING (WITNESSED OR CONFIRMED ABDUCTION)**

1. Notify superintendent or principal IMMEDIATELY
2. Superintendent/principal to notify police IMMEDIATELY 911  
  
Give police student information
  - A) Name, sex, age, address, dress, general physical description
  - B) Any suspect info, vehicle info, direction of travel
3. Secure all outside doors
4. Principal or superintendent will notify parents
  - i. Inform them of incident
  - ii. Inform them of steps taken
5. Have student information, including picture, available to the police upon their arrival.
6. Complete incident report
7. Refer to "Dealing with the Media" section of this handbook if necessary

## **LARGE GROUP DISTURBANCE/ALTERCATION**

### **YOUR GOAL IS TO CONTAIN ESCALATION TO THE EXTENT POSSIBLE UNTIL POLICE ARRIVE**

1. Contact Police 911
2. Assign staff member to meet police and escort them to the area of the disturbance
3. Hold classes, if in session, until situation is under control.

School Personnel, under the direction of the Superintendent, will:

1. Clear bystanders and encourage students to “go about their business” and not to get involved.
2. Intervene to defuse the situation to the extent possible without threatening the safety of the staff.
3. Complete an incident report

## MISSING CHILD

1. Notify superintendent/principal immediately
2. Superintendent will notify Police (911) with the following information:
  - i. Child's name
  - ii. Address
  - iii. Physical and clothing description
  - iv. Medical status, if applicable
  - v. Time last seen
3. Superintendent/principal will notify Parents of missing child, and inform of situation and steps taken.
4. Complete incident report

## **RAPE / SUSPECTED RAPE**

1. Get the victim to the guidance office, free from any disruptions.
2. DO NOT leave the victim alone.
3. Notify the superintendent/principal.
4. DO NOT attempt to interview the victim; however, make note of any statements made by the victim.
5. DO NOT allow victim to wash or remove any items of clothing.

REMEMBER: IF VICTIM HAS REMOVED CLOTHING, BAG EACH PIECE IN ITS OWN PAPER BAG USING LATEX GLOVES

6. Superintendent will contact the police department to respond.
7. Get permission from police if the school is to contact parents.
8. Refer to Dealing with the Media section of this handbook if necessary.
9. Superintendent will assure a written account of the school's actions are on file.

## **SEVERE WEATHER**

### **Tornadoes**

If a tornado warning has been issued for our area by either the Friend Fire Dept or Saline County EOC:

1. Take students to wrestling room (elementary) and high school locker rooms in the new addition.
2. Remain there until the "All Clear" is sounded by administration.

## **SHOOTING INCIDENT (SHOTS HAVE BEEN FIRED)**

### SHOOTING INSIDE CAMPUS BUILDING (perpetrator is believed to be in the building)

Pre-Planning is critical

Notify all classrooms to implement **Intruder Plan**

Designate person in main office to monitor classroom intercom system

Keep all Children Safe:

All employees should direct students not in class to a safe area –

- b. Lock all classroom doors
  - c. Keep students in the room, ignore all passing bells
  - d. Move students to the safest place in classroom
  - e. Take accurate roll and account for any missing students, if possible communicate to the office the names of missing students.
  - f. Turn off lights and close blinds or drapes
  - g. Employ immediate sheltering action for those exposed to danger
  - h. Use basic duck and cover techniques: lie flat, face down, on floor; cover head, get under tables/desks if possible.
  - i. In classrooms, stay away from windows, doors, and outer walls; watch for shattered glass. Close drapes/blinds only if safe to do so
  - j. In open areas, use objects immediately available in the open (tree, bushes, walls, etc.) For shelter, lie down, stay motionless.
  - k. Be ready to move students instantly; know possible escape routes, including windows.
  - l. If current location is judged too dangerous, move to possible alternate locations in other rooms or areas in the building when safe to do so.
  - m. If possible, report status to office.
9. Students are to leave classrooms only when given the “all clear” from law enforcement.
10. A headquarters for law enforcement will be designated on school grounds according to need.

## **SHOOTING OUTSIDE BUILDING**

**(Perpetrator is believed to be outside the building)**

Same as when an intruder is in the building.

Keep Children Safe: Use Intruder Plan with these exceptions:

1. If students are outside, get to nearest cover or retreat inside building, whichever is closer.
2. If students are in class, get down low, move to side where windows are located, and stay below windowsill level (out of sight of perpetrator).
3. Lock down classrooms and main office
4. Turn off classroom lights
5. Call 911
6. Do not move from position unless instructed by police or school officials.
7. Do not attempt to assess the situation until police arrives
8. When safe, refer to dealing with the media section of this manual if necessary.

## **THREATENED SUICIDE**

### **If a person is in immediate danger:**

1. Notify superintendent/principal
2. Superintendent should assign someone to call 911 to apprise of situation

### **ASK THAT EMERGENCY RESPONSE BE MADE WITHOUT SIRENS**

3. Talk calmly with the person until appropriate personnel arrive

Remember . . .

Be positive

Engage the person in conversation

DO NOT become confrontational

DO NOT make fast movements toward the individual

4. When trained personnel arrive, defer to their judgment on the course of action to be taken.

### **If the person is not in immediate danger but has expressed the thought of suicide:**

1. Escort person to guidance counselor or member of safety/security/crisis team for appropriate intervention.
2. Notify superintendent/principal of actions taken.
3. Counselor/Administration will notify parents and provide resources to help parents/interventions.
4. Principal or superintendent will assure that the situation will be documented.

## **WEAPON FOUND ON PROPERTY**

**A WEAPON ON SCHOOL PROPERTY IS A CRIME.  
A WEAPON FOUND ON SCHOOL PROPERTY IS EVIDENCE.**

**IF A WEAPON IS FOUND ON SCHOOL PROPERTY,  
TAKE THE FOLLOWING ACTION:**

1. Don't handle unless necessary
2. If necessary to handle, do so with care. Always wear rubber gloves or use a cloth to touch.
3. Have a staff member stay with the weapon.
4. Notify superintendent/principal
5. Superintendent should call the police 947-1140
6. Cover the weapon from view of the public (cloth, wastebasket, box)
7. Close off student traffic from the area of the weapon
8. Assign someone to meet police to lead to weapon location
9. Refer to dealing with the media section of this handbook if necessary
10. Superintendent to complete an incident report

## **WEAPON SUSPECTED ON STUDENT**

1. Possession of a weapon on school property is a crime and is best handled by law enforcement personnel.
2. The safety of students and staff is always first. Apprehension of violators and weapon retrieval is second. All actions should be planned with this in mind.
3. Treat all weapon related information (rumor) to be accurate and plan appropriately **DO NOT PUT ANYONE IN HARM'S WAY**
4. When faced with a suspected weapon on a person, school personnel should consider the following circumstances:

**type of weapon**  
**age of suspect**  
**mental state of suspect**  
**victim risk factor**  
**past history of suspect, if known**  
**suspected location of weapon (on person or elsewhere)**

### **ACTION**

1. notify superintendent/principal
2. call police 911
3. don't attempt to stop suspect if flight from building is attempted
4. Attempt, in a non-confrontational way, to get suspect to a private office or near an exit.
5. allow student to flee from building
6. do not allow student access to bookbags, backpacks without first checking contents
7. avoid confrontation

### **FOLLOW-UP**

1. Superintendent will complete an incident report
2. Refer to Dealing with the Media section of this handbook if necessary

## **Students Dating Violence**

Friend Public Schools strives to provide physically safe and emotionally secure environments for all students and staff. Positive behaviors are encouraged in the educational program and are required for all students and staff. Dating violence will not be tolerated.

For purposes of this policy “dating violence” means a pattern of behavior where one person uses threats of, or actually uses, physical, sexual, verbal, or emotional abuse to control his or her dating partner. “Dating partner” means any person, regardless of gender, involved in an intimate relationship with another person primarily characterized by the exception of affectionate involvement whether casual, serious or long term. Incidents of dating violence involving students at school will be addressed as the administration determines appropriate, within the scope and subject to the limits of the District’s authority.

Staff training on dating violence shall be provided as deemed appropriate by the administration. The dating violence training shall include, but not limited to, defining dating violence, recognizing dating violence warning signs, and identifying characteristics of healthy dating relationships.

The administration will be responsible for ensuring that this dating violence policy is published in the school district’s student-parent handbook or an equivalent such publication. Parents and legal guardians shall be informed of the dating violence policy by such other means as the administration determines appropriate. If requested, parents or legal guardians shall be provided a copy of the dating violence policy and relevant information.

Legal reference: Neb. Rev. Stat. 79-2,139 to 79-2,142

Date of Adoption: July 12, 2010  
Board Reviewed December 2011

### **Students Safe Pupil Transportation Plan**

The Superintendent or designee shall develop a safe pupil transportation plan to address student safety which addresses the following:

- Weapons
- Pupil Behavior
- Terroristic Threats
- Severe Weather
- Hazardous Materials
- Medical Emergencies;
- Driver/passenger procedures in the event of mechanical breakdowns of the vehicle; and,
- A procedure that requires pupil transportation vehicle operators to document and submit to -designated school authorities the occurrence of any events covered by the Safe Pupil Transportation Plan that involved the pupil transportation vehicle operated by the driver, or any pupils transported in it.

A copy of the plan shall be placed in each pupil transportation vehicle, kept at each school building, and made available upon request.

Legal Source:

Neb. Rev. Stat. sections 79-318, 79-602, 79-607 and 79-608;  
Title 92, Nebraska Administrative Code, Chapter 91.

Date of Adoption: November 12, 2007

Board Reviewed December 2011

### **Friend Public Schools Safe Pupil Transportation Plan**

This Safe Pupil Transportation Plan sets forth the District's plan for providing safe transportation to students being transported in pupil transportation vehicles.

1. **Weapons** – Upon becoming aware of a weapon aboard a pupil transportation vehicle, the driver will make every attempt to:
    - A. Radio transportation dispatch and notify them of the situation if possible. If not possible, the driver will make every attempt to telephone dispatch from a cellular telephone or from the nearest safe haven location. Examples of a safe haven include, but are not limited to, any school building site, emergency service station (law enforcement or fire department), community service agency, etc.
    - B. Pull vehicle over to safe and secure area.
    - C. Confiscate weapon (if it doesn't jeopardize student or driver safety).
    - D. Give description of weapon and participating parties to dispatch.
-

- E. Dispatch will immediately notify appropriate law enforcement agencies and school administration.
2. **Pupil Behavior** – Students are expected to follow student conduct rules while in a pupil transportation vehicle. The pupil transportation driver is responsible for controlling behavior which affects safety and for reporting rule violations to school administration. In the event a student’s behavior jeopardizes safety, the driver will make every attempt to:
- A. Radio transportation dispatch and notify them of situation **if possible**. If not possible, the driver will make every attempt to telephone dispatch from a cellular telephone or from the nearest safe haven location.
  - B. First seek to resolve incident through discussion with the student(s) involved.
  - C. Activate emergency flashers.
  - D. Bring vehicle to a safe stop. Seek to resolve the incident, using physical force only as necessary to protect students or yourself.
  - E. Report and document discipline problems to the school administrator on a Bus Conduct Report/Incident Form.
3. **Terroristic Threats** – A person commits a terroristic threat if the person threatens to commit a crime of violence with the intent to terrorize another or with the intent of causing evacuation of a building, place of assembly or facility of public transportation or in reckless disregard of the risk of causing such terror or evacuation. Upon becoming aware of a terroristic threat relating to a pupil transportation vehicle, the driver will make every attempt to:
- A. Radio transportation dispatch and notify them of situation **if possible**. If not possible, the driver will make every attempt to telephone dispatch from a cellular telephone or from the nearest safe haven location.
  - B. Make every attempt to keep passengers calm (this may mean complying with the terrorist).
  - C. Dispatch will immediately notify appropriate law enforcement agencies and school administration.
  - D. Driver should wait for instructions from dispatch if possible.
4. **Severe weather** – Upon becoming aware of severe weather while aboard a pupil transportation vehicle, the driver will make every attempt to:
- A. Radio transportation dispatch and notify them of situation if possible. If not possible, the driver will make every attempt to telephone dispatch from a cellular telephone or from the nearest safe haven location.
  - B. Return to the school if less than five minutes away from school, and follow the directions of the school administrator.
-

- C. If more than five minutes way from school, go to the nearest school and follow the directions of the school administrator.
  - D. If more than five minutes away from the nearest school or there is immediate danger, get to the nearest basement or underground shelter with all students.
  - E. If there is no shelter and there is immediate danger the driver and passengers are to follow evacuation procedures and get everyone off the vehicle into the nearest ditch or culvert at least 100 feet away from the vehicle.
5. **Hazardous materials** – Upon becoming aware of a hazardous material aboard a pupil transportation vehicle, the driver will make every attempt to:
- A. Radio transportation dispatch and notify them of situation **if possible**. If not possible, the driver will make every attempt to telephone dispatch from a cellular telephone or from the nearest safe haven location.
  - B. Pull vehicle over to safe and secure area.
  - C. Give description of hazardous materials in question to dispatch.
  - D. Dispatch will immediately notify appropriate law enforcement and school administration.
  - E. Driver should wait for instructions from dispatch **if possible**.
6. **Medical emergencies** – Upon becoming aware of a medical emergency aboard a pupil transportation vehicle, the driver will make every attempt to:
- A. Radio transportation dispatch and notify them of situation if possible. If not possible, the driver will make every attempt to telephone dispatch from a cellular telephone or from the nearest safe haven location.
  - B. Dispatch will immediately notify appropriate medical agencies and school administration.
  - C. Driver should follow instructions from dispatch, school officials, and parents when such information can be obtained quickly enough. If not available, follow emergency first aid procedures.
  - D. Only if necessary, the driver should move passengers only enough to get them out of danger of traffic or fire. If moved, the driver and adie are to keep them where they are placed until a medical agency arrives, unless a parent has taken charge of their child.
  - E. Driver should try to keep student passengers as calm as possible.
7. Procedures in the event of mechanical breakdown of the vehicle – Upon becoming aware of a mechanical breakdown aboard a pupil transportation vehicle, the driver will make every attempt to:
- A. Pull vehicle over to safe and secure area **if possible**.
-

- B. Radio transportation dispatch and notify them of situation **if possible**. If not possible, the driver will make every attempt to telephone dispatch from a cellular telephone or from the nearest safe haven location.
  - C. Activate emergency flashers and place warning flares/reflectors in accordance with safety guidelines, if not in secure area.
  - D. Driver should try to keep student passengers as calm as possible.
  - E. Dispatch will arrange for assistance and a relief vehicle **if needed**.
8. **Documentation under Safe Pupil Transportation Plan.** Each pupil transportation driver is required to complete and submit to the school administration a bus conduct report or incident report involving the pupil transportation vehicle operated by the driver or any pupils transported in it. Documentation is to include the occurrence of any of the following events: weapons, student behavior which affects safety, terroristic threats, severe weather, hazardous materials, or medical emergencies. Documentation of such events shall be completed and submitted as soon as practicable after the incident.
9. **Transportation of Unsafe Items.** Drivers shall not permit pupil transportation vehicles to transport any items, animals, materials, weapons or look-a-like weapons or equipment which in any way would endanger the lives, health or safety of the children or other passengers and the driver. Look-a-like weapons associated with a school sponsored or approved activity may be transported only with written permission of a school administrator. Any items that would break or could produce injury if tossed about the inside the pupil transportation vehicle when involved in an accident or sudden stop shall be secured.
10. Supplemental information. A copy of this plan shall be placed in each pupil transportation vehicle, kept at each school building, and made available upon request. Supplemental information with respect to operational and procedural guidelines used to administer this plan can be found in the District's safety and security plan adopted pursuant to 92 NAC10 and in the Nebraska Department of Education Pupil Transportation Guide.

Legal Source:

Neb. Rev. Stat. sections 79-318, 79-602, 79-607 and 79-608.  
Title 92, Nebraska Administrative Code, Chapter 91.

## **BACKGROUND CHECKS**

The Superintendent shall require each applicant to certify in writing that s/he has never been arrested or charged with a crime or shall describe in writing the disposition of the arrest or charge. Each applicant shall verify residency for the past five years and certify that s/he has not been required to register as a sexual offender in any state. Each applicant shall be required to supply a complete work history from the past five years and furnish references. Each applicant applying for positions involving the transportation of students and/or the regular use of District vehicles shall certify, in writing, that s/he has no offenses on his/her driving record or explain, in writing, the nature of these offenses. Each applicant applying for a position involving regular access to district funds must consent to a credit check to be performed when applicable.

Each final applicant seeking a district position that allows the unsupervised contact with students must give authorization and submit to state and federal criminal history record checks. The Superintendent may check all applicable sexual offender registries for all final applicants. The Superintendent shall conduct a driving record check for all final applicants seeking a position involving the transportation of students and/or regular use of district vehicles. The Superintendent may interview the final applicant's former employer(s) and/or supervisor(s) and may check all references supplied by the applicant. The Superintendent shall develop regulations related to applicant notification of and the carrying out of record checks.

**BUILDING PERSONNEL CERTIFIED IN EMERGENCY ASSISTANCE**

<b>Name</b>	<b>Certification</b>	<b>Room</b>	<b>Ext</b>
Abby Brandt		Kindergarten	223
Amy Wiese		Elem. Resource Rm	231
Brian Arp		Art Rm	202
Erika Arp		Elem.	303
Cortney Kenney		Elem.	236
Derek Anderson		Front Office	233
Dawn Schluter		Kitchen	205
Jared Segner		Gym	
Jay Hitchcock		Shop	200
Jim Pfeiffer		13	308
Jon Schluter		Para	203
Joyce Nickel		Media Center	221
Julie Ricenbaw		HS Resource Rm	301
Jeff Hill		Custodial	300
Kim Hulse		Front Office	207
Kristen Sherman		Title One Room	224
Liz Stutzman		Principal's Office	213
Lori Vyhnalek		5 <sup>th</sup> Grade Rm	229
		3	211
Mary Niemeier		22	310
Michele Johnson Clouse		Front Office	210
Paul Martin		19	309
Steph Svehla		25	228
Sue Eigsti		10	219

## Hayley McKain

2823 Fletcher Ave Apt 50 Lincoln, NE 68504 · 402-840-9102 · hayleyheathmusic@gmail.com

Friend Public School  
501 S Main St  
Friend, NE 68359

January 5, 2023

Dear Friend Administration,

After two years of working in our extraordinary school district, I have made the difficult decision to resign from my duties as K-12 vocal and instrumental music teacher and sponsor activities of band, vocal, and musical. After much thought and consideration, I have decided to continue pursuing a new career opportunity and strengthen my abilities to help others through music therapy. My last day will be Friday, May 19, 2023.

My students have shared great joy over the past two years with me. I have enjoyed the collaboration with colleagues and the diverse experiences that Friend Community has offered. I have enjoyed working with the students over my career including taking elementary students to events such as Sing Around Nebraska and high school students attending honor festivals to foster their love of music. I would like for the transition to be smooth and discreet. This will allow me to tell students of my resignation and avoid any attention towards me during future concert events. It is important to me that I finish out the year strong and end the year on a high note. I am willing to provide a write up of my job duties, key lesson plans, and give overall help to the next teacher in order to fill the position quickly and effectively.

I want to thank Friend Public Schools for welcoming me into the Friend community and giving me the tools to grow as a professional, educator, and musician. Thank you for the great opportunities that FPS has provided me; it is one full of memories that I will not forget!

Sincerely,



Hayley McKain