

## **Agenda**

1. CALL TO ORDER AND NOTICE OF MEETING
2. FLAG SALUTE
3. OPEN MEETINGS ACT
4. ROLL CALL
5. EXCUSE ABSENT BOARD MEMBERS
6. PUBLIC COMMENTS
7. CONSENT AGENDA
  - 7.1. Approve Minutes
  - 7.2. Approve Payment of Invoices
  - 7.3. Approve Financial Reports
  - 7.4. Personnel Actions
    - 7.4.1. Approve Employment Contracts
      - 7.4.1.1. Elida Diaz - Pershing 4th Grade Teacher - 2025-2026 school year.
      - 7.4.1.2. Alissabeth Latter - Sandoz Special Education Teacher - 2025-2026 school year.
8. LEGISLATIVE & FINANCE
  - 8.1. Consider approval of contract with LRHC for OT and PT services for 2025-2026.
  - 8.2. Receive report on Welcome Center back-to-school event and consider approval of donations to it in excess of \$1500.
9. BUILDINGS & GROUNDS
  - 9.1. Consider approval of 2025-2026 building all-hazard safety and security plans.
10. POLICY & TRANSPORTATION
  - 10.1. Consider approval of resolution on school district standards for acceptance or rejection of option enrollment applications for the 2025-2027 school years.
11. OTHER
  - 11.1. Consider affirmation of board goals.
12. REPORTS
  - 12.1. Superintendent
    - 12.1.1. Our special education program received a "meets requirements" on its most recent NECounts scorecard from the Nebraska Department of Education which takes into account student academic performance, graduation and drop-out rates, absenteeism, and representation of students in each disability category relative to our student population (proportionality). This is no small feat. Kudos to our students and our special education staff.
    - 12.1.2. A KSB School Law attorney will once again be speaking to our grades 4-12 students about cyberbullying and digital citizenship on September 22.
    - 12.1.3. Confirmation of rescheduling the September board meeting from the 8th to the 15th?

13. DISCUSS, CONSIDER, CONDUCT A STRATEGY SESSION, AND TAKE ACTION WITH RESPECT TO POSSIBLE REAL ESTATE ACQUISITION, AND TO PROVIDE NEGOTIATING GUIDANCE TO SUPERINTENDENT AND LEGAL COUNSEL REGARDING THE SAME (CLOSED SESSION POSSIBLE)
14. Meeting adjourned at 7:45 pm.

## **Notice of Meeting**

### **LEXINGTON PUBLIC SCHOOLS**

NOTICE IS HEREBY GIVEN That a Regular Board Meeting of the Board of Education, School District No. 1 of Lexington, Nebraska, will convene at 7:00 pm on the 11th day of August 2025 in the Lexington City Council Chambers at 406 East 7 th St. in Lexington, Nebraska, which meeting will be open to the public. An agenda of such meeting, kept continuously current, is readily available for public inspection at the office of the Superintendent of Schools, at 300 South Washington Street in Lexington.

August 5, 2025  
COL-NE-1200578 ZNEZ

## PUBLIC PARTICIPATION

INSTRUCTIONS FOR MEMBERS OF THE PUBLIC WHO WISH TO SPEAK:  
This is the portion of the meeting when members of the public may speak to the board about matters of public concern.

- **Getting Started:** When you have been recognized, please identify yourself, including an address and the name of any organization you represent. The board may waive the address requirement to protect the security of the individual.
- **Time Limit:** The board will generally allow a total of 30 minutes for the presentation of all public comments. Individuals may speak only one time, and must limit comments to around 5 minutes. If there are more than 6 individuals who wish to address the board, the 30 minutes will be divided equally between the number of speakers. These time limits may be changed by a majority vote of the board members in attendance to extend the time for a specific item or speaker.
- **Personnel or Student Topic:** If you are planning to speak about a personnel or a student matter involving an individual, please understand that the district has a complaint policy and/or procedures to resolve such complaints and concerns. The Board requests that you follow the policy and procedures before addressing these matters with the Board. Be advised that comments made about individuals during public comments are not protected against claims of libel or defamation arising from those comments.
- **No Board Response or Action.** To ensure there is no violation of the Open Meetings Act, board members will generally not answer, reply to, or engage in any discussion of the questions or comments made at the meeting in which public comments are received. The board will not act on any matter unless it is on the published agenda.
- **General Rules:** This is a public meeting for the conduct of business. Comments from the audience while others are speaking will not be tolerated. Lewd, obscene, profane, slanderous, threatening and hostile conduct or statements and fighting words (words whose mere utterance entails a call to violence) will not be tolerated.

## **Board of Education Regular Meeting**

Notice of this meeting was published in the Lexington Clipper Herald on June 28, July 5, and July 12, 2025

July 14, 2025, 7:00 PM  
Lexington City Council Chambers  
406 E. 7th St.  
Lexington, NE 68850

Attendance Taken at 7:00 PM.

Cindy Benjamin: Absent  
Travis Maloley: Present  
Garth Mins: Present  
Roger Reutlinger: Present  
Sandra Reyes: Present  
Larry Steinberger: Present

1. CALL TO ORDER AND NOTICE OF MEETING

2. FLAG SALUTE

3. OPEN MEETINGS ACT

4. ROLL CALL

5. EXCUSE ABSENT BOARD MEMBERS

6. PUBLIC COMMENTS

7. CONSENT AGENDA

7.1. Approve Minutes

7.2. Approve Payment of Invoices

7.3. Approve Financial Reports

7.4. Personnel Actions

7.4.1. Approve Resignations

7.4.1.1. Alma Dimas - LMS Special Education Teacher

7.4.2. Approve Employment Contracts

7.4.2.1. Patti Maguire - LMS Special Education Teacher - 2025-2026 school year.

8. BUILDINGS & GROUNDS

8.1. Consider approval of the Operations Agreement with the Lexington Recreation Management Company, LLC, and the Lexington Community Facilities Agency (LCFA) for 2025-2026.

Motion to approve the 2025-2026 Operations Agreement as presented. Passed with a motion by Larry Steinberger and a second by Travis Maloley.

Travis Maloley: Yea, Garth Mins: Yea, Roger Reutlinger: Yea, Sandra Reyes: Yea, Larry Steinberger: Yea

9. POLICY & TRANSPORTATION

9.1. Consider approval of revision of policies and *2008-Meetings, 4040-Terms of Employment for Classified Staff* and *5031-Student Appearance*.

Motion to approved revised policies 2008, 4040, and 5031, as presented.  
Passed with a motion by Travis Maloley and a second by Roger Reutlinger.  
Travis Maloley: Yea, Garth Mins: Yea, Roger Reutlinger: Yea, Sandra Reyes:  
Yea, Larry Steinberger: Yea

9.2. Conduct a public hearing on policy 5018 - *Parental Involvement*. After the hearing, the board will either alter and adopt the revised policy or reaffirm it as written.

Motion to reaffirm policy 5018 as written. Passed with a motion by Larry Steinberger and a second by Travis Maloley.  
Travis Maloley: Yea, Garth Mins: Yea, Roger Reutlinger: Yea, Sandra Reyes:  
Yea, Larry Steinberger: Yea

9.3. Conduct, with the involvement of parents and the public, an evaluation of the content and effectiveness of policy 5057 - *Title I Parental Involvement* in improving the academic quality of the schools served. After the evaluation, the board will either alter and adopt the revised policy or reaffirm it as written.

Motion to reaffirm policy 5057 as written. Passed with a motion by Travis Maloley and a second by Larry Steinberger.  
Travis Maloley: Yea, Garth Mins: Yea, Roger Reutlinger: Yea, Sandra Reyes:  
Yea, Larry Steinberger: Yea

9.4. Review policy 5054 - *Student Bullying* and take action, if any, to revise or amend the policy or to reaffirm it as written.

Motion to reaffirm policy 5054 as written. Passed with a motion by Travis Maloley and a second by Roger Reutlinger.  
Travis Maloley: Yea, Garth Mins: Yea, Roger Reutlinger: Yea, Sandra Reyes:  
Yea, Larry Steinberger: Yea

9.5. Review the amount of money collected from students and review policy 5045 - *Student Fees* and hold a public hearing on a proposed Student Fee Policy for the 2025-2026 school year. After the hearing, the board will either alter and adopt the revised policy or reaffirm it as written.

Motion to alter and adopt policy 5045 as presented. Passed with a motion by Travis Maloley and a second by Larry Steinberger.  
Travis Maloley: Yea, Garth Mins: Yea, Roger Reutlinger: Yea, Sandra Reyes:  
Yea, Larry Steinberger: Yea

9.6. Consider approval of student tracking system renewal for use on school buses.

Motion to approve proposal from Smart Tag in the amount of \$13,021.92, as presented. Passed with a motion by Larry Steinberger and a second by Travis Maloley.

Travis Maloley: Yea, Garth Mins: Yea, Roger Reutlinger: Yea, Sandra Reyes:  
Yea, Larry Steinberger: Yea

## 10. CURRICULUM & AMERICAN CIVICS

10.1. Receive public testimony on, discuss, and consider approval of district efforts to comply with the provisions of Nebraska statute §79-724 concerning the social studies curriculum and civics.

Motion to approve updated efforts to meet requirements of Nebraska statute 79-724, as presented. Passed with a motion by Larry Steinberger and a second by Roger Reutlinger.

Travis Maloley: Yea, Garth Mins: Yea, Roger Reutlinger: Yea, Sandra Reyes:  
Yea, Larry Steinberger: Yea

10.2. End of year curriculum reports 24-25: Multicultural education, financial literacy, and computer science and technology education.

11. OTHER

11.1. Conduct a hearing to consider the school facilities expansion project and the acquisition of real property described as Lots 1 and 2, Lantis First Addition, to the City of Lexington, Dawson County, Nebraska, EXCEPT a tract of land conveyed to The State of Nebraska, Department of Roads in the Warranty Deed recorded February 17, 2015, at Inst. No. 2015-0422, with an address of 1505 N. Adams Street, Lexington, NE.

11.2. Set date, time, and location for annual board planning session.

12. Meeting adjourned at 7:34 pm.

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Chairperson

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Superintendent

**Detail Check Register**

Posted; Batch Description GF Checks 8/11/25 KJF

Checking Account: 1

1

Check Number:	Check Type:	Check Date:	Vendor:		Check Total:
157955	Automatic Payment	08/11/2025	BLACKHILLS	Black Hills Energy	3,870.16
<u>Invoice Number</u>	<u>Invoice Date</u>	<u>PO Number</u>	<u>Detail Description</u>	<u>Chart of Account Number</u>	<u>Detail Amount</u>
20250801	08/01/2025		Op. of Bldg. Natural Gas DW	01 2610 621 000 0 000	99.11
20250801	08/01/2025		Op. of Bldg. Natural Gas DW	01 2610 621 000 0 000	45.33
20250801	08/01/2025		Op. of Bldg. Natural Gas HS	01 2610 621 001 0 000	1,100.51
20250801	08/01/2025		Op. of Bldg. Natural Gas HS	01 2610 621 001 0 000	54.12
20250801	08/01/2025		Op. of Bldg. Natural Gas HS	01 2610 621 001 0 000	45.33
20250801	08/01/2025		Op. of Bldg. Natural Gas MS	01 2610 621 002 0 000	1,607.93
20250801	08/01/2025		Op. of Bldg. Natural Gas Bryan	01 2610 621 003 0 000	143.04
20250801	08/01/2025		Op. of Bldg. Natural Gas Bryan	01 2610 621 003 0 000	45.33
20250801	08/01/2025		Op. of Bldg. Natural Gas Morton	01 2610 621 004 0 000	479.23
20250801	08/01/2025		Op. of Bldg. Natural Gas Pershing	01 2610 621 005 0 000	112.56
20250801	08/01/2025		Op. of Bldg. Natural Gas Sandoz	01 2610 621 006 0 000	137.67
157956	Automatic Payment	08/11/2025	NETWORKS	Nebraska Department of Labor	1,060.28
<u>Invoice Number</u>	<u>Invoice Date</u>	<u>PO Number</u>	<u>Detail Description</u>	<u>Chart of Account Number</u>	<u>Detail Amount</u>
20250801	08/01/2025		Julie Fiene unemployment	03 2900 262 000 0 000	1,060.28
157957	Automatic Payment	08/11/2025	REVTRAK	RevTrak	29.95
<u>Invoice Number</u>	<u>Invoice Date</u>	<u>PO Number</u>	<u>Detail Description</u>	<u>Chart of Account Number</u>	<u>Detail Amount</u>
August 2025	07/28/2025		Fiscal Services Technical Services	01 2510 350 000 0 000	29.95
157958	Automatic Payment	08/11/2025	VERIZONWIR	Verizon Wireless	2,974.71
<u>Invoice Number</u>	<u>Invoice Date</u>	<u>PO Number</u>	<u>Detail Description</u>	<u>Chart of Account Number</u>	<u>Detail Amount</u>
6119437845	08/04/2025		Op. of Bldg. Fiber/Phone DW	01 2610 530 000 0 000	2,334.55
6119437846	08/05/2025		Op. of Bldg. Fiber/Phone DW	01 2610 530 000 0 000	640.16
157959	Automatic Payment	08/11/2025	VISABUSC1	VISA CARD SERVICES	72.42
<u>Invoice Number</u>	<u>Invoice Date</u>	<u>PO Number</u>	<u>Detail Description</u>	<u>Chart of Account Number</u>	<u>Detail Amount</u>
20250806	08/06/2025		Reg. Pupil Transport. Gas & Oil	01 2710 626 000 0 000	29.71
20250806	08/06/2025		Reg. Pupil Transport. Gas & Oil	01 2710 626 000 0 000	42.71
157960	Automatic Payment	08/11/2025	VISABUSC2	VISA CARD SERVICES	149.53
<u>Invoice Number</u>	<u>Invoice Date</u>	<u>PO Number</u>	<u>Detail Description</u>	<u>Chart of Account Number</u>	<u>Detail Amount</u>
20250806	08/06/2025		Reg. Pupil Transport. Gas & Oil	01 2710 626 000 0 000	79.00
20250806	08/06/2025		Reg. Pupil Transport. Gas & Oil	01 2710 626 000 0 000	70.53
157961	Automatic Payment	08/11/2025	VISABUSC4	VISA CARD SERVICES	49.87
<u>Invoice Number</u>	<u>Invoice Date</u>	<u>PO Number</u>	<u>Detail Description</u>	<u>Chart of Account Number</u>	<u>Detail Amount</u>
20250806	08/06/2025		Reg. Pupil Transport. Gas & Oil	01 2710 626 000 0 000	49.87
157962	Automatic Payment	08/11/2025	VISACARC1	VISA CARD SERVICES	48.49
<u>Invoice Number</u>	<u>Invoice Date</u>	<u>PO Number</u>	<u>Detail Description</u>	<u>Chart of Account Number</u>	<u>Detail Amount</u>
20250806	08/06/2025		Vehicle Gas & Oil DW	01 2650 626 000 0 000	48.49

**Detail Check Register**

Posted; Batch Description GF Checks 8/11/25 KJF

<b>Checking Account: 1</b>		<b>1</b>					
Check Number: 157963	Check Type: Automatic Payment	Check Date: 08/11/2025	Vendor: VISACARC2	VISA CARD SERVICES	Check Total:	46.00	
<u>Invoice Number</u>	<u>Invoice Date</u>	<u>PO Number</u>	<u>Detail Description</u>	<u>Chart of Account Number</u>	<u>Detail Amount</u>		
20250806	08/06/2025		Vehicle Gas & Oil DW	01 2650 626 000 0 000	46.00		
Check Number: 157964	Check Type: Automatic Payment	Check Date: 08/11/2025	Vendor: VISATRAVDW	VISA CARD SERVICES	Check Total:	1,803.38	
<u>Invoice Number</u>	<u>Invoice Date</u>	<u>PO Number</u>	<u>Detail Description</u>	<u>Chart of Account Number</u>	<u>Detail Amount</u>		
20250806	08/06/2025		GENERAL INSTRUCTIONAL SUPPLY Sandoz	01 1100 610 006 0 000	108.38		
20250806	08/06/2025		Autel	01 1100 613 001 0 000	1,695.00		
Check Number: 157965	Check Type: Automatic Payment	Check Date: 08/11/2025	Vendor: VISATRAVE3	VISA CARD SERVICES	Check Total:	55.00	
<u>Invoice Number</u>	<u>Invoice Date</u>	<u>PO Number</u>	<u>Detail Description</u>	<u>Chart of Account Number</u>	<u>Detail Amount</u>		
20250806	08/06/2025		Professional Development Bryan	01 2213 330 003 0 000	40.00		
20250806	08/06/2025		Reg. Pupil Transport. Prof. Development	01 2710 330 000 0 000	40.00		
20250806	08/06/2025		Sixpence Professional Development	01 3541 330 009 0 000	(25.00)		
Check Number: 157966	Check Type: Automatic Payment	Check Date: 08/11/2025	Vendor: VISATRAVE4	VISA CARD SERVICES	Check Total:	388.00	
<u>Invoice Number</u>	<u>Invoice Date</u>	<u>PO Number</u>	<u>Detail Description</u>	<u>Chart of Account Number</u>	<u>Detail Amount</u>		
20250806	08/06/2025		Activities Professional Development HS	01 1101 330 001 0 000	388.00		
Check Number: 157967	Check Type: Automatic Payment	Check Date: 08/11/2025	Vendor: VISATRAVEL	VISA CARD SERVICES	Check Total:	64.18	
<u>Invoice Number</u>	<u>Invoice Date</u>	<u>PO Number</u>	<u>Detail Description</u>	<u>Chart of Account Number</u>	<u>Detail Amount</u>		
20250806	08/06/2025		Technology Technical Services DW	01 2230 350 000 0 000	64.18		
Check Number: 58626	Check Type: Check	Check Date: 08/11/2025	Vendor: AMAZONCAPI	Amazon Capital Services	Check Total:	2,186.17	
<u>Invoice Number</u>	<u>Invoice Date</u>	<u>PO Number</u>	<u>Detail Description</u>	<u>Chart of Account Number</u>	<u>Detail Amount</u>		
173K-T69N-7NN9	08/04/2025	GF031363	supplies	01 2120 610 005 0 000	53.68		
197X-VLGL-PCTR	08/05/2025	GF031830	supplies	01 1200 610 000 0 000	217.71		
1DKY-M6NG-TJQ7	08/05/2025	GF031830	supplies	01 1200 610 000 0 000	58.98		
1DKY-M6NG-TJQ7	08/05/2025	GF031830	supplies	01 1200 610 000 0 000	55.43		
1DKY-M6NG-TJQ7	08/05/2025	GF031830	supplies	01 1200 610 000 0 000	201.45		
1FND-67FR-QKVM	08/05/2025	GF031843	fuses	01 2620 435 000 0 000	31.02		
1H9N-KNCL-7LKX	08/05/2025	GF031835	supplies	01 1100 610 003 0 000	233.54		
1PJC-R3X4-JWF7	08/01/2025	GF031717	supplies	01 1100 610 005 0 000	175.83		
1PJC-R3X4-JWF7	08/01/2025	GF031717	boxes	01 2510 610 000 0 000	33.92		
1PRR-NWTW-6MHQ	07/28/2025	GF031747	supplies	01 6926 610 000 0 000	(25.98)		
1PXT-MK6D-JGVH	08/01/2025	GF031830	supplies	01 1200 610 000 0 000	201.45		
1Q1F-N91D-7FC1	07/30/2025	GF031824	supplies	01 2110 610 000 0 000	485.86		
1QXK-NLDD-GQXW	08/05/2025	GF031829	supplies	01 6990 610 000 0 000	212.29		
1TKX-WD16-6G91	07/30/2025	GF031825	supplies	01 2120 610 001 0 000	117.09		
1TWJ-K9KR-CTHT	08/05/2025	GF031841	supplies	01 3402 611 001 0 000	56.34		
1WXH-QJRG-6DDW	07/30/2025	GF031747	supplies	01 6926 610 000 0 000	43.48		
1XXK-6TWT-4R9R	08/05/2025	GF031837	supplies	01 2510 610 000 0 000	18.19		
1XXK-6TWT-4R9R	08/05/2025	GF031837	supplies	01 2630 610 000 0 000	15.89		

**Detail Check Register**

Posted; Batch Description GF Checks 8/11/25 KJF

Checking Account: 1

1

Check Number:	Check Type:	Check Date:	Vendor:		Check Total:
58627	Check	08/11/2025	AMBIENCECO	Ambience Counseling Center, LLC	9,460.00
<u>Invoice Number</u>	<u>Invoice Date</u>	<u>PO Number</u>	<u>Detail Description</u>	<u>Chart of Account Number</u>	<u>Detail Amount</u>
27861	07/28/2025		Psych. Svcs. K-12 Profess. Services HS	01 2141 340 001 0 000	7,690.00
27862	07/28/2025		Psych. Svcs. K-12 Profess. Services HS	01 2141 340 001 0 000	1,770.00
58628	Check	08/11/2025	ANNABELLGA	Annabell Gardens	2,432.40
<u>Invoice Number</u>	<u>Invoice Date</u>	<u>PO Number</u>	<u>Detail Description</u>	<u>Chart of Account Number</u>	<u>Detail Amount</u>
20250805	08/05/2025		teammates room	01 1101 330 001 0 000	135.15
20250805-0001	08/05/2025		coaches clinic rooms	01 1101 330 001 0 000	2,297.25
58629	Check	08/11/2025	AREASERVIC	AREA SERVICES	350.00
<u>Invoice Number</u>	<u>Invoice Date</u>	<u>PO Number</u>	<u>Detail Description</u>	<u>Chart of Account Number</u>	<u>Detail Amount</u>
16651	08/01/2025		Morton plumbing	01 2620 436 004 0 000	350.00
58630	Check	08/11/2025	BOBSTRUEVA	Bob's True Value	87.35
<u>Invoice Number</u>	<u>Invoice Date</u>	<u>PO Number</u>	<u>Detail Description</u>	<u>Chart of Account Number</u>	<u>Detail Amount</u>
A144685	07/28/2025	GF030759	Maintenance Supply District-Wide	01 2620 610 000 0 000	14.99
A144978	07/28/2025	GF030759	Maintenance Supply MS	01 2620 610 002 0 000	33.80
A145581	07/28/2025	GF030759	Maintenance Supply MS	01 2620 610 002 0 000	31.98
A145883	07/28/2025	GF030759	Maintenance Supply MS	01 2620 610 002 0 000	6.58
58631	Check	08/11/2025	BOILERCHIL	Boiler Chiller Systems LLC	1,739.90
<u>Invoice Number</u>	<u>Invoice Date</u>	<u>PO Number</u>	<u>Detail Description</u>	<u>Chart of Account Number</u>	<u>Detail Amount</u>
9211	08/05/2025		Op. of Bldg. Cont. Heat/Air Svcs. MS	01 2620 437 002 0 000	1,739.90
58632	Check	08/11/2025	BSNSPORTS	BSN Sports	4,673.39
<u>Invoice Number</u>	<u>Invoice Date</u>	<u>PO Number</u>	<u>Detail Description</u>	<u>Chart of Account Number</u>	<u>Detail Amount</u>
930083076	08/06/2025	GF031545	girls wrestling uniforms	02 1101 610 001 0 000	(1,495.80)
930083079	08/06/2025	GF031545	girls wrestling uniforms	02 1101 610 001 0 000	(1,614.60)
930402730	08/01/2025	GF031574	MS boys wrestling singlets	02 1101 610 002 0 000	7,783.79
58633	Check	08/11/2025	CASHWA	CASH-WA DISTRIBUTING CO.	655.34
<u>Invoice Number</u>	<u>Invoice Date</u>	<u>PO Number</u>	<u>Detail Description</u>	<u>Chart of Account Number</u>	<u>Detail Amount</u>
14700877	08/01/2025		School Lunch Supply FOOD	06 3100 630 000 0 000	655.34
58634	Check	08/11/2025	CDWCOMPUTE	CDW COMPUTER CENTERS, INC.	51.94
<u>Invoice Number</u>	<u>Invoice Date</u>	<u>PO Number</u>	<u>Detail Description</u>	<u>Chart of Account Number</u>	<u>Detail Amount</u>
AE9XH4F	08/05/2025	GF031784	tech supplies	01 2230 650 000 0 000	51.94
58635	Check	08/11/2025	CENTURYLI2	CenturyLink	2,447.87
<u>Invoice Number</u>	<u>Invoice Date</u>	<u>PO Number</u>	<u>Detail Description</u>	<u>Chart of Account Number</u>	<u>Detail Amount</u>
20250805	08/05/2025		Op. of Bldg. Fiber/Phone DW	01 2610 530 000 0 000	161.48
20250805	08/05/2025		Op. of Bldg. Fiber/Phone DW	01 2610 530 000 0 000	72.52
20250805	08/05/2025		Op. of Bldg. Fiber/Phone DW	01 2610 530 000 0 000	108.74
20250805	08/05/2025		Op. of Bldg. Fiber/Phone HS	01 2610 530 001 0 000	510.58

**Detail Check Register**

Posted; Batch Description GF Checks 8/11/25 KJF

Checking Account: 1		1					
<u>Invoice Number</u>	<u>Invoice Date</u>	<u>PO Number</u>	<u>Detail Description</u>	<u>Chart of Account Number</u>	<u>Detail Amount</u>		
20250805	08/05/2025		Op. of Bldg. Fiber/Phone MS	01 2610 530 002 0 000	510.58		
20250805	08/05/2025		Op. of Bldg. Fiber/Phone MS	01 2610 530 002 0 000	72.52		
20250805	08/05/2025		Op. of Bldg. Fiber/Phone Bryan	01 2610 530 003 0 000	145.88		
20250805	08/05/2025		Op. of Bldg. Fiber/Phone Morton	01 2610 530 004 0 000	218.82		
20250805	08/05/2025		Op. of Bldg. Fiber/Phone Pershing	01 2610 530 005 0 000	145.88		
20250805	08/05/2025		Op. of Bldg. Fiber/Phone Sandoz	01 2610 530 006 0 000	218.82		
20250805	08/05/2025		Op. of Bldg. Fiber/Phone ELA	01 2610 530 009 0 000	282.05		
Check Number: 58636	Check Type: Check		Check Date: 08/11/2025	Vendor: CENTURYLI1	CenturyLink Communication	Check Total:	49.52
744646344	07/28/2025		Op. of Bldg. Fiber/Phone DW		01 2610 530 000 0 000	Detail Amount	49.52
Check Number: 58637	Check Type: Check		Check Date: 08/11/2025	Vendor: CHEMSEARCH	Chemsearch FE	Check Total:	2,269.92
9261791	08/06/2025		Op. of Bldg. Plumbing Svcs. MS		01 2620 436 002 0 000	Detail Amount	232.35
9261869	08/06/2025		Op. of Bldg. Plumbing Svcs. HS		01 2620 436 001 0 000		818.27
9262182	08/06/2025		Op. of Bldg. Contracted Plumbing Service		01 2620 436 000 0 000		284.10
9262459	08/06/2025		Op. of Bldg. Plumbing Svcs. Bryan		01 2620 436 003 0 000		138.67
9262661	08/06/2025		Op. of Bldg. Plumbing Svcs. Pershing		01 2620 436 005 0 000		138.67
9262732	08/06/2025		Op. of Bldg. Plumbing Svcs. Sandoz		01 2620 436 006 0 000		657.86
Check Number: 58638	Check Type: Check		Check Date: 08/11/2025	Vendor: CITYOFLEXI	CITY OF LEXINGTON	Check Total:	30,000.00
202508012621	08/01/2025		tennis courts		01 2620 490 000 0 000	Detail Amount	10,000.00
202508012621	08/01/2025		soccer fields		01 2620 490 000 0 000		10,000.00
202508012621	08/01/2025		ballfields		01 2620 490 000 0 000		10,000.00
Check Number: 58639	Check Type: Check		Check Date: 08/11/2025	Vendor: COLUMNSOFT	Column Software PBC	Check Total:	84.40
16D361A7-0049	08/04/2025		BOE Advertising		01 2310 540 000 0 000	Detail Amount	42.00
16D361A7-0052	08/04/2025		BOE Advertising		01 2310 540 000 0 000		7.60
16D361A7-0053	08/04/2025		BOE Advertising		01 2310 540 000 0 000		34.80
Check Number: 58640	Check Type: Check		Check Date: 08/11/2025	Vendor: COMPLETEUN	Complete Underground LLC	Check Total:	3,006.00
FC-1356	08/06/2025		Grounds Other Property Svc Bryan		01 2630 490 003 0 000	Detail Amount	3,006.00
Check Number: 58641	Check Type: Check		Check Date: 08/11/2025	Vendor: DANSSANITA	DAN'S SANITATION	Check Total:	3,015.01
20250728	07/28/2025		Op. of Bldg. Contracted Sanitation Svcs.		01 2620 421 000 0 000	Detail Amount	127.75
20250728	07/28/2025		Op. of Bldg. Contracted Sanitation Svcs.		01 2620 421 000 0 000		66.75
20250728	07/28/2025		Op. of Bldg. Contracted Sanitation Svcs.		01 2620 421 000 0 000		328.01
20250728	07/28/2025		Op. of Bldg. Sanitation Svcs. HS		01 2620 421 001 0 000		76.75
20250728	07/28/2025		Op. of Bldg. Sanitation Svcs. HS		01 2620 421 001 0 000		50.75

<b>Checking Account: 1</b>		<b>1</b>					
20250728	07/28/2025		Op. of Bldg. Sanitation Svcs. HS	01 2620 421 001 0 000		66.75	
20250728	07/28/2025		Op. of Bldg. Sanitation Svcs. HS	01 2620 421 001 0 000		59.75	
20250728	07/28/2025		Op. of Bldg. Sanitation Svcs. HS	01 2620 421 001 0 000		676.75	
20250728	07/28/2025		Op. of Bldg. Sanitation Svcs. MS	01 2620 421 002 0 000		459.75	
20250728	07/28/2025		Op. of Bldg. Sanitation Svcs. Bryan	01 2620 421 003 0 000		236.75	
20250728	07/28/2025		Op. of Bldg. Sanitation Svcs. Morton	01 2620 421 004 0 000		307.75	
20250728	07/28/2025		Op. of Bldg. Sanitation Svcs. Pershing	01 2620 421 005 0 000		284.75	
20250728	07/28/2025		Op. of Bldg. Sanitation Svcs. Sandoz	01 2620 421 006 0 000		272.75	
Check Number: 58642	Check Type: Check	Check Date: 08/11/2025	Vendor: DELIGHTDON	DELIGHT DONUTS	Check Total:	29.00	
<u>Invoice Number</u>	<u>Invoice Date</u>	<u>PO Number</u>	<u>Detail Description</u>	<u>Chart of Account Number</u>	<u>Detail Amount</u>		
2469087	08/06/2025	GF030836	donuts for staff meetings	01 1100 610 001 0 000	29.00		
Check Number: 58643	Check Type: Check	Check Date: 08/11/2025	Vendor: DEMCOINC	DEMCO INC.	Check Total:	292.65	
<u>Invoice Number</u>	<u>Invoice Date</u>	<u>PO Number</u>	<u>Detail Description</u>	<u>Chart of Account Number</u>	<u>Detail Amount</u>		
7676069	08/05/2025	GF031585	supplies	01 2220 610 001 0 000	292.65		
Check Number: 58644	Check Type: Check	Check Date: 08/11/2025	Vendor: DOCUSIGN	DocuSign	Check Total:	11,040.00	
<u>Invoice Number</u>	<u>Invoice Date</u>	<u>PO Number</u>	<u>Detail Description</u>	<u>Chart of Account Number</u>	<u>Detail Amount</u>		
111100548895	08/06/2025	GF031818	renewal	01 2230 735 000 0 000	11,040.00		
Check Number: 58645	Check Type: Check	Check Date: 08/11/2025	Vendor: EAKESOFFIC	EAKES OFFICE PRODUCTS CENTER	Check Total:	19.99	
<u>Invoice Number</u>	<u>Invoice Date</u>	<u>PO Number</u>	<u>Detail Description</u>	<u>Chart of Account Number</u>	<u>Detail Amount</u>		
INV673869	08/06/2025		Reg. Ed. Printint & Binding DW	01 1100 550 000 0 000	19.99		
Check Number: 58646	Check Type: Check	Check Date: 08/11/2025	Vendor: EFRENCONST	Efren Aguirre	Check Total:	9,436.00	
<u>Invoice Number</u>	<u>Invoice Date</u>	<u>PO Number</u>	<u>Detail Description</u>	<u>Chart of Account Number</u>	<u>Detail Amount</u>		
20250806	08/06/2025		Bryan sidewalk repair	01 2630 490 003 0 000	9,436.00		
Check Number: 58647	Check Type: Check	Check Date: 08/11/2025	Vendor: ELECTRICFI	ELECTRICAL ENGINEERING & EQUIPMENT CO.	Check Total:	1,150.45	
<u>Invoice Number</u>	<u>Invoice Date</u>	<u>PO Number</u>	<u>Detail Description</u>	<u>Chart of Account Number</u>	<u>Detail Amount</u>		
8893432-00	07/28/2025	GF030757	Op. of Bldg. Cont. Electrical Svcs. HS	01 2620 435 001 0 000	39.21		
8893441-00	07/28/2025	GF030757	Op. of Bldg. Cont. Electrical Bryan	01 2620 435 003 0 000	72.00		
8896951.00	07/28/2025	GF030757	Op. of Bldg. Cont. Heat/Air Svcs. MS	01 2620 437 002 0 000	70.02		
8897182-00	07/28/2025	GF030757	Op. of Bldg. Contracted Electrical DW	01 2620 435 000 0 000	7.95		
8897956-00	07/28/2025	GF030757	Op. of Bldg. Contracted Electrical DW	01 2620 435 000 0 000	3.90		
8899117-00	07/28/2025	GF030757	Op. of Bldg. Contracted Electrical DW	01 2620 435 000 0 000	22.74		
8899351-00	07/28/2025	GF030757	Op. of Bldg. Cont. Electrical Svcs. MS	01 2620 435 002 0 000	37.80		
8899355-00	07/28/2025	GF030757	Op. of Bldg. Cont. Electrical Svcs. MS	01 2620 435 002 0 000	252.00		
8901457-00	07/28/2025	GF030757	Op. of Bldg. Contracted Electrical DW	01 2620 435 000 0 000	28.92		
8901664-00	07/28/2025	GF030757	Op. of Bldg. Cont. Heat/Air Svcs. HS	01 2620 437 001 0 000	2.14		
8913718-00	07/28/2025	GF030757	Op. of Bldg. Cont. Electrical Bryan	01 2620 435 003 0 000	273.85		
8913887-00	07/28/2025	GF030757	Op. of Bldg. Cont. Electrical Bryan	01 2620 435 003 0 000	13.44		

**Detail Check Register**

Posted; Batch Description GF Checks 8/11/25 KJF

<b>Checking Account: 1</b>		<b>1</b>					
<u>Invoice Number</u>	<u>Invoice Date</u>	<u>PO Number</u>	<u>Detail Description</u>	<u>Chart of Account Number</u>	<u>Detail Amount</u>	<u>Check Total:</u>	<u>Detail Amount</u>
8914998-00	07/28/2025	GF030757	Op. of Bldg. Cont. Electrical Bryan	01 2620 435 003 0 000	115.88		
8915087-00	07/28/2025	GF030757	Op. of Bldg. Cont. Electrical Bryan	01 2620 435 003 0 000	5.90		
8915282-00	07/28/2025	GF030757	Op. of Bldg. Cont. Electrical Bryan	01 2620 435 003 0 000	0.45		
8915999-00	07/28/2025	GF030757	Op. of Bldg. Contracted Electrical DW	01 2620 435 000 0 000	204.25		
Check Number: 58648	Check Type: Check	Check Date: 08/11/2025	Vendor: ELECTRONI2	ELECTRONIC SYSTEMS, Inc.	Check Total:	1,415.60	
36733	08/04/2025		Op. of Bldg. Cont. Electronic Systems	01 2620 432 000 0 000	1,415.60		
Check Number: 58649	Check Type: Check	Check Date: 08/11/2025	Vendor: ENGINEERE1	Engineered Controls, Inc	Check Total:	4,250.00	
181578	07/28/2025	GF031761	Pershing camera addition	01 2660 610 005 0 000	4,250.00		
Check Number: 58650	Check Type: Check	Check Date: 08/11/2025	Vendor: ESU10	ESU 10	Check Total:	3,806.23	
20250804	08/04/2025		SPED K-12 Professional Development DW	01 1200 330 000 0 000	40.00		
20250804	08/04/2025		Age 3-5 SpEd Professional Development EL	01 1291 330 009 0 000	40.00		
20250804	08/04/2025		SLP/Audio Svcs. Professional Svcs. HS	01 2151 340 001 0 000	0.00		
20250804	08/04/2025		SLP/Audio Svcs. Professional Svcs. HS	01 2151 340 001 0 000	0.00		
20250804	08/04/2025		SLP/Audio Svcs. Professional Svcs. HS	01 2151 340 001 0 000	0.00		
20250804	08/04/2025		SLP/Audio Svcs. Professional Svcs. Persh	01 2151 340 005 0 000	0.00		
20250804	08/04/2025		SLP/Audio Svcs. Professional Svcs. Persh	01 2151 340 005 0 000	0.00		
20250804	08/04/2025		SLP/Audio Svcs. Professional Svcs. ELA	01 2152 340 009 0 000	0.00		
20250804	08/04/2025		SLP/Audio Svcs. Professional Svcs. ELA	01 2152 340 009 0 000	0.00		
20250804	08/04/2025		SLP/Audio Svcs. Professional Svcs. ELA	01 2152 340 009 0 000	0.00		
20250804	08/04/2025		SLP/Audio Professional Svcs. HBD	01 2153 340 015 0 000	0.00		
20250804	08/04/2025		Vision Services K-12 Prof. Services	01 2181 340 000 0 000	3,406.23		
20250804	08/04/2025		Vision Services Age 0-2 Prof. Services	01 2183 340 015 0 000	0.00		
20250804	08/04/2025		Technology Tech-Related Repairs	01 2230 432 000 0 000	320.00		
20250804	08/04/2025		Technology Communications DW	01 2230 530 000 0 000	0.00		
20250804	08/04/2025		Technology Tech-Related Supply DW	01 2230 650 000 0 000	0.00		
Check Number: 58651	Check Type: Check	Check Date: 08/11/2025	Vendor: NEESUCOOPE	ESU Coordinating Council	Check Total:	2,996.46	
COOP003304	08/06/2025	GF031591	Worldbook	01 2230 735 000 0 000	2,996.46		
Check Number: 58652	Check Type: Check	Check Date: 08/11/2025	Vendor: SEGRA	Fiber Platform, LLC	Check Total:	60,615.55	
20250803	08/03/2025		Technology Infrastructure DW	01 2230 740 000 0 000	60,615.55		
Check Number: 58653	Check Type: Check	Check Date: 08/11/2025	Vendor: FOLLETT1	Follett Content Solutions, Inc	Check Total:	444.17	
554454F	07/29/2025	GF031364	books	01 2220 640 005 0 000	444.17		

**Detail Check Register**

Posted; Batch Description GF Checks 8/11/25 KJF

<b>Checking Account: 1</b>		<b>1</b>					
<u>Invoice Number</u>	<u>Invoice Date</u>	<u>PO Number</u>	<u>Detail Description</u>	<u>Chart of Account Number</u>	<u>Detail Amount</u>		
Check Number: 58654	Check Type: Check	Check Date: 08/11/2025	Vendor: FOSTERLUMB	Foster Lumber LLC	Check Total:	3,612.81	
20250805	08/05/2025	GF031781	cabinet grade plywood for stock	01 2620 610 000 0 000	3,612.81		
Check Number: 58655	Check Type: Check	Check Date: 08/11/2025	Vendor: GREATPLAI4	Great Plains Communications	Check Total:	407.70	
20250805	08/05/2025		Technology Communications DW	01 2230 530 000 0 000	407.70		
Check Number: 58656	Check Type: Check	Check Date: 08/11/2025	Vendor: HDSUPPLY	HD Supply	Check Total:	255.12	
876768375	08/01/2025	GF031838	lock sets	01 2620 610 001 0 000	255.12		
Check Number: 58657	Check Type: Check	Check Date: 08/11/2025	Vendor: HEARTLAND1	Heartland Chevrolet Buick INC	Check Total:	165.00	
6037771/2	08/01/2025	GF031776	Bus 11 brakes	01 2710 430 000 0 000	165.00		
Check Number: 58658	Check Type: Check	Check Date: 08/11/2025	Vendor: HILAND	Hiland Dairy Foods Company	Check Total:	571.04	
20250804	08/04/2025		milk	06 3100 630 000 0 000	571.04		
Check Number: 58659	Check Type: Check	Check Date: 08/11/2025	Vendor: HOMETOWNLE	HOMETOWN LEASING	Check Total:	13,073.21	
20250728	07/28/2025		Reg. Ed. Printint & Binding DW	01 1100 550 000 0 000	12,728.28		
20250728	07/28/2025		Reg. Ed. Printint & Binding DW	01 1100 550 000 0 000	112.37		
20250728	07/28/2025		Reg. Ed. Printint & Binding DW	01 1100 550 000 0 000	232.56		
Check Number: 58660	Check Type: Check	Check Date: 08/11/2025	Vendor: INNOVATIV2	Innovative Office Solutions	Check Total:	4,316.37	
IN4893216	08/05/2025	GF031435	supplies	01 1100 610 001 0 000	254.28		
IN4893231	08/05/2025	GF031453	supplies	01 1100 610 004 0 000	1,486.52		
IN4893244	08/05/2025	GF031520	supplies	01 1100 602 001 0 000	111.00		
IN4893244	08/05/2025	GF031520	supplies	01 1100 606 002 0 000	365.02		
IN4893244	08/05/2025	GF031520	supplies	01 1100 606 004 0 000	46.70		
IN4893244	08/05/2025	GF031520	supplies	01 1100 606 005 0 000	64.15		
IN4893244	08/05/2025	GF031520	paper	01 1100 610 000 0 000	703.00		
IN4893244	08/05/2025	GF031520	supplies	01 1100 610 004 0 000	45.30		
IN4893244	08/05/2025	GF031520	supplies	01 1100 613 001 0 000	142.17		
IN4893244	08/05/2025	GF031520	supplies	01 1100 613 001 0 000	113.70		
IN4893244	08/05/2025	GF031520	supplies	01 1100 644 000 0 000	7.60		
IN4893244	08/05/2025	GF031520	supplies	01 1190 610 009 0 000	27.60		
IN4893244	08/05/2025	GF031520	supplies	01 2110 610 000 0 000	170.53		
IN4893244	08/05/2025	GF031520	supplies	01 2510 610 000 0 000	161.05		
IN4893244	08/05/2025	GF031520	supplies	01 2620 610 000 0 000	102.29		
IN4893244	08/05/2025	GF031520	supplies	01 2620 610 000 0 000	408.54		

**Detail Check Register**

Posted; Batch Description GF Checks 8/11/25 KJF

Checking Account: 1		1					
IN4893244	08/05/2025	GF031520	supplies	01 2710 610 000 0 000		30.42	
IN4894797	08/05/2025	GF031520	supplies	01 1100 602 001 0 000		0.00	
IN4894797	08/05/2025	GF031520	supplies	01 1100 606 002 0 000		0.00	
IN4894797	08/05/2025	GF031520	supplies	01 1100 606 004 0 000		0.00	
IN4894797	08/05/2025	GF031520	supplies	01 1100 606 005 0 000		0.00	
IN4894797	08/05/2025	GF031520	paper	01 1100 610 000 0 000		76.50	
IN4894797	08/05/2025	GF031520	supplies	01 1100 610 004 0 000		0.00	
IN4894797	08/05/2025	GF031520	supplies	01 1100 613 001 0 000		0.00	
IN4894797	08/05/2025	GF031520	supplies	01 1100 613 001 0 000		0.00	
IN4894797	08/05/2025	GF031520	supplies	01 1100 644 000 0 000		0.00	
IN4894797	08/05/2025	GF031520	supplies	01 1190 610 009 0 000		0.00	
IN4894797	08/05/2025	GF031520	supplies	01 2110 610 000 0 000		0.00	
IN4894797	08/05/2025	GF031520	supplies	01 2510 610 000 0 000		0.00	
IN4894797	08/05/2025	GF031520	supplies	01 2620 610 000 0 000		0.00	
IN4894797	08/05/2025	GF031520	supplies	01 2620 610 000 0 000		0.00	
IN4894797	08/05/2025	GF031520	supplies	01 2710 610 000 0 000		0.00	
Check Number: 58661	Check Type: Check	Check Date: 08/11/2025	Vendor: INNOVATIV1	Innovative Timing Systems, LLC	Check Total:	501.69	
<u>Invoice Number</u>	<u>Invoice Date</u>	<u>PO Number</u>	<u>Detail Description</u>	<u>Chart of Account Number</u>	<u>Detail Amount</u>		
IN4893227	08/06/2025	GF031279	supplies	01 1100 610 003 0 000	501.69		
V*IN4893227	08/06/2025	GF031279	supplies	01 1100 610 003 0 000	(501.69)		
Check Number: 58662	Check Type: Check	Check Date: 08/11/2025	Vendor: INTEGRATE3	Integrated Security Solutions	Check Total:	1,872.00	
<u>Invoice Number</u>	<u>Invoice Date</u>	<u>PO Number</u>	<u>Detail Description</u>	<u>Chart of Account Number</u>	<u>Detail Amount</u>		
20251672	07/29/2025		Safety Cont. Fire/Sprinkler Svcs.	01 2670 434 000 0 000	616.00		
20251673	07/29/2025		Safety Cont. Fire/Sprinkler Svcs.	01 2670 434 000 0 000	48.00		
20251674	07/29/2025		Safety Cont. Fire/Sprinkler Svcs.	01 2670 434 000 0 000	432.00		
20251675	07/29/2025		Safety Cont. Fire/Sprinkler Svcs.	01 2670 434 000 0 000	112.00		
20251676	07/29/2025		Safety Cont. Fire/Sprinkler Svcs.	01 2670 434 000 0 000	112.00		
20251677	07/29/2025		Safety Cont. Fire/Sprinkler Svcs.	01 2670 434 000 0 000	120.00		
20251678	07/29/2025		Safety Cont. Fire/Sprinkler Svcs.	01 2670 434 000 0 000	40.00		
20251679	07/29/2025		Safety Cont. Fire/Sprinkler Svcs.	01 2670 434 000 0 000	376.00		
20251680	07/29/2025		Safety Cont. Fire/Sprinkler Svcs.	01 2670 434 000 0 000	16.00		
Check Number: 58663	Check Type: Check	Check Date: 08/11/2025	Vendor: ISLANDSUPP	Island Supply Welding Co	Check Total:	275.66	
<u>Invoice Number</u>	<u>Invoice Date</u>	<u>PO Number</u>	<u>Detail Description</u>	<u>Chart of Account Number</u>	<u>Detail Amount</u>		
348679	07/28/2025	GF030748	classroom supplies	01 1100 613 001 0 000	275.66		
Check Number: 58664	Check Type: Check	Check Date: 08/11/2025	Vendor: JOHNSTONES	JOHNSTONE SUPPLY Inc.	Check Total:	1,171.74	
<u>Invoice Number</u>	<u>Invoice Date</u>	<u>PO Number</u>	<u>Detail Description</u>	<u>Chart of Account Number</u>	<u>Detail Amount</u>		
1644548	08/05/2025	GF031842	MS pump	01 2620 437 002 0 000	1,171.74		
Check Number: 58665	Check Type: Check	Check Date: 08/11/2025	Vendor: JOSTENSINC	JOSTENS, INC.	Check Total:	19.95	

**Detail Check Register**

Posted; Batch Description GF Checks 8/11/25 KJF

Checking Account: 1

1

<u>Invoice Number</u>	<u>Invoice Date</u>	<u>PO Number</u>	<u>Detail Description</u>	<u>Chart of Account Number</u>	<u>Detail Amount</u>	
37375129	08/05/2025		Graduation Supplies HS	01 2490 610 001 0 000	19.95	
Check Number: 58666	Check Type: Check	Check Date: 08/11/2025	Vendor: KNAPPELECT	KNAPP ELECTRIC Inc.	Check Total:	1,247.69
<u>Invoice Number</u>	<u>Invoice Date</u>	<u>PO Number</u>	<u>Detail Description</u>	<u>Chart of Account Number</u>	<u>Detail Amount</u>	
1136393	07/28/2025		MS HVAC AHU 3	01 2620 437 002 0 000	1,247.69	
Check Number: 58667	Check Type: Check	Check Date: 08/11/2025	Vendor: KSBSCHOOLL	KSB School Law, PC LLC	Check Total:	1,446.00
<u>Invoice Number</u>	<u>Invoice Date</u>	<u>PO Number</u>	<u>Detail Description</u>	<u>Chart of Account Number</u>	<u>Detail Amount</u>	
19360	08/01/2025		District Legal Services	01 2330 317 000 0 000	1,446.00	
Check Number: 58668	Check Type: Check	Check Date: 08/11/2025	Vendor: LEXCHAMBER	LEXINGTON CHAMBER OF COMMERCE	Check Total:	100.00
<u>Invoice Number</u>	<u>Invoice Date</u>	<u>PO Number</u>	<u>Detail Description</u>	<u>Chart of Account Number</u>	<u>Detail Amount</u>	
12715	07/29/2025		chamber bucks	01 2320 610 000 0 000	100.00	
Check Number: 58669	Check Type: Check	Check Date: 08/11/2025	Vendor: CLIPPERHER	Lexington CLIPPER - HERALD	Check Total:	103.59
<u>Invoice Number</u>	<u>Invoice Date</u>	<u>PO Number</u>	<u>Detail Description</u>	<u>Chart of Account Number</u>	<u>Detail Amount</u>	
20250805	08/05/2025		renewal	01 2310 540 000 0 000	103.59	
Check Number: 58670	Check Type: Check	Check Date: 08/11/2025	Vendor: LEXPSGF2	LEXINGTON PUBLIC SCHOOLS- GENERAL FUND	Check Total:	369.27
<u>Invoice Number</u>	<u>Invoice Date</u>	<u>PO Number</u>	<u>Detail Description</u>	<u>Chart of Account Number</u>	<u>Detail Amount</u>	
2/24/25	08/01/2025	GF031145	cups	01 2620 610 000 0 000	54.75	
6/27/24	08/01/2025	GF030575	supplies	01 1100 610 002 0 000	314.52	
Check Number: 58671	Check Type: Check	Check Date: 08/11/2025	Vendor: LEXRHC	Lexington Regional Health Center	Check Total:	1,593.27
<u>Invoice Number</u>	<u>Invoice Date</u>	<u>PO Number</u>	<u>Detail Description</u>	<u>Chart of Account Number</u>	<u>Detail Amount</u>	
20250801	08/01/2025		PT Services Age 0-2 Prof. Services	01 2173 340 015 0 000	1,363.23	
20250803	08/03/2025		OT Services Age 0-2 Prof. Services	01 2163 340 015 0 000	230.04	
Check Number: 58672	Check Type: Check	Check Date: 08/11/2025	Vendor: LIENINC	LIEN, INC	Check Total:	727.80
<u>Invoice Number</u>	<u>Invoice Date</u>	<u>PO Number</u>	<u>Detail Description</u>	<u>Chart of Account Number</u>	<u>Detail Amount</u>	
11373	07/28/2025		Grounds Contracted Lawn Care HS	01 2630 422 001 0 000	555.00	
11374	07/28/2025		Grounds Contracted Lawn Care Svcs.	01 2630 422 000 0 000	172.80	
Check Number: 58673	Check Type: Check	Check Date: 08/11/2025	Vendor: MARTINELEC	MARTIN ELECTRIC CO.	Check Total:	16.40
<u>Invoice Number</u>	<u>Invoice Date</u>	<u>PO Number</u>	<u>Detail Description</u>	<u>Chart of Account Number</u>	<u>Detail Amount</u>	
6718	08/05/2025		HS HVAC	01 2620 437 001 0 000	16.40	
Check Number: 58674	Check Type: Check	Check Date: 08/11/2025	Vendor: MCSTORAGE	Morris McConnell	Check Total:	370.00
<u>Invoice Number</u>	<u>Invoice Date</u>	<u>PO Number</u>	<u>Detail Description</u>	<u>Chart of Account Number</u>	<u>Detail Amount</u>	
156.060	08/01/2025		Op. of Bldg. Other Cont. Svcs.	01 2620 490 000 0 000	370.00	
Check Number: 58675	Check Type: Check	Check Date: 08/11/2025	Vendor: MCGRAWHILL	MCGRAW-HILL	Check Total:	29,633.16
<u>Invoice Number</u>	<u>Invoice Date</u>	<u>PO Number</u>	<u>Detail Description</u>	<u>Chart of Account Number</u>	<u>Detail Amount</u>	
137368104001	08/06/2025	GF031608	HS Biology, Anatomy, Adv Biology	02 1100 640 000 0 000	2,276.16	

<b>Checking Account: 1</b>		<b>1</b>					
137373560001	08/01/2025	GF031608	HS Biology, Anatomy, Adv Biology	02 1100 640 000 0 000		27,357.00	
Check Number: 58676	Check Type: Check	Check Date: 08/11/2025	Vendor: MEADLUMBER	MEAD LUMBER	Check Total:	1,932.17	
<u>Invoice Number</u>	<u>Invoice Date</u>	<u>PO Number</u>	<u>Detail Description</u>	<u>Chart of Account Number</u>	<u>Detail Amount</u>		
12272900	07/28/2025	GF030758	Maintenance Supply District-Wide	01 2620 610 000 0 000	18.99		
12282703	07/28/2025	GF030758	Maintenance Supply District-Wide	01 2620 610 000 0 000	18.99		
12291047	07/28/2025	GF030758	Maintenance Supply District-Wide	01 2620 610 000 0 000	5.75		
12293046	07/28/2025	GF030758	Maintenance Supply District-Wide	01 2620 610 000 0 000	79.99		
12296167	07/28/2025	GF030758	Maintenance Supply District-Wide	01 2620 610 000 0 000	30.70		
12298200	07/28/2025	GF030758	Maintenance Supply Morton	01 2620 610 004 0 000	95.90		
12302685	07/28/2025	GF030758	Maintenance Supply District-Wide	01 2620 610 000 0 000	8.59		
12307766	07/28/2025	GF030758	Maintenance Supply District-Wide	01 2620 610 000 0 000	5.73		
12327901	08/06/2025	GF030758	Maintenance Supply District-Wide	01 2620 610 000 0 000	45.22		
12330624	07/28/2025	GF030758	Maintenance Supply District-Wide	01 2620 610 000 0 000	10.74		
12338833	07/28/2025	GF030758	Maintenance Supply MS	01 2620 610 002 0 000	37.60		
12338905	07/28/2025	GF030758	Maintenance Supply District-Wide	01 2620 610 000 0 000	95.90		
12352986	07/28/2025	GF030758	Maintenance Supply District-Wide	01 2620 610 000 0 000	79.94		
12353228	08/06/2025	GF030758	Maintenance Supply District-Wide	01 2620 610 000 0 000	31.61		
12356248	07/28/2025	GF031815	tools	01 2620 610 000 0 000	1,033.23		
12358821	07/28/2025	GF030758	Maintenance Supply District-Wide	01 2620 610 000 0 000	31.35		
12369231	07/28/2025	GF031827	shelving for skills armory	01 2620 610 001 0 000	186.96		
12399642	08/06/2025	GF030758	Maintenance Supply District-Wide	01 2620 610 000 0 000	49.99		
12401196	08/06/2025	GF030758	Maintenance Supply District-Wide	01 2620 610 000 0 000	64.99		
Check Number: 58677	Check Type: Check	Check Date: 08/11/2025	Vendor: MIDSTATESA	MID-STATES AUTOMATION & CONTROL, INC.	Check Total:	8,252.32	
<u>Invoice Number</u>	<u>Invoice Date</u>	<u>PO Number</u>	<u>Detail Description</u>	<u>Chart of Account Number</u>	<u>Detail Amount</u>		
72-2346	08/03/2025		Op. of Bldg. Cont. Heating & Air Svcs.	01 2620 437 000 0 000	8,252.32		
Check Number: 58678	Check Type: Check	Check Date: 08/11/2025	Vendor: MIDWESTFL2	MIDWEST FLOOR SPECIALISTS	Check Total:	4,140.00	
<u>Invoice Number</u>	<u>Invoice Date</u>	<u>PO Number</u>	<u>Detail Description</u>	<u>Chart of Account Number</u>	<u>Detail Amount</u>		
465	07/29/2025		refinish gym floor	01 2620 610 001 0 000	4,140.00		
Check Number: 58679	Check Type: Check	Check Date: 08/11/2025	Vendor: MRK	MRK	Check Total:	200.00	
<u>Invoice Number</u>	<u>Invoice Date</u>	<u>PO Number</u>	<u>Detail Description</u>	<u>Chart of Account Number</u>	<u>Detail Amount</u>		
RO072125	07/28/2025		oil	01 2620 610 000 0 000	200.00		
Check Number: 58680	Check Type: Check	Check Date: 08/11/2025	Vendor: ALICAP	NASB ALICAP	Check Total:	518,413.00	
<u>Invoice Number</u>	<u>Invoice Date</u>	<u>PO Number</u>	<u>Detail Description</u>	<u>Chart of Account Number</u>	<u>Detail Amount</u>		
20250805	08/05/2025		Op. of Bldg. Insurance	01 2610 520 000 0 000	518,413.00		
Check Number: 58681	Check Type: Check	Check Date: 08/11/2025	Vendor: NCSPEARSON	NCS PEARSON INC.	Check Total:	427.05	
<u>Invoice Number</u>	<u>Invoice Date</u>	<u>PO Number</u>	<u>Detail Description</u>	<u>Chart of Account Number</u>	<u>Detail Amount</u>		
28844209	08/01/2025	GF031732	WNV Record Forms Qty 25	01 2141 610 000 0 000	239.70		

**Detail Check Register**

Posted; Batch Description GF Checks 8/11/25 KJF

<b>Checking Account: 1</b>		<b>1</b>					
28844209	08/01/2025	GF031732	WNV Response Booklets Qty 25	01 2141 610 000 0 000		163.20	
28844209	08/01/2025	GF031732	shipping	01 2141 610 000 0 000		24.15	
Check Number: 58682	Check Type: Check	Check Date: 08/11/2025	Vendor: NACIA	NE Association for Curriculum	Check Total:	80.00	
<u>Invoice Number</u>	<u>Invoice Date</u>	<u>PO Number</u>	<u>Detail Description</u>	<u>Chart of Account Number</u>	<u>Detail Amount</u>		
20250806	08/06/2025		Bell & Baum membership	01 2410 330 001 0 000	80.00		
Check Number: 58683	Check Type: Check	Check Date: 08/11/2025	Vendor: NCSA	NE COUNCIL OF SCHOOL ADMIN	Check Total:	5,894.00	
<u>Invoice Number</u>	<u>Invoice Date</u>	<u>PO Number</u>	<u>Detail Description</u>	<u>Chart of Account Number</u>	<u>Detail Amount</u>		
20250801	08/01/2025		Tracy Naylor membership	01 2410 330 009 0 000	694.00		
20250801-0001	08/01/2025		Nikki Edeal membership	01 2410 330 004 0 000	694.00		
20250806	08/06/2025		Luis Nieto membership	01 2410 330 001 0 000	685.00		
20250806-0001	08/06/2025		Eric Bell membership	01 2410 330 001 0 000	685.00		
20250806-0002	08/06/2025		Cindy Baum membership	01 2410 330 001 0 000	685.00		
87433	08/01/2025	GF031699	admin days registration	01 2410 330 003 0 000	225.00		
87497	08/01/2025	GF031699	admin days registration	01 2410 330 009 0 000	225.00		
87654	08/01/2025	GF031699	admin days registration	01 1160 330 001 0 000	225.00		
87654	08/01/2025	GF031699	admin days registration	01 2410 330 001 0 000	225.00		
87655	08/01/2025	GF031699	Poverty Professional Development DW	01 1160 330 000 0 000	308.00		
87655	08/01/2025	GF031699	SPED K-12 Professional Development DW	01 1200 330 000 0 000	450.00		
87655	08/01/2025	GF031699	Principal Prof. Development Morton	01 2410 330 004 0 000	35.00		
87692	08/01/2025	GF031699	Principal Prof. Development Morton	01 2410 330 004 0 000	225.00		
87761	08/01/2025	GF031699	Principal Prof. Development Pershing	01 2410 330 005 0 000	308.00		
87804	08/01/2025	GF031699	Principal Prof. Development Sandoz	01 2410 330 006 0 000	225.00		
Check Number: 58684	Check Type: Check	Check Date: 08/11/2025	Vendor: NEFIRESPRI	Nebraska Fire Sprinkler Corp	Check Total:	2,467.00	
<u>Invoice Number</u>	<u>Invoice Date</u>	<u>PO Number</u>	<u>Detail Description</u>	<u>Chart of Account Number</u>	<u>Detail Amount</u>		
13620	07/28/2025		High School	01 2670 434 000 0 000	335.00		
13621	07/28/2025		Middle School	01 2670 434 000 0 000	330.00		
13622	07/28/2025		Skills Armory	01 2670 434 000 0 000	335.00		
13623	07/28/2025		Pershing	01 2670 434 000 0 000	395.00		
13624	07/28/2025		Sandoz	01 2670 434 000 0 000	260.00		
13625	07/28/2025		Morton	01 2670 434 000 0 000	167.00		
13626	07/28/2025		Morton	01 2670 434 000 0 000	270.00		
13627	07/28/2025		Bryan	01 2670 434 000 0 000	375.00		
Check Number: 58685	Check Type: Check	Check Date: 08/11/2025	Vendor: NEXTPATHED	Nextpath Education	Check Total:	16,625.00	
<u>Invoice Number</u>	<u>Invoice Date</u>	<u>PO Number</u>	<u>Detail Description</u>	<u>Chart of Account Number</u>	<u>Detail Amount</u>		
20250246	08/01/2025	GF031745	Training & Licensing	01 2110 735 000 0 000	16,625.00		
Check Number: 58686	Check Type: Check	Check Date: 08/11/2025	Vendor: ONESOURCEI	ONE SOURCE Inc.	Check Total:	255.00	
<u>Invoice Number</u>	<u>Invoice Date</u>	<u>PO Number</u>	<u>Detail Description</u>	<u>Chart of Account Number</u>	<u>Detail Amount</u>		
2022185049	08/03/2025		Personnel Services Technical Services	01 2570 350 000 0 000	231.00		

**Detail Check Register**

Posted; Batch Description GF Checks 8/11/25 KJF

Checking Account: 1		1					
2022185050	08/03/2025		Personnel Services Technical Services	01 2570 350 000 0 000		24.00	
Check Number: 58687	Check Type: Check	Check Date: 08/11/2025	Vendor: OREILLYAUT	OReilly Auto Parts	Check Total:	16.99	
<u>Invoice Number</u>	<u>Invoice Date</u>	<u>PO Number</u>	<u>Detail Description</u>	<u>Chart of Account Number</u>	<u>Detail Amount</u>		
20250805	08/05/2025	GF030761	Reg. Pupil Transport. Bus Repairs	01 2710 430 000 0 000	16.99		
Check Number: 58688	Check Type: Check	Check Date: 08/11/2025	Vendor: TIGERPAPER	Paper Tiger Shredding	Check Total:	285.00	
<u>Invoice Number</u>	<u>Invoice Date</u>	<u>PO Number</u>	<u>Detail Description</u>	<u>Chart of Account Number</u>	<u>Detail Amount</u>		
222313	08/03/2025		Fiscal Services Professional Services	01 2510 340 000 0 000	285.00		
Check Number: 58689	Check Type: Check	Check Date: 08/11/2025	Vendor: PYRAMIDSCH	Pyramid School Products	Check Total:	2,156.28	
<u>Invoice Number</u>	<u>Invoice Date</u>	<u>PO Number</u>	<u>Detail Description</u>	<u>Chart of Account Number</u>	<u>Detail Amount</u>		
S1487667.003	07/28/2025	GF031281	supplies	01 1100 610 003 0 000	379.92		
S1487870.001	07/28/2025	GF031222	supplies	01 1190 610 009 0 000	113.70		
S1487872.001	07/28/2025	GF031210	supplies	01 1100 610 002 0 000	18.76		
S1487970.001	07/28/2025	GF031455	supplies	01 1100 610 004 0 000	366.98		
S1487983.001	07/28/2025	GF031438	supplies	01 1100 610 001 0 000	195.67		
S1487988.001	07/28/2025	GF031498	supplies	01 1100 610 006 0 000	34.31		
S1488080.001	07/28/2025	GF031522	supplies	01 1100 602 001 0 000	22.25		
S1488080.001	07/28/2025	GF031522	supplies	01 1100 603 001 0 000	38.90		
S1488080.001	07/28/2025	GF031522	supplies	01 1100 603 002 0 000	8.85		
S1488080.001	07/28/2025	GF031522	supplies	01 1100 604 002 0 000	44.95		
S1488080.001	07/28/2025	GF031522	supplies	01 1100 606 002 0 000	51.48		
S1488080.001	07/28/2025	GF031522	supplies	01 1100 606 004 0 000	50.89		
S1488080.001	07/28/2025	GF031522	supplies	01 1100 606 006 0 000	50.89		
S1488080.001	07/28/2025	GF031522	supplies	01 1100 610 003 0 000	50.89		
S1488080.001	07/28/2025	GF031522	supplies	01 1100 610 004 0 000	74.58		
S1488080.001	07/28/2025	GF031522	supplies	01 1100 610 005 0 000	37.29		
S1488080.001	07/28/2025	GF031522	supplies	01 1100 613 001 0 000	10.98		
S1488080.001	07/28/2025	GF031522	supplies	01 1190 610 009 0 000	37.29		
S1488080.001	07/28/2025	GF031522	supplies	01 2110 610 000 0 000	26.51		
S1488080.001	07/28/2025	GF031522	supplies	01 2120 610 004 0 000	37.29		
S1488080.001	07/28/2025	GF031522	supplies	01 2510 610 000 0 000	40.94		
S1488080.001	07/28/2025	GF031522	supplies	01 2620 610 000 0 000	370.95		
S1488080.001	07/28/2025	GF031522	supplies	01 2620 610 000 0 000	55.68		
S1488080.001	07/28/2025	GF031522	supplies	01 2710 610 000 0 000	36.33		
Check Number: 58690	Check Type: Check	Check Date: 08/11/2025	Vendor: QUADIENTLE	Quadient Leasing USA, Inc	Check Total:	825.00	
<u>Invoice Number</u>	<u>Invoice Date</u>	<u>PO Number</u>	<u>Detail Description</u>	<u>Chart of Account Number</u>	<u>Detail Amount</u>		
Q1946050	07/28/2025		Fiscal Services Postage	01 2510 531 000 0 000	825.00		
Check Number: 58691	Check Type: Check	Check Date: 08/11/2025	Vendor: QUILL	QUILL	Check Total:	2,502.90	
<u>Invoice Number</u>	<u>Invoice Date</u>	<u>PO Number</u>	<u>Detail Description</u>	<u>Chart of Account Number</u>	<u>Detail Amount</u>		

**Detail Check Register**

Posted; Batch Description GF Checks 8/11/25 KJF

<b>Checking Account: 1</b>		<b>1</b>					
<u>Invoice Number</u>	<u>Invoice Date</u>	<u>PO Number</u>	<u>Detail Description</u>	<u>Chart of Account Number</u>	<u>Detail Amount</u>	<u>Check Total:</u>	
185671638	07/28/2025	GF031828	paper	01 1100 610 000 0 000	708.60		
45022268	07/28/2025	GF031828	paper	01 1100 610 000 0 000	864.30		
45031514	07/28/2025	GF031828	paper	01 1100 610 000 0 000	272.80		
45037708	07/28/2025	GF031828	paper	01 1100 610 000 0 000	657.20		
Check Number: 58692	Check Type: Check	Check Date: 08/11/2025	Vendor: RESEARCHPR	Research Press Co., Inc.	Check Total:	2,738.64	
F641751	07/28/2025	GF031834	Skillstreaming in Early Childhood Produc	01 6990 610 000 0 000	2,738.64		
Check Number: 58693	Check Type: Check	Check Date: 08/11/2025	Vendor: SWAUTOPART	S&W AUTO PARTS	Check Total:	246.51	
198149	07/28/2025	GF030756	Vehicle Repair and Maintenance	01 2650 430 000 0 000	28.36		
198194	07/28/2025	GF030756	Vehicle Repair and Maintenance	01 2650 430 000 0 000	15.49		
198229	07/28/2025	GF030756	Reg. Pupil Transport. Bus Repairs	01 2710 430 000 0 000	16.73		
198917	07/28/2025	GF030756	Vehicle Repair and Maintenance	01 2650 430 000 0 000	8.64		
199170	07/28/2025	GF030756	Vehicle Repair and Maintenance	01 2650 430 000 0 000	81.69		
199303	07/28/2025	GF030756	Maintenance Supply District-Wide	01 2620 610 000 0 000	32.97		
199545	07/28/2025	GF030756	Vehicle Repair and Maintenance	01 2650 430 000 0 000	30.58		
199749	07/28/2025	GF030756	Vehicle Repair and Maintenance	01 2650 430 000 0 000	32.05		
Check Number: 58694	Check Type: Check	Check Date: 08/11/2025	Vendor: SCHOLASTI4	SCHOLASTIC MAGAZINES	Check Total:	2,965.24	
M7601160 0	08/04/2025	GF031186	classroom magazines	01 1100 610 001 0 000	2,404.72		
M7601172 5	08/04/2025	GF031191	classroom magazines	01 1190 610 009 0 000	560.52		
Check Number: 58695	Check Type: Check	Check Date: 08/11/2025	Vendor: SERVICEMAS	SERVICEMASTER	Check Total:	92,373.00	
20250805	08/05/2025		Op. of Bldg. Contracted Cleaning Svcs.	01 2620 420 000 0 000	86,560.00		
20250805	08/05/2025		Cooperative Fund Cleaning Contract	10 2620 420 000 0 000	5,813.00		
Check Number: 58696	Check Type: Check	Check Date: 08/11/2025	Vendor: SHERWINWIL	Sherwin-Williams	Check Total:	435.70	
5033-4	07/28/2025	GF031832	paint	01 2620 610 009 0 000	78.12		
5209-0	08/01/2025	GF031799	paint	01 2620 610 000 0 000	357.58		
Check Number: 58697	Check Type: Check	Check Date: 08/11/2025	Vendor: SIGNPRO	SIGN PRO	Check Total:	442.00	
lexi060425	08/06/2025	GF031714	sign updates	01 1100 610 002 0 000	28.00		
lexi061925	07/29/2025	GF031756	bus stickers and magnets	01 2710 610 000 0 000	414.00		
Check Number: 58698	Check Type: Check	Check Date: 08/11/2025	Vendor: SPECIALIST	Specialist ID	Check Total:	300.00	
INV-17358	07/28/2025	GF031831	Destination Graduation	01 3402 610 001 0 000	300.00		
Check Number: 58699	Check Type: Check	Check Date: 08/11/2025	Vendor: STAPLES	Staples Business Advantage	Check Total:	77.33	

**Detail Check Register**

Posted; Batch Description GF Checks 8/11/25 KJF

Checking Account: 1

1

<u>Invoice Number</u>	<u>Invoice Date</u>	<u>PO Number</u>	<u>Detail Description</u>	<u>Chart of Account Number</u>	<u>Detail Amount</u>	
6037609522	08/05/2025	GF031457	supplies	01 1100 610 004 0 000	22.89	
6037609523	08/05/2025	GF031457	supplies	01 1100 610 004 0 000	54.44	
Check Number: 58700	Check Type: Check	Check Date: 08/11/2025	Vendor: STERLING	Sterling Computers Corp	Check Total:	5,305.88
<u>Invoice Number</u>	<u>Invoice Date</u>	<u>PO Number</u>	<u>Detail Description</u>	<u>Chart of Account Number</u>	<u>Detail Amount</u>	
0213872	07/28/2025	GF031806	Firewall Licensing	01 2230 350 000 0 000	5,305.88	
Check Number: 58701	Check Type: Check	Check Date: 08/11/2025	Vendor: SYSCOLINCO	Sysco Lincoln	Check Total:	573.31
<u>Invoice Number</u>	<u>Invoice Date</u>	<u>PO Number</u>	<u>Detail Description</u>	<u>Chart of Account Number</u>	<u>Detail Amount</u>	
661461019	08/06/2025		School Lunch NON-FOOD Supply	06 3100 610 000 0 000	0.00	
661461019	08/06/2025		School Lunch Supply FOOD	06 3100 630 000 0 000	573.31	
Check Number: 58702	Check Type: Check	Check Date: 08/11/2025	Vendor: TALKINGPOI	TalkingPoints	Check Total:	6,800.00
<u>Invoice Number</u>	<u>Invoice Date</u>	<u>PO Number</u>	<u>Detail Description</u>	<u>Chart of Account Number</u>	<u>Detail Amount</u>	
5025	08/01/2025	GF031833	subscription	01 2230 350 000 0 000	6,800.00	
Check Number: 58703	Check Type: Check	Check Date: 08/11/2025	Vendor: TRANEHVACP	Trane HVAC Parts & Supplies	Check Total:	10,156.32
<u>Invoice Number</u>	<u>Invoice Date</u>	<u>PO Number</u>	<u>Detail Description</u>	<u>Chart of Account Number</u>	<u>Detail Amount</u>	
19705274	07/28/2025	GF031823	HS compressors RTU5	01 2620 437 001 0 000	10,156.32	
Check Number: 58704	Check Type: Check	Check Date: 08/11/2025	Vendor: USPSLEX	United States Postal Service	Check Total:	368.00
<u>Invoice Number</u>	<u>Invoice Date</u>	<u>PO Number</u>	<u>Detail Description</u>	<u>Chart of Account Number</u>	<u>Detail Amount</u>	
20250805	08/05/2025		LPS PO Box	01 2510 531 000 0 000	368.00	
Check Number: 58705	Check Type: Check	Check Date: 08/11/2025	Vendor: VESTIS	Vestis	Check Total:	951.00
<u>Invoice Number</u>	<u>Invoice Date</u>	<u>PO Number</u>	<u>Detail Description</u>	<u>Chart of Account Number</u>	<u>Detail Amount</u>	
6280494312	08/06/2025		Op. of Bldg. Laundry Svcs. Pershing	01 2620 424 005 0 000	161.53	
6280494313	08/06/2025		Op. of Bldg. Laundry Svcs. Sandoz	01 2620 424 006 0 000	101.27	
6280494314	08/06/2025		Op. of Bldg. Laundry Svcs. Morton	01 2620 424 004 0 000	175.78	
6280494315	08/06/2025		Op. of Bldg. Laundry Svcs. ELA	01 2620 424 009 0 000	90.72	
6280553928	07/30/2025		Op. of Bldg. Laundry Svcs. Pershing	01 2620 424 005 0 000	159.14	
6280553929	07/30/2025		Op. of Bldg. Laundry Svcs. Morton	01 2620 424 004 0 000	173.18	
6280553930	07/30/2025		Op. of Bldg. Laundry Svcs. ELA	01 2620 424 009 0 000	89.38	
Check Number: 58706	Check Type: Check	Check Date: 08/11/2025	Vendor: YANDASMUSI	Yanda's Music	Check Total:	2,850.63
<u>Invoice Number</u>	<u>Invoice Date</u>	<u>PO Number</u>	<u>Detail Description</u>	<u>Chart of Account Number</u>	<u>Detail Amount</u>	
20250804	08/04/2025	GF030742	classroom supplies	01 1100 608 001 0 000	2,850.63	

\*Denotes Expensed Invoice Item

Checking Account ID: 1

Total without Voids: 921,020.33

**Detail Check Register**

Posted; Batch Description GF Checks 8/11/25 KJF

Checking Account: 1

1

Check Number:	Check Type:	Check Date:	Vendor:		Check Total:
58570	Check	07/23/2025	AMAZONCAPI	Amazon Capital Services	984.45
<u>Invoice Number</u>	<u>Invoice Date</u>	<u>PO Number</u>	<u>Detail Description</u>	<u>Chart of Account Number</u>	<u>Detail Amount</u>
14rp-gfkw-tfg1	07/14/2025	GF031802	casters	01 2620 610 002 0 000	98.76
17CK-JJWL-6MTP	07/22/2025	GF031810	supplies	01 6990 610 000 0 000	285.02
1C74-LHNC-QWCH	07/14/2025		GENERAL INSTRUCTIONAL SUPPLIES Bryan	01 1100 610 003 0 000	6.99
1C74-LHNC-QWCH	07/14/2025		Fiscal Services Supply	01 2510 610 000 0 000	22.59
1CRV-L7QT-7GFJ	07/14/2025	GF031747	supplies	01 6926 610 000 0 000	39.99
1D9D-HL49-1N1N	07/22/2025	GF031747	supplies	01 6926 610 000 0 000	25.98
1KLG-JKDT-7VQM	07/11/2025	GF031783	wheels	06 3100 610 000 0 000	60.36
1vhq-qt9p-33fk	07/14/2025	GF031801	supplies	01 1100 610 003 0 000	408.82
1VKY-PGRW-C7FP	07/22/2025	GF031802	casters	01 2620 610 002 0 000	35.94
58571	Check	07/23/2025	APPLECOMPU	APPLE COMPUTER, INC	27,850.00
<u>Invoice Number</u>	<u>Invoice Date</u>	<u>PO Number</u>	<u>Detail Description</u>	<u>Chart of Account Number</u>	<u>Detail Amount</u>
MB83211532	07/22/2025	GF031787	chargers	01 2230 650 002 0 000	5,700.00
MB83279781	07/22/2025	GF031706	Macbook Airs	01 2230 650 003 0 000	2,247.50
MB83279781	07/22/2025	GF031706	Macbook Airs	01 2230 650 004 0 000	2,247.50
MB83279781	07/22/2025	GF031706	Macbook Airs	01 2230 650 005 0 000	2,247.50
MB83279781	07/22/2025	GF031706	Macbook Airs	01 2230 650 006 0 000	2,247.50
MB83290850	07/22/2025	GF031786	apple pencils	01 2230 650 004 0 000	4,830.00
MB83396447	07/22/2025	GF031785	apple tv's	01 2230 650 001 0 000	8,330.00
58572	Check	07/23/2025	DICKBLICK	Blick Art Materials LLC	19.98
<u>Invoice Number</u>	<u>Invoice Date</u>	<u>PO Number</u>	<u>Detail Description</u>	<u>Chart of Account Number</u>	<u>Detail Amount</u>
5741896	07/11/2025	GF031204	supplies	01 1100 606 002 0 000	19.98
58573	Check	07/23/2025	SCHOOLDUDE	Brightly Software, Inc	4,488.80
<u>Invoice Number</u>	<u>Invoice Date</u>	<u>PO Number</u>	<u>Detail Description</u>	<u>Chart of Account Number</u>	<u>Detail Amount</u>
INV-283395	07/15/2025		EventEssentials Pro	01 2610 490 000 0 000	4,488.80
58574	Check	07/23/2025	BULKBOOKST	Bulk Bookstore	118.24
<u>Invoice Number</u>	<u>Invoice Date</u>	<u>PO Number</u>	<u>Detail Description</u>	<u>Chart of Account Number</u>	<u>Detail Amount</u>
207735.	07/23/2025		ELA books	01 3541 610 009 0 000	118.24
58575	Check	07/23/2025	BURNEY	Juli Burney	2,740.80
<u>Invoice Number</u>	<u>Invoice Date</u>	<u>PO Number</u>	<u>Detail Description</u>	<u>Chart of Account Number</u>	<u>Detail Amount</u>
8/12/25	07/23/2025		motivational speaker	01 2310 610 000 0 000	2,740.80
58576	Check	07/23/2025	BYRNSFLOOR	Byrns Floor Covering and Installation	1,563.60
<u>Invoice Number</u>	<u>Invoice Date</u>	<u>PO Number</u>	<u>Detail Description</u>	<u>Chart of Account Number</u>	<u>Detail Amount</u>
3595-MJYES	07/14/2025		HS weightroom flooring	01 2620 610 001 0 000	1,563.60
58577	Check	07/23/2025	WALMARTCOM	Capital One	3,064.31
<u>Invoice Number</u>	<u>Invoice Date</u>	<u>PO Number</u>	<u>Detail Description</u>	<u>Chart of Account Number</u>	<u>Detail Amount</u>

**Detail Check Register**

Posted; Batch Description GF Checks 8/11/25 KJF

Checking Account: 1		1					
20250715-0001	07/15/2025		SPED K-12 Supply DW	01 1200 610 000 0 000		148.69	
20250715-0001	07/15/2025		Summer School Supply-Elementary	01 1300 610 004 0 000		420.77	
20250715-0001	07/15/2025		Summer School Supply-Elementary	01 1300 610 004 0 000		303.12	
20250715-0001	07/15/2025		Summer School Supply-Elementary	01 1300 610 004 0 000		344.83	
20250715-0001	07/15/2025		Summer School Supply-Elementary	01 1300 610 004 0 000		362.42	
20250715-0001	07/15/2025		Summer School Supply-Elementary	01 1300 610 004 0 000		362.42	
20250715-0001	07/15/2025		Summer School Supply-Elementary	01 1300 610 004 0 000		288.20	
20250715-0001	07/15/2025		Summer School Supply-Elementary	01 1300 610 004 0 000		50.00	
20250715-0001	07/15/2025		Summer School Supply-Elementary	01 1300 610 004 0 000		418.70	
20250715-0001	07/15/2025		BOE Supply	01 2310 610 000 0 000		130.67	
20250715-0001	07/15/2025		BOE Supply	01 2310 610 000 0 000		59.50	
20250715-0001	07/15/2025		Maintenance Supply District-Wide	01 2620 610 000 0 000		16.32	
20250715-0001	07/15/2025		Reg. Pupil Transport. Supply	01 2710 610 000 0 000		39.96	
20250715-0001	07/15/2025		Sixpence Supply	01 3541 610 009 0 000		118.71	
Check Number: 58578	Check Type: Check	Check Date: 07/23/2025	Vendor: CDWCOMPUTE	CDW COMPUTER CENTERS, INC.	Check Total:	2,749.80	
<u>Invoice Number</u>	<u>Invoice Date</u>	<u>PO Number</u>	<u>Detail Description</u>	<u>Chart of Account Number</u>	<u>Detail Amount</u>		
AE8V63R	07/22/2025	GF031784	tech supplies	01 2230 650 000 0 000	2,749.80		
Check Number: 58579	Check Type: Check	Check Date: 07/23/2025	Vendor: CHANGECLOT	Change Clothing	Check Total:	601.26	
<u>Invoice Number</u>	<u>Invoice Date</u>	<u>PO Number</u>	<u>Detail Description</u>	<u>Chart of Account Number</u>	<u>Detail Amount</u>		
20250711	07/11/2025	GF031777	shirts	01 2320 610 000 0 000	601.26		
Check Number: 58580	Check Type: Check	Check Date: 07/23/2025	Vendor: CITYOFLEXI	CITY OF LEXINGTON	Check Total:	49,575.00	
<u>Invoice Number</u>	<u>Invoice Date</u>	<u>PO Number</u>	<u>Detail Description</u>	<u>Chart of Account Number</u>	<u>Detail Amount</u>		
202507212615	07/22/2025		Security Contracted Services	01 2660 340 000 0 000	49,575.00		
Check Number: 58581	Check Type: Check	Check Date: 07/23/2025	Vendor: COLUMNSOFT	Column Software PBC	Check Total:	86.40	
<u>Invoice Number</u>	<u>Invoice Date</u>	<u>PO Number</u>	<u>Detail Description</u>	<u>Chart of Account Number</u>	<u>Detail Amount</u>		
16D361A7-0050	07/22/2025		BOE Advertising	01 2310 540 000 0 000	76.40		
16D361A7-0051	07/22/2025		BOE Advertising	01 2310 540 000 0 000	10.00		
Check Number: 58582	Check Type: Check	Check Date: 07/23/2025	Vendor: COPYCAT	COPYCAT	Check Total:	2,515.86	
<u>Invoice Number</u>	<u>Invoice Date</u>	<u>PO Number</u>	<u>Detail Description</u>	<u>Chart of Account Number</u>	<u>Detail Amount</u>		
20250723	07/23/2025	GF031773	window envelopes	01 1100 610 001 0 000	403.90		
20250723	07/23/2025	GF031773	plain envelopes	01 1100 610 001 0 000	382.62		
20250723	07/23/2025	GF031773	plain envelopes	01 1100 610 002 0 000	293.51		
20250723	07/23/2025	GF031773	plain envelopes	01 1100 610 005 0 000	153.37		
20250723	07/23/2025	GF031773	plain envelopes	01 2510 610 000 0 000	974.93		
20250723	07/23/2025	GF031773	window envelopes	01 2510 610 000 0 000	307.53		
Check Number: 58583	Check Type: Check	Check Date: 07/23/2025	Vendor: CUMMINSCEN	Cummins Central Power	Check Total:	5,945.19	
<u>Invoice Number</u>	<u>Invoice Date</u>	<u>PO Number</u>	<u>Detail Description</u>	<u>Chart of Account Number</u>	<u>Detail Amount</u>		
J7-250771702	07/11/2025	GF031807	bus 23 repairs	01 2710 430 000 0 000	5,945.19		

Checking Account: 1

1

Check Number	Check Type	Check Date	Vendor	Detail Description	Chart of Account Number	Check Total
58584	Check	07/23/2025	CURRICULUM	CURRICULUM ASSOCIATES		940.80
<u>Invoice Number</u>	<u>Invoice Date</u>	<u>PO Number</u>	<u>Detail Description</u>	<u>Chart of Account Number</u>	<u>Detail Amount</u>	
90900537	07/22/2025	GF031796	phonics	01 1160 610 005 0 000	940.80	
58585	Check	07/23/2025	ASCENTRALS	DAS - State Accounting - Central Finance		687.82
<u>Invoice Number</u>	<u>Invoice Date</u>	<u>PO Number</u>	<u>Detail Description</u>	<u>Chart of Account Number</u>	<u>Detail Amount</u>	
1485726	07/11/2025		Technology Communications DW	01 2230 530 000 0 000	687.82	
58586	Check	07/23/2025	PRECISIONI	DXP Enterprises, INC		178.12
<u>Invoice Number</u>	<u>Invoice Date</u>	<u>PO Number</u>	<u>Detail Description</u>	<u>Chart of Account Number</u>	<u>Detail Amount</u>	
55234866	07/14/2025	GF031804	MS HVAC pulley	01 2620 437 002 0 000	39.21	
55234876	07/14/2025	GF031804	MS HVAC pulley	01 2620 437 002 0 000	138.91	
58587	Check	07/23/2025	EAKESOFFIC	EAKES OFFICE PRODUCTS CENTER		197.97
<u>Invoice Number</u>	<u>Invoice Date</u>	<u>PO Number</u>	<u>Detail Description</u>	<u>Chart of Account Number</u>	<u>Detail Amount</u>	
INV666528	07/14/2025		Reg. Ed. Printint & Binding DW	01 1100 550 000 0 000	197.97	
58588	Check	07/23/2025	ENGINEERE1	Engineered Controls, Inc		2,900.00
<u>Invoice Number</u>	<u>Invoice Date</u>	<u>PO Number</u>	<u>Detail Description</u>	<u>Chart of Account Number</u>	<u>Detail Amount</u>	
181430	07/11/2025	GF031760	HS Security Server License renewal	01 2230 350 000 0 000	2,900.00	
58589	Check	07/23/2025	ENGINEERE1	Engineered Controls, Inc		18,800.00
<u>Invoice Number</u>	<u>Invoice Date</u>	<u>PO Number</u>	<u>Detail Description</u>	<u>Chart of Account Number</u>	<u>Detail Amount</u>	
65823	07/22/2025	GF029800	S2 upgrade	01 2660 734 000 0 000	18,800.00	
58590	Check	07/23/2025	ESU10	ESU 10		16,997.14
<u>Invoice Number</u>	<u>Invoice Date</u>	<u>PO Number</u>	<u>Detail Description</u>	<u>Chart of Account Number</u>	<u>Detail Amount</u>	
20250723	07/23/2025		Student Record System Inservice	01 1200 330 000 0 000	4,922.00	
20250723	07/23/2025		SPED K-12 Professional Development DW	01 1200 330 000 0 000	160.00	
20250723	07/23/2025		SPED K-12 Professional Development HS	01 1200 330 001 0 000	20.00	
20250723	07/23/2025		SPED K-12 Professional Development MS	01 1200 330 002 0 000	80.00	
20250723	07/23/2025		SLP/Audio Svcs. Professional Svcs. HS	01 2151 340 001 0 000	614.53	
20250723	07/23/2025		SLP/Audio Svcs. Professional Svcs. HS	01 2151 340 001 0 000	344.33	
20250723	07/23/2025		SLP/Audio Svcs. Professional Svcs. HS	01 2151 340 001 0 000	3,103.69	
20250723	07/23/2025		SLP/Audio Svcs. Professional Svcs. Persh	01 2151 340 005 0 000	0.00	
20250723	07/23/2025		SLP/Audio Svcs. Professional Svcs. Persh	01 2151 340 005 0 000	614.53	
20250723	07/23/2025		SLP/Audio Svcs. Professional Svcs. Persh	01 2151 340 005 0 000	665.61	
20250723	07/23/2025		SLP/Audio Svcs. Professional Svcs. Persh	01 2151 340 005 0 000	0.00	
20250723	07/23/2025		SLP/Audio Svcs. Professional Svcs. ELA	01 2152 340 009 0 000	153.62	
20250723	07/23/2025		SLP/Audio Svcs. Professional Svcs. ELA	01 2152 340 009 0 000	0.00	
20250723	07/23/2025		SLP/Audio Svcs. Professional Svcs. ELA	01 2152 340 009 0 000	0.00	
20250723	07/23/2025		SLP/Audio Professional Svcs. HBD	01 2153 340 015 0 000	153.64	
20250723	07/23/2025		Vision Services K-12 Prof. Services	01 2181 340 000 0 000	584.43	
20250723	07/23/2025		Vision Services K-12 Prof. Services	01 2181 340 000 0 000	1,507.12	

**Detail Check Register**

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Checking Account: 1		1					
<u>Invoice Number</u>	<u>Invoice Date</u>	<u>PO Number</u>	<u>Detail Description</u>	<u>Chart of Account Number</u>	<u>Detail Amount</u>	<u>Check Total:</u>	<u>Detail Amount</u>
20250723	07/23/2025		Vision Services K-12 Prof. Services	01 2181 340 000 0 000	1,909.02		
20250723	07/23/2025		Vision Services K-12 Prof. Services	01 2181 340 000 0 000	389.62		
20250723	07/23/2025		Vision Services Age 0-2 Prof. Services	01 2183 340 015 0 000	0.00		
20250723	07/23/2025		Professional Development Pershing	01 2213 330 005 0 000	80.00		
20250723	07/23/2025		Professional Development Sandoz	01 2213 330 006 0 000	55.00		
20250723	07/23/2025		Technology Professional Develop DW	01 2230 330 000 0 000	1,050.00		
20250723	07/23/2025		Technology Tech-Related Repairs	01 2230 432 000 0 000	510.00		
20250723	07/23/2025		Principal Professional Development HS	01 2410 330 001 0 000	40.00		
20250723	07/23/2025		Title III LEP Professional Develop. DW	01 6925 330 000 0 000	40.00		
Check Number: 58591	Check Type: Check	Check Date: 07/23/2025	Vendor: NEESUCOOPE	ESU Coordinating Council	Check Total:	311.61	
NCN0000123	07/23/2025		Fortimail	01 2230 350 000 0 000	311.61		
Check Number: 58592	Check Type: Check	Check Date: 07/23/2025	Vendor: FOLLETT1	Follett Content Solutions, Inc	Check Total:	76.96	
583734F	07/14/2025	GF031674	Books & Genra processing	01 2220 640 002 0 000	76.96		
Check Number: 58593	Check Type: Check	Check Date: 07/23/2025	Vendor: FUNEXPRESS	Fun Express	Check Total:	242.45	
20250715	07/15/2025		Reg. Pupil Transport. Supply	01 2710 610 000 0 000	50.35		
73793885501	07/23/2025	GF031816	supplies	01 1100 610 001 0 000	192.10		
Check Number: 58594	Check Type: Check	Check Date: 07/23/2025	Vendor: HEGGERTY	Heggerty	Check Total:	2,890.72	
INV-250710-0189721	07/11/2025	GF031789	curriculum	02 1100 640 000 0 000	2,890.72		
Check Number: 58595	Check Type: Check	Check Date: 07/23/2025	Vendor: HELDTMCKEO	HELDT & MCKEONE	Check Total:	275.00	
19092	07/22/2025		Site Acquisition / Improvements	08 4600 710 000 0 000	275.00		
Check Number: 58596	Check Type: Check	Check Date: 07/23/2025	Vendor: HIRERIGHTS	HireRight LLC	Check Total:	326.20	
P1283281	07/22/2025		Reg. Pupil Transport. Drug Test	01 2710 350 000 0 000	326.20		
Check Number: 58597	Check Type: Check	Check Date: 07/23/2025	Vendor: ISLANDSUPP	Island Supply Welding Co	Check Total:	297.98	
348406	07/22/2025	GF030748	classroom supplies	01 1100 613 001 0 000	22.32		
78861-0	07/22/2025		hypertherm kit	01 1100 613 001 0 000	275.66		
Check Number: 58598	Check Type: Check	Check Date: 07/23/2025	Vendor: JOHNSTONES	JOHNSTONE SUPPLY Inc.	Check Total:	898.04	
6252340	07/22/2025	GF031814	refrigerant recovery machine	01 2620 437 000 0 000	898.04		
Check Number: 58599	Check Type: Check	Check Date: 07/23/2025	Vendor: JOURNEYEDC	JourneyED.com	Check Total:	4,164.00	

**Detail Check Register**

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<b>Checking Account: 1</b>		<b>1</b>					
<u>Invoice Number</u>	<u>Invoice Date</u>	<u>PO Number</u>	<u>Detail Description</u>	<u>Chart of Account Number</u>	<u>Detail Amount</u>		
10565420	07/22/2025	GF031805	Veecan License	01 2230 350 000 0 000	4,164.00		
Check Number: 58600	Check Type: Check	Check Date: 07/23/2025	Vendor: KAJEET	Kajeet	Check Total:	4,784.96	
<u>Invoice Number</u>	<u>Invoice Date</u>	<u>PO Number</u>	<u>Detail Description</u>	<u>Chart of Account Number</u>	<u>Detail Amount</u>		
INV39861	07/23/2025	GF031817	renewal	01 2230 734 005 0 000	4,784.96		
Check Number: 58601	Check Type: Check	Check Date: 07/23/2025	Vendor: KEARNEYWIN	Kearney Winnelson Co	Check Total:	710.13	
<u>Invoice Number</u>	<u>Invoice Date</u>	<u>PO Number</u>	<u>Detail Description</u>	<u>Chart of Account Number</u>	<u>Detail Amount</u>		
499102 02	07/22/2025	GF031778	plumbing parts for stock, district wide	01 2620 436 000 0 000	45.14		
499799 01	07/22/2025	GF031800	HS plumbing parts	01 2620 436 001 0 000	149.99		
500974 01	07/22/2025	GF031811	pump	01 2620 610 000 0 000	515.00		
Check Number: 58602	Check Type: Check	Check Date: 07/23/2025	Vendor: LEXPSACT	LEXINGTON ACTIVITY ACCOUNT	Check Total:	1,000.00	
<u>Invoice Number</u>	<u>Invoice Date</u>	<u>PO Number</u>	<u>Detail Description</u>	<u>Chart of Account Number</u>	<u>Detail Amount</u>		
7/18/25	07/22/2025		LCF Sixpence Books	01 1190 640 009 0 000	1,000.00		
Check Number: 58603	Check Type: Check	Check Date: 07/23/2025	Vendor: LEXINGTONL	Lexington Lions Club	Check Total:	3,680.00	
<u>Invoice Number</u>	<u>Invoice Date</u>	<u>PO Number</u>	<u>Detail Description</u>	<u>Chart of Account Number</u>	<u>Detail Amount</u>		
20250723	07/23/2025		50 peaches & 30 pears	06 3100 630 000 0 000	3,680.00		
Check Number: 58604	Check Type: Check	Check Date: 07/23/2025	Vendor: MAJESTIC	Majestic Theatre	Check Total:	526.00	
<u>Invoice Number</u>	<u>Invoice Date</u>	<u>PO Number</u>	<u>Detail Description</u>	<u>Chart of Account Number</u>	<u>Detail Amount</u>		
1487	07/11/2025		movie & popcorn	01 1300 610 004 0 000	526.00		
Check Number: 58605	Check Type: Check	Check Date: 07/23/2025	Vendor: MARTINELEC	MARTIN ELECTRIC CO.	Check Total:	38.95	
<u>Invoice Number</u>	<u>Invoice Date</u>	<u>PO Number</u>	<u>Detail Description</u>	<u>Chart of Account Number</u>	<u>Detail Amount</u>		
6712	07/11/2025		HS HVAC	01 2620 437 001 0 000	38.95		
Check Number: 58606	Check Type: Check	Check Date: 07/23/2025	Vendor: NCSA	NE COUNCIL OF SCHOOL ADMIN	Check Total:	694.00	
<u>Invoice Number</u>	<u>Invoice Date</u>	<u>PO Number</u>	<u>Detail Description</u>	<u>Chart of Account Number</u>	<u>Detail Amount</u>		
20250723	07/23/2025		Tiffany Denker membership	01 2410 330 003 0 000	694.00		
Check Number: 58607	Check Type: Check	Check Date: 07/23/2025	Vendor: NEFIRESPRI	Nebraska Fire Sprinkler Corp	Check Total:	760.00	
<u>Invoice Number</u>	<u>Invoice Date</u>	<u>PO Number</u>	<u>Detail Description</u>	<u>Chart of Account Number</u>	<u>Detail Amount</u>		
13609	07/15/2025		MS sprinkler repair	01 2670 434 000 0 000	760.00		
Check Number: 58608	Check Type: Check	Check Date: 07/23/2025	Vendor: NOREDINK	No Red Ink	Check Total:	18,112.50	
<u>Invoice Number</u>	<u>Invoice Date</u>	<u>PO Number</u>	<u>Detail Description</u>	<u>Chart of Account Number</u>	<u>Detail Amount</u>		
26758	07/22/2025	GF031790	license	01 1100 643 000 0 000	18,112.50		
Check Number: 58609	Check Type: Check	Check Date: 07/23/2025	Vendor: NSASSPREGI	NSASSP Region IV	Check Total:	60.00	
<u>Invoice Number</u>	<u>Invoice Date</u>	<u>PO Number</u>	<u>Detail Description</u>	<u>Chart of Account Number</u>	<u>Detail Amount</u>		
20250722	07/22/2025		Bell, Nieto, Baum Dues	01 2410 330 001 0 000	60.00		
Check Number: 58610	Check Type: Check	Check Date: 07/23/2025	Vendor: ODEYS	Odey's	Check Total:	3,370.80	

**Detail Check Register**

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Checking Account: 1

1

<u>Invoice Number</u>	<u>Invoice Date</u>	<u>PO Number</u>	<u>Detail Description</u>	<u>Chart of Account Number</u>	<u>Detail Amount</u>
125686	07/15/2025	GF031803	field marking paint	01 2630 610 000 0 000	3,370.80
Check Number: 58611	Check Type: Check	Check Date: 07/23/2025	Vendor: OREILLYAUT	OReilly Auto Parts	Check Total: 9.98
<u>Invoice Number</u>	<u>Invoice Date</u>	<u>PO Number</u>	<u>Detail Description</u>	<u>Chart of Account Number</u>	<u>Detail Amount</u>
4799-173692	07/22/2025	GF030761	Vehicle Repair and Maintenance	01 2650 430 000 0 000	9.98
Check Number: 58612	Check Type: Check	Check Date: 07/23/2025	Vendor: OVESDRYCLE	Obed Arreaga Lopez	Check Total: 2,944.00
<u>Invoice Number</u>	<u>Invoice Date</u>	<u>PO Number</u>	<u>Detail Description</u>	<u>Chart of Account Number</u>	<u>Detail Amount</u>
113633	07/14/2025	GF031638	band uniform cleaning	01 1100 608 001 0 000	2,944.00
Check Number: 58613	Check Type: Check	Check Date: 07/23/2025	Vendor: PLUMCREEKM	PLUM CREEK MARKET PLACE	Check Total: 497.96
<u>Invoice Number</u>	<u>Invoice Date</u>	<u>PO Number</u>	<u>Detail Description</u>	<u>Chart of Account Number</u>	<u>Detail Amount</u>
May 2025	07/14/2025	GF029793	grocery vouchers	01 6994 610 000 0 000	497.96
Check Number: 58614	Check Type: Check	Check Date: 07/23/2025	Vendor: QUADIENTLE	Quadient Leasing USA, Inc	Check Total: 803.61
<u>Invoice Number</u>	<u>Invoice Date</u>	<u>PO Number</u>	<u>Detail Description</u>	<u>Chart of Account Number</u>	<u>Detail Amount</u>
Q1929219	07/15/2025		Fiscal Services Postage	01 2510 531 000 0 000	803.61
Check Number: 58615	Check Type: Check	Check Date: 07/23/2025	Vendor: REALLYYGREA	Really Great Reading Company	Check Total: 533.12
<u>Invoice Number</u>	<u>Invoice Date</u>	<u>PO Number</u>	<u>Detail Description</u>	<u>Chart of Account Number</u>	<u>Detail Amount</u>
53923	07/14/2025	GF031798	Letter Tile Box & Two	01 1160 610 005 0 000	533.12
Check Number: 58616	Check Type: Check	Check Date: 07/23/2025	Vendor: SHIFFLEREQ	SHIFFLER EQUIPMENT SALES, INC	Check Total: 196.73
<u>Invoice Number</u>	<u>Invoice Date</u>	<u>PO Number</u>	<u>Detail Description</u>	<u>Chart of Account Number</u>	<u>Detail Amount</u>
10025335-00	07/22/2025	GF031734	paddlocks	01 1100 610 002 0 000	196.73
Check Number: 58617	Check Type: Check	Check Date: 07/23/2025	Vendor: SLPNOW	SLP NOW	Check Total: 1,743.00
<u>Invoice Number</u>	<u>Invoice Date</u>	<u>PO Number</u>	<u>Detail Description</u>	<u>Chart of Account Number</u>	<u>Detail Amount</u>
INV-2814	07/22/2025	GF031808	yearly SLP Now membership	01 2151 610 000 0 000	1,743.00
Check Number: 58618	Check Type: Check	Check Date: 07/23/2025	Vendor: STUDENTASS	STUDENT ASSURANCE SERVICES	Check Total: 4,625.00
<u>Invoice Number</u>	<u>Invoice Date</u>	<u>PO Number</u>	<u>Detail Description</u>	<u>Chart of Account Number</u>	<u>Detail Amount</u>
20250722	07/22/2025		catastrophic coverage	01 2610 520 000 0 000	4,625.00
Check Number: 58619	Check Type: Check	Check Date: 07/23/2025	Vendor: TMSPRODUCT	TMS Production Integration	Check Total: 6,129.50
<u>Invoice Number</u>	<u>Invoice Date</u>	<u>PO Number</u>	<u>Detail Description</u>	<u>Chart of Account Number</u>	<u>Detail Amount</u>
56449	07/22/2025		MS Theater Inspection	01 2620 490 002 0 000	6,129.50
Check Number: 58620	Check Type: Check	Check Date: 07/23/2025	Vendor: UNKACADEMI	UNK Academic & Career Services	Check Total: 190.00
<u>Invoice Number</u>	<u>Invoice Date</u>	<u>PO Number</u>	<u>Detail Description</u>	<u>Chart of Account Number</u>	<u>Detail Amount</u>
3788	07/22/2025		Education Fair	01 2570 610 000 0 000	190.00
Check Number: 58621	Check Type: Check	Check Date: 07/23/2025	Vendor: VENTRISLEA	Ventris Learning	Check Total: 526.75
<u>Invoice Number</u>	<u>Invoice Date</u>	<u>PO Number</u>	<u>Detail Description</u>	<u>Chart of Account Number</u>	<u>Detail Amount</u>
20255057	07/22/2025	GF031797	teacher manuals	01 1160 610 000 0 000	526.75

**Detail Check Register**

Posted; Batch Description GF Checks 8/11/25 KJF

Checking Account: 1

1

Check Number: 58622	Check Type: Check	Check Date: 07/23/2025	Vendor: VOYAGERSOP	Voyager Sopris Learning	Check Total:	11,079.50
<u>Invoice Number</u>	<u>Invoice Date</u>	<u>PO Number</u>	<u>Detail Description</u>	<u>Chart of Account Number</u>	<u>Detail Amount</u>	
8789465	07/15/2025	GF031794	PELI license	01 2240 610 009 0 000	591.00	
8789791	07/22/2025	GF031795	Language!	01 1150 610 000 0 000	2,407.28	
8789791	07/22/2025	GF031795	Language!	01 6926 610 000 0 000	8,081.22	
Check Number: 58623	Check Type: Check	Check Date: 07/23/2025	Vendor: VVSINC	VVS, Inc	Check Total:	108.80
<u>Invoice Number</u>	<u>Invoice Date</u>	<u>PO Number</u>	<u>Detail Description</u>	<u>Chart of Account Number</u>	<u>Detail Amount</u>	
I23132	07/23/2025		Fiscal Svcs. Rent of Equipt. & Vehicles	01 2510 442 000 0 000	108.80	
Check Number: 58624	Check Type: Check	Check Date: 07/23/2025	Vendor: WAYNESTATE	Wayne State College	Check Total:	50.00
<u>Invoice Number</u>	<u>Invoice Date</u>	<u>PO Number</u>	<u>Detail Description</u>	<u>Chart of Account Number</u>	<u>Detail Amount</u>	
1052	07/22/2025		Education Fair	01 2570 610 000 0 000	50.00	

\*Denotes Expensed Invoice Item

Checking Account ID: 1

Total without Voids: 215,663.79

**Detail Check Register**

Posted; Batch Description GF Checks 8/11/25 KJF

Checking Account: 5		5				Check Total:	
<u>Invoice Number</u>	<u>Invoice Date</u>	<u>PO Number</u>	<u>Detail Description</u>	<u>Chart of Account Number</u>	<u>Detail Amount</u>		
Check Number: 72140		Check Type: Automatic Payment		Check Date: 07/15/2025	Vendor: VISA	VISA	Check Total: 1,400.00
20250710	07/10/2025		Coaches CPR	05 2900 000 001 0 130	1,400.00		
Check Number: 72141		Check Type: Automatic Payment		Check Date: 07/15/2025	Vendor: VISA	VISA	Check Total: 599.00
20250710	07/10/2025		PPCP	05 2900 000 001 0 063	299.00		
20250710	07/10/2025		USA Football	05 2900 000 002 0 259	300.00		
Check Number: 72142		Check Type: Automatic Payment		Check Date: 07/15/2025	Vendor: VISA	VISA	Check Total: 1,951.82
20250710	07/10/2025		High School Drill Team Fundraising	05 2900 000 001 0 072	713.69		
20250710	07/10/2025		High School Drill Team Fundraising	05 2900 000 001 0 072	1,027.20		
20250710	07/10/2025		High School Drill Team Fundraising	05 2900 000 001 0 072	90.93		
20250710	07/10/2025		CROSS COUNTRY	05 2900 000 001 0 115	120.00		
Check Number: 16292		Check Type: Check		Check Date: 07/15/2025	Vendor: AMAZONCAPI	Amazon Capital Services	Check Total: 1,640.18
1C74-LHNC-QWCH.	07/14/2025	ACT04834	supplies	05 2900 000 001 0 023	35.85		
1FRK-7P4N-XJTW	07/10/2025	ACT04834	supplies	05 2900 000 001 0 023	(11.95)		
1KV4-LXLP-MKFK	07/10/2025	ACT04834	supplies	05 2900 000 001 0 023	(11.95)		
1NFW-XJH1-WTGF	07/14/2025	ACT04836	supplies	05 2900 000 002 0 210	324.99		
1Q3F-NDJ1-Q4V6	07/10/2025	ACT04834	supplies	05 2900 000 001 0 023	35.85		
1QPK-JN3Q-X1HG	07/10/2025	ACT04834	supplies	05 2900 000 001 0 023	(11.95)		
1VVV-9VFK-T1Q6	07/10/2025	ACT04836	supplies	05 2900 000 002 0 210	1,279.34		
Check Number: 16293		Check Type: Check		Check Date: 07/15/2025	Vendor: ANNABELLGA	Annabell Gardens	Check Total: 2,226.00
384756415	07/10/2025		tennis rooms	05 2900 000 001 0 136	2,226.00		
Check Number: 16294		Check Type: Check		Check Date: 07/15/2025	Vendor: AWARDSUNLI	AWARDS UNLIMITED, INC.	Check Total: 14.69
301085.	07/15/2025		spring awards	05 2900 000 001 0 137	14.69		
Check Number: 16295		Check Type: Check		Check Date: 07/15/2025	Vendor: BSNSPORTS	BSN Sports	Check Total: 188.21
930200589	07/10/2025	ACT04829	Cost of adding logos to rebate apparel	05 2900 000 001 0 130	188.21		
Check Number: 16296		Check Type: Check		Check Date: 07/15/2025	Vendor: WALMARTCOM	Capital One	Check Total: 550.14
20250715	07/15/2025		High School Track	05 2900 000 001 0 123	23.92		
20250715	07/15/2025		MS Summer School	05 2900 000 002 0 206	191.17		
20250715	07/15/2025		MS Summer School	05 2900 000 002 0 206	27.92		
20250715	07/15/2025		MS Summer School	05 2900 000 002 0 206	18.01		



**Detail Check Register**

Posted; Batch Description GF Checks 8/11/25 KJF

<b>Checking Account: 5</b>		<b>5</b>					
INV8589	07/10/2025	ACT04828	FinishLynx Camera and Starting sensor w/	05 2900 000 000 0 960		3,630.00	
INV8589	07/10/2025	ACT04828	FinishLynx Camera and Starting sensor w/	05 2900 000 001 0 123		3,630.00	
INV8589	07/10/2025	ACT04828	FinishLynx Camera and Starting sensor w/	05 2900 000 001 0 137		3,630.00	
Check Number: 16307	Check Type: Check	Check Date: 07/15/2025	Vendor: MEADLUMBER	MEAD LUMBER	Check Total:	229.68	
<u>Invoice Number</u>	<u>Invoice Date</u>	<u>PO Number</u>	<u>Detail Description</u>	<u>Chart of Account Number</u>	<u>Detail Amount</u>		
12135253	07/10/2025	ACT04602	project supplies	05 2900 000 001 0 025	229.68		
Check Number: 16308	Check Type: Check	Check Date: 07/15/2025	Vendor: MEDCOSUPPL	MEDCO SUPPLY COMPANY	Check Total:	757.79	
<u>Invoice Number</u>	<u>Invoice Date</u>	<u>PO Number</u>	<u>Detail Description</u>	<u>Chart of Account Number</u>	<u>Detail Amount</u>		
IN98869121	07/10/2025	ACT04821	Yearly Athletic Training Room Supplies	05 2900 000 001 0 109	177.26		
IN98874364	07/10/2025	ACT04821	Yearly Athletic Training Room Supplies	05 2900 000 001 0 109	28.37		
IN98878949	07/10/2025	ACT04821	Yearly Athletic Training Room Supplies	05 2900 000 001 0 109	475.00		
IN98911707	07/14/2025	ACT04821	Yearly Athletic Training Room Supplies	05 2900 000 001 0 109	77.16		
Check Number: 16309	Check Type: Check	Check Date: 07/15/2025	Vendor: MSENTITIES	Madison Squiers	Check Total:	660.00	
<u>Invoice Number</u>	<u>Invoice Date</u>	<u>PO Number</u>	<u>Detail Description</u>	<u>Chart of Account Number</u>	<u>Detail Amount</u>		
7/10/25	07/11/2025		volleyball camp	05 2900 000 001 0 067	660.00		
Check Number: 16310	Check Type: Check	Check Date: 07/15/2025	Vendor: PLUMCREEKM	PLUM CREEK MARKET PLACE	Check Total:	23.15	
<u>Invoice Number</u>	<u>Invoice Date</u>	<u>PO Number</u>	<u>Detail Description</u>	<u>Chart of Account Number</u>	<u>Detail Amount</u>		
20250710	07/10/2025	ACT04524	concessions	05 2900 000 001 0 032	23.15		
Check Number: 16311	Check Type: Check	Check Date: 07/15/2025	Vendor: UNKATHLETI	UNK ATHLETIC DEPARTMENT	Check Total:	2,700.00	
<u>Invoice Number</u>	<u>Invoice Date</u>	<u>PO Number</u>	<u>Detail Description</u>	<u>Chart of Account Number</u>	<u>Detail Amount</u>		
20250715	07/15/2025		football camp	05 2900 000 001 0 066	2,700.00		
Check Number: 16312	Check Type: Check	Check Date: 07/15/2025	Vendor: VARSITY	Varsity Spirit Fashions	Check Total:	4,588.40	
<u>Invoice Number</u>	<u>Invoice Date</u>	<u>PO Number</u>	<u>Detail Description</u>	<u>Chart of Account Number</u>	<u>Detail Amount</u>		
68900638	07/10/2025	ACT04801	Items for New Members	05 2900 000 001 0 072	4,537.60		
68900730	07/10/2025	ACT04824	Crystal Rhinestones for Uniforms	05 2900 000 001 0 101	50.80		

\*Denotes Expensed Invoice Item

Checking Account ID: 5

Total without Voids: 58,419.47







Fund: 05 ACTIVITY FUND

Chart of Account Number		Chart of Account Description				Entity Name	Expenses	Revenues	Outstanding AP	Outstanding PO	Balance Change	Balance
Entry Date	JR	Reference #	Check Acct	Check #	Description							
<b>05 704 1028</b>			<b>HS STUDENT COUNCIL</b>			<b>*Previous Balance</b>						5,690.30
05 704 1028			HS STUDENT COUNCIL									
05 1710 1028			HS STUDENT COUNCIL									
07/09/2025	CR				HS Student Council	CHESTERMAN COCA COLA	0.00	47.25	0.00	0.00		
07/24/2025	CR	0009513			HS Student Council	High School	0.00	23.00	0.00	0.00		
<b>05 704 1028</b>			<b>HS STUDENT COUNCIL</b>			<b>*Current Activity</b>						70.25
						<b>*Ending Balance:</b>	0.00	70.25	0.00	0.00	0.00	5,760.55
<b>05 704 1029</b>			<b>HS FINES</b>			<b>*Previous Balance</b>						15,591.40
05 2900 000 001 0 029			HS FINES									
04/17/2025	PO	ACT04778			bowling	STRIKE & SPARE BOWL	0.00	0.00	0.00	750.00		
<b>05 704 1029</b>			<b>HS FINES</b>			<b>*Previous Balance</b>						(750.00)
						<b>*Ending Balance:</b>	0.00	0.00	0.00	750.00	0.00	14,841.40
<b>05 704 1030</b>			<b>HS MISCELLANEOUS</b>			<b>*Previous Balance</b>						1,278.87
						<b>*Ending Balance:</b>	0.00	0.00	0.00	0.00	0.00	1,278.87
<b>05 704 1031</b>			<b>High School Recycling</b>			<b>*Previous Balance</b>						2,844.66
						<b>*Ending Balance:</b>	0.00	0.00	0.00	0.00	0.00	2,844.66
<b>05 704 1032</b>			<b>CONCESSIONS</b>			<b>*Previous Balance</b>						26,181.94
05 704 1032			CONCESSIONS									
05 2900 000 001 0 032			CONCESSIONS									
07/09/2025	GJ				Reimb. MS Conc. 24-25 for Ref/Wrk		1,036.00	0.00	0.00	0.00		
07/15/2025	CD	ACT04524 20250710	5	16310	concessions	PLUM CREEK MARKET PLACE	23.15	0.00	0.00	0.00		
07/15/2025	CD	14661493	5	16297	CONCESSIONS	CASH-WA DISTRIBUTING CO.	823.75	0.00	0.00	0.00		
<b>05 704 1032</b>			<b>CONCESSIONS</b>			<b>*Current Activity</b>						(1,882.90)
						<b>*Ending Balance:</b>	1,882.90	0.00	0.00	0.00	0.00	24,299.04
<b>05 704 1033</b>			<b>HONOR SOCIETY</b>			<b>*Previous Balance</b>						(261.31)
						<b>*Ending Balance:</b>	0.00	0.00	0.00	0.00	0.00	(261.31)
<b>05 704 1034</b>			<b>High School Cap &amp; Gown</b>			<b>*Previous Balance</b>						5,320.26
						<b>*Ending Balance:</b>	0.00	0.00	0.00	0.00	0.00	5,320.26
<b>05 704 1035</b>			<b>AMBASSADORS OF MUSIC</b>			<b>*Previous Balance</b>						4,890.19
05 704 1035			AMBASSADORS OF MUSIC									
05 2900 000 001 0 035			AMBASSADORS OF MUSIC									
07/09/2025	GJ				Transfer to 2202-Speech Hospitality 1/11		220.51	0.00	0.00	0.00		
<b>05 704 1035</b>			<b>AMBASSADORS OF MUSIC</b>			<b>*Current Activity</b>						(220.51)
						<b>*Ending Balance:</b>	220.51	0.00	0.00	0.00	0.00	4,669.68
<b>05 704 1036</b>			<b>ART LAB FEE</b>			<b>*Previous Balance</b>						318.52
						<b>*Ending Balance:</b>	0.00	0.00	0.00	0.00	0.00	318.52
<b>05 704 1037</b>			<b>FBLA</b>			<b>*Previous Balance</b>						3,026.84

Fund: 05 ACTIVITY FUND

Chart of Account Number		Chart of Account Description				Entity Name	Expenses	Revenues	Outstanding AP	Outstanding PO	Balance Change	Balance
Entry Date	JR	Reference #	Check Acct	Check #	Description							
						*Ending Balance:	0.00	0.00	0.00	0.00	0.00	3,026.84
05 704 1038					High School Robotics Club	*Previous Balance						293.00
						*Ending Balance:	0.00	0.00	0.00	0.00	0.00	293.00
05 704 1039					HS Yo Yo Club	*Previous Balance						613.43
						*Ending Balance:	0.00	0.00	0.00	0.00	0.00	613.43
05 704 1040					FCCLA	*Previous Balance						(596.83)
						*Ending Balance:	0.00	0.00	0.00	0.00	0.00	(596.83)
05 704 1041					HS Animation/Comic Book Club	*Previous Balance						149.00
						*Ending Balance:	0.00	0.00	0.00	0.00	0.00	149.00
05 704 1044					DC SENIOR TRIP	*Previous Balance						9,174.17
						*Ending Balance:	0.00	0.00	0.00	0.00	0.00	9,174.17
05 704 1045					RONALD C. MURDOCK	*Previous Balance						424.53
						*Ending Balance:	0.00	0.00	0.00	0.00	0.00	424.53
05 704 1046					High School ELL Club	*Previous Balance						1,991.54
						*Ending Balance:	0.00	0.00	0.00	0.00	0.00	1,991.54
05 704 1047					High School Powerlifting	*Previous Balance						3,662.43
						*Ending Balance:	0.00	0.00	0.00	0.00	0.00	3,662.43
05 704 1048					High School Circle of Friends	*Previous Balance						618.21
						*Ending Balance:	0.00	0.00	0.00	0.00	0.00	618.21
05 704 1049					High School SpEd Activity	*Previous Balance						5,078.88
05 704 1049					High School SpEd Activity							
05 2900 000 001 0 049					High School SpEd Activity							
07/15/2025	CD	ACT04762	5	16305	popcorn & supplies	LEXINGTON PUBLIC SCHOOLS-GENERAL FUND	329.54	0.00	0.00	0.00		
05 704 1049					High School SpEd Activity	*Current Activity						(329.54)
						*Ending Balance:	329.54	0.00	0.00	0.00	0.00	4,749.34
05 704 1050					MATH CLUB	*Previous Balance						1,390.05
						*Ending Balance:	0.00	0.00	0.00	0.00	0.00	1,390.05
05 704 1051					SENIOR TRIBUTE	*Previous Balance						2,542.70
05 704 1051					SENIOR TRIBUTE							
05 1710 1051					High School Social Committee							
07/09/2025	CR				High School Social Committee	CHESTERMAN COCA COLA	0.00	25.22	0.00	0.00		
05 2900 000 001 0 051					High School Social Committee							
07/15/2025	CD	ACT04790	5	16305	Senior Tribute Breakfast	LEXINGTON PUBLIC SCHOOLS-GENERAL FUND	967.82	0.00	0.00	0.00		
05 704 1051					SENIOR TRIBUTE	*Current Activity						(942.60)
						*Ending Balance:	967.82	25.22	0.00	0.00	0.00	1,600.10
05 704 1052					MISC. MEMORIAL FUNDS	*Previous Balance						307.00

Fund: 05 ACTIVITY FUND

Chart of Account Number		Chart of Account Description				Entity Name	Expenses	Revenues	Outstanding AP	Outstanding PO	Balance Change	Balance
Entry Date	JR	Reference #	Check Acct	Check #	Description							
						<b>*Ending Balance:</b>	0.00	0.00	0.00	0.00	0.00	307.00
05 704 1054			HS LIBRARY			<b>*Previous Balance</b>						2,307.43
						<b>*Ending Balance:</b>	0.00	0.00	0.00	0.00	0.00	2,307.43
05 704 1055			OCTAGON CLUB			<b>*Previous Balance</b>						676.41
						<b>*Ending Balance:</b>	0.00	0.00	0.00	0.00	0.00	676.41
05 704 1056			AROUND THE MUNDO			<b>*Previous Balance</b>						149.48
						<b>*Ending Balance:</b>	0.00	0.00	0.00	0.00	0.00	149.48
05 704 1057			DON BADER SCHOLARSHIPS			<b>*Previous Balance</b>						49.50
						<b>*Ending Balance:</b>	0.00	0.00	0.00	0.00	0.00	49.50
05 704 1058			HS PEP CLUB			<b>*Previous Balance</b>						353.50
						<b>*Ending Balance:</b>	0.00	0.00	0.00	0.00	0.00	353.50
05 704 1059			HS Student Advisory Committee			<b>*Previous Balance</b>						1,079.11
						<b>*Ending Balance:</b>	0.00	0.00	0.00	0.00	0.00	1,079.11
05 704 1060			High School Speech Fundraising			<b>*Previous Balance</b>						857.36
						<b>*Ending Balance:</b>	0.00	0.00	0.00	0.00	0.00	857.36
05 704 1061			GIRLS SOCCER FUNDRAISING			<b>*Previous Balance</b>						2,270.19
						<b>*Ending Balance:</b>	0.00	0.00	0.00	0.00	0.00	2,270.19
05 704 1062			GIRLS BASKETBALL FUNDRAISING			<b>*Previous Balance</b>						1,788.58
						<b>*Ending Balance:</b>	0.00	0.00	0.00	0.00	0.00	1,788.58
05 704 1063			High School Orange & Black Fundraising			<b>*Previous Balance</b>						20,661.72
05 704 1063			High School Orange & Black Fundraising									
05 2900 000 001 0 063			High School Orange & Black Fundraising									
05/19/2025	PO	ACT04810			Sign Updates for Wt. Room	SIGN PRO	0.00	0.00	0.00	200.00		
07/15/2025	CD	ACT04832 270631	5	16304	carabiner	John Deere Financial	47.96	0.00	0.00	0.00		
07/15/2025	CD	ACT04827 1013	5	16303	digital mental performance tool	HITE EQ, Inc	2,000.00	0.00	0.00	0.00		
07/15/2025	CD	20250710	5	72141	PPCP	VISA	299.00	0.00	0.00	0.00		
05 704 1063			High School Orange & Black Fundraising			<b>*Current Activity</b>						(2,546.96)
						<b>*Ending Balance:</b>	2,346.96	0.00	0.00	200.00	0.00	18,114.76
05 704 1064			High School Softball Fundraising			<b>*Previous Balance</b>						753.80
						<b>*Ending Balance:</b>	0.00	0.00	0.00	0.00	0.00	753.80
05 704 1065			High School Cheerleading Fundraising			<b>*Previous Balance</b>						(6,409.78)
05 704 1065			High School Cheerleading Fundraising									
05 1710 1065			High School Cheerleading Fundraising									
07/31/2025	CR	0009514			HS Cheerleading Fundraising	High School	0.00	1,876.00	0.00	0.00		
05 2900 000 001 0 065			High School Cheerleading Fundraising									
06/18/2025	PO	ACT04830			Competition T-shirts for Camp	Sayler Screenprinting	0.00	0.00	0.00	457.50		
07/15/2025	CD	20250714	5	16302	REGISTRATION FEE	Heartland Championships LLC	275.00	0.00	0.00	0.00		

Fund: 05 ACTIVITY FUND

Chart of Account Number		Chart of Account Description				Entity Name	Expenses	Revenues	Outstanding AP	Outstanding PO	Balance Change	Balance
Entry Date	JR	Reference #	Check Acct	Check #	Description							
07/28/2025	PO	ACT04851			Competition Team Sweatshirts	Saylor Screenprinting	0.00	0.00	0.00	210.00		
<b>05 704 1065</b>					<b>High School Cheerleading Fundraising</b>	<b>*Previous Balance</b>						933.50
						<b>*Ending Balance:</b>	275.00	1,876.00	0.00	667.50	0.00	(5,476.28)
<b>05 704 1066</b>					<b>FOOTBALL FUNDRAISING</b>	<b>*Previous Balance</b>						20,690.22
05 704 1066					FOOTBALL FUNDRAISING							
05 1710 1066					FOOTBALL FUNDRAISING							
07/31/2025	CR	0009515			HS Football Fundraising	High School	0.00	200.00	0.00	0.00		
05 2900 000 001 0 066					FOOTBALL FUNDRAISING							
07/15/2025	CD	20250715	5	16311	football camp	UNK ATHLETIC DEPARTMENT	2,700.00	0.00	0.00	0.00		
<b>05 704 1066</b>					<b>FOOTBALL FUNDRAISING</b>	<b>*Current Activity</b>						(2,500.00)
						<b>*Ending Balance:</b>	2,700.00	200.00	0.00	0.00	0.00	18,190.22
<b>05 704 1067</b>					<b>VOLLEYBALL FUNDRAISING</b>	<b>*Previous Balance</b>						6,355.55
05 704 1067					VOLLEYBALL FUNDRAISING							
05 2900 000 001 0 067					VOLLEYBALL FUNDRAISING							
07/15/2025	CD	7/10/25	5	16309	volleyball camp	Squiers, Madison	660.00	0.00	0.00	0.00		
07/23/2025	PO	ACT04847			volleyball supplies	Amazon Capital Services	0.00	0.00	0.00	1,025.06		
<b>05 704 1067</b>					<b>VOLLEYBALL FUNDRAISING</b>	<b>*Previous Balance</b>						(1,685.06)
						<b>*Ending Balance:</b>	660.00	0.00	0.00	1,025.06	0.00	4,670.49
<b>05 704 1068</b>					<b>Boys Basketball Fundraising</b>	<b>*Previous Balance</b>						108.22
						<b>*Ending Balance:</b>	0.00	0.00	0.00	0.00	0.00	108.22
<b>05 704 1069</b>					<b>HS Boys Soccer Fundraising</b>	<b>*Previous Balance</b>						2,323.37
05 2900 000 001 0 069					HS Boys Soccer Fundraising							
07/14/2025	PO	ACT04843			Stadium Parkas for Boy Soccer players/co	BSN Sports	0.00	0.00	0.00	1,671.71		
<b>05 704 1069</b>					<b>HS Boys Soccer Fundraising</b>	<b>*Previous Balance</b>						(1,671.71)
						<b>*Ending Balance:</b>	0.00	0.00	0.00	1,671.71	0.00	651.66
<b>05 704 1070</b>					<b>High School Cross Country Fundraising</b>	<b>*Previous Balance</b>						1,807.55
05 704 1070					High School Cross Country Fundraising							
05 2900 000 001 0 070					High School Cross Country Fundraising							
07/10/2025	PO	ACT04840			t-shirts for Dog Days 5k fundraiser	Change Clothing	0.00	0.00	0.00	1,280.00		
07/15/2025	CD	ACT04841 73784038301	5	16300	Prizes for Dog Days XC Fundraiser	Fun Express	107.96	0.00	0.00	0.00		
<b>05 704 1070</b>					<b>High School Cross Country Fundraising</b>	<b>*Current Activity</b>						(1,387.96)
						<b>*Ending Balance:</b>	107.96	0.00	0.00	1,280.00	0.00	419.59
<b>05 704 1071</b>					<b>High School Track Fundraising</b>	<b>*Previous Balance</b>						378.09
						<b>*Ending Balance:</b>	0.00	0.00	0.00	0.00	0.00	378.09
<b>05 704 1072</b>					<b>High School Drill Team Fundraising</b>	<b>*Previous Balance</b>						6,751.27
05 704 1072					High School Drill Team Fundraising							
05 2900 000 001 0 072					High School Drill Team Fundraising							
07/15/2025	CD	ACT04679 1/16/25	5	16305	Potatos for Drill Team Fundraiser	LEXINGTON PUBLIC SCHOOLS-GENERAL FUND	25.88	0.00	0.00	0.00		

Fund: 05 ACTIVITY FUND

Chart of Account Number		Chart of Account Description										
Entry Date	JR	Reference #	Check Acct	Check #	Description	Entity Name	Expenses	Revenues	Outstanding AP	Outstanding PO	Balance Change	Balance
07/15/2025	CD	ACT04801 68900638	5	16312	Items for New Members	Varsity Spirit Fashions	4,537.60	0.00	0.00	0.00		
07/15/2025	CD	20250710	5	72142	High School Drill Team Fundraising	VISA	713.69	0.00	0.00	0.00		
07/15/2025	CD	20250710	5	72142	High School Drill Team Fundraising	VISA	1,027.20	0.00	0.00	0.00		
07/15/2025	CD	20250710	5	72142	High School Drill Team Fundraising	VISA	90.93	0.00	0.00	0.00		
07/15/2025	CD	ACT04839 20250711-0001	5	16298	Tank Tops for Summer Camp	Change Clothing	211.43	0.00	0.00	0.00		
<b>05 704 1072</b>					<b>High School Drill Team Fundraising</b>	<b>*Current Activity</b>						<b>(6,606.73)</b>
						<b>*Ending Balance:</b>	<b>6,606.73</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>144.54</b>
<b>05 704 1076</b>					<b>High School Girls Tennis Fundraising</b>	<b>*Previous Balance</b>						<b>60.00</b>
						<b>*Ending Balance:</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>60.00</b>
<b>05 704 1077</b>					<b>High School Powerlifting Fundraising</b>	<b>*Previous Balance</b>						<b>6,554.50</b>
						<b>*Ending Balance:</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>6,554.50</b>
<b>05 704 1078</b>					<b>High School Wrestling Fundraising</b>	<b>*Previous Balance</b>						<b>942.98</b>
						<b>*Ending Balance:</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>942.98</b>
<b>05 704 1079</b>					<b>High School Bowling Fundraising</b>	<b>*Previous Balance</b>						<b>2,228.25</b>
						<b>*Ending Balance:</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>2,228.25</b>
<b>05 704 1080</b>					<b>High School Yearbook Fundraising</b>	<b>*Previous Balance</b>						<b>2,024.89</b>
						<b>*Ending Balance:</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>2,024.89</b>
<b>05 704 1081</b>					<b>High School Girls Wrestling Fundraising</b>	<b>*Previous Balance</b>						<b>2,170.96</b>
						<b>*Ending Balance:</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>2,170.96</b>
<b>05 704 1082</b>					<b>E-SPORTS Fundraising</b>	<b>*Previous Balance</b>						<b>303.60</b>
						<b>*Ending Balance:</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>303.60</b>
<b>05 704 1099</b>					<b>E-SPORTS</b>	<b>*Previous Balance</b>						<b>933.25</b>
						<b>*Ending Balance:</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>933.25</b>
<b>05 704 1100</b>					<b>HS GIRLS WRESTLING</b>	<b>*Previous Balance</b>						<b>(1,275.28)</b>
						<b>*Ending Balance:</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>(1,275.28)</b>
<b>05 704 1101</b>					<b>DRILL TEAM</b>	<b>*Previous Balance</b>						<b>(5,017.42)</b>
05 704 1101					DRILL TEAM							
05 2900 000 001 0 101					DRILL TEAM							
07/15/2025	CD	ACT04824 68900730	5	16312	Crystal Rhinestones for Uniforms	Varsity Spirit Fashions	50.80	0.00	0.00	0.00		
<b>05 704 1101</b>					<b>DRILL TEAM</b>	<b>*Current Activity</b>						<b>(50.80)</b>
						<b>*Ending Balance:</b>	<b>50.80</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>(5,068.22)</b>
<b>05 704 1104</b>					<b>Mock Trial</b>	<b>*Previous Balance</b>						<b>(150.00)</b>
						<b>*Ending Balance:</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>(150.00)</b>
<b>05 704 1105</b>					<b>SPEECH</b>	<b>*Previous Balance</b>						<b>(1,647.12)</b>

Fund: 05 ACTIVITY FUND

Chart of Account Number		Chart of Account Description				Entity Name	Expenses	Revenues	Outstanding AP	Outstanding PO	Balance Change	Balance
Entry Date	JR	Reference #	Check Acct	Check #	Description							
						<b>*Ending Balance:</b>	0.00	0.00	0.00	0.00	0.00	(1,647.12)
<b>05 704 1106</b>					<b>HS CHEERLEADERS</b>	<b>*Previous Balance</b>						4,807.89
						<b>*Ending Balance:</b>	0.00	0.00	0.00	0.00	0.00	4,807.89
<b>05 704 1107</b>					<b>BAND/CHORUS TRIP</b>	<b>*Previous Balance</b>						(4,568.42)
						<b>*Ending Balance:</b>	0.00	0.00	0.00	0.00	0.00	(4,568.42)
<b>05 704 1108</b>					<b>WEIGHT ROOM</b>	<b>*Previous Balance</b>						145.05
						<b>*Ending Balance:</b>	0.00	0.00	0.00	0.00	0.00	145.05
<b>05 704 1109</b>					<b>TRAINING ROOM</b>	<b>*Previous Balance</b>						(4,097.96)
05 704 1109					TRAINING ROOM							
05 2900 000 001 0 109					TRAINING ROOM							
06/10/2025	PO	ACT04821			Yearly Athletic Training Room Supplies	MEDCO SUPPLY COMPANY	0.00	0.00	0.00	162.63		
07/15/2025	CD	ACT04821 IN98874364	5	16308	Yearly Athletic Training Room Supplies	MEDCO SUPPLY COMPANY	28.37	0.00	0.00	0.00		
07/15/2025	CD	ACT04821 IN98869121	5	16308	Yearly Athletic Training Room Supplies	MEDCO SUPPLY COMPANY	177.26	0.00	0.00	0.00		
07/15/2025	CD	ACT04821 IN98878949	5	16308	Yearly Athletic Training Room Supplies	MEDCO SUPPLY COMPANY	475.00	0.00	0.00	0.00		
07/15/2025	CD	ACT04821 IN98911707	5	16308	Yearly Athletic Training Room Supplies	MEDCO SUPPLY COMPANY	77.16	0.00	0.00	0.00		
07/28/2025	PO	ACT04852			Service stem machines	Integrated Medical, Inc	0.00	0.00	0.00	130.00		
<b>05 704 1109</b>					<b>TRAINING ROOM</b>	<b>*Previous Balance</b>						(1,050.42)
						<b>*Ending Balance:</b>	757.79	0.00	0.00	292.63	0.00	(5,148.38)
<b>05 704 1110</b>					<b>HS BAND</b>	<b>*Previous Balance</b>						(4,852.33)
						<b>*Ending Balance:</b>	0.00	0.00	0.00	0.00	0.00	(4,852.33)
<b>05 704 1112</b>					<b>HS ONE ACT PLAY</b>	<b>*Previous Balance</b>						157.64
						<b>*Ending Balance:</b>	0.00	0.00	0.00	0.00	0.00	157.64
<b>05 704 1113</b>					<b>ANNUAL</b>	<b>*Previous Balance</b>						(13,864.08)
						<b>*Ending Balance:</b>	0.00	0.00	0.00	0.00	0.00	(13,864.08)
<b>05 704 1114</b>					<b>HS FOOTBALL</b>	<b>*Previous Balance</b>						(18,065.74)
05 704 1114					HS FOOTBALL							
05 1710 1114					HS FOOTBALL							
07/18/2025	CR				HS Football - Helmet	Lexington Public Schools	0.00	768.20	0.00	0.00		
05 2900 000 001 0 114					HS FOOTBALL							
06/25/2025	PO	ACT04835			Riddell Axiom Helmet for Liam Denker -- Denkers will pay for the helmet	Riddell	0.00	0.00	0.00	768.20		
07/15/2025	CD	ACT04643 31115	5	16301	Helmet reconditioning	Harco Athletic Reconditioning	4,100.00	0.00	0.00	0.00		
07/28/2025	PO	ACT04850			Wind direction Flags for Goal Posts	BSN Sports	0.00	0.00	0.00	40.00		
<b>05 704 1114</b>					<b>HS FOOTBALL</b>	<b>*Previous Balance</b>						(4,140.00)
						<b>*Ending Balance:</b>	4,100.00	768.20	0.00	808.20	0.00	(22,205.74)
<b>05 704 1115</b>					<b>CROSS COUNTRY</b>	<b>*Previous Balance</b>						(2,631.67)

Fund: 05 ACTIVITY FUND

Chart of Account Number		Chart of Account Description				Entity Name	Expenses	Revenues	Outstanding AP	Outstanding PO	Balance Change	Balance
Entry Date	JR	Reference #	Check Acct	Check #	Description							
05 704 1115					CROSS COUNTRY							
05 2900 000 001 0 115					CROSS COUNTRY							
07/15/2025	CD	20250710	5	72142	CROSS COUNTRY	VISA	120.00	0.00	0.00	0.00		
07/30/2025	PO	ACT04855			Awards for Invites	AWARDS UNLIMITED, INC.	0.00	0.00	0.00	133.30		
<b>05 704 1115</b>					<b>CROSS COUNTRY</b>	<b>*Previous Balance</b>					(253.30)	
						<b>*Ending Balance:</b>	120.00	0.00	0.00	133.30	0.00	(2,884.97)
<b>05 704 1116</b>					<b>HS VOLLEYBALL</b>	<b>*Previous Balance</b>					(375.74)	
05 2900 000 001 0 116					HS VOLLEYBALL							
07/30/2025	PO	ACT04855			Awards for Invites	AWARDS UNLIMITED, INC.	0.00	0.00	0.00	133.30		
<b>05 704 1116</b>					<b>HS VOLLEYBALL</b>	<b>*Previous Balance</b>					(133.30)	
						<b>*Ending Balance:</b>	0.00	0.00	0.00	133.30	0.00	(509.04)
<b>05 704 1117</b>					<b>HS BOWLING</b>	<b>*Previous Balance</b>					242.26	
						<b>*Ending Balance:</b>	0.00	0.00	0.00	0.00	0.00	242.26
<b>05 704 1118</b>					<b>GIRLS GOLF</b>	<b>*Previous Balance</b>					(492.52)	
05 2900 000 001 0 118					GIRLS GOLF							
06/24/2025	PO	ACT04833			Golf balls w/ Logos for girls golf season	JB Golf Greens LLC	0.00	0.00	0.00	489.86		
07/30/2025	PO	ACT04855			Awards for Invites	AWARDS UNLIMITED, INC.	0.00	0.00	0.00	133.30		
<b>05 704 1118</b>					<b>GIRLS GOLF</b>	<b>*Previous Balance</b>					(623.16)	
						<b>*Ending Balance:</b>	0.00	0.00	0.00	623.16	0.00	(1,115.68)
<b>05 704 1119</b>					<b>BOYS TENNIS</b>	<b>*Previous Balance</b>					250.59	
05 2900 000 001 0 119					BOYS TENNIS							
07/30/2025	PO	ACT04855			Awards for Invites	AWARDS UNLIMITED, INC.	0.00	0.00	0.00	133.30		
<b>05 704 1119</b>					<b>BOYS TENNIS</b>	<b>*Previous Balance</b>					(133.30)	
						<b>*Ending Balance:</b>	0.00	0.00	0.00	133.30	0.00	117.29
<b>05 704 1120</b>					<b>HS BOYS BASKETBALL</b>	<b>*Previous Balance</b>					2,896.80	
						<b>*Ending Balance:</b>	0.00	0.00	0.00	0.00	0.00	2,896.80
<b>05 704 1121</b>					<b>HS WRESTLING</b>	<b>*Previous Balance</b>					(791.77)	
						<b>*Ending Balance:</b>	0.00	0.00	0.00	0.00	0.00	(791.77)
<b>05 704 1122</b>					<b>HS GIRLS BASKETBALL</b>	<b>*Previous Balance</b>					4,980.71	
						<b>*Ending Balance:</b>	0.00	0.00	0.00	0.00	0.00	4,980.71
<b>05 704 1123</b>					<b>High School Track</b>	<b>*Previous Balance</b>					(243.01)	
05 704 1123					High School Track							
05 1710 1123					High School Track							
07/21/2025	CR	0009511			HS Track - Entry Fees	High School	0.00	150.00	0.00	0.00		
05 2900 000 001 0 123					High School Track							
07/15/2025	CD	20250715	5	16296	High School Track	Capital One	23.92	0.00	0.00	0.00		
07/15/2025	CD	ACT04828 INV8589	5	16306	FinishLynx Camera and Starting sensor w/	Lynx System Developers	3,630.00	0.00	0.00	0.00		
<b>05 704 1123</b>					<b>High School Track</b>	<b>*Current Activity</b>					(3,503.92)	

Fund: 05 ACTIVITY FUND

Chart of Account Number		Chart of Account Description				Entity Name	Expenses	Revenues	Outstanding AP	Outstanding PO	Balance Change	Balance
Entry Date	JR	Reference #	Check Acct	Check #	Description							
						<b>*Ending Balance:</b>	3,653.92	150.00	0.00	0.00	0.00	(3,746.93)
<b>05 704 1124</b>					<b>High School Unified Bowling</b>	<b>*Previous Balance</b>						354.26
05 2900 000 001 0 124					High School Unified Bowling							
07/30/2025	PO	ACT04855			Awards for Invites	AWARDS UNLIMITED, INC.	0.00	0.00	0.00	133.32		
<b>05 704 1124</b>					<b>High School Unified Bowling</b>	<b>*Previous Balance</b>						(133.32)
						<b>*Ending Balance:</b>	0.00	0.00	0.00	133.32	0.00	220.94
<b>05 704 1125</b>					<b>BOYS GOLF</b>	<b>*Previous Balance</b>						(4,868.69)
						<b>*Ending Balance:</b>	0.00	0.00	0.00	0.00	0.00	(4,868.69)
<b>05 704 1126</b>					<b>GIRLS TENNIS</b>	<b>*Previous Balance</b>						(1,499.37)
						<b>*Ending Balance:</b>	0.00	0.00	0.00	0.00	0.00	(1,499.37)
<b>05 704 1127</b>					<b>HS ATHLETICS/RESALE</b>	<b>*Previous Balance</b>						949.29
						<b>*Ending Balance:</b>	0.00	0.00	0.00	0.00	0.00	949.29
<b>05 704 1128</b>					<b>BOYS SOCCER</b>	<b>*Previous Balance</b>						709.08
05 2900 000 001 0 128					BOYS SOCCER							
06/16/2025	PO	ACT04825			mannequins, balls, rebounders for soccer	BSN Sports	0.00	0.00	0.00	2,483.70		
07/14/2025	PO	ACT04843			Stadium Parkas for Boy Soccer players/co	BSN Sports	0.00	0.00	0.00	1,671.71		
<b>05 704 1128</b>					<b>BOYS SOCCER</b>	<b>*Previous Balance</b>						(4,155.41)
						<b>*Ending Balance:</b>	0.00	0.00	0.00	4,155.41	0.00	(3,446.33)
<b>05 704 1129</b>					<b>HS ATHLETIC PHYSICALS</b>	<b>*Previous Balance</b>						830.71
						<b>*Ending Balance:</b>	0.00	0.00	0.00	0.00	0.00	830.71
<b>05 704 1130</b>					<b>HS GENERAL ACTIVITIES</b>	<b>*Previous Balance</b>						(3,271.01)
05 704 1130					HS GENERAL ACTIVITIES							
05 1710 1130					HS GENERAL ACTIVITIES							
07/21/2025	CR	0009512			HS General Activities - NSAA	High School	0.00	2,275.00	0.00	0.00		
05 2900 000 001 0 130					HS GENERAL ACTIVITIES							
07/10/2025	PO	ACT04842			Screenprints for FREE gear for fall workers	BSN Sports	0.00	0.00	0.00	188.21		
07/15/2025	CD	ACT04829 930200589	5	16295	Cost of adding logos to rebate apparel	BSN Sports	188.21	0.00	0.00	0.00		
07/15/2025	CD	20250710	5	72140	Coaches CPR	VISA	1,400.00	0.00	0.00	0.00		
07/28/2025	PO	ACT04849			Breakfast Muffins, Scones, etc. for coaches meeting	Madeline's Cafe & Bakery	0.00	0.00	0.00	200.00		
<b>05 704 1130</b>					<b>HS GENERAL ACTIVITIES</b>	<b>*Previous Balance</b>						298.58
						<b>*Ending Balance:</b>	1,588.21	2,275.00	0.00	388.21	0.00	(2,972.43)
<b>05 704 1131</b>					<b>HS PRINTING/ADVERTISING</b>	<b>*Previous Balance</b>						424.75
						<b>*Ending Balance:</b>	0.00	0.00	0.00	0.00	0.00	424.75
<b>05 704 1132</b>					<b>HS GIRLS SOFTBALL</b>	<b>*Previous Balance</b>						4,669.67
05 2900 000 001 0 132					HS GIRLS SOFTBALL							
07/30/2025	PO	ACT04855			Awards for Invites	AWARDS UNLIMITED, INC.	0.00	0.00	0.00	133.30		



Fund: 05 ACTIVITY FUND

Chart of Account Number		Chart of Account Description				Entity Name	Expenses	Revenues	Outstanding AP	Outstanding PO	Balance Change	Balance
Entry Date	JR	Reference #	Check Acct	Check #	Description							
<b>05 704 2204</b>			<b>MS STUDENT COUNCIL</b>			<b>*Previous Balance</b>						4,437.84
05 704 2204			MS STUDENT COUNCIL									
05 1710 2204			MS STUDENT COUNCIL									
07/09/2025	CR				LMS Student Council	CHESTERMAN COCA COLA	0.00	60.75	0.00	0.00		
07/09/2025	CR				LMS Student Council	CHESTERMAN COCA COLA	0.00	27.20	0.00	0.00		
07/09/2025	CR				LMS Student Council	CHESTERMAN COCA COLA	0.00	114.75	0.00	0.00		
<b>05 704 2204</b>			<b>MS STUDENT COUNCIL</b>			<b>*Current Activity</b>						202.70
						<b>*Ending Balance:</b>	0.00	202.70	0.00	0.00	0.00	4,640.54
<b>05 704 2205</b>			<b>MS LMS FFA</b>			<b>*Previous Balance</b>						2,189.11
						<b>*Ending Balance:</b>	0.00	0.00	0.00	0.00	0.00	2,189.11
<b>05 704 2206</b>			<b>MS Summer School</b>			<b>*Previous Balance</b>						2,536.58
05 704 2206			MS Summer School									
05 2900 000 002 0 206			MS Summer School									
06/18/2025	PO	ACT04831			lunch	SUBWAY	0.00	0.00	0.00	382.05		
07/15/2025	CD	20250715	5	16296	MS Summer School	Capital One	191.17	0.00	0.00	0.00		
07/15/2025	CD	20250715	5	16296	MS Summer School	Capital One	27.92	0.00	0.00	0.00		
07/15/2025	CD	20250715	5	16296	MS Summer School	Capital One	18.01	0.00	0.00	0.00		
07/15/2025	CD	20250715	5	16296	MS Summer School	Capital One	289.12	0.00	0.00	0.00		
<b>05 704 2206</b>			<b>MS Summer School</b>			<b>*Current Activity</b>						(908.27)
						<b>*Ending Balance:</b>	526.22	0.00	0.00	382.05	0.00	1,628.31
<b>05 704 2208</b>			<b>MS Circle of Friends</b>			<b>*Previous Balance</b>						1,029.11
						<b>*Ending Balance:</b>	0.00	0.00	0.00	0.00	0.00	1,029.11
<b>05 704 2209</b>			<b>SCIENCE FAIR</b>			<b>*Previous Balance</b>						2,284.11
						<b>*Ending Balance:</b>	0.00	0.00	0.00	0.00	0.00	2,284.11
<b>05 704 2210</b>			<b>MS LIBRARY FEES/FINES</b>			<b>*Previous Balance</b>						5,406.27
05 704 2210			MS LIBRARY FEES/FINES									
05 2900 000 002 0 210			MS LIBRARY FEES/FINES									
06/06/2025	PO	ACT04820			2.25" button maker	American Button Machines	0.00	0.00	0.00	274.95		
06/06/2025	PO	ACT04820			2.25 mirror back buttons (500 pack)	American Button Machines	0.00	0.00	0.00	110.95		
06/06/2025	PO	ACT04820			2.25 self adhesive magnets (100 pack)	American Button Machines	0.00	0.00	0.00	59.90		
06/06/2025	PO	ACT04820			2.25 pinback button set (500 pack)	American Button Machines	0.00	0.00	0.00	56.95		
06/06/2025	PO	ACT04820			2.25 chain key ring buttons (500 pack)	American Button Machines	0.00	0.00	0.00	156.95		
06/06/2025	PO	ACT04820			shipping	American Button Machines	0.00	0.00	0.00	81.78		
07/15/2025	CD	ACT04836	5	16292	supplies	Amazon Capital Services	324.99	0.00	0.00	0.00		
		1NFW-XJH1-WTGF										
07/15/2025	CD	ACT04836	5	16292	supplies	Amazon Capital Services	1,279.34	0.00	0.00	0.00		
		1VVV-9VFK-T1Q6										
<b>05 704 2210</b>			<b>MS LIBRARY FEES/FINES</b>			<b>*Current Activity</b>						(2,345.81)
						<b>*Ending Balance:</b>	1,604.33	0.00	0.00	741.48	0.00	3,060.46

Fund: 05 ACTIVITY FUND

Chart of Account Number		Chart of Account Description				Entity Name	Expenses	Revenues	Outstanding AP	Outstanding PO	Balance Change	Balance
Entry Date	JR	Reference #	Check Acct	Check #	Description							
05 704 2211			MS MUSIC RESALE			*Previous Balance					8,157.78	
05 2900 000 002 0 211			MS MUSIC RESALE									
07/25/2025	PO	ACT04848			flags	McCormick's Group	0.00	0.00	0.00	3,062.16		
08/01/2025	PO	ACT04856			drum slips	ON2 Corporation	0.00	0.00	0.00	262.42		
05 704 2211			MS MUSIC RESALE			*Previous Balance					(3,324.58)	
						*Ending Balance:	0.00	0.00	0.00	3,324.58	0.00	4,833.20
05 704 2213			MINUTEMAN MUSIC FESTIVAL			*Previous Balance					67.08	
						*Ending Balance:	0.00	0.00	0.00	0.00	0.00	67.08
05 704 2215			MS BAND LAB FEES			*Previous Balance					820.95	
						*Ending Balance:	0.00	0.00	0.00	0.00	0.00	820.95
05 704 2216			MS AGENDA FUND			*Previous Balance					1,966.50	
						*Ending Balance:	0.00	0.00	0.00	0.00	0.00	1,966.50
05 704 2219			PE SHIRTS			*Previous Balance					2,958.00	
						*Ending Balance:	0.00	0.00	0.00	0.00	0.00	2,958.00
05 704 2220			P.E. Shorts			*Previous Balance					976.80	
						*Ending Balance:	0.00	0.00	0.00	0.00	0.00	976.80
05 704 2221			LMS Tech			*Previous Balance					4,612.05	
						*Ending Balance:	0.00	0.00	0.00	0.00	0.00	4,612.05
05 704 2222			MS PADLOCK FEES			*Previous Balance					410.00	
						*Ending Balance:	0.00	0.00	0.00	0.00	0.00	410.00
05 704 2223			MS Patriots			*Previous Balance					227.08	
						*Ending Balance:	0.00	0.00	0.00	0.00	0.00	227.08
05 704 2248			MS Soccer			*Previous Balance					1,850.65	
05 2900 000 002 0 248			MS Soccer									
07/07/2025	PO	ACT04838			balls	Sports Endeavors, LLC	0.00	0.00	0.00	1,658.76		
07/18/2025	PO	ACT04844			soccer supplies	Amazon Capital Services	0.00	0.00	0.00	680.02		
05 704 2248			MS Soccer			*Previous Balance					(2,338.78)	
						*Ending Balance:	0.00	0.00	0.00	2,338.78	0.00	(488.13)
05 704 2249			MS Cross Country			*Previous Balance					478.96	
						*Ending Balance:	0.00	0.00	0.00	0.00	0.00	478.96
05 704 2250			MS FOOTBALL			*Previous Balance					(5,518.08)	
05 704 2250			MS FOOTBALL									
05 2900 000 002 0 250			MS FOOTBALL									
07/15/2025	CD	ACT04643 31115	5	16301	Helmet reconditioning	Harco Athletic Reconditioning	2,621.00	0.00	0.00	0.00		
05 704 2250			MS FOOTBALL			*Current Activity					(2,621.00)	
						*Ending Balance:	2,621.00	0.00	0.00	0.00	0.00	(8,139.08)
05 704 2251			MS VOLLEYBALL			*Previous Balance					(1,349.24)	

Fund: 05 ACTIVITY FUND

Chart of Account Number		Chart of Account Description				Entity Name	Expenses	Revenues	Outstanding AP	Outstanding PO	Balance Change	Balance
Entry Date	JR	Reference #	Check Acct	Check #	Description							
						*Ending Balance:	0.00	0.00	0.00	0.00	0.00	(1,349.24)
05 704 2252					MS BOYS BASKETBALL	*Previous Balance						(35.00)
						*Ending Balance:	0.00	0.00	0.00	0.00	0.00	(35.00)
05 704 2253					MS WRESTLING	*Previous Balance						(1,089.19)
						*Ending Balance:	0.00	0.00	0.00	0.00	0.00	(1,089.19)
05 704 2254					MS GIRLS BASKETBALL	*Previous Balance						(35.00)
						*Ending Balance:	0.00	0.00	0.00	0.00	0.00	(35.00)
05 704 2255					MS BOYS TRACK	*Previous Balance						(1,060.73)
						*Ending Balance:	0.00	0.00	0.00	0.00	0.00	(1,060.73)
05 704 2256					MS GIRLS TRACK	*Previous Balance						(844.89)
						*Ending Balance:	0.00	0.00	0.00	0.00	0.00	(844.89)
05 704 2257					MS ATHLETICS/RESALE	*Previous Balance						135.56
						*Ending Balance:	0.00	0.00	0.00	0.00	0.00	135.56
05 704 2258					MS BOOSTER DONATION	*Previous Balance						365.61
						*Ending Balance:	0.00	0.00	0.00	0.00	0.00	365.61
05 704 2259					MS GENERAL ATHLETICS	*Previous Balance						(87.29)
05 704 2259					MS GENERAL ATHLETICS							
05 2900 000 002 0 259					MS GENERAL ATHLETICS							
07/15/2025	CD	20250710	5	72141	USA Football	VISA	300.00	0.00	0.00	0.00		
05 704 2259					MS GENERAL ATHLETICS	*Current Activity						(300.00)
						*Ending Balance:	300.00	0.00	0.00	0.00	0.00	(387.29)
05 704 2260					MS Officials	*Previous Balance						(9,540.00)
						*Ending Balance:	0.00	0.00	0.00	0.00	0.00	(9,540.00)
05 704 3300					BRYAN Bobcat	*Previous Balance						4,407.05
05 2900 000 003 0 300					BRYAN BOBCAT							
07/02/2025	PO	ACT04837			name sign changes	SIGN PRO	0.00	0.00	0.00	150.00		
05 704 3300					BRYAN Bobcat	*Previous Balance						(150.00)
						*Ending Balance:	0.00	0.00	0.00	150.00	0.00	4,257.05
05 704 3301					S. C. HEALTH PARTNERS	*Previous Balance						339.29
						*Ending Balance:	0.00	0.00	0.00	0.00	0.00	339.29
05 704 3302					BRYAN LIBRARY	*Previous Balance						221.91
						*Ending Balance:	0.00	0.00	0.00	0.00	0.00	221.91
05 704 3303					BRYAN POP	*Previous Balance						1,138.37
05 704 3303					BRYAN POP							
05 1710 3303					BRYAN POP							
07/09/2025	CR				Bryan Pop	CHESTERMAN COCA COLA	0.00	3.40	0.00	0.00		

Fund: 05 ACTIVITY FUND

Chart of Account Number		Chart of Account Description				Entity Name	Expenses	Revenues	Outstanding AP	Outstanding PO	Balance Change	Balance
Entry Date	JR	Reference #	Check Acct	Check #	Description							
05 704 3303			BRYAN POP			*Current Activity					3.40	
						*Ending Balance:	0.00	3.40	0.00	0.00	1,141.77	
05 704 3304			BRYAN Popcorn			*Previous Balance					530.63	
05 704 3304			BRYAN Popcorn									
05 2900 000 003 0 304			BRYAN Popcorn									
07/15/2025	CD	ACT04637 11/16/24	5	16305	popcorn supplies	LEXINGTON PUBLIC SCHOOLS- GENERAL FUND	53.27	0.00	0.00	0.00		
05 704 3304			BRYAN Popcorn			*Current Activity					(53.27)	
						*Ending Balance:	53.27	0.00	0.00	0.00	477.36	
05 704 3305			BRYAN PE			*Previous Balance					175.33	
						*Ending Balance:	0.00	0.00	0.00	0.00	175.33	
05 704 3307			BRYAN Music			*Previous Balance					18.86	
						*Ending Balance:	0.00	0.00	0.00	0.00	18.86	
05 704 3308			WALK FOR LIFE			*Previous Balance					1,404.90	
						*Ending Balance:	0.00	0.00	0.00	0.00	1,404.90	
05 704 3309			CORPORATE			*Previous Balance					6,251.81	
						*Ending Balance:	0.00	0.00	0.00	0.00	6,251.81	
05 704 4401			MORTON Memorial (Sue Barnes)			*Previous Balance					786.10	
						*Ending Balance:	0.00	0.00	0.00	0.00	786.10	
05 704 4402			MORTON ACTIVITY			*Previous Balance					279.52	
05 704 4402			MORTON ACTIVITY									
05 2900 000 004 0 402			MORTON ACTIVITY									
07/15/2025	CD	ACT04794 5/1/25	5	16305	hamburgers	LEXINGTON PUBLIC SCHOOLS- GENERAL FUND	67.80	0.00	0.00	0.00		
05 704 4402			MORTON ACTIVITY			*Current Activity					(67.80)	
						*Ending Balance:	67.80	0.00	0.00	0.00	211.72	
05 704 4403			MORTON PE			*Previous Balance					9.71	
						*Ending Balance:	0.00	0.00	0.00	0.00	9.71	
05 704 4404			MORTON LIBRARY			*Previous Balance					257.30	
						*Ending Balance:	0.00	0.00	0.00	0.00	257.30	
05 704 4405			MORTON POP			*Previous Balance					105.84	
						*Ending Balance:	0.00	0.00	0.00	0.00	105.84	
05 704 4406			Flower Garden			*Previous Balance					1,606.55	
						*Ending Balance:	0.00	0.00	0.00	0.00	1,606.55	
05 704 4407			Morton Popcorn			*Previous Balance					1,764.33	
05 2900 000 004 0 407			Morton Popcorn									
10/21/2024	PO	ACT04604			oil	Mac's Creek	0.00	0.00	0.00	129.84		
05 704 4407			Morton Popcorn			*Previous Balance					(129.84)	

Fund: 05 ACTIVITY FUND

Chart of Account Number		Chart of Account Description				Entity Name	Expenses	Revenues	Outstanding AP	Outstanding PO	Balance Change	Balance
Entry Date	JR	Reference #	Check Acct	Check #	Description							
						*Ending Balance:	0.00	0.00	0.00	129.84	0.00	1,634.49
05 704 4411					MORTON Recycling	*Previous Balance						228.58
						*Ending Balance:	0.00	0.00	0.00	0.00	0.00	228.58
05 704 4413					MORTON Pencils	*Previous Balance						207.87
						*Ending Balance:	0.00	0.00	0.00	0.00	0.00	207.87
05 704 5500					PERSHING LIBRARY	*Previous Balance						1,405.10
						*Ending Balance:	0.00	0.00	0.00	0.00	0.00	1,405.10
05 704 5501					PERSHING Music	*Previous Balance						324.93
						*Ending Balance:	0.00	0.00	0.00	0.00	0.00	324.93
05 704 5502					PERSHING ACTIVITY	*Previous Balance						10,133.28
						*Ending Balance:	0.00	0.00	0.00	0.00	0.00	10,133.28
05 704 5504					STUDENT LEADERSHIP	*Previous Balance						19.30
						*Ending Balance:	0.00	0.00	0.00	0.00	0.00	19.30
05 704 5507					PERSHING KITCHEN	*Previous Balance						111.03
						*Ending Balance:	0.00	0.00	0.00	0.00	0.00	111.03
05 704 5509					PERSHING PE	*Previous Balance						(134.16)
						*Ending Balance:	0.00	0.00	0.00	0.00	0.00	(134.16)
05 704 5510					PERSHING PLAYGROUND	*Previous Balance						500.00
						*Ending Balance:	0.00	0.00	0.00	0.00	0.00	500.00
05 704 5511					PERSHING REFRESHMENTS	*Previous Balance						1,592.65
05 704 5511					PERSHING REFRESHMENTS							
05 1710 5511					PERSHING REFRESHMENTS							
07/09/2025	CR				Pershing Refreshments	CHESTERMAN COCA COLA	0.00	9.00	0.00	0.00		
05 704 5511					PERSHING REFRESHMENTS	*Current Activity						9.00
						*Ending Balance:	0.00	9.00	0.00	0.00	0.00	1,601.65
05 704 6600					SANDOZ ACTIVITY & POP	*Previous Balance						909.78
05 704 6600					SANDOZ ACTIVITY & POP							
05 1710 6600					SANDOZ ACTIVITY & POP							
07/09/2025	CR				Sandoz Activity & Pop	CHESTERMAN COCA COLA	0.00	15.30	0.00	0.00		
05 704 6600					SANDOZ ACTIVITY & POP	*Current Activity						15.30
						*Ending Balance:	0.00	15.30	0.00	0.00	0.00	925.08
05 704 6601					SANDOZ LIBRARY	*Previous Balance						350.18
						*Ending Balance:	0.00	0.00	0.00	0.00	0.00	350.18
05 704 6610					SANDOZ HONOR CHOIR	*Previous Balance						0.00
						*Ending Balance:	0.00	0.00	0.00	0.00	0.00	0.00
05 704 6612					SANDOZ FIELDTRIPS	*Previous Balance						0.00

Fund: 05 ACTIVITY FUND

Chart of Account Number		Chart of Account Description			Entity Name	Expenses	Revenues	Outstanding AP	Outstanding PO	Balance Change	Balance
					<b>*Ending Balance:</b>	0.00	0.00	0.00	0.00	0.00	0.00
<b>05 704 9902</b>				<b>INTEREST</b>	<b>*Previous Balance</b>						1,836.50
05 704 9902				INTEREST							
05 1710 9902				INTEREST							
07/31/2025	CR			Interest Annual Yield 0.75%	PINNACLE BANK	0.00	39.67	0.00	0.00		
<b>05 704 9902</b>				<b>INTEREST</b>	<b>*Current Activity</b>						39.67
					<b>*Ending Balance:</b>	0.00	39.67	0.00	0.00	0.00	1,876.17
<b>05 704 9903</b>				<b>Elementary Summer School</b>	<b>*Previous Balance</b>						7,423.80
					<b>*Ending Balance:</b>	0.00	0.00	0.00	0.00	0.00	7,423.80
<b>05 704 9906</b>				<b>Central Office Coke Machine</b>	<b>*Previous Balance</b>						1,500.40
05 704 9906				Central Office Coke Machine							
05 1710 9906				Central Office Coke Machine							
07/09/2025	CR			Central Office Coca-Cola	CHESTERMAN COCA COLA	0.00	1.49	0.00	0.00		
<b>05 704 9906</b>				<b>Central Office Coke Machine</b>	<b>*Current Activity</b>						1.49
					<b>*Ending Balance:</b>	0.00	1.49	0.00	0.00	0.00	1,501.89
<b>05 704 9908</b>				<b>Autism Awareness</b>	<b>*Previous Balance</b>						368.88
					<b>*Ending Balance:</b>	0.00	0.00	0.00	0.00	0.00	368.88
<b>05 704 9909</b>				<b>Staff Resale</b>	<b>*Previous Balance</b>						28.00
					<b>*Ending Balance:</b>	0.00	0.00	0.00	0.00	0.00	28.00
Fund Total: 05						59,675.98	37,341.62	0.00	24,252.37	0.00	684,609.28

**Cash Flow Report**  
Regular; Processing Month 7/2025

Fund	Cash Flow Beginning Cash	Cash Flow Revenues	Cash Flow Expenses	Cash Flow Ending Cash
GENERAL FUND	17,321,713.94	363,083.14	(3,622,852.48)	14,067,417.12
DEPRECIATION	2,222,259.70	51.05	(2,890.72)	2,219,420.03
EMPLOYEE BENEFIT	89,552.44	0.00	(68,643.80)	20,908.64
ACTIVITY FUND	731,196.01	37,341.62	(59,675.98)	708,861.65
SCHOOL LUNCH	852,726.97	69,623.00	(70,559.93)	851,790.04
SPECIAL BUILDING	1,523,523.01	5,442.93	(275.00)	1,528,690.94
COOPERATIVE FUND	623,722.65	0.00	(5,933.00)	617,789.65
GENERAL FUND-Restricted	6,087,409.00	0.00	0.00	6,087,409.00
<b>Grand Total:</b>	<b>29,452,103.72</b>	<b>475,541.74</b>	<b>(3,830,830.91)</b>	<b>26,102,287.07</b>

**General Fund Cash Balances**

Month-Year	Receipts	Expenditures	Cash Balance	Cash Balance/Avg. Monthly Expenditure
September-24	\$2,606,463.82	(\$3,783,003.43)	\$7,215,632.28	1.9
October-24	\$3,534,451.23	(\$3,740,335.81)	\$9,984,620.52	2.7
November-24	\$335,682.02	(\$3,599,991.17)	\$6,720,311.37	1.8
December-24	\$11,179,529.55	(\$3,713,458.83)	\$14,186,382.09	3.8
January-25	\$5,552,558.23	(\$3,706,305.65)	\$16,032,634.67	4.3
February-25	\$2,206,429.44	(\$3,521,210.30)	\$14,717,853.81	4.0
March-25	\$8,025,342.69	(\$3,413,981.84)	\$19,329,214.66	5.4
April-25	\$3,828,256.89	(\$3,951,351.67)	\$19,206,119.88	5.2
May-25	\$7,140,409.20	(\$3,691,469.15)	\$22,655,059.93	6.2
June-25	\$4,652,873.55	(\$3,893,338.02)	\$23,409,122.94	6.3
July-25	\$363,083.14	(\$3,622,852.48)	\$20,154,826.12	5.5
August-25				
<b>Monthly Average:</b>	<b>\$4,493,189.07</b>	<b>(\$3,694,299.85)</b>	<b>\$15,782,888.93</b>	<b>4.3</b>

Lexington Public Schools  
General Fund Summary Report

General Fund	General Fund Expenditures	24/25 Budget	Expended During Month	Spent YTD 24/25	Spent YTD 23/24	Percent of previous year	Balance remaining	Percent Remaining	YTD Percent (Over)/Under Budget
1100	Regular Instruction	\$18,806,514	\$1,483,196	\$18,623,279	\$18,094,824	102.92%	\$183,235	0.97%	-7.36%
1200	Special Education Programs	\$5,349,765	\$325,069	\$5,193,690	\$4,920,591	105.55%	\$156,075	2.92%	-5.42%
2230	Instruction-Related Technology	\$1,529,194	\$152,742	\$1,226,425	\$1,342,932	91.32%	\$302,769	19.80%	11.47%
1300	Summer School	\$675,978	\$405,038	\$626,545	\$663,825	94.38%	\$49,433	7.31%	-1.02%
1101	Activities	\$1,062,285	\$94,317	\$1,201,061	\$1,094,020	109.78%	(\$138,776)	-13.06%	-21.40%
2120	Attendance & Guidance Services	\$1,255,577	\$79,331	\$980,256	\$1,002,197	97.81%	\$275,321	21.93%	13.59%
2130	Health Services	\$455,295	\$38,663	\$429,631	\$418,935	102.55%	\$26,664	5.64%	-2.70%
2200	Staff Support	\$1,268,847	\$89,886	\$1,189,108	\$1,011,131	117.60%	\$79,739	6.28%	-2.05%
2300	General Administration	\$450,131	\$38,505	\$434,620	\$417,305	104.20%	\$15,311	3.40%	-4.93%
2400	Office of the Principal	\$1,602,766	\$136,119	\$1,615,685	\$1,567,432	103.08%	(\$12,919)	-0.81%	-9.14%
2500	Fiscal & Personnel Services	\$730,920	\$49,448	\$663,142	\$604,462	109.71%	\$67,778	9.27%	0.94%
2600	Buildings, Grounds & Equipment	\$4,272,854	\$421,838	\$3,880,149	\$3,659,609	106.03%	\$392,705	9.19%	0.86%
2700	Pupil Transportation	\$736,949	\$62,971	\$776,993	\$781,638	99.41%	(\$40,044)	-5.43%	-13.77%
3000	State & Other Categorical Programs	\$396,568	\$23,264	\$296,948	\$296,735	100.07%	\$99,620	25.12%	16.79%
6000	Federal Programs	\$4,572,096	\$221,941	\$3,500,806	\$3,561,656	98.29%	\$1,071,290	23.43%	15.10%
8000	Transfers to Other Funds	\$1,250,000	\$0	\$0	\$0	N/A	\$1,250,000	100.00%	91.67%
9000	Miscellaneous	\$0	\$525	(\$1,240)	\$4,502	-27.53%	\$1,240	N/A	N/A
	<b>Total Expenditures</b>	<b>\$44,415,739</b>	<b>\$3,893,338</b>	<b>\$37,014,446</b>	<b>\$35,254,439</b>	<b>104.99%</b>	<b>\$7,401,293</b>	<b>16.66%</b>	<b>8.33%</b>

\$1,760,007

General Fund	General Fund Revenues	24/25 Budget	Revenue During Month	Received YTD 24/25	Received YTD 23/24	Percent of previous year	Balance remaining	Percent Remaining	YTD Percent (Over)/Under Budget
1000	Local Receipts	\$11,853,519	\$167,831	\$7,390,566	\$8,497,559	86.97%	\$4,462,953	37.65%	29.32%
2000	County and ESU Receipts	\$296,780	\$13,181	\$289,444	\$117,106	221.55%	\$37,356	12.58%	4.25%
3000	State Receipts	\$25,308,650	\$42,401	\$34,722,303	\$28,740,759	120.81%	-\$9,413,653	-37.20%	-4.53%
	<b>Subtotal State &amp; Local Receipts</b>	<b>\$37,458,949</b>	<b>\$223,413</b>	<b>\$42,312,313</b>	<b>\$37,355,424</b>	<b>113.43%</b>	<b>-\$4,913,364</b>	<b>-13.12%</b>	<b>-21.45%</b>
4000	Federal Receipts	\$6,945,509	\$139,640	\$7,040,908	\$5,072,201	138.81%	-\$95,399	-1.37%	-9.71%
5000-9000	Non-Revenue Receipts	\$11,281	\$30	\$11,859	\$4,212	281.57%	-\$578	-5.12%	-19.61%
	<b>Total Revenue</b>	<b>\$44,415,739</b>	<b>\$363,083</b>	<b>\$49,425,080</b>	<b>\$42,431,837</b>	<b>116.48%</b>	<b>-\$5,009,341</b>	<b>-11.28%</b>	<b>-19.61%</b>

**NET Revenues/Expenditures**

**\$0**

**(\$3,530,255)**

**\$12,410,634**

**\$7,177,399**

**27.94%**

## TEACHER'S CONTRACT

**THIS CONTRACT** is made by and between the Board of Education of Dawson County School District No. 24-0001, commonly known as Lexington Public Schools and referred to herein as the "Board" and "District" respectively, and **Elida Diaz**, a legally qualified teacher, referred to herein as the "Teacher".

**WITNESSETH:** The Board agrees to employ Teacher above named in the schools of the District for a school year, which shall begin on or about August 11, 2025, and conclude on or about May 22, 2026. Teacher accepts such employment at a salary based upon placement on step 1 of column BA of the salary schedule.

**FIRST:** Teacher's salary shall be payable in 12 equal installments. The first installment shall be payable on the 20<sup>th</sup> day of September, 2025, and the remaining installments shall be payable on the 20<sup>th</sup> day of each month thereafter.

**SECOND:** Teacher will abide by the District's and Administration's policies, rules, regulations and directives and all state and federal statutes, rules, and regulations. Teacher's duties are subject to assignment by the Administration. Teacher agrees to devote full time during days of school to his/her position in all respects and to perform the assigned duties diligently and faithfully to the best of his/her professional ability.

**THIRD:** In addition to the teaching duties set forth herein, Teacher may be assigned such "extra duty" assignments which shall be for such compensation as may be agreed upon by the District and Teacher or by Teacher's duly authorized bargaining agent.

**FOURTH:** A majority of the Board members may cancel or amend this contract during its term members for any of the following reasons: (a) cancellation, termination, revocation or suspension of Teacher's certificate by the State Board of Education; (b) a breach of any material provision of this contract; (c) any reason set forth in this contract; (d) incompetence; (e) neglect of duty; (f) unprofessional conduct; (g) insubordination; (h) immorality; (i) physical or mental incapacity; (j) any conduct that interferes substantially with the teacher's continued performance of duties; (k) any arrest, criminal charge, or criminal conviction of Teacher or the failure to report the same; (l) any filing against the Teacher under Neb. Rev. Stat. Section 43-247 or any other provision of the Nebraska Juvenile Code for child abuse and/or neglect or the failure to report the same; (m) knowingly falsifying school district records or documents; (n) misrepresentation of fact to the district and its personnel in the conduct of the district's official business; (o) the use or possession of illegal drugs or controlled substances except as prescribed by a physician; or (p) being under the influence of illegal drugs, controlled substances, or alcohol while on school grounds, at school events, or in a vehicle owned, leased or contracted by the district except as prescribed by a physician. Cancellation or amendment under this contract shall be governed by applicable provisions of Nebraska statute.

**FIFTH:** Upon termination of this contract for just cause, or upon Teacher's release from this contract, the compensation paid or to be paid hereunder shall be an amount that bears the same ratio to the yearly salary herein specified as the number of days of service to the date of such termination bears to the number of days of service in the contract year. Teacher shall refund any unearned fractional portion of an installment paid but not earned prior to termination of the contract.

**SIXTH:** Upon termination of this contract for any reason, Teacher shall immediately return all District property to the District.

**SEVENTH:** There shall be no penalty for release or resignation by the Teacher from this contract, provided no resignation shall become effective until the close of the school year unless it is accepted by the Board, which shall fix the time that the resignation is to take effect.

**EIGHTH:** This contract shall conform to the regulations governing deductions from the above-stated compensation with reference to withholding tax, social security and Teacher's retirement. Teacher authorizes the District to deduct or withhold from each and every period of pay any amounts necessary to offset any damages caused by Teacher or the value of property or money entrusted to Teacher or owed by Teacher to the District during the course of or as a result of Teacher's employment, if such property or money have not properly been returned to the District. Other deductions may be withheld as agreed to by the parties to this contract.

**NINTH:** Teacher affirms that he/she is not under contract with another school board or board of education within this state covering a part or all of the same time of performance as is contemplated by this agreement. Teacher affirms that he/she holds or will hold a valid Nebraska Teaching Certificate at the beginning of the term of this contract. This contract is not valid until said certificate is registered in the office of the Superintendent of Schools, and Teacher shall not be compensated for any services performed prior to the date of the registration.

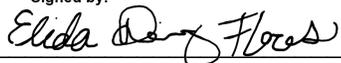
**TENTH:** Teacher shall report to the District within 24 hours any arrest, criminal charge, or criminal conviction of Teacher. Teacher shall report to the District within 24 hours any filing against the Teacher under section 43-247 of the Nebraska statutes or any other provision of the Nebraska Juvenile Code for child abuse and/or neglect.

**ELEVENTH:** The compensation set forth in this agreement shall be subject to such adjustments as the Board and Teacher or Teacher's duly authorized bargaining agent may agree upon from time to time. Teacher authorizes the District to deduct or withhold from each and every period of pay any amounts necessary to offset any damages caused by the Teacher or the value of property or money entrusted to the Teacher or owed by the Teacher to the District during the course of the Teacher's employment, if such property or money has not properly been returned to the District.

**TWELFTH:** Teacher's failure to return a signed copy of the contract or renewal agreement to the Superintendent of Schools or Secretary of the Board of Education of the District on or before July 28, 2025, shall constitute a rejection of this offer of employment.

**THIRTEENTH:** Other Contract Terms:

Executed 7/21/2025.

Signed by:  
  
Teacher

Executed \_\_\_\_\_.

\_\_\_\_\_  
Board President

Attest:

\_\_\_\_\_  
Board Secretary

## TEACHER'S CONTRACT

**THIS CONTRACT** is made by and between the Board of Education of Dawson County School District No. 24-0001, commonly known as Lexington Public Schools and referred to herein as the "Board" and "District" respectively, and **Alissabeth Latter**, a legally qualified teacher, referred to herein as the "Teacher".

**WITNESSETH:** The Board agrees to employ Teacher above named in the schools of the District for a school year, which shall begin on or about August 11, 2025, and conclude on or about May 22, 2026. Teacher accepts such employment at a salary based upon placement on step 1 of column BA of the salary schedule.

**FIRST:** Teacher's salary shall be payable in 12 equal installments. The first installment shall be payable on the 20<sup>th</sup> day of September, 2025, and the remaining installments shall be payable on the 20<sup>th</sup> day of each month thereafter.

**SECOND:** Teacher will abide by the District's and Administration's policies, rules, regulations and directives and all state and federal statutes, rules, and regulations. Teacher's duties are subject to assignment by the Administration. Teacher agrees to devote full time during days of school to his/her position in all respects and to perform the assigned duties diligently and faithfully to the best of his/her professional ability.

**THIRD:** In addition to the teaching duties set forth herein, Teacher may be assigned such "extra duty" assignments which shall be for such compensation as may be agreed upon by the District and Teacher or by Teacher's duly authorized bargaining agent.

**FOURTH:** A majority of the Board members may cancel or amend this contract during its term members for any of the following reasons: (a) cancellation, termination, revocation or suspension of Teacher's certificate by the State Board of Education; (b) a breach of any material provision of this contract; (c) any reason set forth in this contract; (d) incompetence; (e) neglect of duty; (f) unprofessional conduct; (g) insubordination; (h) immorality; (i) physical or mental incapacity; (j) any conduct that interferes substantially with the teacher's continued performance of duties; (k) any arrest, criminal charge, or criminal conviction of Teacher or the failure to report the same; (l) any filing against the Teacher under Neb. Rev. Stat. Section 43-247 or any other provision of the Nebraska Juvenile Code for child abuse and/or neglect or the failure to report the same; (m) knowingly falsifying school district records or documents; (n) misrepresentation of fact to the district and its personnel in the conduct of the district's official business; (o) the use or possession of illegal drugs or controlled substances except as prescribed by a physician; or (p) being under the influence of illegal drugs, controlled substances, or alcohol while on school grounds, at school events, or in a vehicle owned, leased or contracted by the district except as prescribed by a physician. Cancellation or amendment under this contract shall be governed by applicable provisions of Nebraska statute.

**FIFTH:** Upon termination of this contract for just cause, or upon Teacher's release from this contract, the compensation paid or to be paid hereunder shall be an amount that bears the same ratio to the yearly salary herein specified as the number of days of service to the date of such termination bears to the number of days of service in the contract year. Teacher shall refund any unearned fractional portion of an installment paid but not earned prior to termination of the contract.

**SIXTH:** Upon termination of this contract for any reason, Teacher shall immediately return all District property to the District.

**SEVENTH:** There shall be no penalty for release or resignation by the Teacher from this contract, provided no resignation shall become effective until the close of the school year unless it is accepted by the Board, which shall fix the time that the resignation is to take effect.

**EIGHTH:** This contract shall conform to the regulations governing deductions from the above-stated compensation with reference to withholding tax, social security and Teacher's retirement. Teacher authorizes the District to deduct or withhold from each and every period of pay any amounts necessary to offset any damages caused by Teacher or the value of property or money entrusted to Teacher or owed by Teacher to the District during the course of or as a result of Teacher's employment, if such property or money have not properly been returned to the District. Other deductions may be withheld as agreed to by the parties to this contract.

**NINTH:** Teacher affirms that he/she is not under contract with another school board or board of education within this state covering a part or all of the same time of performance as is contemplated by this agreement. Teacher affirms that he/she holds or will hold a valid Nebraska Teaching Certificate at the beginning of the term of this contract. This contract is not valid until said certificate is registered in the office of the Superintendent of Schools, and Teacher shall not be compensated for any services performed prior to the date of the registration.

**TENTH:** Teacher shall report to the District within 24 hours any arrest, criminal charge, or criminal conviction of Teacher. Teacher shall report to the District within 24 hours any filing against the Teacher under section 43-247 of the Nebraska statutes or any other provision of the Nebraska Juvenile Code for child abuse and/or neglect.

**ELEVENTH:** The compensation set forth in this agreement shall be subject to such adjustments as the Board and Teacher or Teacher's duly authorized bargaining agent may agree upon from time to time. Teacher authorizes the District to deduct or withhold from each and every period of pay any amounts necessary to offset any damages caused by the Teacher or the value of property or money entrusted to the Teacher or owed by the Teacher to the District during the course of the Teacher's employment, if such property or money has not properly been returned to the District.

**TWELFTH:** Teacher's failure to return a signed copy of the contract or renewal agreement to the Superintendent of Schools or Secretary of the Board of Education of the District on or before August 9, 2025, shall constitute a rejection of this offer of employment.

**THIRTEENTH:** Other Contract Terms:

Executed 8/8/2025.

Signed by:  
Missabeth Latter  
Teacher  
31MAR771EC40411...

Executed \_\_\_\_\_.

\_\_\_\_\_  
Board President

Attest:

\_\_\_\_\_  
Board Secretary

## **SERVICE AGREEMENT WITH Lexington Regional Health Care**

THIS AGREEMENT is entered into by and between **Lexington Public Schools**, legally known as Dawson County School District 24-0001 ("District"), and Lexington Regional Health Center. ("Contractor").

In consideration of mutual covenants, the parties agree as follows:

1. **Scope of the Contract.** Contractor shall provide to District the goods and/or services identified in **Exhibit A** which is attached and incorporated herein by this reference. Contractor affirms that throughout the term of this contract the service provider will hold a valid and appropriate certification, licensure, or authorization from any required entity to provide the services in the State of Nebraska, which certification, licensure, or other documentation shall be provided to the District prior to the provision of any services under this Agreement.
2. **Payment Terms/Payment Schedule.** District shall pay for services rendered on the terms and payment schedule as set forth in **Exhibit B** which is attached hereto and incorporated herein by this reference.
3. **Term.** The Term of this agreement is defined in Exhibit A. This Agreement may be terminated at any time with or without cause and with 30 days prior written notice by either party.
4. **Duty to Report.** Contractor shall report any of the following regarding the service provider to District's Superintendent within 24 hours of its occurrence or at the beginning of the next school day, whichever is earlier:
  - A. Any criminal citation if the alleged offense is a misdemeanor or felony under federal or Nebraska law or in the state in which the alleged offense occurred;
  - B. Any arrest for any reason;
  - C. Any criminal conviction;
  - D. Any sentence of incarceration;
  - E. Any criminal or civil filing or Department of Health and Human Services or law enforcement investigation against the employee for child abuse and/or neglect;
  - F. Any complaint or other administrative filing against the employee that could impact any certificate or professional license held by the employee;
  - G. Any action or threat of action by any entity against the employee's driver's license or ability or authority to operate a motor vehicle if the employee's job duties may require the operation of a motor

vehicle.

The District may terminate this Agreement immediately if the Contractor fails to make a report required by this paragraph.

5. **Governing Law; Designation of Forum.** This Agreement is governed by and construed in accordance with the laws of the State of Nebraska. Any action to enforce this Agreement must be brought in the state or federal courts of the State of Nebraska. Mandatory and exclusive venue for any disputes shall be in Dawson County, Nebraska.
6. **Indemnification.** The work performed under this Agreement will be performed at Contractor's risk as described in 6.A, B, C, D, and E below, and Contractor assumes responsibility for legal liability associated with the performance of this Agreement as described in 6.A, B, C, D, and E below.
  - A. Contractor hereby waives and agrees to indemnify and save harmless the District and its officials, agents, employees, and volunteers (hereinafter collectively referred to as "Indemnities"), against claims of injuries, death, damage to property, liabilities, judgments, costs and expenses which may otherwise accrue against Indemnities in consequence of any intentional misconduct or negligent acts or omissions on the part of Contractor.
  - B. Contractor shall, at his or her own expense, appear, defend and pay all charges of attorneys and all costs and other expenses arising therefrom or incurred in connection with any liability described in 6.A. above.
  - C. If any judgment shall be rendered against District in any such action as described in 6.A. above, Contractor shall, at his or her own expense, satisfy and discharge the same.
  - D. Any performance bond or insurance protection required by this contract, or otherwise provided by Contractor, shall in no way limit the responsibility to indemnify and save harmless and defend the Indemnities as herein provided.
  - E. Contractor's obligation to indemnify and save harmless any Indemnities will survive the expiration or termination of this Agreement by either party for any reason.

7. **Insurance.** Contractor shall secure and keep in force during the term of this Agreement the following insurance coverages from insurance companies or government self-insurance pools authorized to do business in Nebraska: **commercial general liability, employer's liability, and workers compensation (if applicable)**, with minimum liability limits in amounts and form that is satisfactory to District. Contractor shall furnish a certificate of insurance to the undersigned District representative prior to commencement of this Agreement. Failure to provide insurance as required in this agreement is a material breach of contract entitling District to terminate this Agreement immediately.
8. **Public Records.** Contractor acknowledges that the District must comply with NEB. REV. STAT. § 84-712 through § 84-713 and release public records as defined by law upon request, which may include this Agreement and all records created and maintained in relation to this Agreement.
9. **Publicity.** District does not endorse the services of Contractor. Except for listing District as a client during the term of this Agreement, news releases or other publicity concerning this Agreement must not be made by Contractor without the prior written approval of District.
10. **Drug/ Alcohol/Tobacco/Weapons Free Workplace.** Contractor and all subcontractors, if any, shall not manufacture, sell, distribute, dispense, possess or use controlled substances or marijuana, as defined by Nebraska law, during the performance of this Agreement while on District premises or at District related functions. Contractor and all subcontractors, if any, shall not possess any weapon, as defined by Nebraska law and the federal "Drug-Free Schools Act," on District property or at District related functions. Contractor and all subcontractors, if any, also shall adhere to all District's policies and regulations that prohibit the possession, distribution, sale, dispensation, or use of any alcohol or tobacco products while on District premises or at District related functions. Failure to comply with this provision may be considered a material breach. District may suspend or terminate Contractor, subcontractor, or both if it violates these laws, regulations, or policies or this provision.
11. **Nondiscrimination.** Contractor and all subcontractors, if any, shall not discriminate against any employee or applicant who is to be employed for performance of this Agreement with respect to his or her hire, tenure, terms, conditions, or privileges of employment, because of his race, color, religion, sex, disability, or national origin.

- 12. Confidential Information.** Contractor may have access to certain confidential information while providing services under this Agreement including, but not necessarily limited to, student or employee information. Contractor understands that state and federal law prohibit the disclosure of certain records or information to any unauthorized person without a written release from an individual authorized by law to provide it. Contractor understands that unauthorized access, use, disclosure, or modification of student or employee records or other confidential information will result in the immediate termination of this Agreement and may result in other consequences imposed by law.
- 13. Independent Contractor.** Contractor is an independent contractor under this contract and is not a District employee for any purpose. Contractor retains sole and absolute discretion in the manner and means of carrying out Contractor's activities and responsibilities under this Agreement, except to the extent specified in this Agreement. District does not agree to use Contractor exclusively, and the Contractor is free to contract to perform similar services for others while this Agreement is in effect. Contractor shall provide, at its sole expense, continuing education as required for licensure and employees to provide any services under this Agreement. Contractor and its employees are not eligible for any District employee benefits including, but not limited to, insurance, pension plans, paid vacation, sick days, and disability insurance.
- 14. Compliance with Laws and Regulations.** Contractor agrees that it shall perform the work called for herein in full compliance with any and all applicable laws, rules and regulations adopted or promulgated by any governmental agency or regulatory body, including the laws of any state or administrative body which may have jurisdiction over Contractor and Contractor's employees and agents. Contractor assumes full responsibility for the payment of all contributions, taxes or assessments, which may be required by any state or nation as to all employees engaged in the performance of work hereunder. Contractor covenants to save the District harmless from any and all liability for state or federal taxes, workers' compensation contributions, and/or any other tax liability or assessment now or subsequently imposed on the District by reason of this Agreement and the services hereunder.
- 15. Employment Eligibility Verification.** Contractor shall use a federal immigration verification system to determine the work eligibility status of employees hired on or after October 1, 2009 and who are physically performing services within the State of Nebraska. If the Contractor

employs or contracts with any Subcontractor in connection with this Agreement, the Contractor shall include a provision in the contract requiring the Subcontractor to use a federal immigration verification system to determine the work eligibility status of new employees physically performing services within the State of Nebraska.

16. **Taxpayer Identification.** Contractor's federal employer identification number is: 45-6029692.
17. **Sales Tax.** District is exempt from sales tax and shall not pay any sales tax under this Agreement. District will provide Contractor with applicable sales tax exemption certificates upon written request.
18. **Student Records.** The parties agree to share data in a manner that safeguards the confidentiality of personally identifiable information in students' education records as defined by the federal Family Education Rights and Privacy Act (FERPA) and any other applicable federal or state laws and regulations. FERPA establishes restrictions on the disclosure and re-disclosure of personally identifiable information in students' education records without the written consent of the parent or eligible student. FERPA permits student information to be used by state educational authorities for the purposes of the evaluation of state or federally supported education programs, and/or conducting research for or on behalf of the state supported schools to improve education.
19. **Notice.** Each party giving any Notice ("Notice") under this Agreement must give written Notice by personal delivery, registered or certified Mail (in each case, return receipt requested and postage prepaid), or nationally recognized overnight courier (with all fees prepaid.) Notice shall be sent to the following addressees at the following addresses:

District:        Lexington Public Schools  
                  Attn: Superintendent  
                  300 South Washington Street  
                  P.O. Box 890  
                  Lexington, NE 68850

With copy to:  
Steve Williams, Legal Counsel  
KSB School Law, PC, LLO  
Cornhusker Plaza  
301 South 13th Street, Suite 210  
Lincoln, NE 68508

Contractor: Lexington Regional Health Center  
1201 N Erie St.  
POB 980  
Lexington, NE 68550

Notice is effective only if the party giving the Notice has complied with this section.

20. **Entire Agreement.** The Agreement is the complete and exclusive expression of the parties' agreement on the matters contained in this Agreement. All prior and contemporaneous negotiations and agreements between the parties on the matters contained in this Agreement are expressly merged into and superseded by this Agreement.
21. **Amendments and Modifications.** The parties may amend or modify this Agreement only by a signed, written agreement by both parties that identifies itself as an amendment or modification to this Agreement. No other alternations in the terms of this agreement shall be valid or binding.
22. **Waivers.**
  - A. The parties may waive any provision in this Agreement only by a writing executed by the party or parties against whom the waiver is sought to be enforced.
  - B. No failure or delay in exercising any right or remedy, or in requiring the satisfaction of any condition under this Agreement, shall constitute a waiver or estoppel of any right, remedy or condition.
  - C. A waiver made in writing on one occasion is effective only in that instance and only for the purpose stated. A waiver once given is not to be construed as a waiver on any future occasion or against any other Person.
23. **Severability.** If any provision of this Agreement is determined to be unenforceable, the remaining provisions of this Agreement remain in full force, if the essential terms and conditions of this Agreement for each party remain enforceable.
24. **Counterparts.** The parties may execute this Agreement in multiple counterparts, each of which constitutes an original, and all of which,

collectively, constitute only one agreement. The signatures of all of the parties need not appear on the same counterpart, and delivery of an executed counterpart signature page by facsimile or other electronic means is as effective as executing and delivering this Agreement in the presence of the other parties to this Agreement. This Agreement is effective upon delivery of one executed counterpart from each party to the other parties. In proving this Agreement, a party must produce or account only for the executed counterpart of the party to be charged.

25. **Assignment.** This Agreement binds the parties and their respective successors and assignees. Contractor shall not assign or otherwise dispose of this Agreement or any duty, right, or responsibility contemplated in this Agreement to any other person without the previous written consent of District.
26. **Subcontractors.** Contractor shall not subcontract services or any part of this Agreement without the prior written consent of District.
27. **Captions.** The descriptive headings of the Articles, Sections and subsections of this Agreement are for convenience only, do not constitute a part of this Agreement, and do not affect this Agreement's construction or interpretation.
28. **Rights and Remedies Cumulative.** Any enumeration of rights and remedies of either party set forth in this Agreement is not exhaustive. Exercise of any right or remedy of either party under this Agreement does not preclude the exercise of any other right or remedy. All rights and remedies are cumulative and are in addition to any other right or remedy set forth in this Agreement, any other agreement between the parties, or which may now or subsequently exist at law or in equity, by statute or otherwise.
29. **Relationship Among Parties.** This Agreement creates no relationship of joint venture, partnership, limited partnership, agency, or employer-employee between the parties, and the parties acknowledge that no other facts or relations exist that would create any such relationship between them. Neither party has any right or authority to assume or to create any obligation or responsibility on behalf of the other party except as may from time to time be provided by written instrument signed by both parties.
30. **Rules of Construction.** The parties hereto have each been represented by counsel, or had the opportunity to be represented, during the negotiation and execution of this Agreement, and therefore

waive application of any law or rule of construction providing that ambiguities in the contract will be construed against the party drafting such contract.

**31. Attachments.** Attachments to this Agreement include the following:

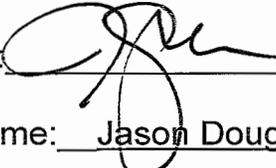
- Exhibit A - Scope of Services to be provided to District
- Exhibit B - Payment Terms & Schedule

IN WITNESS WHEREOF the parties have executed this Agreement on the last date written below.

**District**

By: \_\_\_\_\_  
Name: \_\_\_\_\_  
Title: \_\_\_\_\_  
Date: \_\_\_\_\_

**Contractor**

By:  \_\_\_\_\_  
Name: Jason Douglas  
Title: CEO  
Date: 7-24-25

## **EXHIBIT "A"**

### **SCOPE OF SERVICES TO BE PROVIDED TO District**

District hereby agrees to purchase physical therapy services from Lexington Regional Health Center from August 1st, 2025 to July 31st, 2026. Likewise, Lexington Regional Health Center hereby agrees to provide occupational and physical therapy services to Lexington Public Schools from August 1, 2025, to July 31, 2026.

Occupational and physical therapy services will include the following duties:

1. Evaluation and provision of occupational and physical therapy services to students identified by designated District representatives who may require occupational and physical therapy services.
2. Participation in the development of an IEP/IFSP with the school staff, other therapists, contracted services and parents.
3. Documentation of occupational and physical therapy services provided and to be submitted to the Director of Student Programs by the end of each month.
4. Consultation with school staff regarding federal programming and classroom interventions within the scope of practice of occupational and physical therapists.
5. Construction of and/or purchase recommendations for assistive devices and/or classroom interventions which benefit specific special education students as requested by designated school personnel.
6. Provision of in-services, workshops and other staff trainings as requested by designated school representatives.

## EXHIBIT "B"

### 1. **Payment Terms/Payment Schedule**

- A. District will pay for the services identified in **Exhibit A** and provided by Contractor under this Agreement as follows:

District shall pay the Contractor at a rate of \$61.00 per hour for travel and the rate of \$82.00 per hour for therapy and related time. Hours and days of service shall be based upon student need or professional development requested by the District. A schedule of service shall be determined and mutually agreed upon between the District and the Contractor. Mileage shall be reimbursed based on the IRS standard mileage rate, not to exceed the state's reimbursable rate per mile. Contractor will invoice District monthly. Invoices must include:

- 1) Invoice Date
  - 2) Dates of Service
  - 3) Detailed Description of service including initials or student ID of students served, dates and times served of student. For state reporting purposes, it is requested that billing be separated into Birth through Age 2 services, Age 3 through 5 services(PK), and K through age 21 services(School Age).
  - 4) Payment Rate
  - 5) Total Payment Due
  - 6) Remit to Address
  - 7) Contractor Name
  - 8) Contact Information
- B. District agrees to pay Contractor for all undisputed amounts within thirty (30) days of receipt of invoice, provided that services have been accepted by the District as hereinafter provided.
- C. The procedure for billing and payment for services shall be as specified in this exhibit.

### 2. **Acceptance of Services:**

- A. Contractor shall perform any services in accordance with the schedule set forth in this Agreement.
- B. Unless otherwise agreed to by the parties, Contractor shall provide written notification of performances of services to

District via invoice.

- C. District shall have thirty (30) days from the date of receipt of the invoice to provide Contractor with payment or written notification of rejection due to unsatisfactory performance. Unsatisfactory performance shall mean the failure to perform services consistent with the professional skill and care ordinarily provided by physical therapists practicing in the same or similar locality under the same or similar conditions.
- D. If District issues a rejection notice, Contractor shall as quickly as is practicable, correct all deficiencies at its expense. District shall not unreasonably withhold or delay its payment or rejection.



2025-2026  
Nebraska Department of Education  
Office of Special Education  
Service Provider Service Rates

Service Code	Service Name	Rate
0001	Special Education Program Supervision	\$78
1000	Licensed Mental Health Practitioner	\$67
1001	Low Vision Assessment	\$93
1002	Psychological Services	\$98
1003	Audiology	\$82
1004	Diagnostic Services (Physician Clinic Staffing)	\$132
2000	Special Education Program Coordinator	\$78
2001	Special Education Consultant - ESU staff only	\$63
2002	Consultant - Special Education	\$63
2008	Consultant - Visual	\$63
2012	Consultant - Transition	\$63
2013	Consultant - BD	\$63
2014	Consultant - HI	\$63
2015	Consultant - Inclusion	\$63
3000	Instruction - Early Childhood	\$63
4001	Speech Therapy	\$82
4002	Resource Teacher	\$63
4003	Homebound/Hospital Bound - Special Education Instruction	\$63
4005	Physical Therapy	\$82
4006	Occupational Therapy	\$82
4012	Instruction – Transition	\$63
4013	Instruction – Special Education Preschool	\$63
4021	Instruction – BD / SLD	\$63
4024	Instruction – Hearing Impaired	\$63
4030	Instruction – Visually Impaired	\$63
4042	Recreational Therapy Tier I	\$39
4045	Social Work	\$63

4046	Recreational Therapy Tier II	\$56
4047	Recreational Therapy Tier III	\$67
4048	Orientation/Mobility Instruction	\$67
4050	Braille/Instruction - Library of Congress Certification	\$44
4056	Instruction School Age - Autism	\$63
4059	Instruction Preschool - Autism	\$63
4071	Counselor - Mental Health	\$67
4090	Music Therapy Tier III	\$67
4091	Music Therapy Tier II	\$56
4092	Music Therapy Tier I	\$39
4201	Board Certified Behavior Analyst Tier I	\$59
4202	Board Certified Behavior Analyst Tier II	\$70
4203	Board Certified Behavior Analyst Tier III	\$82
6068	Registered Behavior Technician	\$27
8001	Paraprofessional	\$26
8022	Physical Therapy Assistant	\$58
8023	Occupational Therapy Assistant	\$58
8024	Speech Language Assistant/Technician	\$58
9001	School Nurse - Registered Nurse	\$92
9009	School Nurse - Licensed Practical Nurse	\$66

6001 - Mileage is set at the Federal standard mileage rate each year and is updated when changes are made at the Federal level at the start of each year.

There is no need to 'update' your application for a mileage rate change.

**Welcome Center  
Back-to-School Event  
Thursday, August 7**

Services Provided by:

- Lexington Regional Health Center - On site physicals, meetings with financial counselors, and scheduling of clinic physicals
- Lions Club - On site vision screenings
- Community Action of Mid-Nebraska - On site immunization clinic
- Hairstylists - La Tijera de Oro, Salón Lau Juárez, and Araceli Rodriguez

Thank you to the City of Lexington for letting us use the parking lot next to the Opportunity Center for our event!

Sponsors:

- Change Clothing: 15 t-shirts for volunteers
- Chesterman's Coca-Cola - water for event
- Plum Creek Market Place - support of planning for event & helped in the organization of the event and during the event
- Lexington Community Foundation - Greeted individuals at event & supplied cards for activity and map
- Optimist Club of Lexington: \$1000 used to help provide free services at the event
- Community Action of Mid-Nebraska - Provided Backpacks with school supplies for elementary students at the event
- **Tyson** - \$2596.51 towards additional school supplies to be provided at the event
- **United by Culture Media** - Snow cones: \$1,200, Back Bags: \$2,893.93, School Supplies: \$3,389.40 (Total: \$7483.33)

Over 50 different school organizations, businesses, agencies, and food trucks at the event! Such a great way to celebrate back to school and help kids have what they need to be successful!

Thank you to Nancy Pinedo, Katelyn Hetz, Danny Miranda, Alma Becerra, Kathy Flores, and Jeanne Burns for all of their planning of this event!

\* \* \* \* \*

Lexington Public Schools  
**EARLY LEARNING ACADEMY**

\* \* \* \* \*

**EMERGENCY PROCEDURES  
HANDBOOK**

\* \* \* \* \*

## **Emergency Procedures**

Revised: June 2025

**Guidelines**

**for**

**Emergencies:**

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**Remain Calm.** Children may become nervous, confused and frightened during an emergency situation. Staff should do their best to remain calm in such situations to help children from becoming anxious and frightened.

**Follow Procedures.** Procedures and protocols have been established to help ensure a safe and orderly response to the situation for children and staff. Teachers should not create separate procedures for their classroom that may conflict with any guidelines established by the school.

In an emergency situation, the only person who should speak to the media is the building administrator. If a reporter or someone from the media contacts a staff member for comments about the situation, the person should be advised by the staff member to speak with the building administrator. Having only one person speak with the media reduces the possibility that inaccurate information will be released to the public.

**Classroom Doors / Locks.** Classroom doors should be shut and in the locked position at all times. In the event of an emergency that requires lockdown, the door can then be closed and will automatically be locked. This procedure eliminates the need for someone to exit the classroom and enter the hallway to lock the door.

**Classroom Organization.** Avoid clutter in classrooms. If it should become necessary to search the building as the result of an impending threat such as a bomb, classroom organization can help or hamper the search operation. Avoid storing boxes / containers of material in the classroom that are not necessary for the daily routine.

**Red and Green Cards.** Take Red and Green Cards with you in every emergency and drill situation. Green cards indicate you have all your students. Red cards indicate you are missing a child or children. Red and Green cards together indicate you have an extra student.

**Sunshine Rooms.** During an emergency situation, if you are in the hallway and unable to get into a classroom, immediately go to a Sunshine Room location. The Sunshine Room locations are the storage room or bathrooms in the playroom. They are marked with suns. First Responders will check these two places for staff and students after an emergency situation.

**Crisis Team Members:**

Tracy Naylor  
Kristie Converse  
Katie Maloley

Teachers must have the following items with them during an emergency:

Small, laminated class list  
Building & Room Keys  
Red & Green Cards (Fire/Tornado)  
Homework Packets\*  
Story Books\*

\* These items will need to be placed in a bag for quick access.

Don't forget to take your purse/wallet, as you may not be returning to the building for a while.

Recess Equipment...

When you go outside for recess duty you must make sure you have the following items (backpack):

Cell phone  
Whistle  
Gloves  
Band aids

## **Fire Drill Procedures:**

Fire drills will be conducted monthly. The drill will be conducted at random in regard to days and times, one each for the morning and afternoon groups of children.

The fire alarm is a loud, intermittent sound with flashing strobe lights. Upon activation of the alarm system, staff and children should exit from the building following the designated routes shown on the building evacuation map.

Staff and children should exit from the building quickly and quietly. Teachers are encouraged to prepare children for this event by talking with them about safety, purpose of the drill and instructing them on the procedures to be followed during the drill. Teachers will instill in each child an attitude of calmness and intentional purpose while evacuating the building.

Classroom windows should be closed and lights turned off. The last person out of the room, an adult, should make sure that all children are out of the room and close the door. The last person(s) leaving the building should close the exit door(s).

Upon reaching a safe distance from the building, staff members should account for all children in their classroom. The building administrator or his/her designee will contact each teacher to ascertain that all children have been accounted for.

Designated staff will make a search of restrooms, supply rooms, and playroom.

If a child is missing, the principal should be notified immediately and designated staff will conduct a search to locate the missing child.

When all children have been accounted for, staff will be informed that the drill is complete and everyone may enter the building.

All rooms have an assigned exit route. Designated routes should be followed unless blocked by fire or other hazard. If a designated route is blocked, staff and children should exit the building by another route that offers the safest alternative.

In the event of an actual fire, the principal or his/her designee, will immediately notify the fire department while the building is being evacuated.

## **Fire Drill Routes:**

**Rooms 104, 105, 106, 107, 114, 115, 116, 117, 119, 120, 121, 122, and Playroom** exit through the **East Door** into the **Parking Lot**.

**Rooms 109, 110, 111, 112, 113 and Cafeteria** exit through the **West Door** into the **Playground**.

## **Tornado Drill Procedures:**

Tornado drills will be conducted periodically at random in regard to days and times.

The tornado alarm will be announced through the intercom: **“Staff, Shelter! Evacuate to your shelter area. Shelter! Evacuate to your shelter area.”**

If there is a tornado and power is lost, a whistle will be used to alert staff and the principal or his / her designee will travel through the hallway to notify staff of the situation.

Staff and children should move to the designated area quickly and quietly. Teachers are encouraged to prepare children for this event by talking with them about safety, purpose of the drill and instructing them on the procedures to be followed during the drill.

Classroom windows should be closed and lights turned off. The last person out of the room, an adult, should make sure that all children are out of the room and close the door.

Upon reaching the designated area inside the building, staff members should account for all children in their classroom. The building administrator or his/her designee will contact each teacher to ascertain that all children have been accounted for.

If a child is missing, the principal should be notified immediately and designated staff will conduct a search to locate the missing child.

Designated staff will make a search of the restrooms and supply rooms. A crisis team member will circulate around the building checking attendance and report to the building administrator.

When all children are accounted for and tornado safety measures have been practiced, staff will be informed that the drill is complete and everyone may return to their classrooms.

### **Class Designated Areas for Tornado Warnings**

<b><i>Classroom</i></b>	<b><i>Location</i></b>
<b>Rooms 104</b>	<b>Room 119</b>
<b>Room 105</b>	<b>Room 120</b>
<b>Room 114 and 115</b>	<b>Room 122</b>
<b>Rooms 106 and 107</b>	<b>Room 109</b>
<b>Rooms 110 and 111</b>	<b>Room 112</b>
<b>Room 109 and 112</b>	<b>Stay in room</b>
<b>Room 116, 117, 119, 120, 121, 122</b>	<b>Stay in room</b>
<b>Playroom</b>	<b>Room 121</b>
<b>Room 113</b>	<b>Room 112</b>

## **Building Evacuation Procedures:**

In the event of an emergency that makes it necessary to evacuate the building, the following guidelines and procedures will apply.

An announcement through the intercom will be given: **“Staff, Evacuate! To Plum Creek Market Place. Evacuate! To Plum Creek Market Place.”**

Staff should have children grab their coat or jacket. Do not take time for children to put on their coat / jacket.

Because of the evacuation, staff may not be allowed back into the building for an extended period of time. Therefore, staff should take with them any personal possessions / valuables that may be needed.

If it becomes necessary to evacuate the building, staff and students will move to Plum Creek Market Place. Unless instructed otherwise, staff should exit through the same doors as designated for a fire drill and proceed immediately to Plum Creek Market Place.

Upon arrival at Plum Creek Market Place, staff and children will be directed to a specific location within the store. Attendance should be taken and reported to the building administrator or his/her designee.

The building administrator will remain at the Early Learning Academy for the length of time necessary to ensure that all staff and children are out of the building. Then, the administrator will come to Plum Creek Market Place to assist staff with the safe placement of children in the custody of their parent(s) / guardian(s).

During an emergency that requires evacuation of the building, staff should have in their possession the following items:

- Class roster including telephone number(s) of parent(s) / guardian(s)
- Sign out sheet with student names
- Building and room keys
- Activity packets / projects / story books

Children may be released to the custody of their parent(s) / guardian(s). The person to whom a child is released will be required to sign their name on the form provided.

In the event that parents/guardians need an alternate location to pick up their child after a building evacuation, a reunification location will be at Plum Creek Market (North of the Early Learning Academy).

## **Reverse Evacuation Procedures:**

(Getting children into the building as soon as possible)

1. In the event of an emergency outside, children will go immediately to their classroom.
2. Follow lockdown procedures.
3. In the event an emergency occurs before or after school children will go immediately to their classroom.

## **Hold, Secure, and Lockdown Procedures:**

In the event of a situation that requires a hold, secure or lockdown of the building and classrooms, the following procedures are to be followed. Staff should become familiar with the different procedures of a hold, secure or lockdown.

**HOLD**—A hold is called when there is a situation in the hall or another area.

If a situation arises that warrants a hold in the building, an announcement will be made through the intercom: **“Hold! In your room. Clear the halls. Hold! In your room. Clear the halls.”**

- Children and staff who are in the hallway, restroom or other areas that cannot be secured should immediately return to the classroom until the “All Clear” is announced.
- Children and staff who are outside should remain outside unless instructed to do otherwise by the administrator.
- Close and lock classroom doors.
- Do business as usual.
- Take roll, account for all students and adults.
- A HOLD can be released by an announcement, “The Hold is released. All Clear. The Hold is released. All Clear.”

**SECURE**—A secure is called when a threat or hazard outside of the school building.

If a situation arises that warrants a secure of the building, an announcement will be made through the intercom: **“Staff, Secure! Get inside. Lock outside doors. Secure! Get inside. Lock outside doors.”** Immediate action required:

- Students and staff from outside the building should return to the building quickly.
- Lock all exterior doors. Lock and monitor main access doors.
- Take roll, account for all students and adults.
- Do business as usual and wait for instructions.
- Do not attempt to contact office, unless you have pertinent information.
- A SECURE can be released by an announcement, “The Secure is released. All Clear. The Secure is released. All Clear.”

**LOCKDOWN**—A lockdown is called when there is a threat or hazard inside the school building.

If a situation arises that warrants lockdown of the building, an announcement will be made through the intercom: **“Staff, Lockdown! Locks, Lights, out of Sight, Lockdown! Locks, Lights, Out of Sight.”** Immediate action required:

- Children and staff who are outside the school need to exit through the gate and proceed to Plum Creek Market.
- Children and staff in the hallway, restroom or other areas that cannot be secured should immediately return to the closest classroom.
- Lock and close all interior doors and turn off the lights.
- Remain inside the classroom and move away from sight.
- Teachers should take attendance, maintain silence in the classroom, and do not open the door.
- Wait for First Responders to open doors.
- Do not attempt to contact office, unless you have pertinent information.
- Prepare to evade or defend.

### **Additional actions / procedures:**

- The first person to notice an intruder (person with weapon, who is upset, out of control or otherwise threatening) should immediately notify the building administrator /office.
- The building administrator will determine the need to call 911, notify law enforcement and the school superintendent.
- Media personnel will be referred to the superintendent of schools.
- Classroom doors will be unlocked by a school official or law enforcement when the crisis / emergency is ended.
- The district crisis team may be contacted to assist children and staff in dealing with the aftermath of the event.

### **Bomb Threat Procedures: (Keep Checklist by each phone)**

Upon the receipt of a bomb threat, the person receiving the call will make every attempt to:

- a. Utilize the bomb threat checklist.
- b. Prolong the conversation. Do not hang up the phone. (Use another phone to call authorities.)
- c. Identify background noises and any distinguishing voice characteristics.
- d. Ask the caller for a description of the bomb, where it is, and when it is due to explode.

The person receiving the threat will notify the principal. The principal will call 911 and notify the Superintendent to decide whether to make a preliminary search or to evacuate the building.

If evacuation is indicated, building evacuation procedures will be announced. If evacuation is not indicated, lockdown procedures will be announced.

Inform staff and students of the bomb threat and any immediate directions, for example, remain in their rooms until an all-clear is given or directions to evacuate.

Staff needs to make visual observations of their classrooms/work areas and inform them not to open cabinets, doors, or move objects. If anything suspicious is found, Do Not touch it! The bomb can be almost anything from a bundle of dynamite to concealed or ordinary objects (briefcase, toolbox, or pieces of pipe). You will be searching for something that doesn't belong in the classroom/work area.

Staff should account for all students, check halls and restrooms.

If a written threat is received, copy the contents and protect the original message (plastic or other covering) to preserve fingerprints and other identifying marks. Use the Bomb Threat Checklist to gather helpful information.

### **Chemical Spill / Toxic Fumes:**

1. If spill/fumes occur outside the school building:

- Keep students inside.
- Close windows.
- Contact police, fire and health department and superintendent's office.
- Be prepared to evacuate the building, if needed.
- If students are outside, move them inside or to designated evacuation location.

2. If a spill occurs inside:

- Remove students from contaminated area.
- Contact police, fire and health department and superintendent's office.
- Students exposed to the chemical should be taken to a locker room or other designated area within the building to have necessary clothing removed and exposed skin washed.

This emergency procedures plan was developed under the direction of the Early Learning Academy Safety/Crisis Team. It provides procedures that are to be followed in the event of an emergency. A copy of the plan has been provided to all employees.

# REUNIFICATION PLAN

## Relocation Site – Plum Creek Market

**Address: 1411 Plum Creek Parkway Phone: 324-2327**

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**LAW ENFORCEMENT NOTIFIED (911)** - Call for help in regard to crowd/traffic control. See list of possibilities.

**TRAFFIC/CROWD CONTROL** - Central Office & Maintenance Staff and Crisis Team members from other buildings, if available.

**ITEMS TO TAKE** - Jess Rico will take the Emergency Kit from the front office.

Kelley Swanson or Yanet Curiel will take To Go kit and blow horn from the back door and backpack.

**STAFF** - Please take SIGN In Book, Reunification plan, laptop/iPad, purse and cell phone.

- Students will move with their teacher during the evacuation. Upon arrival at **Plum Creek Market**, teachers will take students to assigned aisles and immediately take attendance. Attendance will be taken on the sign in sheet. If teachers were outside, attendance will be recorded on designated attendance sheets. Attendance sheets and sign in sheets will be picked up by **Traci Woodside**. She will get that information to the front table and the administration will make the final determination as to who is missing. They will keep that list for later use.
- **Classroom Paras** will take attendance for Katie and Kristie (Guadalupe Lopez/Arianna Aguado).

Aisles

1-Empty

2-Betsy

3-Tara

4-Hailey

5-Yesenia

6-Yanet

7-Kelley (No sign)

8-Katie

9-Kristie

10-Macey

11-Empty

**GREETERS** – Alma Becerra, Barre Hassan, and Hardy Moreno will come from the Central Office to assist.

**Greeters will be located in the parking lot on the north side of O'Reilly.** Greeters will meet parents as they arrive. They will inform parents that they need identification and if parents have proper ID, these individuals will be given a reunification card to fill out and will start the process for reunification.



**CHECKERS** – Emily Dellevoet (A-G), Tess Piper (H-M) Kendra Myers (N – R), and Becky Holcomb (S-Z)

**Checkers will be located at the table outside where carts are returned.** Parents will take their completed Reunification card to one of the Checkers based on last name. Checkers will ensure all information is complete and then take parents to accountants.



**ACCOUNTANTS** – Becca Doubet (A-G) Daniela Marin (H-M) Mari Alvarez (N-R) Adelaida Romero (S-Z)

**Accountants will be located outside in front of the Main Entrance to Plum Creek Market Place.**

They will verify information from reunification cards completed by parents with information listed on PowerSchool.

Accountants will give reunification cards to reunifiers. Reunifiers will take a parent to be reunited with their student once cleared by the Accountant.



**REUNIFIERS – Beatriz Luna, Veronica Vallejo, and Reyna Mendoza**

Reunifiers will go to the North Loading Door of Plum Creek Market Place. Parents will remain outside until the reunifier returns with their student. The reunifier will return the reunification card back to Elizabeth Ceja-Reyes who will keep all cards of released students.



**NORTH DOOR MONITORS – Sara Oberg, Martha Perez, Norma Regalado**

Sara, Martha, Norma will direct parents to leave the Reunification Site (heading east) and return to the parking area once reunited with their student.

**MAIN DOOR/MAIN TABLE SUPERVISION - Barry Carpenter**

The following individuals will be **MONITORING THE MAIN ENTRANCE AT Plum Creek Market**, not allowing anyone to enter the building: **Leslie Chavez, Lizbeth Aguado, Carmen Lujan**

**OVERALL SUPERVISION - Tracy Naylor**

**SUPERVISION WHERE NEEDED – Kristie Converse and Katie Maloley**

**TECHNOLOGY SUPPORT – Tech will bring at least 2 computers from Central Office for Accountants.**

**SPOKESPERSON WITH THE MEDIA - Dr. Hakonson or Tracy Naylor**

**COUNSELORS-** will be available to take parents whose student is not in the assembly area to a separate room (**office upstairs**). **Marni Baker and Christy Franz** may help if needed.

**EXTRA HELP – Staff from the store or college, Crisis Team Members**

**ANSWERING PHONE AT ELA - Jess Rico** will be assigned to the front office to answer the phone (if individuals are allowed to stay in the building). She will be given a written statement to read. The written statement will be given to Jess, CO, etc. **Erica Brockmoller and Amber Burson** will write the statement under the direction of administration.

**THINGS TO DO UPON IMMEDIATE ARRIVAL AT Plum Creek Market**

1. Set up Tables for Accountants (**Lizbeth Aguado and Martha Perez**)
2. Signs put up with instructions (**Staff from Plum Creek Market and Elizabeth Ceja**)
3. Rope off certain areas for crowd control (**Plum Creek Employees and Maria Ceja-Diaz or Darcy Benjamin**)

**THINGS TO KEEP IN MIND -**

- Law Enforcement may not be at your site immediately depending on the circumstances that led to evacuation
- Loss of internet and/or cell phone usage
- Parents will be anxious, upset, angry
- Students may only leave with parents through the process

# Attachment A

## Bomb Threat Checklist

DATE \_\_\_\_\_ TIME \_\_\_\_\_

**Do Not Hang Up!** Use another phone to call police.

Record the exact words used by the called:

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**Ask:**

**What time is the bomb set for?**

---

**Where is the bomb?**

---

**What does the bomb look like?**

---

**Why are you doing this?**

---

**Who are you?** \_\_\_\_\_

---

**Evaluate the voice of the caller:**

\_\_\_\_\_ Man

\_\_\_\_\_ Woman

\_\_\_\_\_ Child

\_\_\_\_\_ Age (approximate)

\_\_\_\_\_ Accent

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

\_\_\_\_\_ Intoxicated

\_\_\_\_\_ Other

**Background Noise:**

\_\_\_\_\_ Music

\_\_\_\_\_ Children

\_\_\_\_\_ Typing

\_\_\_\_\_ Airplanes

\_\_\_\_\_ Conversation

\_\_\_\_\_ Machine Noise

\_\_\_\_\_ Traffic

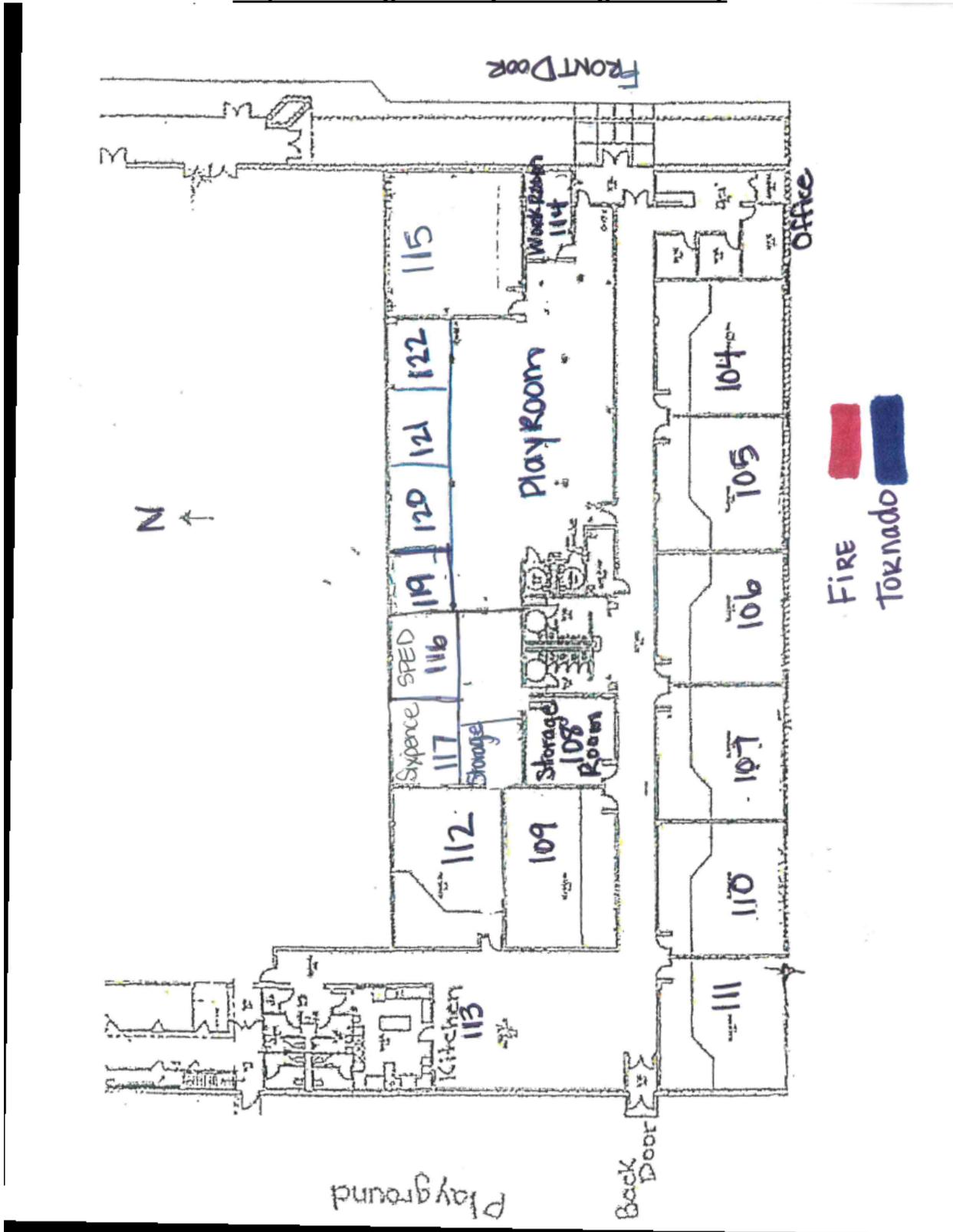
\_\_\_\_\_ Other \_\_\_\_\_

Person receiving threat will immediately notify the principal.

Call Received by: \_\_\_\_\_

# Attachment B

## Map of Lexington Early Learning Academy



# Attachment C

## Standard Response Protocol Overview



### INFORMATION FOR PARENTS AND GUARDIANS

Our school has adopted The "I Love U Guys" Foundation's Standard Response Protocol (SRP). Students and staff will be training, practicing, and drilling the protocol.

### COMMON LANGUAGE

The Standard Response Protocol (SRP) is based on an all-hazards approach as opposed to individual scenarios. Like the Incident Command System (ICS), SRP utilizes clear common language while allowing for flexibility in protocol.

The premise is simple - there are five specific actions that can be performed during an incident. When communicating these, the action is labeled with a "Term of Art" and is then followed by a "Directive." Execution of the action is performed by active participants, including students, staff, teachers and first responders. The SRP is based on the following actions: Hold, Secure, Lockdown, Evacuate, and Shelter.

## HOLD

"In Your Classroom or Area"

Students are trained to:

- Clear the hallways and remain in their area or room until the "All Clear" is announced
- Do business as usual

Adults and staff are trained to:

- Close and lock the door
- Account for students and adults
- Do business as usual



## SECURE

"Get Inside. Lock outside doors"

Students are trained to:

- Return to inside of building
- Do business as usual

Adults and staff are trained to:

- Bring everyone indoors
- Lock the outside doors
- Increase situational awareness
- Account for students and adults
- Do business as usual



## LOCKDOWN

"Locks, Lights, Out of Sight"

Students are trained to:

- Move away from sight
- Maintain silence
- Do not open the door

Adults and staff are trained to:

- Recover students from hallway if possible
- Lock the classroom door
- Turn out the lights
- Move away from sight
- Maintain silence
- Do not open the door
- Prepare to evade or defend



## EVACUATE

"To a Location"

Students are trained to:

- Leave stuff behind if required to
- If possible, bring their phone
- Follow instructions

Adults and staff are trained to:

- Bring roll sheet and Go Bag (unless instructed not to bring anything with them, dependent on reason for evacuation.)
- Lead students to Evacuation location
- Account for students and adults
- Report injuries or problems using Red Card/Green Card method.



## SHELTER

"State Hazard and Safety Strategy"

Hazards might include:

- Tornado
- Hazmat
- Earthquake
- Tsunami

Safety Strategies might include:

- Evacuate to shelter area
- Seal the room
- Drop, cover and hold
- Get to high ground

Students are trained in:

- Appropriate Hazards and Safety Strategies

Adults and staff are trained in:

- Appropriate Hazards and Safety Strategies
- Accounting for students and adults
- Report injuries or problems using Red Card/Green Card method.



## Attachment D

### Standard Response Protocol Poster

# IN AN EMERGENCY TAKE ACTION



## **HOLD! In your room or area. Clear the halls.**

### **STUDENTS**

Clear the hallways and remain in room or area until the "All Clear" is announced  
Do business as usual

### **ADULTS**

Close and lock the door  
Account for students and adults  
Do business as usual



## **SECURE! Get inside. Lock outside doors.**

### **STUDENTS**

Return to inside of building  
Do business as usual

### **ADULTS**

Bring everyone indoors  
Lock outside doors  
Increase situational awareness  
Account for students and adults  
Do business as usual



## **LOCKDOWN! Locks, lights, out of sight.**

### **STUDENTS**

Move away from sight  
Maintain silence  
Do not open the door

### **ADULTS**

Recover students from hallway if possible  
Lock the classroom door  
Turn out the lights  
Move away from sight  
Maintain silence  
Do not open the door  
Prepare to evade or defend



## **EVACUATE! (A location may be specified)**

### **STUDENTS**

Leave stuff behind if required to  
If possible, bring your phone  
Follow instructions

### **ADULTS**

Lead students to Evacuation location  
Account for students and adults  
Notify if missing, extra or injured students or adults



## **SHELTER! Hazard and safety strategy.**

### **STUDENTS**

Use appropriate safety strategy for the hazard

#### **Hazard**

Tornado  
Hazmat  
Earthquake  
Tsunami

#### **Safety Strategy**

Evacuate to shelter area  
Seal the room  
Drop, cover and hold  
Get to high ground

### **ADULTS**

Lead safety strategy  
Account for students and adults  
Notify if missing, extra or injured students or adults

## Attachment E

### Standard Response Protocol Public Address Poster

# IN AN EMERGENCY TAKE ACTION



**HOLD**



**SECURE**



**LOCKDOWN**



**EVACUATE**



**SHELTER**

<b>Standard Response Protocol – Public Address</b>	
<b>Medical Emergency</b>	<b>Hold in your Room or Area. Clear the halls.</b>
<b>Threat Outside</b>	<b>Secure! Get inside. Lock outside doors.</b>
<b>Threat Inside</b>	<b>Lockdown! Locks, Lights, Out of Sight!</b>
<b>Bomb</b>	<b>Evacuate to (location) Shelter for Bomb!</b>
<b>Earthquake</b>	<b>Shelter for Earthquake!</b>
<b>Fire Inside</b>	<b>Evacuate to the (location)</b>
<b>Hazmat</b>	<b>Shelter for Hazmat! Seal your Rooms</b>
<b>Weapon</b>	<b>Lockdown! Locks, Lights, Out of Sight!</b>
<b>Tornado</b>	<b>Evacuate to (location) Shelter for Tornado!</b>



## Attachment F

### Standard Response Protocol Reunification Method



# STANDARD<sup>TM</sup> REUNIFICATION METHOD

Each building within the district should have a plan in place that includes:

- On/Offsite Location (Do you have permission? A key? Know the address? )
- Take your "TO GO KIT" every time you evacuate your building -
- Phones – Secretaries?? - A statement will be made available for personnel answering phone to read – Should not deviate from what has been written
- Check-in station – Should be away from off-site location
- Runners (who will retrieve/deliver students) – Para's/ Teachers without a class/Counselor's (unless needed in the event of a tragedy) -
- Have "check In" signs readily available to post where needed – (In Kit)
- Have a few reunification forms available (in the event copier doesn't work) -
- Keep current info and emergency info on all students (possibly in a notebook & on a pin drive) - Students' will not be allowed to go with anyone if not listed on emergency contact.
- Who will be the spokesman for the building? (Superintendent, Law Enforcement) – Staff should not be talking to media, press unless asked to by administration and/or law enforcement.
- Outside Help who may provide assistance: Law Enforcement, Local Firefighters and EMT's.



## STANDARD™ REUNIFICATION METHOD

### STUDENT/PARENT REUNIFICATION

Circumstances may occur at the school that require parents to pick up their students in a formalized, controlled release. This process is called a Reunification and may be necessary due to weather, a power outage, hazmat or if a crisis occurs at the school. The Standard Reunification Method is a protocol that makes this process more predictable and less chaotic for all involved.

Because a reunification is not a typical end of school day event, a reunification may occur at a different location than the school a student attends. If this location is another school, then those students may be subject to a controlled release as well.

### NOTIFICATION

Parents may be notified in a number of ways. The school or district may use its broadcast phone or text message system. In some cases, students may be asked to send a text message to their parents. A reunification text message from a student may look something like this: *"The school has closed, please pick me up at 3:25 at the main entrance. Bring your ID."*

### PARENT/GUARDIAN EXPECTATIONS

If a parent or guardian is notified that a reunification is needed, there are some expectations that parents or guardians should be aware of. First, bring identification. That will streamline things during reunification. Second, be patient. Reunification is a process that protects both the safety of the student and provides for an accountable change of custody from the school to a recognized custodial parent or guardian.

### WHAT IF A PARENT CAN'T PICK-UP THEIR STUDENT?

When a parent can't immediately go to the reunification site, students will only be released to individuals previously identified as a student's emergency contact. Otherwise, the school will hold students until parents can pick up their student.

### WHAT IF THE STUDENT DROVE TO SCHOOL?

There may be instances where a student may not be allowed to remove a vehicle from the parking lot. In this case, parents are advised to recover the student. In some circumstances, high school students may be released on their own.

Reunification Information	
Have photo identification out and ready to show school district personnel.	
Student Name	_____
Student Grade	_____ Student Cell Phone Number _____
Name of person picking up student	_____
Signature	_____
Phone number of person picking up student	_____
Relationship to student being picked up	_____
Photo identification matches name of person picking up student? Y or N	_____
Parent completed:	
Print Student Name Again	_____
Student Grade	_____ School personnel complete appearance of student
Student ID Number	_____

### HOW IT WORKS

For students, the school asks that students be orderly and quiet while waiting. Students may be asked to text a message to their parents or guardians. Students are also asked not to send other text messages either in or out of the school or reunification area. Keeping the cellular network usage at a minimum may be important during a reunification.

### REUNIFICATION CARDS

For parents, there are a couple of steps. If a parent is driving to the school, greater awareness of traffic and emergency vehicles is advised. Parents should park where indicated and not abandon vehicles. Parents are asked to go to the Reunification "Check In" area and form lines based on the first letter of their student's last name. While in line, parents are asked to fill out a reunification card. This card is perforated and will be separated during the process. Some of the same information is repeated on both the top and separated bottom of the card. Parents are asked to complete all parts of the card.

In the case of multiple students being reunified, a separate card for each student needs to be completed.

### BRING ID TO CHECK IN

During check in, identification and custody rights are confirmed. The card is separated and the bottom half given back to the parent.

From the "Check In" area parents are directed to the "Reunification" area. There, a runner will take the bottom half of the card and take it to the Student Assembly Area to recover the student or students.

Parents should be aware that in some cases, they may be invited into the building for further information.

### INTERVIEWS AND COUNSELING

In some cases, parents may be advised that a law enforcement investigation is underway and may be advised that interviews are necessary. In extreme cases, parents may be pulled aside for emergency or medical information.





# J. Sterling Morton Elementary School

2025-26

-Safety/Emergency Procedures Plan-

This plan was developed under the direction of the Morton Elementary Safety/Crisis Team. It provides procedures that are to be followed in the event of an emergency. A copy of this plan has been provided to all teachers and copies are prepared and provided for substitute teachers that work with our children.

Rules for ALL Emergencies:

1. **Remain Calm** – We are responsible for hundreds of children who will be nervous, confused and scared during these situations. As educators we must remain calm during each situation and model that for our students.
2. Follow Procedures – We have established these procedures and protocols to help ensure that there is smooth transition for students and teachers. **DO NOT** create your own procedures for your classroom that conflict with any of the school’s established procedures.
3. During an emergency Mrs. Edeal is the only person in the building that will speak to the media. If you are approached by a member of the media for a comment reply, “I have no comment. You will need to talk to Mrs. Edeal our principal.” We do not need conflicting comments presented to the public.

**Crisis Team Members:**

Nikki Edeal      Christy Franz  
Carole Kleine      Megan Vonasek

**CPR Certified Staff Members:**

Nikki Edeal      Sherri Ihde  
Sylvia Macias      Jessica Lara  
Laura Winter      Melissa Naylor  
Christy Franz

**Epi Pen & CPR Trained Staff Members:**

Nikki Edeal      Jessica Lara  
Sylvia Macias  
Laura Winter

Teachers must have the following items with them during an emergency:

Small,  
laminated class list  
Building &  
Room Keys  
Red & Green  
Cards

Don’t forget to take your purse/wallet, as you may not be returning to the building for a while.

### **Daily Procedures To Be Followed**

1. **Classroom doors should closed and locked at all times**
2. ALL Exterior Doors must remain locked and NOT propped open at any time!
3. No clutter in classrooms! This does not mean you must get rid of teaching/project items. Make sure that if a scan for an unidentified object that we can see everything. Unnecessary papers, boxes, etc. will not be tolerated.

## **FIRE DRILL PROCEDURES**

1. Fire drills will be conducted monthly at random hours and days of the month.
2. The fire alarm is a loud, continuous claxon sound. Upon hearing this sound teachers and children are to evacuate the building following the routes listed on the following page.
3. Teachers and assistants will take control to ensure that the students evacuate quickly and quietly, and that they may be stopped, turned, or directed as needed. Teachers will instill in each child an attitude of calmness and intentional purpose while evacuating the building.
4. Teachers will insure that classroom windows, fans, and lights are shut off and that the last person out of the room closes the doors. The last student or teacher leaving the building through that door will shut the school exit doors.
5. Teachers will take class roll upon reaching a safe distance from the building. If a child is missing, the principal will be notified immediately.
6. Teachers will have a green card and a red card.
  - a. If all students are present raise the green card
  - b. If a student is missing raise the red card
7. Designated teachers and assistants will make a search of restrooms, supply rooms and study rooms.
  - a. Mrs. Mostek will report the NW corner
  - b. Mrs. Sanchez will report the SW corner
  - c. Ms. Diaz will report the SE corner
  - d. Miss Franz will report the NE corner
  - e. Mrs. Aguilar – will check the south restrooms then exit the South Doors of the building
  - f. Mrs. Macias – will check the north restrooms then exit the front doors
8. Until the all clear is given, (intercom or whistle if intercom is disabled) teachers will maintain constant supervision of their classes.
9. If classes are under the supervision of a teacher other than the home room teacher, the home room teacher will meet his/her class and take roll ASAP.
10. All rooms have assigned exit routes. Please follow assigned routes unless blocked by fire or other hazards. In such a scenario, use your discretion in selecting the safest exit route.
11. In the event of a fire, the principal, assistant principal, or secretary, will simultaneously call the fire department while the building is being evacuated.

## Fire Drill Routes

<u>Classroom</u>	<u>Exit Door</u>	<u>Location to Stand</u>
Converse, Moore & Barkmeier	South Door of Classroom #11, #12, #13	Cross to the South side of Walnut
Naylor	Door # 14	Cross Lincoln to the playground
Franzen, Weidner, Mathews, Einspahr, Acevedo & Torres	Door #2	Cross Lincoln to the playground
Brown, Berke, Ahlenstorf & Sped	Door #1	Cross Lincoln to the playground
Speech, Hemmingsen & Ticas	Door # 3	Cross Maple to the Northside
Kleine & Sutton	Door # 3	Cross Maple to the Northside
Harris & Bender	Door # 4	Out the south gate and cross Madison
Counseling	Door #1 or closest door to current classroom	Cross Lincoln to the playground
Art	Exit Modular	Out the south gate and cross Madison
Mostek's Office	Door #14	Cross Lincoln Street to Playground Area
Library	Door #1	Cross Lincoln Street to playground
P.E.	Door #10	Cross Walnut to the southside
Music	Evacuate Modular	Out the south gate and cross Madison
Nurse	Door #1	Cross Lincoln Street to playground
Cafeteria	Door #1	Cross Lincoln Street to playground

## **Tornado Drill Procedures**

1. Tornado Drills will be conducted quarterly at random hours and days of the month.
2. The tornado alarm is an announcement over the intercom “Teachers we are in a tornado warning and you need to go into our tornado plan.” Upon hearing this sound teachers and children are to immediately go to their designated areas in the building following the routes shown on the diagram.
  - a. If power is lost the tornado alarm is short blasts of a whistle. A person will be dispatched to alert the modulars of the situation.
3. Teachers and assistants will take control to ensure that the students move quickly and quietly, and that they may be stopped, turned, or directed as needed. Teachers will instill in each child an attitude of calmness and intentional purpose while evacuating the building.
4. Teachers will ensure that classroom windows, fans, and lights are shut off and that the last person out of the room closes the doors. The last student or teacher leaving the room will shut the door.
5. Teachers will take class roll upon reaching their designated area. If a child is missing, the principal will be notified immediately.

### **Class Designated Areas for Tornado Warnings**

<b>Classroom</b>	<b>Location</b>
PE Class	PE Closet
Harris & Bender	West Bathrooms
Music	Lounge
Sutton & Kleine	Counseling Office
Converse & Moore	Workroom
Naylor	Nurse’s Office
Barkmeier	Mostek’s Office
Acevedo	East Side North Bathrooms
Torres	West Side North Bathrooms
Mathews, Wiedner, Einspahr & Resource	Weitzenkamp & Stieb Room
Ticas, Franzen, Hemmingsen	Ticas’ Room
Berke, Ahlenstorf, Brown	Berke’s Room
Speech	Counseling Office
Overflow, Family Engagement, Library	Quiet Room

# IN AN EMERGENCY TAKE ACTION



## HOLD! In your room, office or area. Clear the halls.

### OCCUPANTS

Remain in the area until  
the "All Clear" is indicated

### STAFF

Close and lock door  
Account for occupants and staff  
Business as usual



## SECURE! Get inside. Lock outside doors.

### OCCUPANTS

Return inside  
Business as usual

### STAFF

Bring everyone indoors  
Lock outside doors  
Increase situational awareness  
Account for occupants and staff



## LOCKDOWN! Locks, lights, out of sight.

### OCCUPANTS

Move away from sight  
Maintain silence  
Do not open the door  
Prepare to evade or defend

### STAFF

Lock interior doors  
Turn out the lights  
Move away from sight  
Do not open the door  
Maintain silence  
Account for occupants and staff  
Prepare to evade or defend



## EVACUATE! (A location may be specified)

### OCCUPANTS

Evacuate to specified location  
Bring your phone  
Instructions may be provided  
about retaining or leaving  
belongings

### STAFF

Lead evacuation to specified  
location  
Account for occupants and staff  
Notify if missing, extra or injured  
occupants or staff



## SHELTER! Hazard and safety strategy.

### OCCUPANTS

Hazard	Safety Strategy
Tornado	Evacuate to shelter area
Hazmat	Seal the room
Earthquake	Drop, cover and hold
Tsunami	Get to high ground

### STAFF

Lead safety strategy  
Account for occupants and staff

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# IN AN EMERGENCY

## TAKE ACTION



**HOLD**



**SECURE**



**LOCKDOWN**



**EVACUATE**



**SHELTER**

### Standard Response Protocol – Public Address

Medical Emergency	Hold in your Room or Area. Clear the halls.
Threat Outside	Secure! Get inside. Lock outside doors.
Threat Inside	Lockdown! Locks, Lights, Out of Sight!
Bomb	Evacuate to (location) Shelter for Bomb!
Earthquake	Shelter for Earthquake!
Fire Inside	Evacuate to the (location)
Hazmat	Shelter for Hazmat! Seal your Rooms
Weapon	Lockdown! Locks, Lights, Out of Sight!
Tornado	Evacuate to (location) Shelter for Tornado!



# STANDARD RESPONSE PROTOCOL

## INFORMATION FOR PARENTS AND GUARDIANS

Our school has adopted The "1 Love U Guys" Foundation's Standard Response Protocol (SRP). Students and staff will be training, practicing, and drilling the protocol.

### COMMON LANGUAGE

The Standard Response Protocol (SRP) is based on an all-hazards approach as opposed to individual scenarios. Like the Incident Command System (ICS), SRP utilizes clear common language while allowing for flexibility in protocol.

The premise is simple - there are five specific actions that can be performed during an incident. When communicating these, the action is labeled with a "Term of Art" and is then followed by a "Directive." Execution of the action is performed by active participants, including students, staff, teachers and first responders. The SRP is based on the following actions: Hold, Secure, Lockdown, Evacuate, and Shelter.

## HOLD

### "In Your Classroom or Area"

**Students** are trained to:

- Clear the hallways and remain in their area or room until the "All Clear" is announced
- Do business as usual

**Adults and staff** are trained to:

- Close and lock the door
- Account for students and adults
- Do business as usual



## SECURE

### "Get Inside. Lock outside doors"

**Students** are trained to:

- Return to inside of building
- Do business as usual

**Adults and staff** are trained to:

- Bring everyone indoors
- Lock the outside doors
- Increase situational awareness
- Account for students and adults
- Do business as usual



## LOCKDOWN

### "Locks, Lights, Out of Sight"

**Students** are trained to:

- Move away from sight
- Maintain silence
- Do not open the door

**Adults and staff** are trained to:

- Recover students from hallway if possible
- Lock the classroom door
- Turn out the lights
- Move away from sight
- Maintain silence
- Do not open the door
- Prepare to evade or defend



## EVACUATE

### "To a Location"

**Students** are trained to:

- Leave stuff behind if required to
- If possible, bring their phone
- Follow instructions

**Adults and staff** are trained to:

- Bring roll sheet and Go Bag (unless instructed not to bring anything with them, dependent on reason for evacuation.)
- Lead students to Evacuation location
- Account for students and adults
- Report injuries or problems using Red Card/Green Card method.



## SHELTER

### "State Hazard and Safety Strategy"

**Hazards** might include:

- Tornado
- Hazmat
- Earthquake
- Tsunami

**Safety Strategies** might include:

- Evacuate to shelter area
- Seal the room
- Drop, cover and hold
- Get to high ground

**Students** are trained in:

- Appropriate Hazards and Safety Strategies

**Adults and staff** are trained in:

- Appropriate Hazards and Safety Strategies
- Accounting for students and adults
- Report injuries or problems using Red Card/Green Card method.



## **Bomb Threat**

Upon receipt of a bomb threat, the person receiving the call will attempt to:

- Utilize the bomb threat checklist.
- Prolong the conversation. **DO NOT HANG UP THE PHONE!**
- Identify background noises and any distinguishing voice characteristics.
- Ask the caller for a description of the bomb, where it is and when it is due to explode.
- Notify the principal.

**DO NOT USE CELLULAR PHONES** because of emitting frequencies near a potential explosive device. Turn Power to Cellular Phones Off Immediately.

Contact the Principal or Call 911

The principal will consult with the Superintendent (who consults with law enforcement) to determine if evacuation is indicated.

If evacuation is indicated, building evacuation procedures will be announced (included in this plan)

If evacuation is not indicated, lockdown procedures will be announced (included in this plan)

Be especially observant of your surroundings or work area. Do not open cabinets, doors or move objects. Do not touch anything suspicious.

Keep track of students that were absent from your class at the time the call was received.

Alternate evacuation location for Morton Elementary is:

Evangelical Free Church  
810 S. Washington St.  
(308) 324-3825

If a written threat is received, leave in place and have someone watch it so it is not tampered with until police arrive.

School time will be made up if school is dismissed for a bomb threat.



**Bomb Threat Checklist**

DATE \_\_\_\_\_ TIME \_\_\_\_\_

**Do Not Hang Up!** Use another phone to call police.

Record the exact words used by the called:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Ask:**

**What time is the bomb set for?**

\_\_\_\_\_

**Where is the bomb?**

**What does the bomb look like?**

\_\_\_\_\_

**Why are you doing this?**

\_\_\_\_\_

**Who are you?**

\_\_\_\_\_

**Evaluate the voice of the caller:**

- |                         |                         |
|-------------------------|-------------------------|
| _____ Man               | _____ Accent            |
| _____ Woman             | _____ Speech Impediment |
| _____ Child             | _____ Intoxicated       |
| _____ Age (approximate) | _____ Other             |

Background Noise:

- |                    |                     |
|--------------------|---------------------|
| _____ Music        |                     |
| _____ Conversation |                     |
| _____ Children     | _____ Machine Noise |
| _____ Typing       | _____ Traffic       |
| _____ Airplanes    | _____ Other         |

\_\_\_\_\_

Person receiving threat will immediately notify the principal.

Call Received by: \_\_\_\_\_

## **Reverse Evacuation Procedures**

(Getting Students Into The Building As Soon As Possible)

Teachers, while on duty, must have a cell phone with them at all times.

1. In the event of an emergency outside, blow air horn 3 times.
2. All students are to line up immediately.
3. Students will be taken to the following:
  - a. If possible, they will be taken to their classroom(s).
  - b. If it is not possible to return to the classroom they will be taken to the lunchroom and that room will be locked and secured.

## **Chemical Spill/Toxic Fumes**

1. If spill/fumes occur outside the school building:

- Keep students inside.
- Close windows.
- Don't step in spilled material.
- Contact police, fire and health department.
- Contact superintendent's office.
- Be prepared to evacuate the building.
- If students are outside, move upwind.

2. If a spill occurs inside:

- Remove students from contaminated area.
- Contact police, fire and health department.
- Contact superintendent's office.
- Students exposed to the chemical should be taken to a locker room or other designated area within the building to have necessary clothing removed and exposed skin washed.



# STANDARD<sup>TM</sup> REUNIFICATION METHOD

Each building within the district should have a plan in place that includes:

- **On/Offsite Location (Do you have permission? A key? Know the address? )**
- **Take your "TO GO KIT" every time you evacuate your building -**
- **Who will facilitate the following:**
- **Phones – Secretaries?? - Have a statement available for personnel answering phone to read -**
- **Check-in station -**
- **Runners (who will retrieve/deliver students) – Para's/ Teachers without a class/Counselor's (unless needed in the event of a tragedy) -**
- **Have "check in" signs readily available to post where needed – (In Kit)**
- **Have a few reunification forms available (in the event copier doesn't work) -**
- **Keep current info and emergency info on all students (possibly in a notebook & on a pin drive) -**
- **Who will be the spokesman for the building? (Superintendent, Law Enforcement) -**
- **Outside Help who may provide assistance: Law Enforcement, Local Firefighters and EMT's.**



# STANDARD™ REUNIFICATION METHOD

## STUDENT/PARENT REUNIFICATION

Circumstances may occur at the school that require parents to pick up their students in a formalized, controlled release. This process is called a Reunification and may be necessary due to weather, a power outage, hazmat or if a crisis occurs at the school. The Standard Reunification Method is a protocol that makes this process more predictable and less chaotic for all involved.

Because a reunification is not a typical end of school day event, a reunification may occur at a different location than the school a student attends. If this location is another school, then those students may be subject to a controlled release as well.

## NOTIFICATION

Parents may be notified in a number of ways. The school or district may use its broadcast phone or text message system. In some cases, students may be asked to send a text message to their parents. A reunification text message from a student may look something like this: *"The school has closed, please pick me up at 3:25 at the main entrance. Bring your ID."*

## PARENT/GUARDIAN EXPECTATIONS

If a parent or guardian is notified that a reunification is needed, there are some expectations that parents or guardians should be aware of. First, bring identification. That will streamline things during reunification. Second, be patient. Reunification is a process that protects both the safety of the student and provides for an accountable change of custody from the school to a recognized custodial parent or guardian.

## WHAT IF A PARENT CAN'T PICK-UP THEIR STUDENT?

When a parent can't immediately go to the reunification site, students will only be released to individuals previously identified as a student's emergency contact. Otherwise, the school will hold students until parents can pick up their student.

## WHAT IF THE STUDENT DROVE TO SCHOOL?

There may be instances where a student may not be allowed to remove a vehicle from the parking lot. In this case, parents are advised to recover the student. In some circumstances, high school students may be released on their own.

## HOW IT WORKS

For students, the school asks that students be orderly and quiet while waiting. Students may be asked to text a message to their parents or guardians. Students are also asked not to send other text messages either in or out of the school or reunification area. Keeping the cellular network usage at a minimum may be important during a reunification.

## REUNIFICATION CARDS

For parents, there are a couple of steps. If a parent is driving to the school, greater awareness of traffic and emergency vehicles is advised. Parents should park where indicated and not abandon vehicles. Parents are asked to go to the Reunification "Check In" area and form lines based on the first letter of their student's last name. While in line, parents are asked to fill out a reunification card. This card is perforated and will be separated during the process. Some of the same information is repeated on both the top and separated bottom of the card. Parents are asked to complete all parts of the card.

In the case of multiple students being reunified, a separate card for each student needs to be completed.

## BRING ID TO CHECK IN

During check in, identification and custody rights are confirmed. The card is separated and the bottom half given back to the parent.

From the "Check In" area parents are directed to the "Reunification" area. There, a runner will take the bottom half of the card and take it to the Student Assembly Area to recover the student or students.

Parents should be aware that in some cases, they may be invited into the building for further information.

## INTERVIEWS AND COUNSELING

In some cases, parents may be advised that a law enforcement investigation is underway and may be advised that interviews are necessary. In extreme cases, parents may be pulled aside for emergency or medical information.

# SRP

## Lifecycle with

## Reunification



### EXAMPLE 1: LOCKOUT

**Scenario:** Criminal activity in the area has resulted at the school going into Lockout. Students were brought into the building. Business as usual frisks, but no one is let in or out.

**Considerations:** With criminal activity in area of the school, it's decided that students who walk home should have their parents pick them up.

**Reunification Incident Command:** Because there was no criminal or safety issue in the school, Reunification Incident Command would be led by the school safety team. Coordination with Law Enforcement Incident Command of the criminal activity would be needed.

**Public Information Officer:** Because the school was not directly involved in criminal activity, the school or district would lead public information within the school community. District PIO would inform LE PIO at the media messaging.

**Notifications:** Depending on the situation, parents and media may be notified that the school has been placed in Lockout. Additional notification will be made to parents who would need to pick up their students.

**Police Role in Reunification:** With criminal activity in the area, but not directly near the school, officers may be asked to assist with reunification. Some duties might include assisting with parent identification (for the parents without ID), traffic control, or simply unformed presence. Patrol resources may also be relocated near the school.

### LOCKOUT LIFECYCLE

- School is placed in Lockout.
- Parents are notified.
- Business as usual within the school.
- Law enforcement presence around the school is increased.
- The Standard Reunification Method is utilized for the students that walk home at the end of school day.



### EXAMPLE 2: LOCKDOWN

**Scenario:** At the middle school, an armed intruder is seen in the building. Students and staff immediately lock classroom doors, turn out the lights, and remain out of sight. Law enforcement arrives on scene.

**Considerations:** Because it is still an active law enforcement response and investigation, the decision is made to transport the students to a nearby community center for reunification.

**Unified Command:** Because it is an active crime scene, law enforcement would lead Unified Command at the middle school site.

**Reunification Incident Command:** At the reunification site, a command structure is established to manage the reunification.

**Joint Information Center:** Because it is an active crime scene, the law enforcement PIO would be the primary press representative. The school or district PIO would be in the JIC, communicating with the PIO at the reunification site.

**Notifications:** Parents and media are notified that the school has been placed in Lockdown. Additional notifications are made to parents on the location of the reunification site once students are in route or at the site.

**Police Role in Reunification:** While the school has become an active crime scene, some officers will be assigned to the reunification site. Depending on the city, police may decide to sweep the area prior to students arriving. In addition to the duties outlined in the Lockout scenario, detectives may be on scene for witness interviews and statements.

### LOCKDOWN LIFECYCLE

- School is placed in Lockdown.
- Initial law enforcement agencies arrive on scene.
- Students and staff are evacuated classroom by classroom to the Secure Assembly Area. In this case, the gym is secured for law enforcement.
- Parents begin to arrive outside of the police perimeter.
- The media arrive on scene.
- Internet, WiFi, and cell services become intermittent or unresponsive.
- Police secure the reunification site.
- District mobilizes Reunification Team.
- Buses are deployed and students are transported to the reunification site.
- Parents are notified of location.
- The Standard Reunification Method is utilized.



### EXAMPLE 3: EVACUATE

**Scenario:** An unknown cause has resulted in thick smoke in the middle school. Students successfully evacuate to the football field.

**Considerations:** Because it is still an active fire response and investigation, the decision is made to transport the students to a nearby high school for reunification.

**Unified Command:** Because it is an active fire event, the fire department would lead Unified Command at the middle school site.

**Reunification Incident Command:** At the reunification site, a command structure is established to manage the reunification.

**Joint Information Center:** Because it is an active fire event, the fire department PIO would be the primary press representative. The school or district PIO would be in the JIC, communicating with the PIO at the reunification site.

**Notifications:** Parents and media are notified that the school has been evacuated. Additional notifications are made to parents on the location of the reunification site once students are in route or at the site.

**Police Role in Reunification:** While the school is an active fire scene, the school requests assistance from law enforcement. Officers are assigned to the reunification site.

### EVACUATE LIFECYCLE

- Parents begin to arrive outside of the perimeter.
- The media arrive on scene.
- Internet, WiFi, and cell services are intermittent or unresponsive.
- Police secure the reunification site.
- District mobilizes Reunification Team.
- Buses are deployed and students are transported to the reunification site.
- Parents are notified of site location.
- The Standard Reunification Method is utilized.



### EXAMPLE 4: SHELTER

**Scenario:** A nearby wildfire fire has resulted in mandatory neighborhood evacuations. The fire department evacuates the high school as a designated shelter.

**Considerations:** Due to the community value of the high school as a fire shelter, the decision is made to accept the request. With area residents arriving, and bus routes affected, the decision is made to transport students to a school outside of the impacted area.

**Unified Command:** Because it is an active fire event, the fire department would lead Unified Command, but shelter is only one aspect. The fire department would establish their command structure division at the shelter high school.

**Reunification Incident Command:** At the reunification site, a command structure is established to manage the reunification.

**Joint Information Center:** Because it is a large active event, managed by Unified Command, the most experienced PIO would be the primary press representative. The school or district PIO would be in the JIC, communicating with the PIO at the reunification site.

**Notifications:** Parents and media are notified that the school has been evacuated. Additional notifications are made to parents on the location of the reunification site once students are in route or at the site.

**Police Role in Reunification:** The school which is the reunification site requests assistance from law enforcement. Officers are assigned to the reunification site.

### SHELTER LIFECYCLE

- Parents begin to arrive outside of the perimeter.
- The media arrive on scene.
- Internet, WiFi, and cell services are intermittent or unresponsive.
- Police secure the reunification site.
- District mobilizes Reunification Team.
- Buses are deployed and students are transported to the reunification site.
- Parents are notified of site location.
- The Standard Reunification Method is utilized.





# Reunification Information

(PLEASE PRINT CLEARLY)

Have photo identification out and ready to show school district personnel.

Student Name .....

Student Grade ..... Student Cell Phone Number .....

Name of person picking up student .....

Signature .....

Phone number of person picking up student .....

Relationship to student being picked up .....

Photo identification matches name of person picking up student? Y or N .....

Parent completes: \_\_\_\_\_

Print Student Name Again: \_\_\_\_\_

Student Grade: \_\_\_\_\_

Student Birthdate: \_\_\_\_\_

School personnel completes upon release of student

TIME: \_\_\_\_\_

MINUTE: \_\_\_\_\_

DATE: \_\_\_\_\_

Signature: \_\_\_\_\_

Print your name: \_\_\_\_\_

I have read and understand these instructions

Parent Signature: \_\_\_\_\_

**Reunification**

First, we want to thank you for your patience during this reunification. We share the same goal during this process: Getting you and your student back together as quickly as possible. The reason we're going through this is that an event has occurred at the school that mandates we personally reunite you with your child.

**Instructions**

1. Please complete the information on the other side of this card.
2. Prepare identification (if you don't have ID with you, please move to the side of the line, it may take a little longer to verify your identity).
3. Select the check in line based on either student last name or student grade.
4. After check-in, staff will split this card and a runner will be sent to recover your student. Please step over to the Reunification Location.
5. If there has been injury or other concerns, you may be asked to meet a counselor.
6. Please don't shout at school or district staff. We'll get through this as quickly as possible.

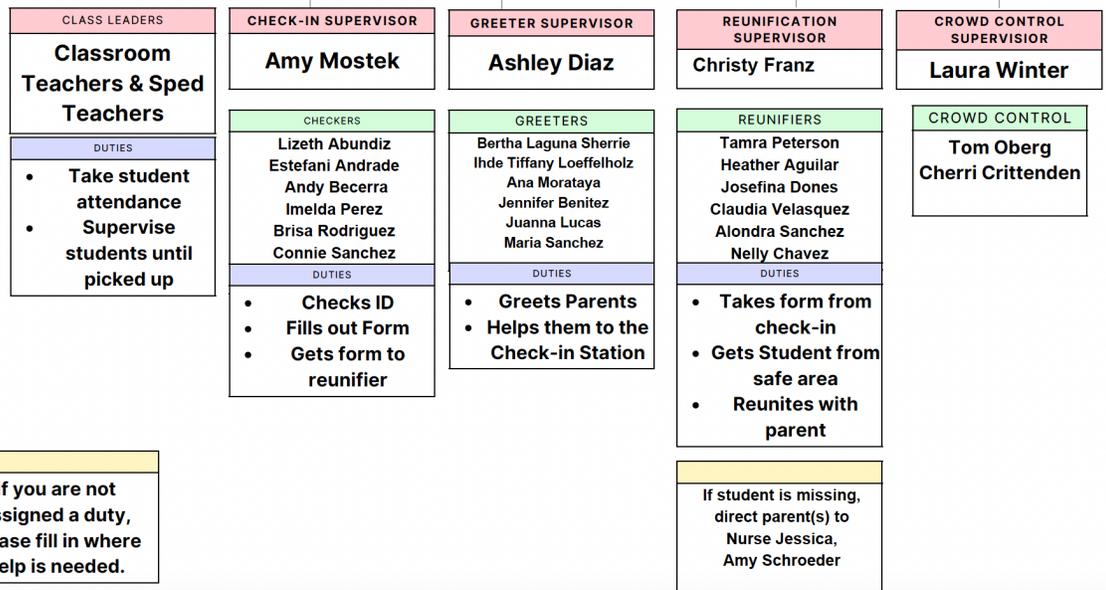


# Morton Elementary

## EVACUATION DUTIES

SCHOOL REP

**Edeal & Macias**















# 2025 – 2026

## Safety/Emergency Procedures Plan

### Rules for ALL Emergencies:

1. **Remain Calm** – We are responsible for hundreds of children who will be nervous, confused and scared during these situations.
2. **Follow Procedures** – We have established these procedures and protocols to help ensure that there is a smooth transition for students and staff. **DO NOT** create your own procedures for your classroom that conflict with any of the school’s established procedures.
3. During an emergency the Principal is the only person in the building that will speak to the media. If you are approached by a member of the media for a comment reply, “I have no comment. You will need to speak with our building Principal.” We do not need conflicting comments present to the public.

#### Sandoz Crisis Team Members:

- Shelly Henderson
- Melissa Stewart
- Lisa Cullar

#### Trained Staff Members:

- Barry McFarland: CPR, Epi Pen
- Billie Garcia: CPR, Epi Pen
- Tonya Smith: CPR, Epi Pen, Nebulizer
- Danita Comfort: CPR, Epi Pen, Nebulizer
- Lori Pflaster: CPR, Epi Pen, Nebulizer
- Eric Young: CPR, Epi Pen

Teachers must have the following items with them during an emergency:

- Building & Room Keys\*
- Red & Green Cards  
\*(Fire/Tornado)
- Current Student Roster\*

*\* These items need to be placed in a bag for quick access.*

Don’t forget to take your purse/wallet, as you may not be returning to the building for a while.

# Daily Procedures To Be Followed

1. Classroom doors must be closed and locked when students are in the classroom. You must be able to see into the classroom. **You cannot completely cover the door.**
2. No clutter in the classrooms! This does not mean you must get rid of teaching/project items. Make sure that if a scan for an unidentified object that we can see everything. Unnecessary papers, boxes, etc. will not be tolerated.

## FIRE PROCEDURES

1. Fire drills will be conducted monthly at random hours and days of the month.
2. The fire alarm is a loud, continuous claxon sound. Upon hearing this sound teachers and students are to evacuate the building following the routes listed on the following page.
3. Teachers and assistants will take control to ensure that the students evacuate quickly and quietly, and that they may be stopped, turned, or directed as needed. Teachers will instill in each child an attitude of calmness and intentional purpose while evacuating the building.
4. Teachers will ensure that classroom windows, fans, and lights are shut off and that the last person out of the room closes the doors. The last student or teacher leaving the building through that door will shut the school exit doors.
5. Teachers will take class attendance upon reading a safe distance from the building. If a child is missing, the principal will be notified immediately.
6. Teacher will have a green card, yellow card, and a red card.
  - a. If all students are present, raise the green card.
  - b. If a student is missing, raise the red card.
7. Designated teachers and assistants will make a search of the restrooms, copy room and lounge.
  - a. Mrs, Kjar & Mrs. Schaaf – will circulate around the building; checking classroom red and green cards and reporting to the Principal.
  - b. Ms. Heine/Mrs. Ramirez: South Bathrooms (2nd Grade Classroom area)
  - c. Mr. Obermeyer: West Bathrooms (3rd Grade hallway area)
  - d. Mrs. Diaz/Mrs. Estrada: Central Bathrooms (near cafeteria) Kitchen & Copy Room
  - e. Ms. Chavez & Mrs. Ford: North Bathrooms (3rd Grade Classroom area)
  - f. Mrs. Garcia: Office Area
8. Until the all clear is given, (intercom or three rings of the bell) teachers will maintain constant supervision of their classes/students.
9. If classes are under the supervision of a teacher other than the homeroom teacher, the supervising teacher will take the class out immediately and then the home room teacher will meet his/her class and take attendance ASAP.
10. All rooms have assigned exit routes. Please follow assigned routes unless blocked by fire or other hazard. In such a scenario, use your discretion in selecting the safest exit route.



## Sandoz Fire Routes

Grade(s)/Classroom	Door # / Route
2A - Hansen	#10 – East Front Door
2B - Ellingson	#9 – Classroom Door
2C - Bellamy	#9 – Classroom Door (2B Classroom)
2D - Barnes	#8 – South East Building Door (STARS area)
2E - Stewart	#6 - West Cafeteria Door
2F - Kinney	#10 - East Front Door
2G - Cullar	#10 - East Front Door
2H - Ward	#6 - West Cafeteria Door
2I - Nava	#10 - East Front Door
3A - Todd	#7 – South West Building Door (STARS area)
3B - Pocock	#7 – South West Building Door (STARS area)
3C - Mann	#7 – South West Building Door (STARS area)
3D - Troudt	#7 – South West Building Door (STARS area)
3E - Bennett	#12 – North West Hall Door
3F - Boutwell	#12 – North West Hall Door
3G - Wall	#11 – North Building Door
3H - Barnett	#11 – North Building Door
3I - Page	#7 – South West Building Door (STARS area)
SPED – Carlson & Latter	#8 - South East Building Door (STARS area)
SPED – Pflaster	#8 - South East Building Door (STARS area)
SPED - Edeal & Comfort	#8 - South East Building Door (STARS area)
Speech Pathologist - Spath	#10 - East Front Door
Interventions Room	#8 - East Front Door
Library - Gruntorad	#8 - South East Building Door (STARS area)
Music - Glaze	#12 – North West Hall Door
Gymnasium - Young	#3 – West Gymnasium Door
Nurse - Smith	#10 - East Front Door
Office - McFarland/Garcia	#10 - East Front Door
Copy Room	#6 – West Door (Playground Door)
Lounge	#6 – West Door (Playground Door)
Guidance Counseling Office - Henderson	#10 – East Front Door
School Psychologist (Office) - Einspahr	#10 - East Front Door
Kitchen Area	#6 - West Door (Playground Door)

# TORNADO PROCEDURES

## “Tornado Evacuate to the shelter area.”



1. The tornado alarm is an announcement over the intercom **“Tornado Evacuate to the shelter area.”** Upon hearing this sound teachers and students are to immediately go to their designated areas in the building following the routes listed on the next page.
  - a. If power is lost the tornado alarm is short blasts of a whistle. A person will be dispatched to alert the modular of the situation, when occupied.
2. Move quickly and quietly, and students may be stopped, turned or directed as needed. Teachers will help students remain calm while moving to a safe area.
3. Shut off/Close: Windows, fans, and lights and make sure the last person closes the door.
4. Take attendance upon reaching the designated area. If a child is missing, the Principal will be notified immediately.
5. Designated teachers and staff will make a search of restrooms, supply rooms and lounge
  - a. Mrs. Kjar – Copy Room
  - b. Mrs. Schaaf – Teacher’s Lounges (both rooms) & School Psychologist Office
  - c. Mrs. Garcia – will circulate around the building checking attendance and report to the Principal.
6. Students need to be against a walled area, if possible.

# Sandoz Tornado Areas

2024-2025

Grade(s) / Classroom	Designated Area
2A - Hansen	Music Room
2B - Ellingson	Stay in Classroom (East Wall)
2C - Bellamy	Stay in Classroom (East Wall)
2D - Barnes	Stay in Classroom (North Wall)
2E - Stewart	Staff Lounge Area
2F - Kinney	Stay in Classroom (East Wall)
2G - Cullar	Stay in Classroom (East Wall)
2H - Ward	Stay in Classroom (East Wall)
2I - Nava	Stay in Classroom (East Wall)
3A - Todd	3C Classroom (Mann)
3B - Pocock	3I Classroom (Page)
3C - Mann	Stay in Classroom (East Wall)
3D - Troudt	3I Classroom (Page)
3E - Bennett	Music Room
3F - Boutwell	Music Room
3G - Wall	Music Room
3H - Barnett	Music Room
3I - Page	Stay in Classroom (East Wall)
SPED – Carlson & Latter	Stay in Classroom (West Wall)
SPED – Pflaster	STARS Bathrooms
SPED - Edeal & Comfort	Stay in Classroom (West Wall)
Speech Pathologist - Spath	Send to the Classroom
Interventions Room	Send to the Classroom
Library - Gruntorad	Send to the Classroom
Music - Glaze	Send to the Classroom
Gymnasium - Young	Send to the Classroom
Nurse - Smith	Stay in Office
Office - McFarland/Garcia	Nurse's Office
Copy Room	Send to the Classroom
Lounge	Send to Classroom
Guidance Counseling Office - Henderson	Send to the Classroom
School Psychologist (Office) - Einspahr	Nurse's Office
Kitchen Staff	Stay in Kitchen

All students must be up against a walled area.

# BUILDING EVACUATION PLAN

## “Evacuate to the Lexington Field House”



1. The announcement, **“Evacuate to the Lexington Field House”** will be given over the intercom.
2. Immediately have your students grab their coat or jacket (do not wait for them to put them on) and follow the evacuation plan.
  - a. *Teachers take all necessary items as you may not be allowed back in the building for an extended period of time.*
3. Our alternate location during an evacuation is **Lexington Field House**. Each grade will take the following route to **Lexington Field House**:
  - a. Use the same routes as the Fire Procedures.
4. When at the Field House, a Crisis Team member will be directing classes to locations within the Field House.
5. Teachers take attendance immediately after arriving.
6. Mrs. Henderson will report attendance to Mr. McFarland at Sandoz by phone.

## REUNIFICATION PROCEDURES

1. Teachers will remain with their classes during the entire reunification process.
2. There will be a check in station at the entrance at **Lexington Field House**.



### Reunification Positions

- A. **Greeters** (Parking Lot of Fieldhouse):  
Hand out paper forms to parents to complete for reunification
    - a. Mrs. Colon
    - b. Ms. Flores
  - B. **Checkers** (In the parking lot area directly in front of front doors): Will review each parent's form to make sure it is completed correctly. Then will direct parents which line (2nd or 3rd grade line) to be in for the next step.
    - a. Mrs. Estrada
    - b. Mrs. Diaz
  - C. **Accounting** (Inside the first set of doors of the field house): Two families at a time. Will verify information provided in the reunification form with PowerSchool
    - a. Table 1: Mrs. Garcia/Mrs. Comfort
    - b. Table 2: Mrs. Schaaf/Mrs. Kjar
  - D. **Reunifiers** (Inside the second set of doors at the field house): Will take the reunification form from the parents and go get the student. They will bring the student back to the students.
    - a. Mr. Young, Mrs. Glaze
  - E. **Collectors** (South door of field house): Sign-out Table for Parents
    - a. Mrs. Gruntorad
- a. Mrs. Henderson and/or Mr. McFarland will be directing Reunification Procedures
  - b. Parents will be required to sign their student(s) out. They may not pick up any other students that are not their immediate relation (son, daughter, brother, sister)
3. Teachers will remain with their classes during the entire reunification process.



## “HOLD” PROCEDURES

### “HOLD, In your classroom. Clear the halls.”

1. The announcement “Hold! In your classroom. Clear the halls” will be made over the intercom system.
2. Remain in the classroom until the “All Clear” is announced.
3. Close and lock classroom doors.
4. Take attendance.

## “SECURE” PROCEDURES

### “SECURE, Get Inside, Lock Outside Doors”

1. The announcement “SECURE, Get Inside, Lock Outside Doors”
2. As quickly as possible students need to return inside of the building and return to their classrooms.
3. Teachers take attendance and report any missing students to the office immediately.
4. Conduct business as usual in the classrooms until the announcement is given that the classroom door is unlocked.



## LOCKDOWN PROCEDURES

### “Lockdown: Locks, Light, Out of Sight”



1. The announcement “TEACHERS WE ARE IN LOCKDOWN: LOCKS, LIGHT, OUT OF SIGHT”
2. Move students into the classroom as quickly as possible.
3. Shut doors (make sure they are locked)
4. Shut lights off
5. Move students away from sight of the door
6. Administrators or law enforcement will unlock doors when the emergency is over.

**DO NOT OPEN YOUR CLASSROOM DOOR FOR ANY REASON! An LPS or LPD official will unlock your door to release your class in a LOCKDOWN.**

*Students that are not in your classroom at the time have been taught to go to our Sunshine Safe Rooms during the emergency.*

# BOMB THREAT

1. Upon the receipt of a bomb threat, the person receiving the call will make every attempt to:
  - a. Prolong the conversation. DO NOT hang up the phone. (Use another phone to call authorities)
  - b. Identify background noises and any distinguishing voice characteristics.
  - c. Ask the caller for:
    - i. Description of the bomb
    - ii. Where it is
    - iii. When is due to detonate
2. The person receiving the threat will notify the Principal
3. Call 911
4. The Principal will, in consulting with the 911 dispatch, decide whether to make a preliminary search or to evacuate the building.
5. The Principal will notify the Superintendent's Office
6. Inform staff and students of the bomb threat and any immediate directions, for example, remain in their rooms until an all-clear is given to directions to evacuate.
7. Ask staff to make a visual observation of their classrooms/work areas and inform them not to open cabinets, doors or move objects. If anything suspicious is found, DO NOT touch it! The bomb can be almost anything from a bundle of dynamite to concealed or ordinary objects (briefcase, toolbox, or piece of pipe). You will be searching for something that doesn't belong in the classroom/work area.
8. Check the absentee list and on each student absent from class at the time the threat was received. Account for all students, check halls, and restrooms.
9. Meet with the police/fire department and search team to decide on the procedure for checking the building.
10. If at any time the threat is determined to be valid, use standard evacuation procedures.
11. If a written threat is received, copy the contents and protect the original message (plastic or other covering) to preserve fingerprints and other identifying marks.
12. Use the Bomb Threat Checklist to gather helpful information.



# CHEMICAL SPILL/TOXIC FUMES

## 1. Outside Spill or Fumes:

- a. Keep students inside
- b. Close windows
- c. Don't step in spilled material
- d. Contact police, fire and health department
- e. Contact Superintendent's Office
- f. Be prepared to evacuate the building
- g. If students are outside, move upwind or in the building.



## 2. If a spill occurs inside:

- a. Remove students from contaminated area
- b. Contact police, fire and health department
- c. Contact Superintendent's Office
- d. Students exposed to the chemical should be taken to a designated area within the building to have necessary clothing removed and exposed skin washed.



# Pershing Elementary School

**2025-2026**

## **Safety and Emergency Plan**

This plan was developed under the direction of the Pershing Elementary Safety/Crisis Team. It provides procedures that are to be followed in the event of an emergency. A copy of this plan has been provided to all staff and copies are prepared and provided for substitute teachers that work with our children.



Central Office	John Hakonson Annette Fitzgerald Mark Burson Angie Kovarik Drew Welch	Superintendent Curriculum Dir. Technology Dir. Special Services Dir. Finance Dir.	324-4681 Ext 1201 324-4681 Ext 1206 324-4681 Ext 1212 324-4681 Ext 1209 324-4681 Ext 1202	325-2912 325-4706 325-5845 999-0209 324-1806
Bryan	Tiffany Denker	Principal	324-3762	325-5760
Pershing	Kellie Cetak	Principal	324-3765	325-3731
Morton	Nikki Edeal	Principal	324-3764	325-3667
Sandoz	Barry McFarland	Principal	324-5540	325-4390
Middle School 6349	Scott West Jeff Wall	Principal Asst. Principal	324-2349	325-4853 746-
High School	Eric Bell Luis Nieto Cyndy Baum Phil Truax	Principal Asst. Principal ,Asst. Principal Asst. Principal (A.D.)	324-4691 324-1266	325-5393 325-4691 325-8369 320-0311
Preschool PSRC	Tracy Naylor	Principal	324-1841	325-2338
Buildings, Grounds & Transportation	Bo Berry Kris Saulsbury Keri Fagot	Director Activities Transportation Route Transportation	324-4681 Ext 1220 324-4681 Ext 1221 324-4681 Ext 1203	324-6790 325-7989 325-4254

**Outside Agency Contact Information:**

Lexington Police Department                    911    or    (308) 324-2317

Dawson County Sheriff's Office                911    or    (308) 324-3011

Nebraska State Patrol North Platte Office	911 or (308) 535-8047
FBI Omaha Office	(402) 493-8688
Dawson County Emergency Management	(308) 324-2682
Nebraska Emergency Management	1-877-297-2368
City of Lexington Service Building	(308) 324-5995
Black Hills Energy Nebraska Public Power District Lexington Office	1-800-694-8989 (308) 324-2343
Lexington Fire and Rescue Department	911 or (308) 324-7742
Nebraska State Fire Marshal Lincoln Office	(402) 471-2027
Nebraska EPA	1-800-642-8383
Plum Creek Medical Group	(308) 324-6386
Lexington Regional Hospital	(308) 324- 5657
Poison Control	1-800-222-1222
ALICAP (Insurance)	1-800-422-4572

# FIRE DRILL PROCEDURES

1. Fire drills will be conducted monthly at random hours and days of the month.
2. The fire alarm is a loud, continuous claxon sound, except the east section (add-on).. Upon hearing this sound teachers and children are to evacuate the building following the routes listed on the following page.

3. Teachers and assistants will take control to ensure that the students evacuate quickly and quietly and that they may be stopped, turned, or directed as needed. Teachers will be first in line for fire drills or any time a fire alarm sounds. Teachers will instill in each child an attitude of calmness and intentional purpose while evacuating the building.
4. Teachers will ensure that classroom windows, fans, and lights are shut off and that **the last person out of the room closes the doors**. The last student or staff leaving the building through that door will shut the school exit doors.
5. Teachers will take class roll upon reaching a safe distance from the building.  
Teachers will have a green card and a red card.
  - a. If all students are present, raise the green card.
  - b. If a student is missing, raise the red card.
  - c. If you have additional students, raise both the red and the green cards.
 If a child is missing, the principal or secretary will be notified immediately.
6. Designated teachers and assistants will make a search of restrooms, supply rooms and study rooms. Those areas will be checked by:
  - a. The following teachers and/or paraprofessionals will use 2-way radios to report to Mrs. Cetak or Mrs. Price whether students are present within their groups or missing.
    - i. Library
    - ii. Lauby
    - iii. Ehlers
    - iv. McPhilips- any additional staff helps Mrs. Fast get attendance from other teachers
    - v. Individuals that are reporting will also report any paras that are in their area.
  - b. Principal or Secretary will initiate calls to the above individuals to get reports of each class/group of students who are accounted for or who is missing.
  - c. Staff that knows the whereabouts of the missing students will also report by 2-way radio to Mrs. Cetak or Mrs. Price.
7. Until the all clear is given, (intercom or 2-way radio) teachers will maintain constant supervision of their classes.
8. If classes are under the supervision of a teacher other than the homeroom teacher, the homeroom teacher will meet his/her class and take roll ASAP.
9. All rooms have assigned exit routes. Please follow assigned routes unless blocked by fire or other hazard. In such a scenario, use your discretion in selecting the safest exit route. Students are directed to exit through the nearest door if they are in the hallway or restroom when the alarm sounds.
10. In the event of a fire, the principal or secretary will call the fire department while the building is being evacuated.

## Pershing Fire Routes

ROOMS	DOOR # / ROUTES	Options:
Bell, Lauby, Fuehrer, Samson	A. #6 East Door B. #7 Northeast Door	A. <b>First Route</b> B. <b>Second Route</b>
Instructional Room, Nurse, Andres, Marsh, WKRM, Welch, Osmond, McPhilips	A. #1 West Door B. #10 Northwest Door	
Soreon (127), Sardido (126), V. Samson(128)	A. #1 West Door	

B. #6 East Door

Diaz, Ehlers, Flores, Shurr, Troester

A. #10 Northwest Door  
B. #1 West Door

Modular 146 (Counseling)

A. #12 South Room Door  
B. #14 North Room Door

Modular 145 (Art/Counseling)

A. #13 South Room Door  
B. #12 North Room Door

Modular 144 (Stenberg)

A. #11 North Room Door  
B. #15 South Room Door

Modular 143 (Garcia)

A. #11 North Door  
B. #16 South Door

Modular 142 (Fine Arts Building)

A. #17 North Door  
B. #18 South Door

Support Room, Office  
Cafeteria

A. #1 West Door  
B. #8 North Middle Door

Library, Stage

A. #2 Southwest Door Librarian opens south gates  
B. #1 West Door

Music

A. #6B Northeast Door  
B. #6 East Door

Gym

A. #4 or 5 Southeast Gym Doors  
B. #6 East Door

203, 205, 209 (SPED, Music, Speech)

A. #7 Northeast Door  
B. #6 East Door

Kitchen

A. #3  
B. #8 North Middle Door

**Pershing Building Safety Regulations:**

1. PROVIDE VERBAL INSTRUCTION FOR BOTH A & B ROUTES
2. INSTRUCTORS SHOULD LEAD STUDENTS AND CHECK RESTROOMS, LAST PERSON OUT TURNS OFF LIGHTS AND SHUTS THE DOOR.
3. DESIGNATE A STUDENT TO OPEN OUTSIDE DOORS.
4. CLOSE WINDOWS AND INSIDE DOORS.
5. INSTRUCTORS AND STUDENTS MOVE AWAY FROM THE BUILDING.
6. RETURN TO THE BUILDING ON SIGNAL BY 2-WAY RADIO OR INTERCOM.

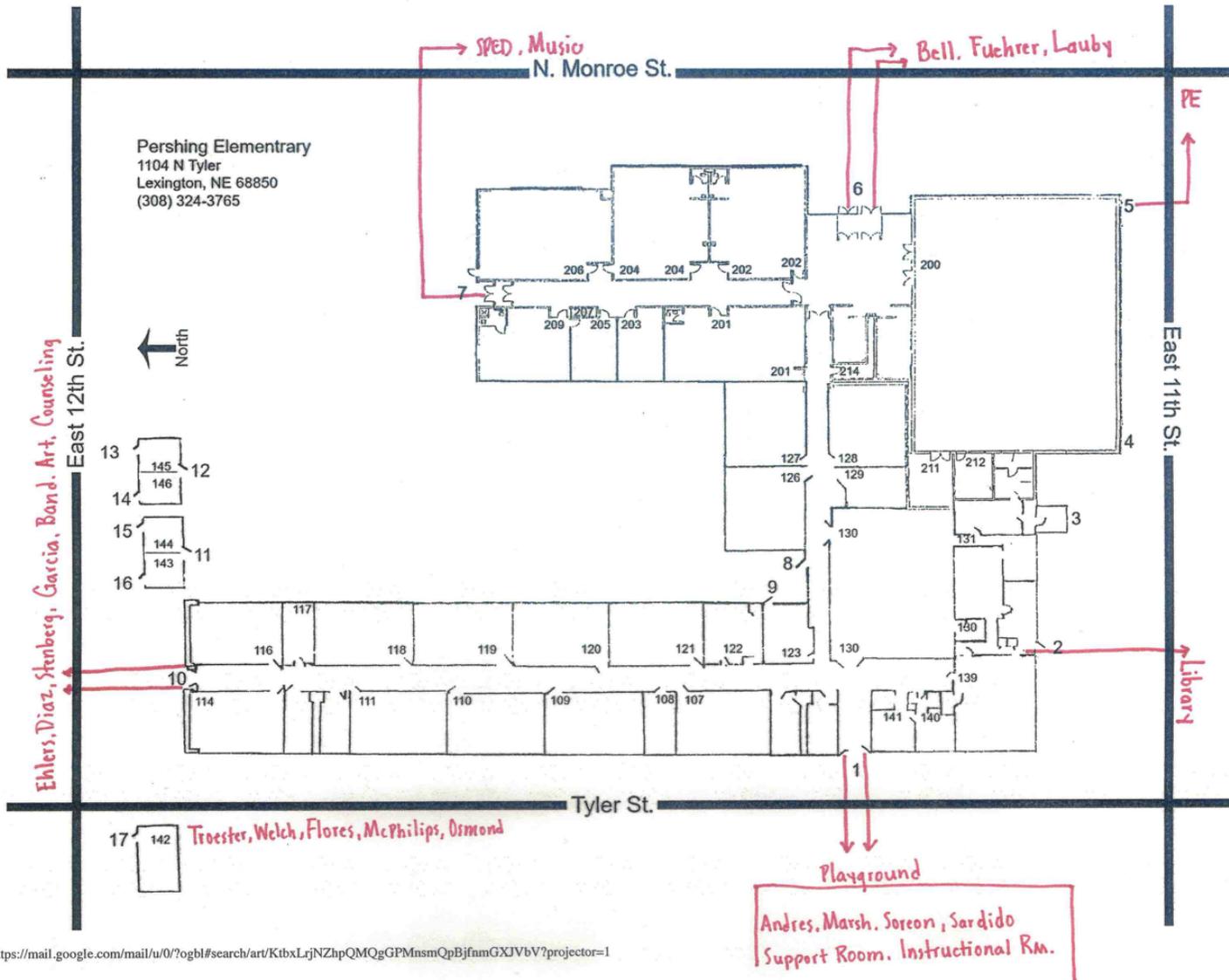
- **Andres, Marsh, Instructional Room, Osmond, Office, Nurse, Workroom and Cafeteria** students and staff go to west playground.
- **Special Services and Brayton** students and staff go to the northeast side of Monroe Street.
- **Samson, Schurr and Ehlers** students and staff cross E. 12th street and remain on the sidewalk
- **Sardido, Samson, Support Room** go out of door #1 and cross to the sidewalk on the southwest corner of the playground.
- **Stenberg, Garcia, Counseling and Band** students and staff go to north side of 12<sup>th</sup> street.
- **Bell, Lauby, Fuehrer, Serano** go to southeast side of Monroe Street.
- **Flores, Welch, McPhillips, Troester** go west across Tyler, north of playground equipment.

- Gym go out of door #4, across East 11th Street and remain on the sidewalk
- Library go out of door #2, cross East 11th Street and remain on the sidewalk

7/28/25, 6:13 PM

Pershing3.png

Fire



<https://mail.google.com/mail/u/0/?ogbl#search/art/KttxLrjNZhpQMQgGPMnsmQpBjfnmGXIVbV?projector=1>

1/

# Tornado Drill Procedures

1. Tornado Drills will be practiced, as needed, at random hours and days of the month.
2. The tornado alarm is an announcement over the intercom **“Teachers we are in a tornado warning and you need to move to safety as outlined in our tornado plan.”** Upon hearing this announcement teachers and children are to immediately go to their designated areas in the building following the routes shown on the diagram.
  - a. If power is lost the tornado alarm is short blasts of a whistle. A person will be dispatched to alert the classrooms in the modulars of the situation, when occupied.
3. Teachers and staff will take control to ensure that the students move quickly and quietly, and that they may be stopped, turned, or directed as needed. Teachers will instill in each child an attitude of calmness and intentional purpose while moving to a safe area.
4. Teachers will ensure that classroom windows, fans, and lights are shut off. The teacher will leave the room first. The last person leaving the room will shut the door.
5. Teachers will take class roll upon reaching their designated area. If a child is missing, the principal will be notified immediately.
6. Modulars: Students in Modular 143/144 will come into the main building through the Northwest doors and assume their positions in the hallway as far away from the Northwest doors as possible. Students in Modular 145/146 will come into the main building through the Northeast doors and assume their positions in the hallway as far away from the Northeast doors as possible.
7. Designated teachers and staff will search restrooms, supply rooms and study rooms.
  - a. Mrs. Price – will check attendance of west hallway and report to Mrs. Cetak.
  - b. Mrs. Cetak– will check attendance of south hallway and east bathroom.
8. Students need to be against a walled area, if possible.

## PERSHING TORNADO AREAS

ALL STUDENTS MUST BE UP AGAINST A WALLED AREA

**In the hallway starting inside door #10 just past the bathrooms:**, Flores, Schurr, Garica, Troester, Ehlers, Band, Diaz, counselor

**In the southwest hallway outside of office:** School Psych., Instructional room, Blankenship, Nurse, Andres, Welch (hallway/Bathroom area)

**In the bathrooms next to the gym:** Stahlecker (Boys), Bell (Girls)

**In the Life Skills bathroom:** Pratt, Schutts

**In the workroom:** Marsh, Osmond

**In the Instructional room:** Ehler, Reading Interventionist, Instructional Coach, McNeil

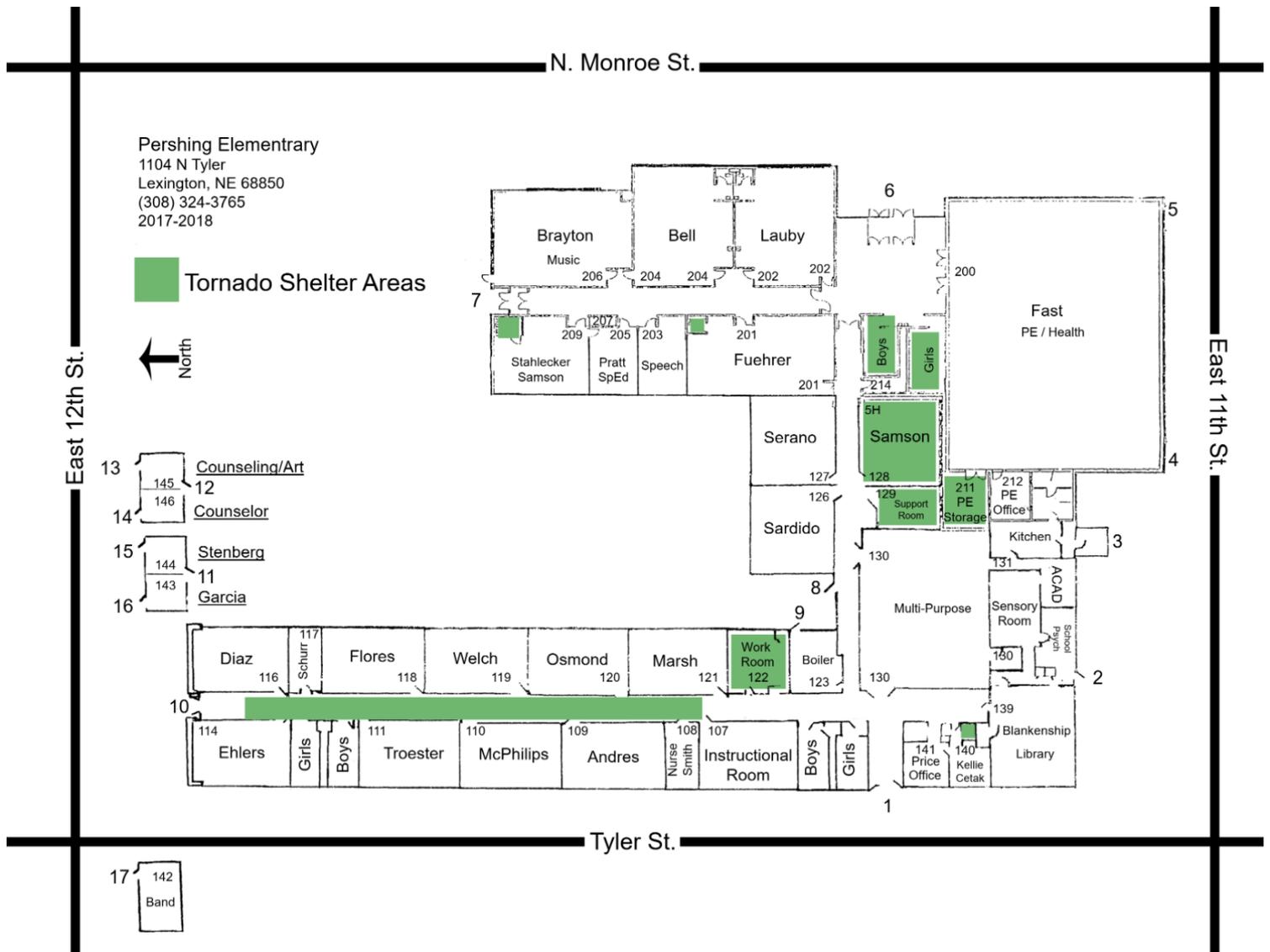
**In Support Room room:** Support room Staff, Serano, McPhilips

**In PE Storage:** Lauby, Fast

**Cooks** go to the food storage room.

If students are in the multiple-purpose room or Lunchroom, then they go to grade-level areas.

Please follow your tornado drill procedures, taking attendance & red/ green cards



## Building Evacuation Plan

In the event of a situation that requires the teachers and students to evacuate Pershing Elementary (i.e. bomb threats, train derailment, etc.) the following procedure will be followed:

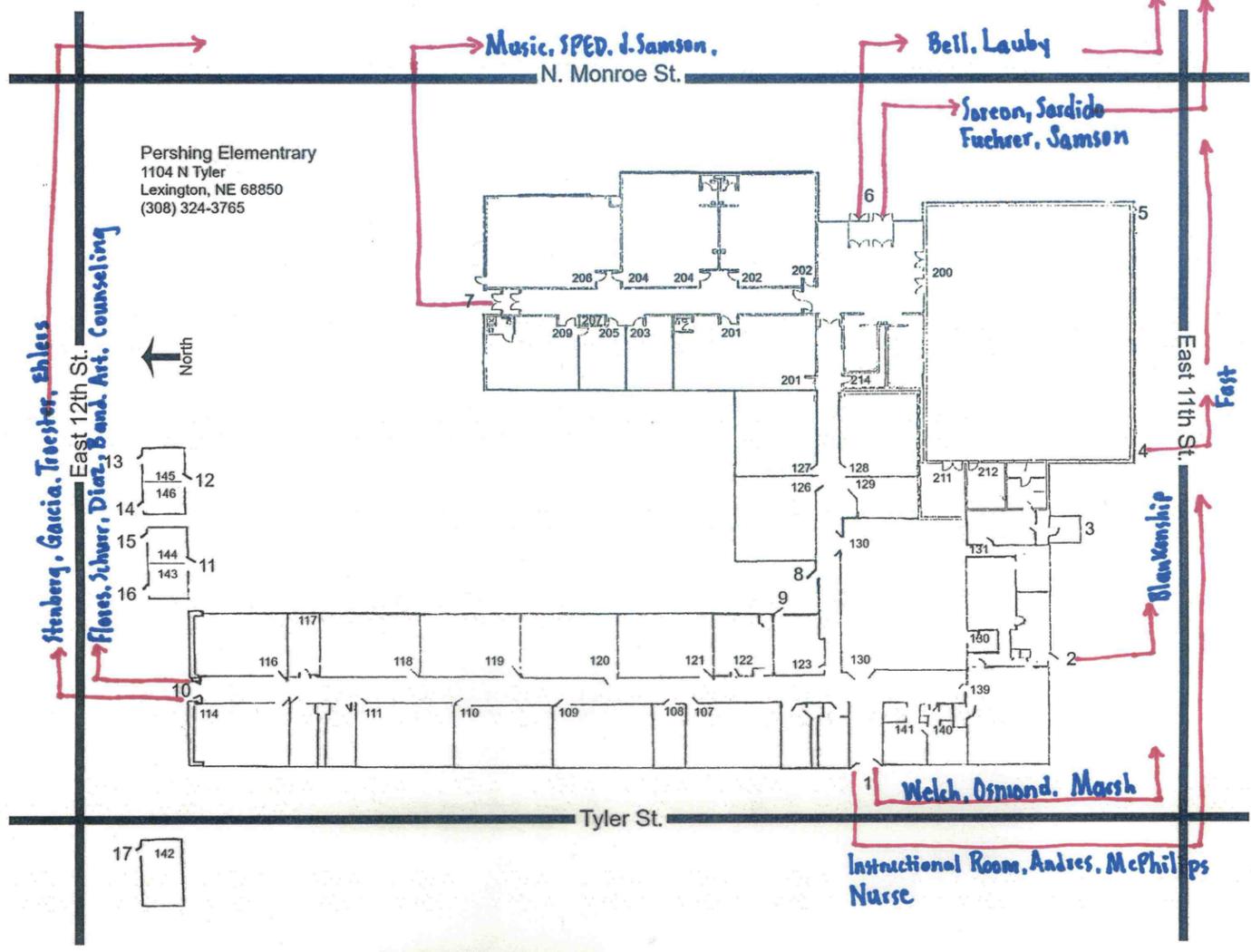
1. The announcement, “**Teachers at this time please evacuate the building,**” will be given over the intercom.
2. Immediately have your students grab their coat or jacket (do not wait for them to put them on) and follow the evacuation plan.
  - a. *Teachers in an evacuation situation, you may not be allowed back into the building for an extended period of time, so take any valuables, purses, etc. with you.*
3. Our alternate location during an evacuation is **St. Ann’s Parish Center** (1003 Taft St.). Each grade will take the following route to St. Ann’s Parish Center:
  - a. **Music, Speech and Special Education** exit through door #7 and cross N. Monroe Street and head south to E. 11th Street then travel east to St. Ann’s Parish Center.
  - b. **Bell, and Lauby** exit out of door #6 and cross N. Monroe Street and head south to E. 11th Street. Then head east on E. 11th street to St. Ann’s Parish Center.
  - c. **Soreon, Sardido, Fuehrer** exit out of door #6 and move to N. Monroe Street and head south to E. 11th Street. Once to E. 11th Street, travel east to St. Ann’s Parish Center.
  - d. **Library** will head out of the Library outside exit door #2 and travel east on E. 11th Street to St. Ann’s Parish Center
  - e. **Nurse, Instructional Room, Osmond, Welch, Marsh,** will exit out the main door #1 and move to E. 11th Street and travel east to St. Ann’s Parish Center.
  - f. **Fuehrer, Troester, Diaz** will exit out of door #10 and cross E. 12th Street and head east to N Monroe Street and cross it. Once to N. Monroe Street, travel south to E. 11th Street and head east on E. 11th Street to St. Ann’s Parish Center.
  - g. **Schurr and Ehlers** exit out of door #10 and travel east on E. 12th Street to N. Monroe and travel south to E. 11th Street. Once to E. 11th Street travel east to St. Ann’s Parish Center.
  - h. **Stenberg and Garcia** will exit out of the back modular door and move to E. 12th Street and head east to N. Monroe Street and travel South to E. 11th Street and travel east to St. Ann’s Parish Center.

4. When at St. Ann's Parish Center, a Crisis Team member will be directing students to the gym area within St. Ann's Parish Center. Teachers please take attendance immediately after arriving.
5. Crisis Team members will report attendance to Mrs. Cetak at Pershing by phone (308)-325-3731.
6. When all students are accounted for Mrs. Cetak will leave Pershing for St. Ann's Parish Center.
7. Students **WILL LEAVE FROM ST. ANN'S PARISH CENTER** with their parents. Parents will park in a parking area to the north of St. Ann's Parish Center. Parents will receive a reunification form and will line up at the front entry. They will need to show ID and complete a reunification form. Assigned personnel will take parents to meet their child when they have been cleared. Parents will exit through the back door. See attached Standard Response Protocol Reunification Plan for personnel assignments.
8. Emergency Kit:
  - a. Mrs. Price will bring the school wide emergency kit to St. Ann's Parish Center.
  - b. Classroom kits will be carried out by classroom teachers.
  - c. Sub plans will indicate procedures for fire and tornado drill and location of safety kit

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Pershing3.png

Evacuation

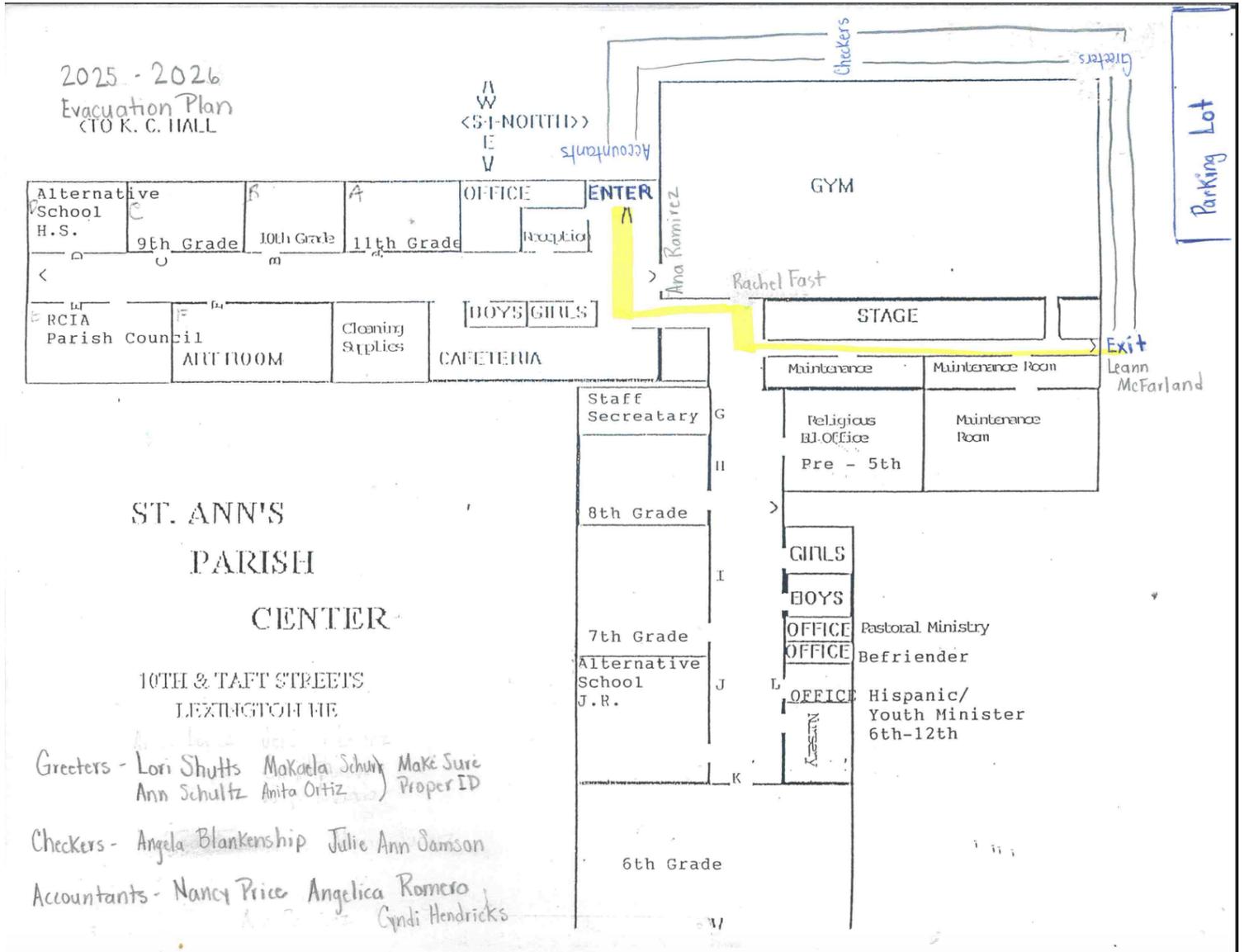


## Reunification Plan

<p>Lori Shutts</p> <p>Ann Schultze Michaela Schurr Anita Lopez Angie Olgrich</p>	<p>Greeters:</p> <ol style="list-style-type: none"><li>1. Check for ID cards</li><li>2. Hand reunification card to parents and direct them to the main entrance.</li><li>3. Check ID/Reunification card and confirm the adult is an emergency contact or parent.</li><li>4. Hand completed form to runner.</li></ol>
<p>Nancy Price Angelica Romero Ana Ramirez Cynthia Hendricks</p>	<p>Accountant:</p> <ol style="list-style-type: none"><li>1. Verify information sheet with Powerschool</li><li>2. Give top sheet to a Reunifier</li></ol>
<p>Angela Blankenship Julie Ann Samson</p>	<p>Checkers:</p> <ol style="list-style-type: none"><li>1. Guide parents to take their completed Reunification card to one of the Alphabetized Checkers.</li></ol>

<p>Emma Stahlecker Michelle Pratt Daneen Nelson Michele Flynn Jenn Cunningham</p>	<p>Reunifier (Parents)</p> <ol style="list-style-type: none"> <li>1. These adults will be taking the release form from Accountant</li> <li>2. The runners will enter the building and locate the student.</li> <li>3. They will move the student to the exit.</li> <li>4. The runner will keep the reunification form and place it in the container.</li> </ol>
<p>Michele Flynn Brenda Brayton</p>	<p>Reunifier (Student)</p> <ol style="list-style-type: none"> <li>1. Go to the accountant table</li> <li>2. will receive ½ the reunification form</li> <li>3. Go inside the gym and locate the student</li> <li>4. Student and reunifier will go through back door and meet parent reunifier.</li> <li>5. Once reunifiers meet, they will make sure paperwork matches</li> <li>6. Give completed paperwork to <b>Jen Cunningham</b></li> </ol>
<p>Rachel Fast</p>	<p>Guard the door in the gym of St. Ann's</p>
<p>Extra Staff from CO</p>	<p>Crowd Control Direct parents and help with crowd control.</p>
<p>Homeroom Teachers</p>	<p>Supervise homeroom class</p>

\*if you are not assigned, you will be given a position when there



## Reverse Evacuation Procedures

(Getting Students Into The Building As Soon As Possible)

Teachers on duty must have a cell phone or 2-way radio with them on duty at all times.

1. In the event of an emergency outside, blow the whistle or use intercom until all students are lined up immediately
2. Students will be taken to the following:
  - a. If possible they will be taken to their classroom(s).
  - b. If it is not possible to return to the classroom(s) they will be taken to the gym or tornado shelter areas within the building, depending on the situation.

# **Chemical Spill/Toxic Fumes**

1. If spill/fumes occur outside the school building:

- Keep students inside.
- Close windows.
- Don't step in spilled material.
- Contact police, fire and health department.
- Contact superintendent's office.
- Be prepared to evacuate the building.
- If students are outside, move upwind.
- Possibly relocate to another suitable location. Notify the Transportation Department at 308-324-1220.

2. If a spill occurs inside:

- Remove students from contaminated area.
- Contact police, fire and health department.
- Contact superintendent's office.
- Students exposed to the chemical should be taken to the life skills room to have necessary clothing removed and exposed skin washed.

# IN AN EMERGENCY TAKE ACTION



## **HOLD! In your room or area. Clear the halls.**

### **STUDENTS**

Clear the hallways and remain in room or area until the "All Clear" is announced  
Do business as usual

### **ADULTS**

Close and lock the door  
Account for students and adults  
Do business as usual



## **SECURE!**

### **Get inside. Lock outside doors.**

#### **STUDENTS**

Return to inside of building  
Do business as usual

#### **ADULTS**

Bring everyone indoors  
Lock outside doors  
Increase situational awareness  
Account for students and adults  
Do business as usual



## **LOCKDOWN! Locks, lights, out of sight.**

#### **STUDENTS**

Move away from sight  
Maintain silence  
Do not open the door

#### **ADULTS**

Recover students from hallway if possible  
Lock the classroom door  
Turn out the lights  
Move away from sight  
Maintain silence  
Do not open the door  
Prepare to evade or defend



## **EVACUATE! (A location may be specified)**

#### **STUDENTS**

Leave stuff behind if required to  
If possible, bring your phone  
Follow instructions

#### **ADULTS**

Lead students to Evacuation location  
Account for students and adults  
Notify if missing, extra or injured students or adults



## **SHELTER! Hazard and safety strategy.**

#### **STUDENTS**

Use appropriate safety strategy for the hazard

#### **Hazard**

Tornado  
Hazmat  
Earthquake  
Tsunami

#### **Safety Strategy**

Evacuate to shelter area  
Seal the room  
Drop, cover and hold  
Get to high ground

#### **ADULTS**

Lead safety strategy  
Account for students and adults  
Notify if missing, extra or injured students or adults

# IN AN EMERGENCY TAKE ACTION



**HOLD**



**SECURE**



**LOCKDOWN**



**EVACUATE**



**SHELTER**

## Standard Response Protocol – Public Address

<b>Medical Emergency</b>	<b>Hold in your Room or Area. Clear the halls.</b>
<b>Threat Outside</b>	<b>Secure! Get inside. Lock outside doors.</b>
<b>Threat Inside</b>	<b>Lockdown! Locks, Lights, Out of Sight!</b>
<b>Bomb</b>	<b>Evacuate to (location) Shelter for Bomb!</b>
<b>Earthquake</b>	<b>Shelter for Earthquake!</b>
<b>Fire Inside</b>	<b>Evacuate to the (location)</b>
<b>Hazmat</b>	<b>Shelter for Hazmat! Seal your Rooms</b>
<b>Weapon</b>	<b>Lockdown! Locks, Lights, Out of Sight!</b>
<b>Tornado</b>	<b>Evacuate to (location) Shelter for Tornado!</b>



## Intruder:

- The first person to notice intruder (person with a weapon or person who is upset, out of control, or otherwise threatening) will notify the principal/office. (If in a level 3 situation where contact with the office may not be possible, make the announcement from the nearest phone. Contact police.)
- The principal or his/her representative will announce to the building.
- Principal will determine need to notify police, school superintendent, and 911 of any emergency situation.
- Administrator or law enforcement will unlock classroom doors when the emergency is over.
- Administration will be the liaison with police.
- Inform office staff as to appropriate information to give to callers. (Written statement)
- Make a list of those being held hostage.
- **Refer media to the superintendent's office.**
- Plan how to inform families of students and staff directly affected.
- Contact the crisis team to assist students and staff in dealing with the aftermath.

## **Bomb Threat Procedures**



### **(Keep Checklist by each phone)**

1. Upon the receipt of a bomb threat, the person receiving the call will make every attempt to:
  - a. Prolong the conversation. Do not hang up the phone. (Use another phone to call authorities.)
  - b. Identify background noises and any distinguishing voice characteristics.
  - c. Ask the caller for a description of the bomb, where it is, and when it is due to explode.
2. The person receiving the threat will notify the principal.
3. Call 911.
4. The principal will, in consulting with 911, decide whether to make a preliminary search or to evacuate the building.
5. The principal will notify the superintendent's office.
6. Inform staff and students of the bomb threat and any immediate directions, for example, remain in their rooms until an all-clear is given or directions to evacuate.
7. Ask staff to make a visual observation of their classrooms/work areas and inform them not to open cabinets, doors, or move objects. If anything suspicious is found, Do Not touch it! The bomb can be almost anything from a bundle of dynamite to concealed or ordinary objects (briefcase, toolbox, or pieces of pipe). You will be searching for something that doesn't belong in the classroom/work area.
8. Check the absentee list and on each absentee from class at the time the threat was received. Account for all students, check halls and restrooms.
9. Ask for volunteers to participate in the search with the police/fire department.
10. Meet with the police/fire department and search team to decide on the procedure for checking the building.
11. If at any time the threat is determined to be valid, use standard fire drill procedures with any necessary modifications to evacuate the building. Evacuate at least 300 feet from the building. Plan for an alternate location if needed due to a prolonged

search or inclement weather.

- 12. When the building is reported to be safe, assume whatever schedule is needed and debrief staff and students.
- 13. If a written threat is received, copy the contents and protect the original message (plastic or other covering) to preserve fingerprints and other identifying marks.
- 14. Use the Bomb Threat Checklist to gather helpful information.
- 15. Should a threat include the possibility that a bomb has been placed on a district vehicle, the Director of Buildings, Grounds, and Transportation, shall be contacted to secure all vehicles and coordinate a search with law enforcement.

Alternate evacuation location for Pershing Elementary is:

St. Ann's Parish Center  
 1003 Taft  
 Lexington, NE 68850  
 308-324-4647



### **Bomb Threat Checklist**

**DATE** \_\_\_\_\_ **TIME** \_\_\_\_\_

**Do Not Hang Up!** Use another phone to call police.

Record the exact words used by the called:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Ask:**

**What time is the bomb set for?** \_\_\_\_\_

**Where is the bomb?** \_\_\_\_\_

**What does the bomb look like?** \_\_\_\_\_

**Why are you doing this?** \_\_\_\_\_

**Who are you?** \_\_\_\_\_

**Evaluate the voice of the caller:**

_____ Man	_____ Accent
_____ Woman	_____ Speech Impediment
_____ Child	_____ Intoxicated
_____ Age (approximate)	_____ Other

Background Noise:

\_\_\_\_\_ Music  
\_\_\_\_\_ Children  
\_\_\_\_\_ Typing  
\_\_\_\_\_ Airplanes

\_\_\_\_\_ Conversation  
\_\_\_\_\_ Machine Noise  
\_\_\_\_\_ Traffic  
\_\_\_\_\_ Other \_\_\_\_\_

Person receiving a threat will immediately notify the principal.

Call Received by: \_\_\_\_\_

# Pershing Elementary School

## Reunification Plan 2025-2026



## Pershing Elementary School Reunification Plan

Relocation Site- St. Ann's Parish Center

Address- 1003 Taft St, Lexington, NE 68850

Phone- 324-4647



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**Principal's Phone Number - Kellie Cetak 308-325-3731**

**LAW ENFORCEMENT NOTIFIED(911)**- call for help in regard to crowd/traffic control.

**TRAFFIC AND CROWD CONTROL**- Central Office staff & Maintenance Staff and Crisis team members from other buildings, if available.

**ITEMS TO TAKE**- The office staff will take the following= to go kit in suitcase, cellphones, walkie talkies, megaphones, laptops/ipads for usage at the main table (if internet is available) and charging cords.

- **Nancy Price or Angelica Romero will take the epi pen and inhalers**

**Staff**- Please take CURRENT class roster, Reunification plan, laptop/ipad, purse

- Students will move with the class/teacher they are currently assigned to during the evacuation. Upon arriving at St. Ann's Parish Center all classrooms will move to the gymnasium, find a spot, and sit down.
- Teachers will immediately take attendance, which will be recorded on designated attendance sheets. Those sheets will be picked up by **MICHELLE FLYNN**. Each will get that information to the front table and the administration will make the final determination as to who is missing. They will keep that list for later use.
- The following individuals will be **MONITORING THE GYM DOORS**, not allowing anyone to leave the gym without the proper paperwork:
  - **Ana Ramierz (MAIN DOORS)**
  - **Rachel Fast (SIDE DOOR)**
  - **Leann McFarland (Exit Door)**

**GREETERS**- will meet parents when they arrive. They will inform parents that they need identification and if parents have proper ID, these individuals will be given a reunification card to fill out and will start the process for reunification. **Greeters will be located at the end of the sidewalk by the parking lot (north end of the sidewalk)**

- **Lori Shutts-**
- **Ann Shultz-**
- **Anita Lopez**

**CHECKERS**- Parents will take their completed Reunification card to one of the **CHECKERS** based on the **LAST NAME** (located at the end of the main path)

- **Angela Blankenship**
- **Julie Ann Samson**

**ACCOUNTANTS**- will be **LOCATED IN FRONT OF THE MAIN DOORS**. They will verify information from sheets completed by parents with the information listed on PowerSchool.

- **Accountants** will give the top half of the sheet to a **Reunifier** who will take that sheet and a parent to be reunited with their student once cleared by the **Accountant**.

**Nancy Price**

**Angelica Romero**

**Cyndi Hendricks**

**REUNIFIERS (PARENTS)**- will go to the **accountant table** and will be to the front of the table. Parents will remain outside at all times. The **Reunifier** will walk the parent to the back of St. Ann's following the sidewalk. They will meet with the Reunifier (students). Once both Reunifiers meet they will make sure their papers match, sign them, staple them together and dismiss the family. All completed sheets will be given to **Jen Cunningham**.

**Emma Stahlecker**

**Michelle Pratt**

**Daneen Nelson**

**Jen Cunningham**

**REUNIFIERS (STUDENTS)**- will go to the **accountant table** and will be behind the table. The reunifier will receive ½ of the reunification form from the accountant. They will go inside St. Ann's Parish center and retrieve the student from the gym. Once the student is located they will travel through the hallway side door, into the hallway, and out the back door to meet the reunifier (parents). Once both Reunifiers meet they will make sure their papers match, sign them, staple them together and dismiss the family. All completed sheets will be given to **Jen Cunningham**.

**Michele Flynn**

**Brenda Brayton**

**REUNIFICATION DOOR SUPERVISION**- will not allow any parent to enter St. Ann's Parish Center. Will make sure the door is closed and only opened when a Reunifier (students) is ready to

exit the building. Will also help make sure that student/parent papers match and help collect the papers.

**Leann McFarland (by the door)**

**Other help from CO \_\_\_\_\_ (control the flow of traffic by the parking lot)**

**OVERALL SUPERVISION-** Mrs.Cetak

**TECHNOLOGY SUPPORT-** central office staff will come and support with Mobile Hotspots-  
**Mark Burson - 402.699.4634**

**SPOKESPERSON WITH THE MEDIA-** Mrs. Cetak or Dr. Hakonson

**COUNSELORS-** will be available to take parents whose student is not in the assembly area to a separate room (**Classroom A**). **School Psychologists** may help if needed. If counselors are not needed in this capacity, they will help to monitor students in the sanctuary areas or assist as Greeters/Reunifiers.

**EXTRA HELP-** Kitchen staff & Mrs. Prado

**CROWD/TRAFFIC CONTROL-** LPS maintenance staff (will need to contact Bo Berry to activate group)

**Bo Berry - 308-325-1469**

### **THINGS TO DO UPON IMMEDIATE ARRIVAL AT ST. ANN'S PARISH CENTER**

1. Set up tables for Accountants (**Cyndi Hendricks, Miranda Summers**)
2. Signs up with instructions- utilize any chairs to tape the signs on ( **Ana Ramirez**)

### **THINGS TO KEEP IN MIND-**

- Law Enforcement may not be at your site immediately depending on the circumstances that led to the evacuation.
- Loss of internet and or cell phone usage
- Parents will be anxious, upset, and angry
- Students may **ONLY** leave with parents/guardians that are listed on the student's Emergency contact list and proper ID must be shown.

### **SAMPLE STATEMENT FOR REUNIFICATION**

There has been a ( \_\_\_\_\_ ) situation at Pershing Elementary.

To be reunified with your child, parents or individuals listed on emergency contacts  
Are REQUIRED to bring some sort of identification.

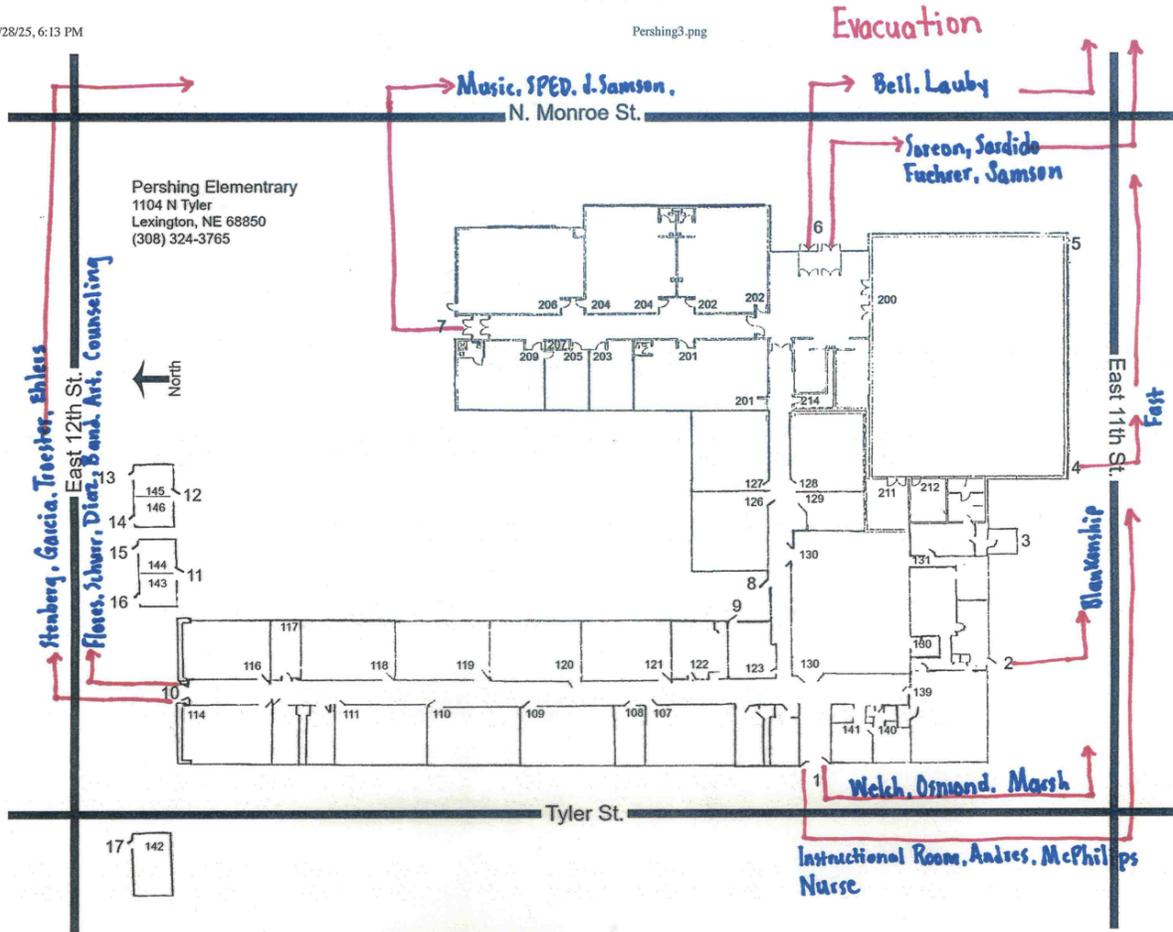
Parents are to come to St. Ann's Parish Center located at 1003 West Taft Street starting  
At (Time).

Please do not call the school.

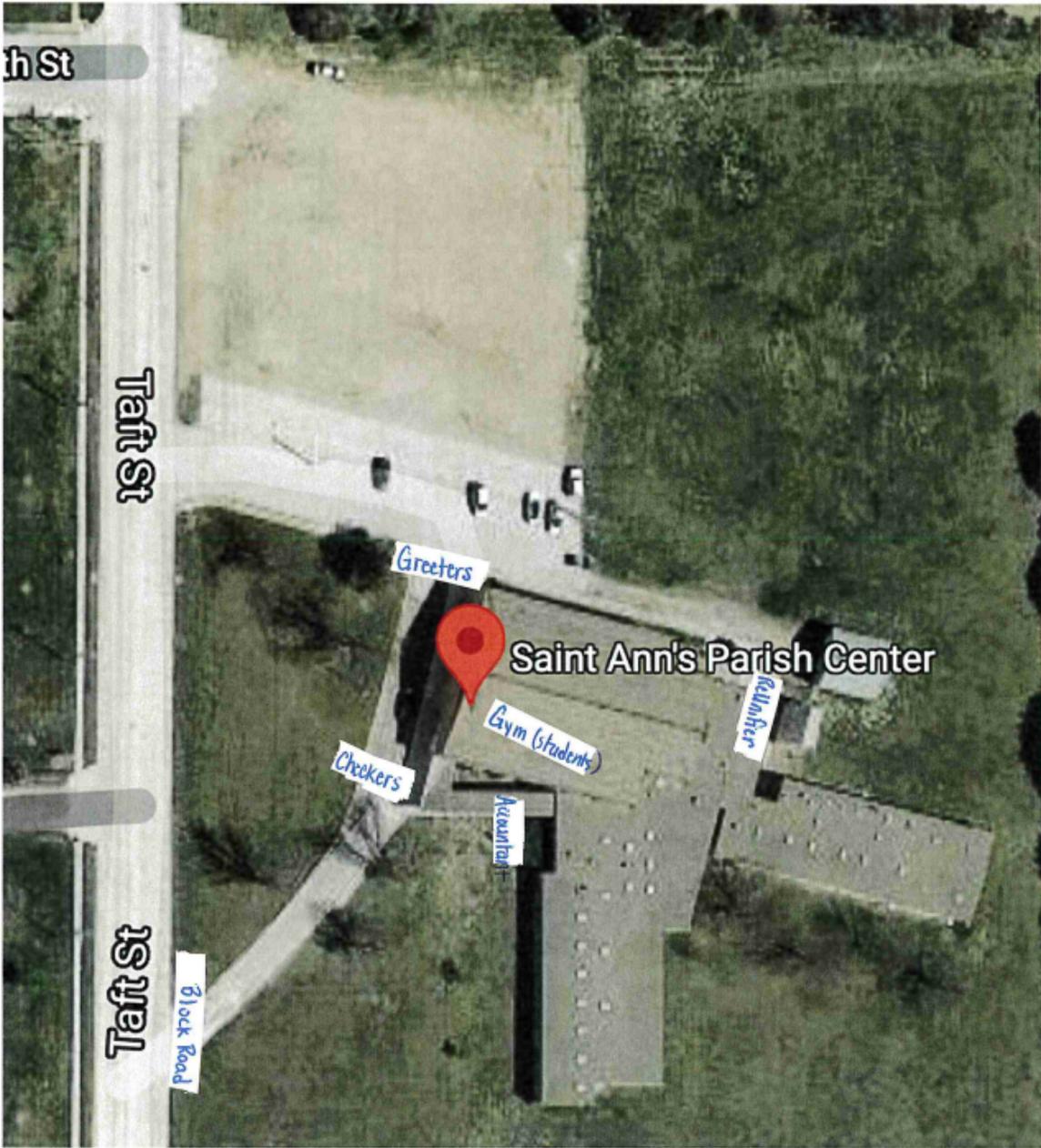
Your child will only be released to you or the emergency contact listed on your  
Student's school information.

Thank You!

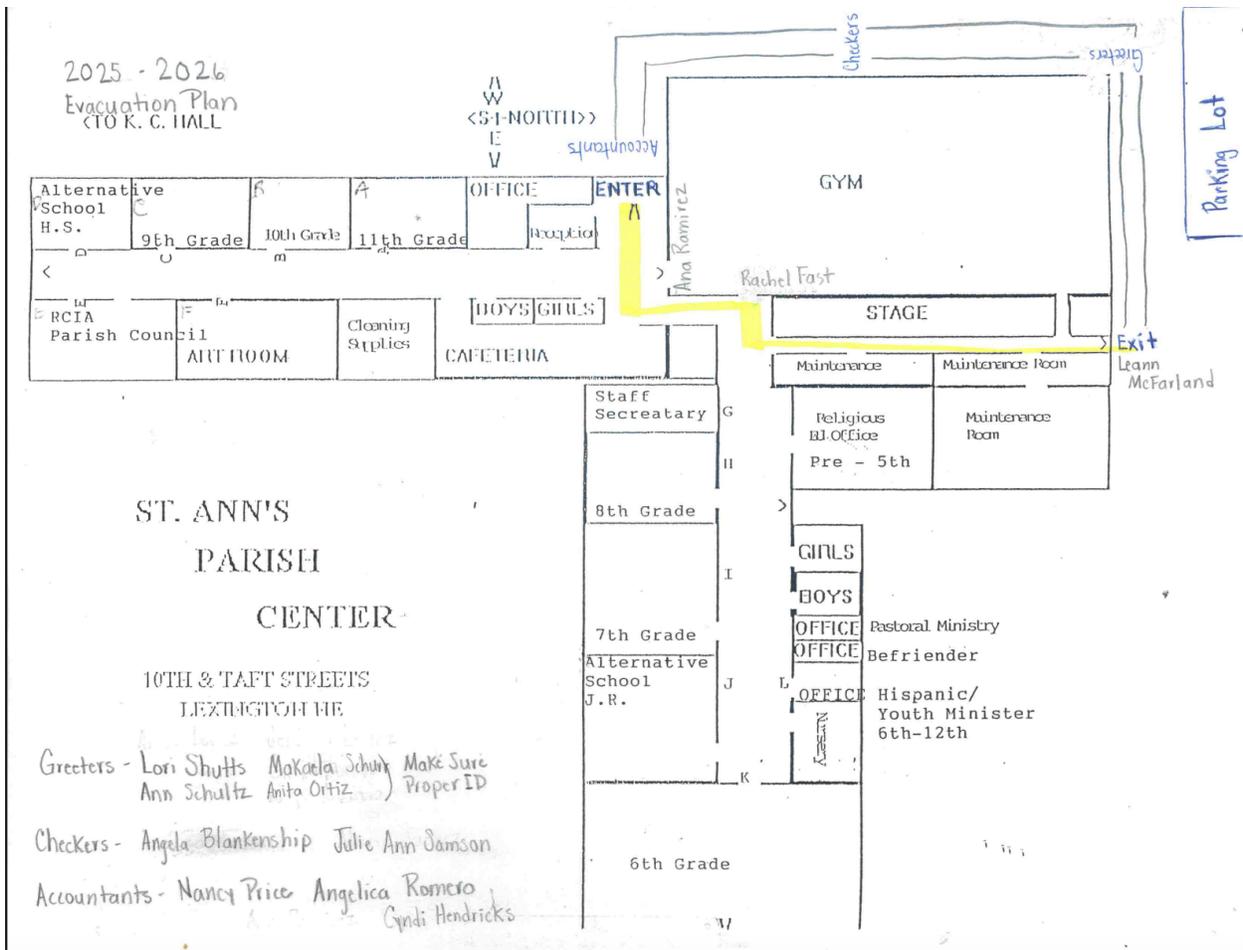
## Evacuation Routes



Satellite View of St. Ann's Parish Center



Saint Ann's Parish Center Floor Plan



- Greeters - Lori Shotts, Makaela Schuy, Make Sure  
Ann Schultz, Anita Ortiz, Proper ID
- Checkers - Angela Blankenship, Julie Ann Jamson
- Accountants - Nancy Price, Angelica Romero  
Cyni Hendricks

Teacher Attendance Sheet  
MICHELLE FLYNN - Will collect



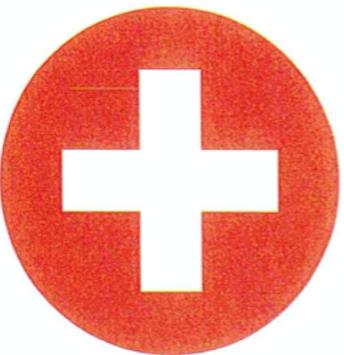
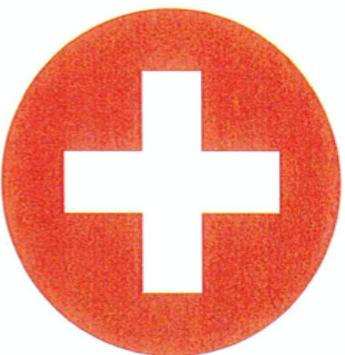
OK

OK

HELP

HELP

# MEDICAL HELP



# MEDICAL HELP



## STANDARD RESPONSE PROTOCOL



### HOLD

In Your Room Or Area

Students:

- Clear the hallways and remain in the area or room until "All Clear" is announced
- Do business as usual

Adults and staff:

- Close and lock the door
- Account for students and adults
- Do business as usual



### SECURE

Get Inside.

Lock Outside Doors.

Students:

- Return to inside of building
- Do business as usual

Adults and Staff:

- Bring everyone indoors
- Lock outside doors
- Increase situational awareness
- Account for students and adults
- Do business as usual



### LOCKDOWN

Locks, Lights, Out Of Sight

Students:

- Move away from sight
- Maintain silence
- Do not open the door

Adults and Staff:

- Recover students from hallway if possible
- Lock the classroom door
- Turn out the lights
- Move away from sight
- Maintain silence
- Account for students and adults
- Do not open the door
- Prepare to evade or defend



### EVACUATE

To Announced Location

Students:

- Leave stuff behind if required to
- If possible, bring their phone
- Follow instructions

Adults and Staff:

- Bring roll sheet and Go Bag (unless instructed not to take anything with them, dependent on reason for evacuation.)
- Lead students to Evacuation location
- Account for students and adults
- Report injuries or problems using Red Card/ Green Card method.



### SHELTER

For A Hazard Using Safety Strategy

Students:

Safety Strategies might include:

- Evacuate to shelter area
- Seal the room
- Drop, cover and hold
- Get to high ground

Students:

Use appropriate safety strategy

Adults and Staff:

- Lead safety strategy
- Account for students and adults
- Report injuries or problems using Red Card/Green Card method

*In the event of an evacuation, take this card with you. To use this card, fold along dotted lines so the appropriate message is outward facing.*

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2025-2026

## Safety/Emergency Procedures Plan

### Rules for ALL Emergencies:

1. **Remain Calm** – We are responsible for hundreds of children who will be nervous, confused, and scared during these situations.
2. **Follow Procedures** – We have established these procedures and protocols to help ensure that there is a smooth transition for students and staff. DO NOT create your own procedures for your classroom that conflict with any of the school's established procedures.
3. During an emergency the Principal is the only person in the building that will speak to the media. If you are approached by a member of the media for a comment reply, "I have no comment. You will need to speak with our building Principal." We do not need conflicting comments present to the public.

Bryan Crisis Team Members:

- Ashley Pano
- Yanet Pinedo
- Danie Hilton

Trained Staff Members:

- Tiffany Denker: CPR, Epi Pen, Nebulizer
- Michelle Medo: CPR, Epi Pen
- Tracy Harbison: CPR, Epi Pen, Nebulizer
- Jennifer Brockmeier: CPR
- Kris Johnson: CPR, Epi Pen, Nebulizer
- Danie Hilton: CPR
- Rebeca DeLeon: CPR

Teachers must have the following items with them during an emergency:

Small laminated class list

Building & Room Keys\*

Red & Green Cards (Fire/Tornado)

Purse/wallet, and cellphone as you may not be returning to the building for a while.

*\* Homework packet and storybooks will be stored at First Presbyterian Church, our evacuation site*

Recess

When you go outside for recess duty you must make sure you have the following items (recess fanny pack):

Whistle

Gloves

Band aids

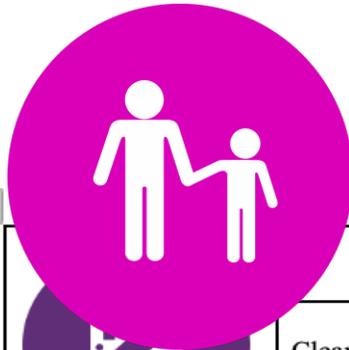
Cell phone

# Daily Procedures To Be Followed

Classroom doors should be locked at all times.

No clutter in the classrooms! This does not mean you must get rid of teaching/project items. Make sure that if there is a scan for an unidentified object that we can see everything. Unnecessary papers, boxes, etc. will not be tolerated.

# REUNIFICATION PROCEDURES



## EMERGENCY TAKE ACTION

	<b>HOLD! In your room or area. Clear the halls.</b> The announcement "Hold! In your classroom. Clear the halls"	
	<b>STUDENTS</b> Clear the hallways and remain in room or area until the "All Clear" is announced Do business as usual	<b>ADULTS</b> Close and lock the door Account for students and adults Do business as usual
	<b>SECURE! Get inside. Lock outside doors.</b> The announcement "Lockout... Secure the perimeter"	
	<b>STUDENTS</b> Return to inside of building Do business as usual	<b>ADULTS</b> Bring everyone indoors Lock outside doors Increase situational awareness Account for students and adults Do business as usual until announcement is given or the classroom door is unlocked
	<b>LOCKDOWN! Locks, lights, out of sight</b> The announcement "Teachers we are in lockdown: Locks, lights, out of sight"	
	<b>STUDENTS</b> Move away from sight Maintain silence Do not open the door Students that are not in the classroom, go to our sunshine rooms.	<b>ADULTS</b> Recover students from the hallway if possible Lock the classroom door Turn out the lights Move away from sight Maintain silence Do not open the door for any reason Prepare to evade or defend
	<b>EVACUATE! (Presbyterian Church- 801 N Lincoln)</b> The announcement "Teachers please evacuate the building"	
	<b>STUDENTS</b> Leave stuff behind if required to Follow instructions	<b>ADULTS</b> Take all necessary items Lead students to evacuation location- follow evacuation route. (if a class is in Specials the classroom teacher will join their class as it exits the building) Account for students and adults Notify if missing, extra or injured students or adults Follow Reunification plan --- Mrs. Burr and Mrs. Robinson will report attendance to Mrs. Denker by cell phone. Mrs. Denker will then drive to church
	<b>SHELTER! Hazard and safety strategy</b>	
	<b>STUDENTS</b> Use appropriate safety strategy for the hazard <b>HAZARD. SAFETY STRATEGY</b> Tornado. Evacuate to shelter area Hazmat Seal the room Earthquake Drop, cover and hold	<b>ADULTS</b> Lead safety strategy Account for students and adults Notify if missing, extra or injures students or adults

1. Teachers will remain with their classes during the entire reunification process.
2. Teachers will be with their classes at the Presbyterian Church until parents/guardians pick up students after any threat has been neutralized and law enforcement has given permission for children to be moved.
3. There will be a check in station at the Presbyterian Church.

# BRYAN ELEMENTARY SCHOOL REUNIFICATION PLAN

**Relocation Site – FIRST PRESBYTERIAN CHURCH**

**Address: 801 N. Lincoln Street**

**Phone: 324-5507**

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**LAW ENFORCEMENT NOTIFIED (911)** - Call for help in regard to crowd/traffic control. See list of possibilities.

**TRAFFIC/CROWD CONTROL** - CO & Maintenance Staffs and Crisis Team members from other buildings, If available.

**ITEMS TO TAKE** - The following need to be taken: To Go Kit, cellphones, walkie-talkies, megaphones, laptops for usage at the main table (If internet is available at church; depends on situation).

**STAFF** - Please take **CURRENT** class roster, Reunification plan, laptop/ipad, purse.

Students will move with the classroom teacher they are currently with during the evacuation. Upon arrival at the **Presbyterian Church**, teachers will immediately take attendance, which will be recorded on the designated attendance sheets. Those sheets will be picked up by **Lynda Gratopp and Kris Johnson**. Each will get that information to the administration and will make the final determination as to who is missing. Administrator will keep that list for later use. Teachers will also need a 2nd class list to mark students gone once they are picked up.

The following individuals will be **MONITORING THE MAIN ENTRANCE AT THE Presbyterian CHURCH (East door)**, not allowing anyone to enter the building without paperwork: **Crystal Contreras and Daniel Gibbs**.

**GREETERS** - Greeters will be located on the East side of the Building. ( Magali Arriaga, Karen Juarez, and Yakelina Pacheco. Barre Hassan and Hardy Moreno will come from the Central Office to assist.)

Greeters will meet parents as they arrive. They will inform parents that they need identification and if parents have proper ID, these individuals will be given a reunification card to fill out and will start the process with the checkers. Parents or emergency contacts are allowed to pick up a student.

**CHECKERS** - Priscila Juarez, Andrea Johnson, Jaqueline Velasquez, and Irma Hernandez

Parents will take their completed Reunification card to one of the **CHECKERS**. **CHECKERS (located at east door)** will ensure all information is complete by checking on emergency contacts with information listed on PowerSchool. Checkers will cut the information sheet. Top part stays with the checker and the bottom part follows with the parent.

**ACCOUNTANTS:** Jessica Morales, Isabel Perez, Yanira Lopez, Cristina Quiñonez , and Jacqueline Cuellar.

Accountants will be **located in front of the Main Entrance (East side) with the checkers**. After checkers have verified parent information, the accountant will walk the parent inside the building to the reunifier to reunite the parent and

child. Accountant will stay with the parents until the runner brings the child to them. Accountant will verify information from sheets completed, have parents sign the back, and walk students to the exit director.

**RUNNERS- Yanet Pinedo, Jennifer Brockmeier, Heidi Straka, and Mariah Neill-**

Runners will take the bottom part of the information sheet from the accountant. Runners give the information paper to the classroom teacher. Classroom teacher will mark students off on their 2nd class list and runners will bring the student and the information paper back to the accountant.

**REUNIFIERS - Kris Johnson and Lynda Gratopp** - will be located at the **east door of the cafeteria** where students are located which will be monitored. Reunifiers will hold students inside until paperwork is matched from accountants. Parents will enter (east door) and be reunified with their child inside the church (doors where students are will be shut).

**EXIT DIRECTOR- Rebecca DeLeon-** Exit Director will direct parents to leave the reunification site from the south door next to the sanctuary once reunited with their student and accountant has the parent signature.

**MAIN DOOR/MAIN TABLE SUPERVISION (East door) - Tracy Harbison and Michelle Medo**

**OVERALL SUPERVISION - Mrs. Denker and Ashley Pano**

**SUPERVISION WHERE NEEDED - Mrs. Denker and Ashley Pano**

**SPOKESPERSON WITH THE MEDIA - Mrs. Denker or Dr. Hakonson**

**COUNSELORS** - will be available to take parents whose student is not in the cafeteria area to a separate room (**classroom on the NW corner of the church**). If counselors are not needed in this capacity, they will help to monitor students or assist as Greeters/Reunifiers.

**EXTRA HELP - Presbyterian Church Staff**

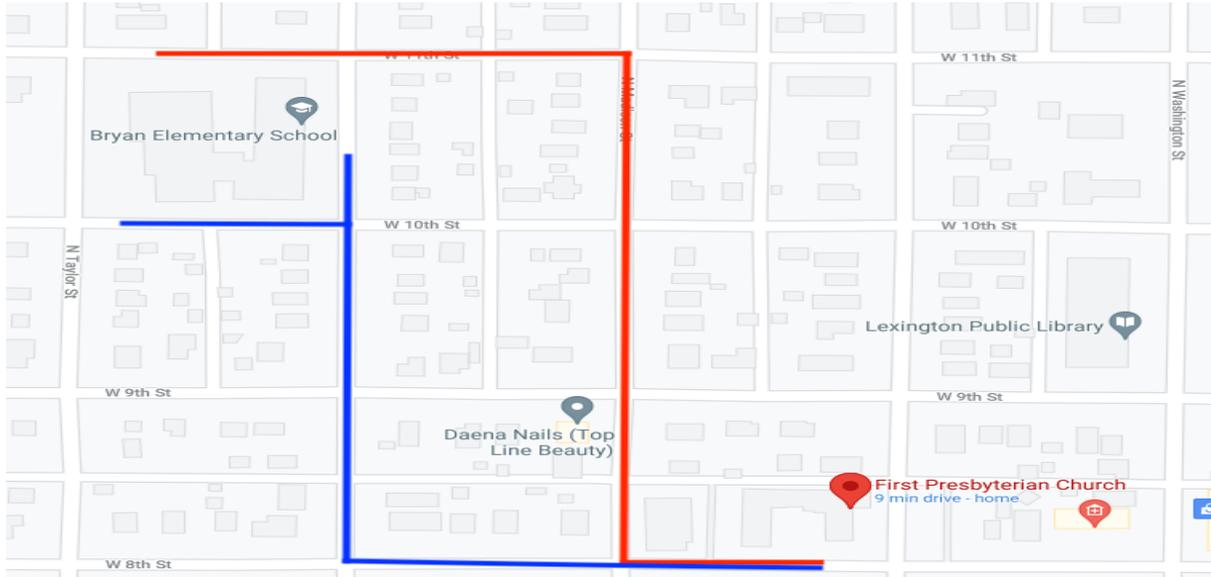
**THINGS TO DO UPON IMMEDIATE ARRIVAL AT PRESBYTERIAN CHURCH**

1. Set up Tables for Checkers on East side. (**Michelle Medo and Heidi Straka will instruct staff**)
2. Underlined name is the person who is the supervisor of that job. They will grab their bag from Bryan to go-kit, that will include all items needed for each job (checker, greeter, etc.)

**THINGS TO KEEP IN MIND -**

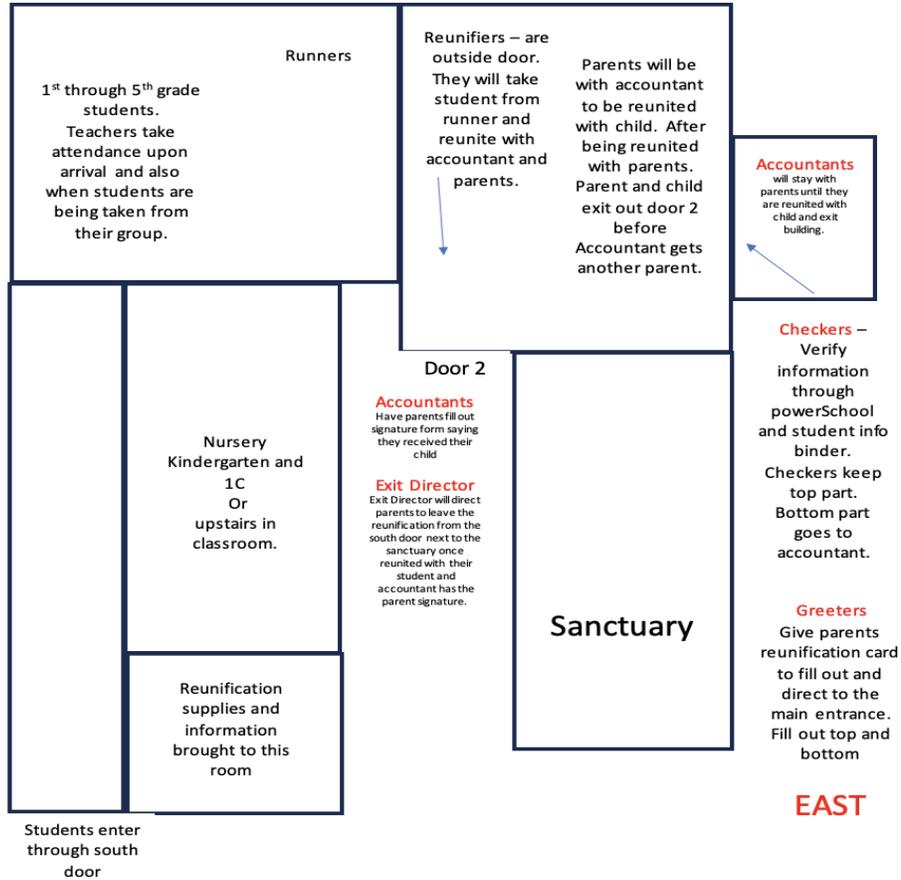
- Law Enforcement may not be at your site immediately depending on the circumstances that led to evacuation
- Loss of internet and or cell phone usage
- Parents will be anxious, upset, angry
- Students may only leave with parents through the process





NORTH

# PRESBYTERIAN CHURCH



SOUTH

## FIRE PROCEDURES

1. Fire drills will be conducted monthly at random hours and days of the month.
2. The fire alarm is a loud, intermittent sound accompanied by flashing lights. Upon hearing this sound teachers and students are to evacuate the building following the routes listed on the following page.
3. Teachers and assistants will take control to ensure that the students evacuate **quickly and quietly (no talking)**, and that they may be stopped, turned, or directed as needed.
4. Teachers will ensure that classroom windows, fans, and lights are shut off and that the **last person out of the room closes the doors**. The last student or teacher leaving the building through that door will shut the school exit doors.
5. Teachers will take class roll upon reaching designated fire drill area and use the laminated red and green cards as follows:
  - a. If all students are present, raise the green card.
  - b. If a student is missing, raise the red card.
  - c. If they have extra students the red and green cards should be crossed and held high.
6. Designated teachers and assistants will make a search of the restrooms, copy room and lounge.
  - a. Mrs. Denker – will circulate around their designated safe zone; checking red and green cards.



- b. Mrs. Medo: West Bathrooms (front Entrance)
  - c. Mrs. Pano: South Bathrooms
  - d. Mrs. Gratopp: North Bathrooms
7. Until the all clear is given, teachers will maintain constant supervision of their classes/students.
  8. If classes are under the supervision of a teacher other than the homeroom teacher, the homeroom teacher will meet his/her class and take attendance ASAP.
  9. All rooms have assigned exit routes. Please follow assigned routes unless blocked by fire or other hazard. In such a scenario, use your discretion in selecting the safest exit route.

## Bryan Fire Routes

Grade(s) Classroom	Door # / Route	Grade(s) Classroom	Door # / Route
KA - Camargo	2 /Southwest Kindergarten door	SPED – Neill/Juarez	7 /Northeast door
KB - Araujo	2 /Southwest Kindergarten door	SPED-Brockmeier	10 /Northwest door
KC - Robinson	2 /Southwest Kindergarten door		
1A - K.Andazola	6 /Southeast door across from cafeteria	Interventions Gratopp	7 /Northeast door
1B- Schmidt	6 /Southeast door across from cafeteria	Interventions Pinedo	14/West door
1C - Headley	2 /Southwest Kindergarten door	Library	6 /Southeast door across from cafeteria
2A - Lainez	6 /Southeast door across from cafeteria	Music	
2B - Hilton	7 /Northeast door	Gymnasium	11 and 12
2C- Garcia	7 /Northeast door	Nurse	1 /front main door
3A - Fernandez	7 /Northeast door	Office	1 /front main door
3B - Russman	7 /Northeast door	Copy Room	6 /Southeast door across from cafeteria
3C - Parsons	7 /Northeast door	Lounge	6 /Southeast door across from cafeteria
4A - M. Andazola	14/West door	Counseling (Office)	6 /Southeast door across from cafeteria
4B - P.Johnson	14/West door	Art/flex room	14/West door
4C - Quiñonez	11 /Northwest door	Cafeteria	6 /Southeast door across from cafeteria
5A - Merino	11 /Northwest door		
5B - Smith	11 /Northwest door		
5C- Otte	10 /Northwest door		

## TORNADO PROCEDURES

1. The tornado alarm is an announcement over the intercom “Tornado Evacuate to the shelter area.” Upon hearing this sound teachers and students are to



immediately go to their designated areas in the building following the routes listed on the next page.

- a. If power is lost the tornado alarm is short blasts of a whistle. A person will be dispatched to alert the music room of the situation, when occupied.
2. Move quickly and quietly, and students may be stopped, turned or directed as needed. Teachers will help students remain calm while moving to a safe area. Students need to have their head against a walled area, if possible.
3. Shut off/Close: Windows, fans, and lights and make sure the last person closes the door.
4. Take attendance upon reaching the designated area. If a child is missing, the Principal will be notified immediately.
5. Designated teachers and staff will make a search of restrooms, supply rooms and lounge
  - a. Mrs. Pano will move down the east hall checking attendance and report to the principal.
  - b. Ms. Pinedo will move down the center hall checking attendance and report to the principal
  - c. Mrs. Medo will move down the west hall checking attendance and report to the principal.

Bryan Tornado Areas - 2025/2026



# BOMB THREAT

1. Upon the receipt of a bomb threat, the person receiving the call will make every attempt to:
  - a. Prolong the conversation. DO NOT hang up the phone. (Use another phone to call authorities)
  - b. Identify background noises and any distinguishing voice characteristics.
  - c. Ask the caller for:
    - i. Description of the bomb
    - ii. Where it is
    - iii. When is due to detonate
2. The person receiving the threat will notify the Principal
3. Call 911
4. The Principal will consult with the Superintendent (who consults with law enforcement) to determine whether to make a preliminary search or to evacuate the building.
5. The Principal will notify the Superintendent's Office
6. Inform staff and students of the bomb threat and any immediate directions, for example, remain in their rooms until an all-clear is given to directions to evacuate.
7. Ask staff to make a visual observation of their classrooms/work areas and inform them not to open cabinets, doors or move objects. If anything suspicious is found, DO NOT touch it! The bomb can be almost anything from a bundle of dynamite to concealed or ordinary objects (briefcase, toolbox, or piece of pipe). You will be searching for something that doesn't belong in the classroom/work area.
8. Check the absentee list and on each absentee from class at the time the threat was received. Account for all students, check halls, and restrooms.
9. Meet with the police/fire department and search team to decide on the procedure for checking the building.
10. If at any time the threat is determined to be valid, use standard evacuation procedures.
11. If a written threat is received, copy the contents and protect the original message (plastic or other covering) to preserve fingerprints and other identifying marks.
12. Use the Bomb Threat Checklist to gather helpful information.



# CHEMICAL SPILL/TOXIC FUMES

1. Outside Spill or Fumes:
  - a. Keep students inside
  - b. Close windows
  - c. Don't step in spilled material
  - d. Contact police, fire and health department
  - e. Contact Superintendent's Office
  - f. Be prepared to evacuate the building
  - g. If students are outside, move upwind or in the building.
2. If a spill occurs inside:
  - a. Remove students from contaminated area
  - b. Contact police, fire and health department
  - c. Contact Superintendent's Office



- d. Students exposed to the chemical should be taken to a designated area within the building to have necessary clothing removed and exposed skin washed.

# Lexington Middle School

Lexington, Nebraska

## Safety Plans

Fire Escape Plan (pages 3-4)

Tornado Plan (pages 5-7)

Building Evacuation Plan (pages 8-9)

Standard Response Protocol (page 10)

Bomb Threat Checklist (pages 11-12)

### LMS Safety Committee- Report to office immediately

Scott West

Jeff Wall

Jayce Dueland

Karen Klein

Jose Monrroy

**Teachers:** Please make a copy of your class rosters, this plan, and red/green cards. Keep them updated and in plastic sleeves.

### Rules for ALL Emergencies

1. **Remain Calm** - We are responsible for hundreds of children who will be nervous, confused, and scared during these situations. As educators we must remain calm during each situation and model that calmness for our students.

2. **Follow Procedures** - We have established these procedures and protocols to help ensure that there is smooth transition for students and teachers. **DO NOT** create your own procedures for your classroom that conflict with any of the school's procedures. **TAKE YOUR EMERGENCY RESPONSES WITH YOU, YOUR GREEN AND RED CARDS, YOUR MAPS, AND A CURRENT CLASS LIST FOR EVERY CLASS.**

3. During an emergency, **Mr. West is the only person in the building that will speak to the media.** If a member of the media approaches you, simply say, "You need to talk with Mr. West, our Principal." We do not need conflicting comments presented to the public. Protect our students from the

media!

**Crisis Team Members:**

Karen Klein  
Jose Monrroy  
Ceara Hollis  
Tina Thompson

**CPR Certified Staff Members:**

Scott West	Terry Warner	Jayce Dueland
Jeff Wall	Jean Leger	Tessa Gall

**Epi Pen Trained Staff Members:**

Scott West	Terry Warner	Jayce Dueland
Jeff Wall	Jean Leger	Tessa Gall

**Nebulizer Trained Staff Members:**

Scott West	Terry Warner	Jayce Dueland
Jeff Wall	Jean Leger	Tessa Gall

**Defibrillator Trained Staff Members:**

Scott West	Jeff Wall
Tessa Gall	Jayce Dueland
Terry Warner	

## Fire Drill Procedures

The following regulations should be read to your classes and discussed thoroughly so that fire drills may be handled most efficiently.

1. Leave your books and materials right where they are when the alarm is given. Line up the students and teachers lead. Lights should be out, and doors and windows should be shut.
2. Walk quickly and quietly from your room, following the routes described in this plan (if your exit is blocked, use your discretion in selecting the safest exit route), out of the building to the required distance from the school.
3. Classes must exit together and remain at designated area until the “all clear” is given.

**TEACHERS MUST TAKE ATTENDANCE** before the classes return to the building. Hold up the **green card** if everyone is with you. Hold up the **red card** if you are missing someone. Hold up **both cards** if you have extra students.

4. Stay in line -- no talking!
5. Designated teachers and assistants will perform a search of the restrooms.

Mr. Wall will report to the west door and head south near the stop sign on the corner of 11<sup>th</sup> and Washington.

Mr. Dueland will report to the northwest door.

Mrs. Klein will report to the southwest door.

Mr. Monrroy will report to the southeast door.

8th Grade Paras will check the third floor bathrooms.

7th Grade Paras will check the second floor bathrooms.

6th Grade Paras will check the first floor bathrooms.

**Teachers:** See that the doors to your rooms are closed when the last student is out. Take your **Safety Plan** with you, as the safety plan has the safety procedures, **current class list for ALL your classes**, and red/green cards.

# Fire Exit Assignments

## Rooms:

## Fire Exits:

Auditorium, Stage

Out northwest door

Band room 114

East door--walk south on sidewalk to 11<sup>th</sup> Street

118, 122, 123, 124, 126,  
127, 128, 129, 130,  
counseling offices,  
social worker, ISS room

Southeast door (Old Main) across street to 11<sup>th</sup>

PE Complex

Out through the gym east door

225, 200 (TeamMates)

New northwest doors (Brown doors)--walk south and stay on sidewalk to the area near the stop sign on 11<sup>th</sup> and Washington.

146, 147, 321, 323, 325, 326

New northwest doors (Brown doors)—walk north to the parking lot.

Library 237, Library office,  
Room 234, 236

Down internal stairs and out southeast door

202, 205, 206, 209,  
309, 316, 302, 305, 306

Out the west door and go south across 11<sup>th</sup> street

203, 204, 210, 211, 213,  
214, 215, 216, 217, 303,  
310, 311, 313, 314, 315

Southwest door and across 11<sup>th</sup> street

131,132,133,134, kitchen  
135, cafeteria

New north doors (North to parking lot)

Administrative offices

New main entrance doors (North to parking lot)

140 (Alternative Ed), 143,  
144 (Shared YMCA Room)

Through the YMCA—west doors (North to parking lot)

New gym

East doors

## Tornado Drill Procedures

In the event of a tornado warning, the local siren will blow two short blasts and one long blast for approximately two to three minutes. Following a tornado warning, we will announce a tornado alarm over the intercom system.

### Procedure to follow:

1. Teachers will insure that classroom windows, fans, and lights are shut off and that the last child out of the room closes the doors.
2. Teachers should take the Safety Plan with them, which includes current class lists. **TEACHERS WILL TAKE CLASS ROLL UPON REACHING THEIR DESIGNATED AREA.**
3. Designated teachers and assistants will make a search of restrooms and gather attendance.

**Mrs. Klein** will report to PE locker area.

**Mr. West** will float through the areas.

**Mr. Monrroy** will remain in the office area.

**Mr. Wall and Mr. Dueland** will report to commons area after making sure that Band and PE classes heard the warning.

**8th Grade PARAS** will check third floor bathrooms, then to assigned team areas.

**7TH Grade PARAS** will check second floor bathrooms, then to assigned team areas.

**6th Grade PARAS** will check first floor bathrooms, then to assigned team areas.

4. Students are to move to the assigned areas.

**Sixth grade students with their core teachers should be in the following areas:**

NATIONAL: in the south (National) locker pod.

AMERICAN: in room 118 and the back hallway by room 122.

**Seventh grade students with their core teachers should exit the South stairs to the first floor.**

STRIPES: will use the north (American) locker pod, first floor.

DLP: will use the north (American) locker pod, first floor.

STARS: with their core teachers, will go to the Old Girls' PE locker rooms.

**Eighth grade students with their core teachers should exit the west stairs and walk to the PE locker rooms.**

LIBERTY: to the new Boys' visitor locker room.

PATRIOTS: to the new Girls' Visitor locker room.

**\*\*ANY HOMEROOM, READING, OR ACTIVITY CLASSES SHOULD BE DELIVERED TO THE APPROPRIATE GRADE LEVEL TEAM AREAS. TEACHERS THEN REPORT TO THEIR ASSIGNED AREAS.\*\***

BAND to the old Boys' PE locker room.

LIVING SKILLS AND ART use the north staircase to first floor assigned areas (based on which grade you have).

FREEDOM TEAM use the North Staircase to first floor. Travel through the cafeteria to the long corridor linking the YMCA and the school (Alt Ed hallway). Sit on both sides of the hallway, leaving the middle of the hallway clear.

ALTERNATIVE ED Stay in Alternative Education Room 140

LIFE SKILLS Walk to Alternative Education Room 140.

SPANISH, INFO TECH, HEALTH, CTE AG, SPEECH, PE, and CHORUS based on the grade of kids you have, take them to the appropriate assigned area.

5. Students should try to maintain a safe distance from any entrance, **squat or sit down on the floor** next to the wall with **heads down**, and **stay away from glass**.
6. Teachers are to remain with their classes until they hear an “all clear” signal over the intercom.

## **Building Evacuation Plan**

In the event of a situation that requires the teachers and students to evacuate LMS (i.e. bomb threats, train derailment, etc.), the following procedure will be followed.

### **IF IT IS A BOMB THREAT, IMMEDIATELY SHUT OFF ALL CELL PHONES--THEY COULD ACTIVATE A BOMB.**

Mr. Monroy will notify the First Methodist Church that we are on our way. If the church has a funeral, we will regroup at the church in the parking lot and go to the multi-purpose room.

1. The announcement, “Teachers at this time please evacuate the building,” will be given over the intercom. (If coats are needed this will be included in the announcement.)
2. Immediately have your students follow the evacuation plan. (Teachers, in an evacuation situation, you may not be allowed back into the building for an extended period of time. Take keys, valuables, radios, and laptop.)
3. Our alternate location during an evacuation is:  
The First United Methodist Church (201 East 8th Street).

SEVENTH Grade will walk south on the east side of Grant Street and enter the north double door going to the multi-purpose room- sitting on the floor.

SIXTH Grade, FREEDOM Team, and DLP will walk south on the west side of Grant Street, enter the east door, which is a glass sliding door, and report to the Fellowship Hall- sitting on chairs at the tables and on the floor.

EIGHTH Grade will walk south on Washington Street and enter the West main office doors of the church, walking up the stairs and entering the sanctuary- sitting in the pews on the main floor.

PE, BAND, ALT ED, AND S.T.A.R.S. will walk their classes down the east side of Grant Street and then deliver the students

to their assigned area based on grade.

EXPLORE classes will walk their classes down the east side of Washington Street to ninth and then cross over to Grant. After reaching the Methodist Church, Mrs. Klein will direct the students to the correct door.

Mrs. Clouse/ Mrs. Gall will take the students' medications.  
Mrs. Harvey /Mrs. Matzar will take the daily attendance list.  
Mr. Monroy will take his computer.

4. Teachers please TAKE ATTENDANCE immediately after arriving. Mr. Wall and Mr. Dueland will be around to each group checking attendance.
5. When Mr. Wall and Mr. Dueland report the attendance to Mr. West, he will drive to the church.

# IN AN EMERGENCY TAKE ACTION



## HOLD! In your room or area. Clear the halls.

### STUDENTS

Clear the hallways and remain in room or area until the "All Clear" is announced  
Do business as usual

### ADULTS

Close and lock the door  
Account for students and adults  
Do business as usual



## SECURE! Get inside. Lock outside doors.

### STUDENTS

Return to inside of building  
Do business as usual

### ADULTS

Bring everyone indoors  
Lock outside doors  
Increase situational awareness  
Account for students and adults  
Do business as usual



## LOCKDOWN! Locks, lights, out of sight.

### STUDENTS

Move away from sight  
Maintain silence  
Do not open the door

### ADULTS

Recover students from hallway if possible  
Lock the classroom door  
Turn out the lights  
Move away from sight  
Maintain silence  
Do not open the door  
Prepare to evade or defend



## EVACUATE! (A location may be specified)

### STUDENTS

Leave stuff behind if required to  
If possible, bring your phone  
Follow instructions

### ADULTS

Lead students to Evacuation location  
Account for students and adults  
Notify if missing, extra or injured students or adults



## SHELTER! Hazard and safety strategy.

### STUDENTS

Use appropriate safety strategy for the hazard

#### Hazard

Tornado  
Hazmat  
Earthquake  
Tsunami

#### Safety Strategy

Evacuate to shelter area  
Seal the room  
Drop, cover and hold  
Get to high ground

### ADULTS

Lead safety strategy  
Account for students and adults  
Notify if missing, extra or injured students or adults

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## Bomb Threat

Upon receiving a call telling of a bomb threat, the person receiving the call will attempt to:

- Utilize the bomb threat **checklist** (copy included).
- Prolong the conversation. **DO NOT HANG UP THE PHONE!**
- **IDENTIFY** background noises and any distinguishing voice characteristics.
- Asks the caller for a description of the bomb, where it is, and when it is due to explode.
- Notify the principal.

**DO NOT USE CELL PHONES** (Turn Power to Cell Phones off Immediately--because of emitting frequencies near a potential explosive device.)

The Principal will consult with the Superintendent (who consults with law enforcement) to determine if evacuation is indicated.

If evacuation is not indicated, lock-down procedures will be announced (included in this plan).

If evacuation is indicated, building evacuation procedures will be announced (included in this plan).

**BE ESPECIALLY OBSERVANT** of your surroundings or work area. **DO NOT** open cabinets, doors or move objects. **DO NOT** touch anything suspicious. **KEEP TRACK** of students who were absent from your class at the time the call was received.

Alternate evacuation location is:

Football field or gym first (announcement will be given)

First United Methodist Church

201 East Eighth

308-324-2397

If a written threat is received, leave in place and have someone watch it so it is not tampered with until police arrive. School time will be made up if school is dismissed for a bomb threat.

# Bomb Threat Checklist

Time \_\_\_\_\_

Date \_\_\_\_\_

DO NOT HANG UP! Use another phone to call police.

Record the exact words used by the caller \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Ask:

What time is the bomb set for? \_\_\_\_\_

Where is the bomb? \_\_\_\_\_

What does the bomb look like? \_\_\_\_\_

Why are you doing this? \_\_\_\_\_

Who are you? \_\_\_\_\_

Evaluate the voice of the caller:

\_\_\_\_\_ Man  
\_\_\_\_\_ Woman  
\_\_\_\_\_ Child  
\_\_\_\_\_ Age (approximate)

\_\_\_\_\_ Accent  
\_\_\_\_\_ Speech Impediment  
\_\_\_\_\_ Intoxicated  
\_\_\_\_\_ Other

Background Noise:

\_\_\_\_\_ Music  
\_\_\_\_\_ Children  
\_\_\_\_\_ Typing  
\_\_\_\_\_ Airplanes

\_\_\_\_\_ Conversation  
\_\_\_\_\_ Machine Noise  
\_\_\_\_\_ Traffic  
\_\_\_\_\_ Other

Person receiving threat will immediately notify the principal.

Call received by \_\_\_\_\_

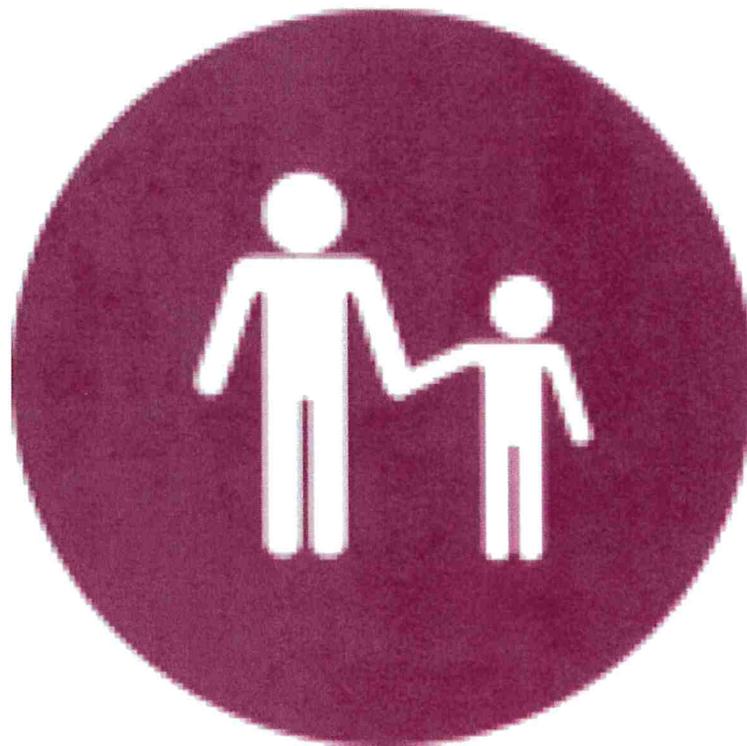
## **LMS Reunification Process**

1. Parents are directed to check-in area by Crisis Team Staff.
2. Parents fill out reunification card and have Photo ID ready.
3. Parents give reunification card to grade level check-in table.
4. Check-in staff verify parent identification and reunification card information with PowerSchool information. Check-in staff indicate parents have checked in by marking on student roster.
5. Check-in staff gives reunification card to grade level runner/reunifier.
6. Runner/Reunifier takes card to grade level area and retrieves student. They escort student to reunification area and check with student to make sure they are comfortable leaving with the person picking them up. Runner/Reunifier records time and initials on reunification form and turns it into the Verification Card Filers.

\*\*If student is unable to be found (after all locations have been checked), Runner/Reunifier will notify admin/crisis team to escort parents to a private location.

# **LEXINGTON HIGH SCHOOL**

## **REUNIFICATION PLAN 2025-26**



**REUNIFY**

# LEXINGTON HIGH SCHOOL REUNIFICATION PLAN

## Relocation Site – Parkview Baptist Church

Address: 803 W 18<sup>th</sup> Street

Phone: 324-4410

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**LAW ENFORCEMENT NOTIFIED (911)** - Call for help in regard to crowd/traffic control. See list of possibilities.

**TRAFFIC/CROWD CONTROL** - CO & Maintenance Staff and Crisis Team members from other buildings, If available.

**ITEMS TO TAKE** - The office staff will take the following: To Go Kit, cellphones, walkie-talkies, megaphones laptops/iPads for usage at the main table (if internet is available at church; depends on situation).

**STAFF** - Please take CURRENT class roster, Reunification plan, laptop/iPad, purse.

- Students will move with the class/teacher they are currently assigned to during the evacuation. Upon arrival at **Parkview Baptist Church**, teachers will immediately take attendance, which will be recorded on designated attendance sheets. Those sheets will be picked up by **Jessica Gruntorad** and **Lindsay Rosner**. Each will get that information to the front table and the administration will make the final determination as to who is missing. They will keep that list for later use.
- Once attendance is taken by each teacher upon arriving at the church the **9<sup>th</sup> graders** will be assigned to the smaller rooms on the east side of the church (**they will be supervised by FOL staff**), while **10<sup>th</sup> - 12<sup>th</sup>** graders will be assigned to the sanctuary area and be **supervised by remaining staff not assigned to another duty**.
- The following individuals will be **MONITORING THE MAIN ENTRANCE AT PARKVIEW**, not allowing anyone to enter the building: **Mike Zarate, Ben Klein, Kobe Lo and Josh Holden**.

**GREETERS** - Will meet parents as they arrive. They will inform parents that they need identification and if parents have proper ID, these individuals will be given a reunification card to fill out and will start the process for reunification. **Greeters will be located in the South Parking Lot area.**

**GREETERS INCLUDE** - Emily Barron, Vicente Flores, Luis Gamero, Diego Gamero, Oracio Corona and Jim Hoyt. Holli Oberg and Cassondra Sund will cover **D. Gamero** and **Corona's** classrooms. **Kiley Labs will cover L. Gamero's classroom.** Flores's students will go with **Malcom**. **Alma Becerra, Barre Hassan and Hardy Moreno** will come from the Central Office to assist.

**CHECKERS** - Kathy Kester (A – G)    Luz Carrasco (H – M)    Mariluz Baez (N – R)    Nikki Moats (S – Z)

Parents will take their completed Reunification card to one of the **CHECKERS** based on last name. **CHECKERS (located at the end of the Main Sidewalk)** will ensure all information is complete and then take parents to accountants.

**ACCOUNTANTS** - Will be **located in front of the Main Entrance** to the building. They will verify information from sheets completed by parents with information listed on PowerSchool.

**ACCOUNTANTS:** Joanna Pinedo (A – G)    Brenda Pinedo (H – M)    Lisa Nava (N – R)    Maria Casillas (S – Z)

- **Accountants** will give the top half of the sheet to **Jessica Gruntorad** and **Lindsay Rosner**. The bottom half of the sheet will be given to the **Reunifiers** who will take a parent to be reunited with their student once cleared by the **Accountant**.

**REUNIFIERS** - Will go to the **East Door of the church** which will be monitored by **Jeff Rowan, Zion Moyer, Jerry Buck** and **Jeff Neujahr**. Parents will remain outside until the reunifier returns with their student. **Jeff Rowan, Zion Moyer, Jerry Buck** and **Jeff Neujahr** will direct parents to leave the Reunification Site (heading east) once reunited with their student. The reunifier will return the sheet back to **Jessica Gruntorad** and **Lindsay Rosner** who will keep all cards of released students.

**REUNIFIERS** - **Amber Burson, Erica Brockmoller, Amy Kuefner, Dana Margritz, Daniel Arias, Crystal Klein, Jake Harvey** and **Robb Koerting**. **Amber Burson** and **Crystal Klein** will organize Reunifiers.

**MAIN DOOR/MAIN TABLE SUPERVISION** - **Phil Truax, Scott Schoneman** and **Chris Salem**

**OVERALL SUPERVISION** - **Eric Bell, Luis Nieto** and **Cindy Baum**

**SUPERVISION WHERE NEEDED** - **Eric Bell, Luis Nieto** and **Cindy Baum**

**TECHNOLOGY SUPPORT** - **Jeremy Thomas**

**SPOKESPERSON WITH THE MEDIA** - **Mr. Bell** or **Dr. Hakonson**

**COUNSELORS** - Will be available to take parents whose student is not in the assembly area to a separate room (**classrooms on the NW corner of the church**). **Josey Blessin, Torri McCracken** and **Kayli Sauer** may help if needed. If counselor's are not needed in this capacity, they will help to monitor students in the sanctuary area's or assist as Greeters/Reunifiers.

**EXTRA HELP** - **Parkview Baptist Staff, Maria Vargas** and the **Kitchen Staff**

**CROWD/TRAFFIC CONTROL** - **LPS maintenance staff** and **Fire Department** (**Will need to contact Bo Berry to activate groups**)

**ANSWERING PHONE AT LHS** - **Mrs. Clouse** will be assigned to the front office to answer the phone (if individuals are allowed to stay in the building). She will be given a written statement to read. Spanish speaking para, **Guadalupe Pinela**, will stay to help **Mrs. Clouse**. The written statement will be given to **Mrs. Clouse, CO, etc.** **Erica Brockmoller** and **Amber Burson** will write the statement under the direction of the administration.

### **THINGS TO DO UPON IMMEDIATE ARRIVAL AT PARKVIEW BAPTIST CHURCH**

1. Set up Tables for Accountants ( **Phil Truax, Scott Schoneman** and **Chris Salem**)
2. Signs put up with instructions (**Jeff Rowan, Jeff Neujahr, John Ross,** and **Jerry Buck**)
3. Rope off certain areas for crowd control (**Kobe Lo, Jake Harvey, Mike Zarate** and **Ben Klein**)

The above listed staff members will need to have a plan in place with a fellow teacher to "hand over" their class list for attendance to be taken.

### **THINGS TO KEEP IN MIND -**

- Law Enforcement may not be at your site immediately depending on the circumstances that led to the evacuation
- Loss of internet and/or cell phone usage
- Parents will be anxious, upset and angry
- Students may only leave with **parents and/or emergency contact** through the process

**STUDENTS FROM STARS CLASSROOM** – These students will be transported in the van (if possible). Staff involved would be: **Fouts, Underwood, Aguilar and Lozano.**

**GREETERS** - **Your job is to manage the initial intake of parents.** Explaining the process and answering questions that may arise. Distribute cards and pens to parents as they arrive and instruct on use. Direct parents to the check-in table with identification in hand. Only answer questions about the forms they are filling out. Otherwise direct questions to the administration.

**CHECKERS** - **Your job is to verify the ID of the parent or guardian.** Confirm all information is provided on the Reunification card. Indicate on card if ID is confirmed and parent/guardian is authorized for student release.

**ACCOUNTANTS** - **Your job is to confirm both student and staff roster verifications** before form is given to **Jessica Gruntorad** and **Mrs. Rosner** who will then give form to reunifiers.

**REUNIFIERS** - **Your job is to reunify students with parents.** You will take the reunification slip from the parent and then bring the student named on the slip to the parent. Direct parent where to exit from site. Initial slip and give to the Accountant. If a student is unavailable, report information to the main table.

### **SAMPLE STATEMENT FOR REUNIFICATION**

There has been a (\_\_\_\_\_) situation at Lexington High School.

To be reunified with your child, parents or individuals listed on emergency contacts  
Are REQUIRED to bring some sort of identification.

Parents are to come to Parkview Baptist Church located at 803 W 18th Street starting  
At (Time).

Please do not call the school.

Your child will only be released to you or the emergency contact listed on your  
Student's school information.

Thank You!

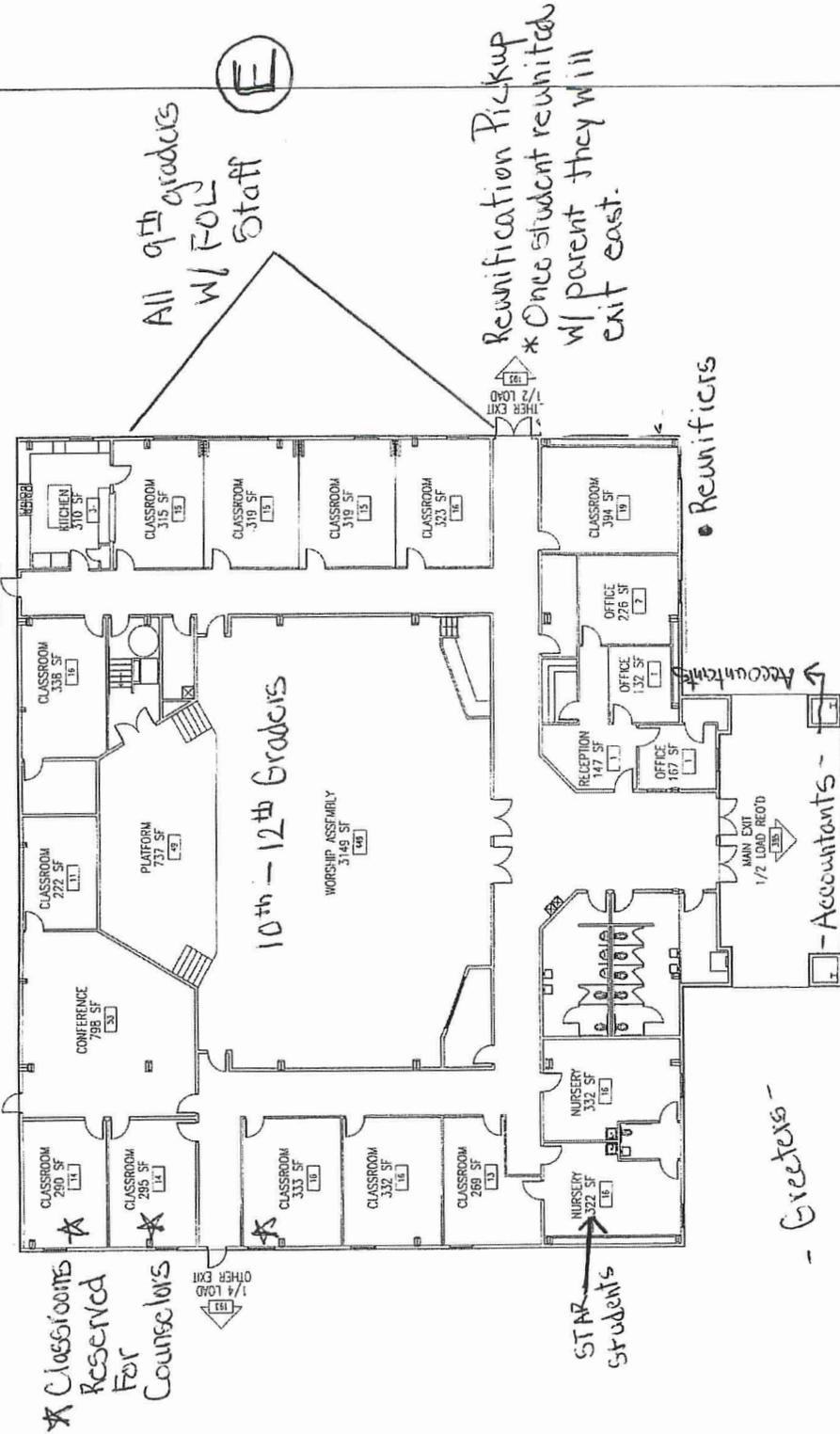


(-N-)

(-W-)

(E)

(-S-)



- Greeters -

Parking lot will be where parents get Renunification form from greeters if they have proper ID. Then the renunification process can begin.

- Greeters -

- Greeters -



# THE PROCESS

# SRM Staging the

## ASSEMBLY AREA

### STUDENTS ENTER OUT OF PARENTAL VIEW

Students are transported to the Reunification Site and are then directed to the Student Assembly Area. Often this is a cafeteria or gymnasium.

It is important that students are not in view of their parents.

## GREETING AREA

### PARENTS ARE MET HERE

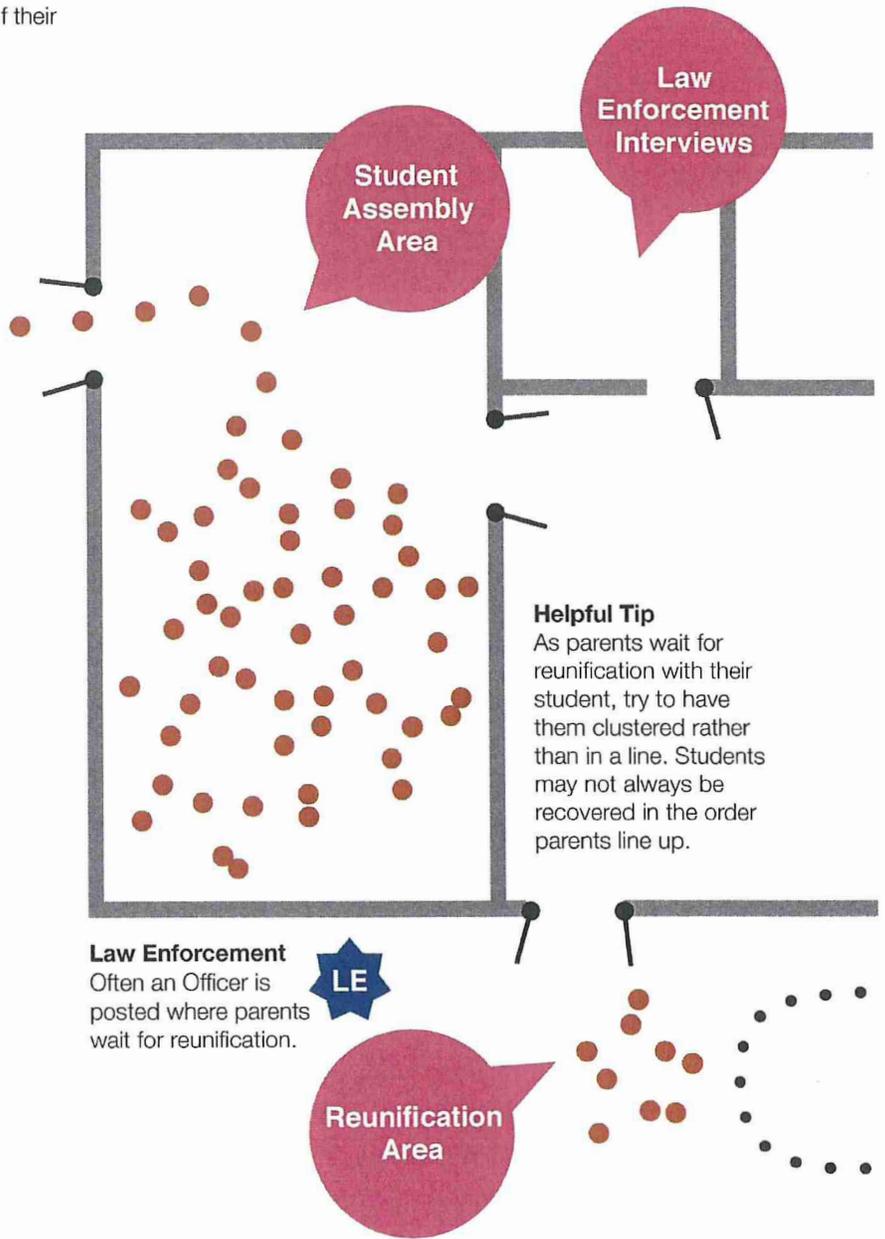
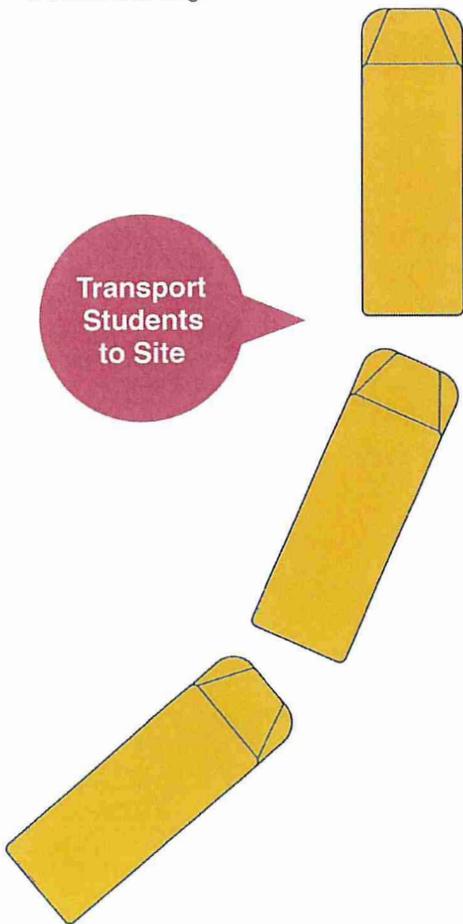
As parents arrive, signage directs them to general check-in area. Greeters begin the process by asking parents to complete the Reunification Card

#### Law Enforcement

Often an Officer is posted where students are disembarking.



Transport Students to Site



**Helpful Tip**  
As parents wait for reunification with their student, try to have them clustered rather than in a line. Students may not always be recovered in the order parents line up.

#### Law Enforcement

Often an Officer is posted where parents wait for reunification.



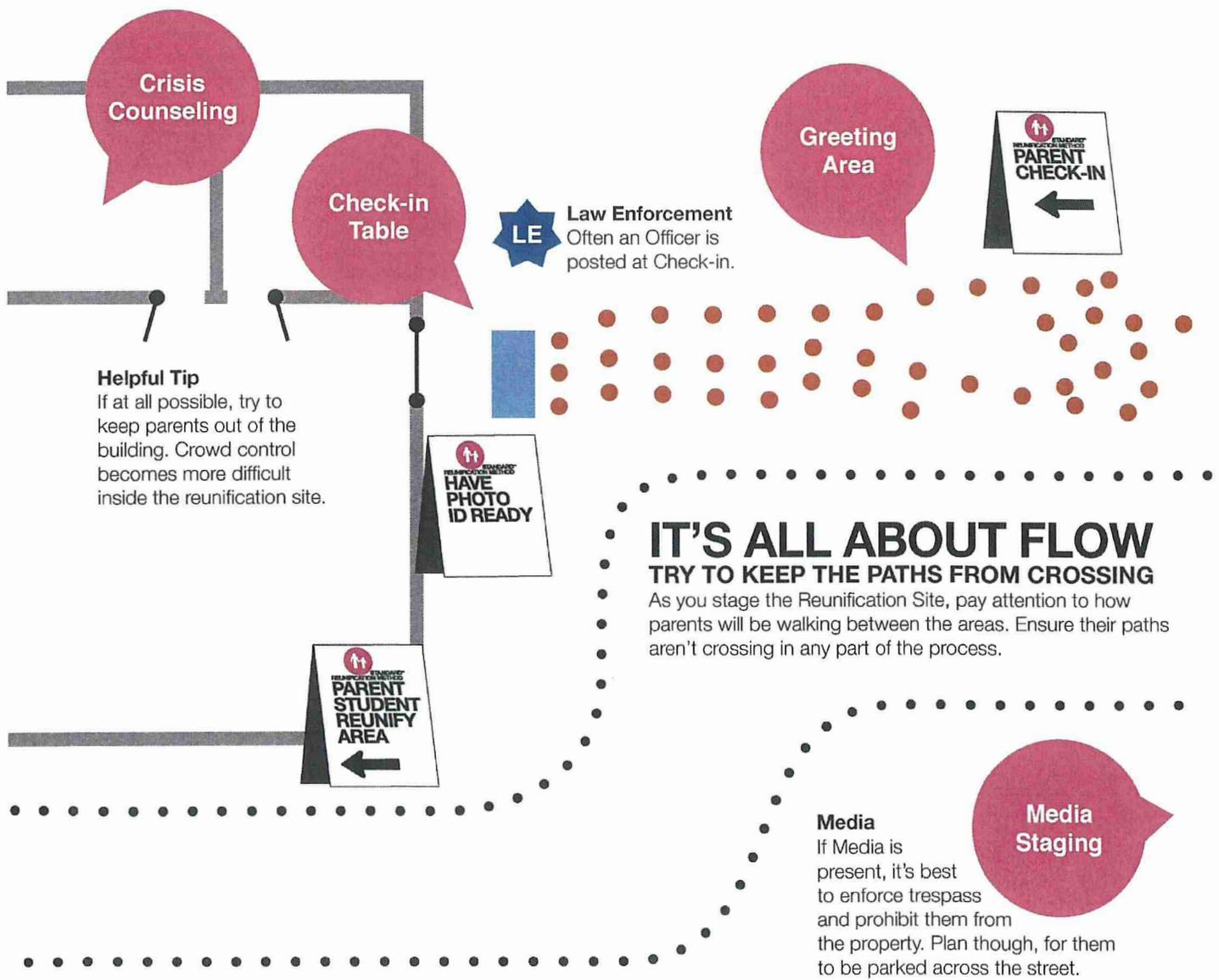
# Reunification Site

## CHECK-IN TABLE SET UP MULTIPLE LINES

Establish parallel check-in lines based on first initial of last name.

## REUNIFICATION AREA PARENT STUDENT REUNIFICATION

As their tasks are completed, Greeters and Checkers can be reassigned as Reunifiers.



# SRM The Process

## STEP 1 GREETINGS

As parents arrive at the reunification site, Greeters explain the process and distribute Reunification Cards.

## STEP 2 PARENTS FILL OUT CARD

Parents complete the information requested on the card, and begin to self sort into lines

## STEP 3 CHECKERS VERIFY ID

Parent custody is verified. The card is torn on the perforation and the bottom is returned to the parent. The top is given to the Accountant.

**Reunification Information** PLEASE PRINT CLEARLY  
Have photo identification out and ready to show school district personnel.

Student Name \_\_\_\_\_ Student Cell Phone Number \_\_\_\_\_  
 Student Grade \_\_\_\_\_ Student Cell Phone Number \_\_\_\_\_  
 Name of person picking up student \_\_\_\_\_  
 Signature \_\_\_\_\_  
 Phone number of person picking up student \_\_\_\_\_  
 Relationship to student being picked up \_\_\_\_\_  
 Photo identification matches name of person picking up student?  Yes  No

Parent contact info:  
 First Student Name Again \_\_\_\_\_ School personnel complete upon release of student  
 Student Grade \_\_\_\_\_  
 Student Birthday \_\_\_\_\_

**Reunification Information** PLEASE PRINT CLEARLY  
Have photo identification out and ready to show school district personnel.

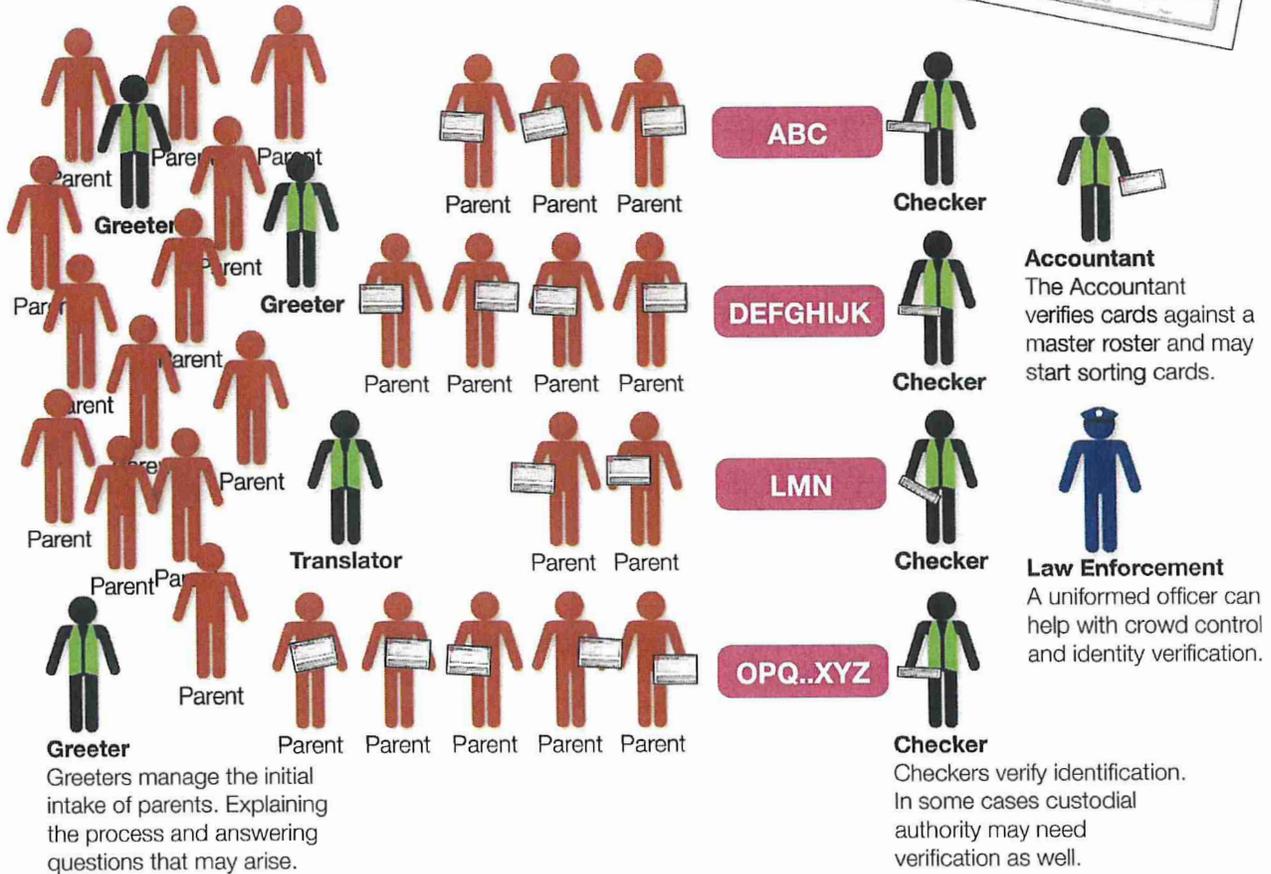
Student Name Suzie Smith Student Cell Phone Number 720-554-1212  
 Student Grade 8th Student Cell Phone Number 720-554-1212  
 Name of person picking up student John Smith  
 Signature John Smith  
 Phone number of person picking up student 720-554-1212  
 Relationship to student being picked up Parents  
 Photo identification matches name of person picking up student?  Yes  No

Parent contact info:  
 First Student Name Again Suzie Smith School personnel complete upon release of student  
 Student Grade 8th  
 Student Birthday July 4th 2008

**Reunification Information** PLEASE PRINT CLEARLY  
Have photo identification out and ready to show school district personnel.

Student Name Suzie Smith Student Cell Phone Number 720-554-1212  
 Student Grade 8th Student Cell Phone Number 720-554-1212  
 Name of person picking up student John Smith  
 Signature John Smith  
 Phone number of person picking up student 720-554-1212  
 Relationship to student being picked up Parents  
 Photo identification matches name of person picking up student?  Yes  No

Parent contact info:  
 First Student Name Again Suzie Smith School personnel complete upon release of student  
 Student Grade 8th  
 Student Birthday July 4th 2008



# in 6 easy steps

## STEP 4 REUNIFICATION AREA

At the Reunification Area, parents give the bottom of the card to a Reunifier. The Reunifier goes to the Assembly area to recover the student.

Parent contact info:	Suzie Smith
Print Student Name Age:	
Student Grade:	8th
Student Birthday:	July 4th 2004
School personnel complete upon release of student	

## STEP 5 STUDENT REUNIFICATION

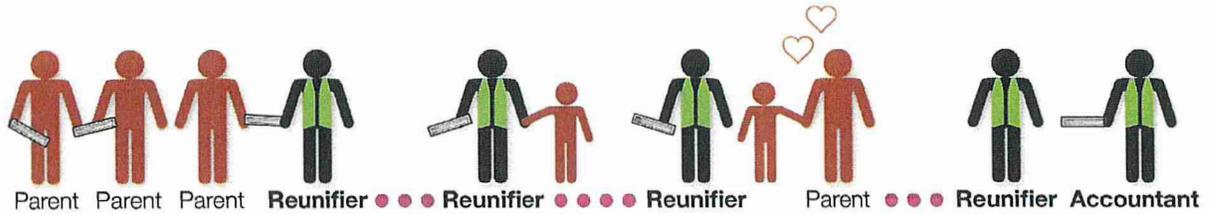
The Reunifier returns the student to their parents. They then note the time and initial the bottom of the card.

Parent contact info:	Suzie Smith
Print Student Name Age:	
Student Grade:	8th
Student Birthday:	July 4th 2004
School personnel complete upon release of student	
	15:25 PH

## STEP 6 ACCOUNTABILITY

The Reunifier delivers the bottom of the card to the Accountant. The Accountant may start sorting the cards.

Parent contact info:	Suzie Smith
Print Student Name Age:	
Student Grade:	8th
Student Birthday:	July 4th 2004
School personnel complete upon release of student	
	15:25 PH



**Principal**  
It may be beneficial to have the school principal in the area where students and parents are reunited.

**WHAT IF?  
THE STUDENT ISN'T THERE**  
If the student isn't in the Assembly Area, the Reunifier hands the card to a Victim Advocate/Crisis Counselor.

Parent contact info:	Suzie Smith
Print Student Name Age:	
Student Grade:	8th
Student Birthday:	July 4th 2004
School personnel complete upon release of student	

**SEPARATE  
PARENT FROM THE LINE**  
The Victim Advocate/Crisis Counselor then separates the parent from the other parents in line and brings them to a private location.



**Law Enforcement**  
A uniformed officer can help with crowd control and keep the peace.





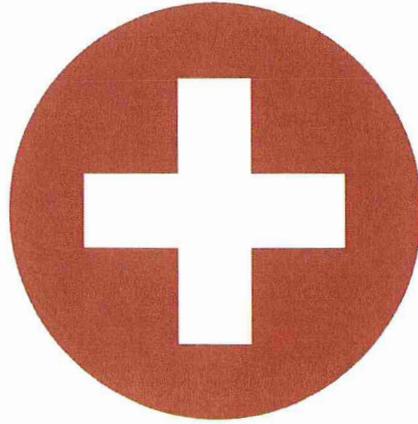
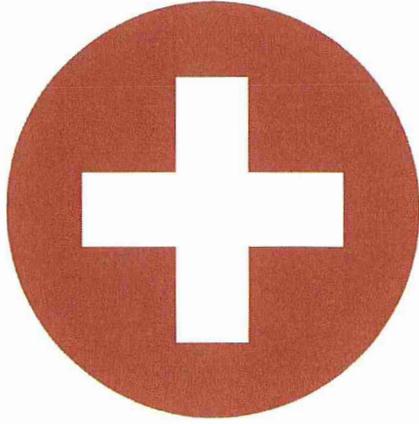
HELP

HELP

OK

OK

# MEDICAL HELP



# MEDICAL HELP



## STANDARD RESPONSE PROTOCOL



### HOLD In Your Room Or Area

#### Students:

- Clear the hallways and remain in the area or room until "All Clear" is announced

- Do business as usual

#### Adults and staff:

- Close and lock the door
- Account for students and adults
- Do business as usual



### SECURE Get Inside. Lock Outside Doors.

#### Students:

- Return to inside of building
- Do business as usual

#### Adults and Staff:

- Bring everyone indoors
- Lock outside doors
- Increase situational awareness
- Account for students and adults
- Do business as usual



### LOCKDOWN Locks, Lights, Out Of Sight

#### Students:

- Move away from sight
- Maintain silence
- Do not open the door

#### Adults and Staff:

- Recover students from hallway if possible
- Lock the classroom door
- Turn out the lights
- Move away from sight
- Maintain silence
- Account for students and adults
- Do not open the door
- Prepare to evade or defend



### EVACUATE To Announced Location

#### Students:

- Leave stuff behind if required to
- If possible, bring their phone
- Follow instructions

#### Adults and Staff:

- Bring roll sheet and Go Bag (unless instructed not to take anything with them, dependent on reason for evacuation.)
- Lead students to Evacuation location
- Account for students and adults
- Report injuries or problems using Red Card/ Green Card method.



### SHELTER For A Hazard Using Safety Strategy

#### Safety Strategies might include:

- Evacuate to shelter area
- Seal the room
- Drop, cover and hold
- Get to high ground

#### Students:

- Use appropriate safety strategy

#### Adults and Staff:

- Lead safety strategy
- Account for students and adults
- Report injuries or problems using Red Card/Green Card method

*In the event of an evacuation, take this card with you. To use this card, fold along dotted lines so the appropriate message is outward facing.*

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# LEXINGTON HIGH SCHOOL SAFETY AND EMERGENCY PROCEDURES PLAN

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2025-26

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This plan was developed under the direction of the Lexington Public School Safety/Crisis Team. It provides procedures that are to be followed in the event of an emergency. A copy of this plan has been provided to all teachers and copies are prepared and provided for substitute teachers that work with our students.

## Rules for ALL Emergencies:

1. **Remain Calm** – We are responsible for hundreds of students who will be nervous, confused and scared during these situations. As educators we must remain calm during each situation and model that for our students.
2. **Follow Procedures** – We have established these procedures and protocols to help ensure that there is smooth transition for students and teachers. **DO NOT** create your own classroom procedures that conflict with any of the school's established procedures.
3. During an emergency Superintendent Dr. John Hakonson and/or LHS Principal Mr. Eric Bell are the only people in the building that will speak to the media. If you are approached by a member of the media for a comment you should reply, "I have no comment. You will need to speak with Dr. Hakonson or Mr. Bell." We do not need conflicting comments presented to the public.

### **CPR Certified Staff Members:**

Eric Bell, Amber Burson, Joel Kinney  
Kobe Lo, Melanie Steinwart

### **Epi Pen Trained**

Eric Bell, Amber Burson  
Joel Kinney, Kobe Lo,  
Melanie Steinwart

### **Nebulizer Trained Staff Members:**

Eric Bell, Amber Burson  
Joel Kinney, Kobe Lo  
Melanie Steinwart

Teachers must have the following items with them during an emergency:

- Class List
- Building & Room Keys
- Red & Green Cards (Fire/Tornado)
- Laptop Computer

Don't forget to take your purse/wallet/phone, as you may not be returning to the building for a while.

### **Daily Procedures To Be Followed**

1. **Classroom & exterior doors should be locked and closed at all times during the school day.**
2. **No clutter in classrooms!** This does not mean you must get rid of teaching/project items. Make sure to scan for an unidentified object so that we can see everything. Unnecessary papers, boxes, etc. will not be tolerated.

# FIRE DRILL PROCEDURES

1. Fire drills will be conducted monthly at random hours and days of the month.
2. The fire alarm is a loud, continuous claxon sound with an announcement. Upon hearing this sound, teachers and students are to evacuate the building following the routes listed on the following page. **Teachers should be the first out the door.**
3. Teachers and assistants (paraprofessionals) will take control to ensure that the students evacuate quickly and quietly, and that they may be stopped, turned, or directed as needed. Teachers will instill in each student an attitude of calmness and intentional purpose while evacuating the building.
4. Teachers will ensure that classroom windows, fans, and lights are shut off and that the last person out of the room closes the doors. The last student leaving the building through that door will shut the school exit doors.
5. Teachers will take class roll upon reaching a safe distance from the building. The administration/office staff will be notified immediately if a student is missing that was present.
6. Teachers will have a green card and a red card.
  - a. If all students are present, raise the green card
  - b. If a student is missing that was present, raise the red card.
  - c. If you have extra students, hold red & green cards.
7. Designated teachers and assistants will make a search of restrooms, supply rooms and study rooms.
8. Until the all clear is given, teachers will maintain constant supervision of their classes while outside.
9. If classes are under the supervision of a teacher other than the classroom teacher, the classroom teacher will meet his/her class and take attendance ASAP.
10. All rooms have assigned exit routes. Please follow assigned routes unless blocked by fire or other hazards. In such a scenario, use your discretion in selecting the safest exit route.
11. In the event of a fire, the principal, assistant principals, or secretaries will call the fire department while the building is being evacuated.

## FIRE EXIT ROUTES

STAFF		ROOM #	EXIT DOOR #
Activities Office			DOOR #6
Administrative Office/Nurse			DOOR #1
Administrative Storage Room		407	DOOR #5
Aguirre	Maria	504	DOOR #11
Argueta	Sharon	119	DOOR #8
Arias	Daniel	811	DOOR #12
Besong	Paul	311	DOOR #9
Bojorquez	Elliana	806	DOOR #11
Bojorquez	Samuel	602	DOOR #11
Botsford	Brian	201	DOOR #5
Brockmoller	Cole	809	DOOR #12
Brockmoller	Erica	401	DOOR #6
Brummer	Owen	122	DOOR #8
Buck	Jerry	405	DOOR #5
Burson	Amber	619/Girls locker room	DOOR #15
Cafeteria			DOOR #15
Community Room		407	DOOR #5
Con	Daniel	403	DOOR #6
Converse	Carly	117	DOOR #8
Corona	Oracio	Boys Locker Room	DOOR #1
Counseling Staff			DOOR #6
Deal	Amanda	113	DOOR #9
Dickman (ISS CLASSROOM)	Danielle	414	DOOR #5
DLP		303	DOOR #6
East Gymnasium			DOOR #5
Ernst	Sarah	Band Room	DOOR #3
Feeney	Audrey	407	DOOR #5
Flores	Vicente	906	DOOR #16
Fouts/STARS	Tara	102	DOOR #7
Galvan	Xavi	813	DOOR #12
Gamero	Diego	902	DOOR #20
Gamero	Luis	905	DOOR #16
Gruntorad	Jessica	603	DOOR #11
Hansen	Spencer	Band Room	DOOR #3
Harvey	Jake	Boys Locker Room	DOOR #1
Holden	Joshua	814	DOOR #12
Hoyt	Jim	AG BLDG - 904	DOOR #23
Jilka	Sam	412	DOOR #5
Johnson	Audrey	407	DOOR #5
Johnson	Steve	610	DOOR #15
Keller	Shannon	121	DOOR #8
Kitchen Staff			DOOR #14
Klein	Ben	802	DOOR #10

<b>Klein</b>	<b>Crystal</b>	120	DOOR #8
<b>Koerting</b>	<b>Robb</b>	606	DOOR #15
<b>Krysl</b>	<b>Emma</b>	315	DOOR #9
<b>Kuefner</b>	<b>Amy</b>	301	DOOR #6
<b>Labs</b>	<b>Kiley</b>	303	DOOR #6
<b>Leick</b>	<b>Maxine</b>	101	DOOR #7
<b>Leiva</b>	<b>Marlon</b>	Ag Bldg 903	DOOR #23
<b>Linder</b>	<b>Alexis</b>	808	DOOR #11
<b>Lo</b>	<b>Kobe</b>	413	DOOR #5
<b>Malcom</b>	<b>Norma</b>	804	DOOR #11
<b>Margritz</b>	<b>Dana</b>	201/Band room	DOOR #3
<b>Mechatronics</b>		901	DOOR #20
<b>Mouchka</b>	<b>Abygayl</b>	104	DOOR #7
<b>Moyer</b>	<b>Zion</b>	302	DOOR # 6
<b>Neujahr</b>	<b>Jeff</b>	114	DOOR #7
<b>Nieto</b>	<b>Kristen</b>	123	DOOR #8
<b>Oberg</b>	<b>Holli</b>	812	DOOR #12
<b>Pack</b>	<b>Paul</b>	107	DOOR #7
<b>Rosner</b>	<b>Lindsay</b>	605	DOOR #11
<b>Ross</b>	<b>John</b>	105	DOOR #7
<b>Rowan</b>	<b>Jeff</b>	Activities Office	DOOR #6
<b>Sanchez</b>	<b>Kathy</b>	502	DOOR #11
<b>Sauer</b>	<b>Kayli</b>	309	DOOR #9
<b>Schaben</b>	<b>Daniel</b>	604	DOOR #11
<b>Scharff</b>	<b>Chad</b>	Band Room	DOOR #3
<b>Schwarz</b>	<b>KayLee</b>	810	DOOR #12
<b>Sensory</b>		304	DOOR #6
<b>Slechta</b>	<b>Tyler</b>	613	DOOR #15
<b>Social Services</b>			DOOR #6
<b>Special Services</b>	<b>Blessin/Strauss</b>	109	DOOR #9
<b>Sund</b>	<b>Cassandra</b>	128	DOOR #8
<b>Technology Office</b>		115	DOOR #9
<b>Temple</b>	<b>Angela</b>	111	DOOR #8
<b>Training Room</b>		413	DOOR #5
<b>Waddle</b>	<b>Clayton</b>	403	DOOR #6
<b>Ward</b>	<b>Tom</b>	126	DOOR #8
<b>Watson</b>	<b>CJ</b>	313	DOOR #9
<b>Weight Room</b>			DOOR #2
<b>West Gymnasium</b>			DOOR #1/15
<b>Workroom</b>		509	DOOR #11
<b>Wrestling Room</b>		701	DOOR #5
<b>Zarate</b>	<b>Mike</b>	110	DOOR #7
<b>Zern</b>	<b>Cristal</b>	805	DOOR #11



# The following staff members will check the following areas during a fire drill/evacuation at Lexington High School

- Bathrooms in the **100** Hallway
  - Bathrooms in the **200** Hallway
  - Bathrooms in the **400** Hallway
  - Bathrooms in the **500** Hallway
  - Bathrooms in the **600** Hallway
  - Bathrooms in the Cafeteria
  - Bathrooms in Entryway
  - South Parking Lot
  - North Parking Lot/Ag Bldg
  - Northeast Doors (8 & 9)
  - West Front Area
  - Southwest Parking Lot
- O. Brummer /C. Klein
- B. Botsford/S. Hansen/C. Scharff
- A. Kuefner
- R. Clouse
- L. Rosner
- R. Koerting & D. Margritz
- Administrative Office Staff
- C. Hoyt
- C. Baum/L. Rosner
- J. Lemus/C. Nelson
- E. Bell/C. Salem
- L. Nieto

# TORNADO DRILL PROCEDURES

1. Tornado Drills will be conducted each semester at random hours and days of the month.
2. The tornado alarm is an all call over the phone system. ***“Shelter! Go to your shelter area.”*** Upon hearing this announcement, teachers and students are to immediately go to their designated areas in the building.
3. If power is lost, the tornado alarm is short blasts of a whistle or bull horn. A person will be dispatched to alert the modular and the agriculture building of the situation.
4. Teachers and assistants (paraprofessionals) will take control to ensure that the students move quickly and quietly, and that they may be stopped, turned, or directed as needed. Teachers will instill in each student an attitude of calmness and intentional purpose while within the building.
5. Teachers will take class roll upon reaching their designated area. If a student is missing that was present, document it on attendance sheet and attempt to notify the administration/office staff immediately or leave a message.

## TORNADO/SHELTER DESIGNATED ROOMS

STAFF	ROOM #	DESIGNATED LOCATION
<b>Activities Office</b>		STAY IN OFFICE
<b>Administrative Office/Nurse</b>		SRO'S OFFICE
<b>Administrative Storage Room</b>	407	ROOM 414 (ISS CLASSROOM)
<b>Aguirre</b> <i>María</i>	504	STAY IN CLASSROOM
<b>Argueta</b> <i>Sharon</i>	119	STAY IN CLASSROOM
<b>Arias</b> <i>Daniel</i>	811	STAY IN CLASSROOM
<b>Besong</b> <i>Paul</i>	311	STAY IN CLASSROOM
<b>Bojorquez</b> <i>Elliana</i>	806	ROOM 805 (ZERN)
<b>Bojorquez</b> <i>Samuel</i>	602	WOMEN'S RESTROOM – 500 HALLWAY
<b>Botsford</b> <i>Brian</i>	201	ROOM 610 - (S. JOHNSON)
<b>Brockmoller</b> <i>Cole</i>	809	STAY IN CLASSROOM
<b>Brockmoller</b> <i>Erica</i>	401	ROOM 414 (ISS CLASSROOM)
<b>Brummer</b> <i>Owen</i>	122	ROOM 311 (BESONG)
<b>Buck</b> <i>Jerry</i>	405	ROOM 414 (ISS CLASSROOM)
<b>Burson</b> <i>Amber</i>	Girls Locker	WEST BOY'S LOCKER ROOM
<b>Cafeteria</b>		ANY DESIGNATED SHELTER IN BLDG
<b>Community Room</b>		ROOM 414 (ISS CLASSROOM)
<b>Con</b> <i>Daniel</i>	403	ROOM 414 (ISS CLASSROOM)
<b>Converse</b> <i>Carly</i>	117	STAY IN CLASSROOM
<b>Corona</b> <i>Oracio</i>	Boys Locker	WEST BOY'S LOCKER ROOM
<b>Counseling Staff</b>		HALLWAY IN COUNSELOR'S OFFICE
<b>Custodian</b>		ROOM 414 (ISS CLASSROOM)
<b>Deal</b> <i>Amanda</i>	113	ROOM 107 (PACK)
<b>Dickman/ISS</b> <i>Danielle</i>	414	STAY IN CLASSROOM
<b>DLP</b>	303	ROOM 414 (ISS CLASSROOM)
<b>East Gymnasium</b>		WEST BOYS LOCKER ROOM
<b>Ernst</b> <i>Sarah</i>	BAND ROOM	WEST BOYS LOCKER ROOM
<b>Feeney</b> <i>Audrey</i>	407	ROOM 414 (ISS CLASSROOM)
<b>Flores</b> <i>Vicente</i>	906	ROOM 813 (GALVAN)
<b>Fouts/STARS</b> <i>Tara</i>	102	ROOM 105 (ROSS)
<b>Galvan</b> <i>Xavi</i>	813	STAY IN CLASSROOM
<b>Gamero</b> <i>Diego</i>	902	ROOM 606 (KOERTING)
<b>Gamero</b> <i>Luis</i>	905	ROOM 811 (ARIAS)
<b>Gruntorad</b> <i>Jessica</i>	603	WOMEN'S RESTROOM - 500 HALLWAY
<b>Hansen</b> <i>Spencer</i>	BAND ROOM	WEST BOY'S LOCKER ROOM
<b>Harvey</b> <i>Jake</i>	700	WEST BOY'S LOCKER ROOM
<b>Holden</b> <i>Joshua</i>	814	ROOM 813 (GALVAN)
<b>Hoyt</b> <i>Jim</i>	Ag Bldg - 904	ROOM 610 (S. JOHNSON)
<b>Jilka</b> <i>Sam</i>	412	ROOM 414 (ISS CLASSROOM)
<b>Johnson</b> <i>Audrey</i>	407	ROOM 414 (ISS CLASSROOM)
<b>Johnson</b> <i>Steve</i>	610	STAY IN CLASSROOM
<b>Keller</b> <i>Shannon</i>	121	STAY IN CLASSROOM
<b>Kitchen Staff</b>		PANTRY AREA IN KITCHEN

<i>Klein</i>	<i>Ben</i>	802	ROOM 504 (AGUIRRE)
<i>Klein</i>	<i>Crystal</i>	120	ROOM 117 (CONVERSE)
<i>Koerting</i>	<i>Robb</i>	606	STAY IN CLASSROOM
<i>Krysl</i>	<i>Emma</i>	315	ROOM 504 (AGUIRRE)
<i>Kuefner</i>	<i>Amy</i>	301	ROOM 414 (ISS CLASSROOM)
<i>Labs</i>	<i>Kiley</i>	303	ROOM 414 (ISS CLASSROOM)
<i>Leick</i>	<i>Maxine</i>	101	WOMEN'S RESTROOM- 400 HALLWAY
<i>Leiva</i>	<i>Marlon</i>	Ag Bldg 903	ROOM 610 (S. JOHNSON)
<i>Linder</i>	<i>Alexis</i>	808	ROOM 809 (C. BROCKMOLLER)
<i>Lo</i>	<i>Kobe</i>	413	ROOM 414 (ISS CLASSROOM)
<i>Malcom</i>	<i>Norma</i>	804	ROOM 805 (ZERN)
<i>Margritz</i>	<i>Dana</i>	Choir/Band room	WRESTLING LOCKER ROOM
<i>Mechatronics</i>		901	ROOM 610 (S. JOHNSON)
<i>Mouchka</i>	<i>Abygayl</i>	104	ROOM 107 (PACK)
<i>Moyer</i>	<i>Zion</i>	302	ROOM 414 (ISS CLASSROOM)
<i>Neujahr</i>	<i>Jeff</i>	114	MEN'S RESTROOM 600 HALLWAY
<i>Nieto</i>	<i>Kristen</i>	123	ROOM 119 (ARGUETA)
<i>Oberg</i>	<i>Holli</i>	812	ROOM 811 (ARIAS)
<i>Pack</i>	<i>Paul</i>	107	STAY IN CLASSROOM
<i>Rosner</i>	<i>Lindsay</i>	605	WOMEN'S RESTROOM – 500 HALLWAY
<i>Ross</i>	<i>John</i>	105	STAY IN CLASSROOM
<i>Rowan</i>	<i>Jeff</i>		STAY IN OFFICE
<i>Sanchez</i>	<i>Kathy</i>	502	ROOM 504 (AGUIRRE)
<i>Sauer</i>	<i>Kayli</i>	309	STAY IN CLASSROOM
<i>Schaben</i>	<i>Daniel</i>	604	STAY IN CLASSROOM
<i>Scharff</i>	<i>Chad</i>	Band Room	WEST BOY'S LOCKER ROOM
<i>Schwarz</i>	<i>KayLee</i>	810	ROOM 809 (C. BROCKMOLLER)
<i>Sensory</i>		304	HALLWAY IN COUNSELOR'S OFFICE
<i>Slechtsa</i>	<i>Tyler</i>	613	ROOM 606 (KOERTING)
<i>Social Services</i>			STAY IN OFFICE
<i>Special Services</i>	<i>Blessin/Strauss</i>	109	ROOM 107 (PACK)
<i>Sund</i>	<i>Cassandra</i>	128	ROOM 121 (KELLER)
<i>Technology</i>	<i>Office</i>	115	STAY IN OFFICE
<i>Temple</i>	<i>Angela</i>	111	ROOM 107 (PACK)
<i>Training Room</i>		413	ROOM 414 (ISS CLASSROOM)
<i>Waddle</i>	<i>Clayton</i>	403	ROOM 414 (ISS CLASSROOM)
<i>Ward</i>	<i>Tom</i>	126	ROOM 309 (SAUER)
<i>Watson</i>	<i>CJ</i>	313	ROOM 504 (AGUIRRE)
<i>Weight Room</i>			WEST BOYS LOCKER ROOM
<i>West Gymnasium</i>			WEST BOYS LOCKER ROOM
<i>Workroom</i>		509	ROOM 504 (AGUIRRE)
<i>Wrestling Room</i>			WRESTLING LOCKER ROOM
<i>Zarate</i>	<i>Mike</i>	110	ROOM 107 (PACK)
<i>Zern</i>	<i>Cristal</i>	805	STAY IN CLASSROOM



## ROOM ASSIGNMENTS FOR A TORNADO

100 Hallway	300 Hallway	400 Hallway	500 Hallway	600 Hallway	800 Hallway	Boys Locker Room	SRO Office
Ross - Room 105 Fouts / STARS Students Ross	Sauer - Room 309 Sauer Ward	Women's Restroom - 400 Hallway Leick	Women's Restroom - 500 Hallway S. Bojorquez Library Staff Rosner	Koerting - Room 606 D. Gamero Koerting Slechtsa	Zern - Room 805 E. Bojorquez Malcom Zern	Boys Locker Room Burson Corona East Gymnasium Ernst Hansen	SRO Office Admin Office Nurse
Pack - Room 107 Blessin / Strauss Deal Mouchka Pack Temple Zarate	Besong - Room 311 Besong Brummer	Counselor's Office Counseling Staff Sensory Room T. McCracken	Activities Office Activities Staff Rowan	S. Johnson - Room 610 Botsford J. Hoyt S. Johnson Leiva/Mechatronics	C. Brockmoller - Room 809 C. Brockmoller Linder Schwarz	Harvey Scharff Weight Room West Gymnasium	Storage Closet in Kitchen Kitchen Staff
Converse - Room 117 Converse C. Klein	Dickman / ISS - Room 414 E. Brockmoller J. Buck Community Room Con / Waddle Custodian	Dickman / ISS - Room 504 Aguirre Aguirre B. Klein Krysl Sanchez Watson	Men's Restroom - 600 Hallway Neujahr	Arias - Room 811 Arias L. Gamero Oberg	Wrestling Locker Room Margritz / Health Classes Wrestling Room	Technology Stay in Room	
Argueta - Room 119 Argueta K. Nieto	Argueta / ISS Feeney / A. Johnson Jilka Kuefner Labs / DLP Lo / Training Room Moyer / Content Mastery	Workroom	Schaben - Room 604 Schaben	Galvan - Room 813 Flores Galvan Holden	Social Services Stay in Room		
Keller - Room 121 Keller Sund							
Baum Check	Baum Check	Nieto Check	Nieto Check	Bell Check	Bell Check	Rowan Check	Rowan Check

\*\*\* Co-Teachers will go with Teacher/Room assigned each period

\*\*\*Health teacher will vary depending on who is teaching health each day & which period

If there is an activity in either gym, individuals will first go to Boys locker room or any tornado designated area.

# BUILDING EVACUATION PLAN

In the event of a situation that requires the teachers and students to evacuate Lexington High School (i.e. bomb threats, train derailment, etc.) the following procedure will be followed:

1. The announcement, "Teachers at this time please evacuate the building," will be given over the intercom.
  - a. *Teachers in an evacuation situation, you may not be allowed back into the building for an extended period of time, so take any valuables, purses, etc. with you.*
2. Our reunification location during an evacuation is the **Parkview Baptist Church, 803 W 18<sup>th</sup> Street**. Each classroom will take their classes to the church location exiting doors used during a fire drill proceeding north to the church.
3. When at Parkview Baptist Church, please follow the plan outlined in Reunification Plan.
4. Mr. Bell and Mr. Nieto will report to Parkview Baptist Church. Ms. Baum will stay at LHS.
5. Teachers, please take attendance immediately after arriving.
6. Mr. Nieto will report attendance to Ms. Baum at the high school.
7. When all students are accounted for, Ms. Baum will drive to the church.

# BOMB THREAT

## (Keep Checklist by each phone)

1. Upon the receipt of a bomb threat, the person receiving the call will make every attempt to:
  - a. Prolong the conversation. Do not hang up the phone. (Use another phone to call authorities.)
  - b. Identify background noises and any distinguishing voice characteristics.
  - c. Ask the caller for a description of the bomb, where it is, and when it is due to explode.
2. The person receiving the threat will notify the principal.
3. The principal will call 911.
4. The principal will, in consulting with 911, decide whether to make a preliminary search or to evacuate the building.
5. The principal will notify the superintendent's office.
6. Inform staff and students of the bomb threat and any immediate directions, for example, remain in their rooms until an all-clear is given or directions to evacuate.
7. Ask staff to make a visual observation of their classrooms/work areas and inform them not to open cabinets, doors, or move objects. If anything suspicious is found, do NOT touch it! The bomb can be almost anything from a bundle of dynamite to concealed or ordinary objects (briefcase, toolbox, or pieces of pipe). You will be searching for something that doesn't belong in the classroom/work area.
8. Check the absentee list in the front office at the time the threat was received. Teachers are to check for missing students from their classroom. Account for all students, check halls and restrooms.
9. Ask for volunteers to participate in the search with the police/fire department.
10. Meet with the police/fire department and search team to decide on the procedure for checking the building.
11. If at any time the threat is determined to be valid, use standard fire drill procedures with any necessary modifications to evacuate the building. Evacuate at least 300 feet from the building. Plan for an alternate location if needed due to a prolonged search or inclement weather.

**Evacuation location for Lexington High School is:  
Parkview Baptist Church  
803 W 18<sup>th</sup> Street  
(308) 324-4410**

12. When the building is reported to be safe, assume whatever schedule is needed and debrief staff and students.

13. If a written threat is received, copy the contents and protect the original message (plastic or other covering) to preserve fingerprints and other identifying marks.

14. Use the Bomb Threat Checklist to gather helpful information.

15. Should a threat include the possibility that a bomb has been placed in a district vehicle, the Director of Buildings, Grounds, and Transportation shall be contacted to secure all vehicles and coordinate a search with law enforcement.

***School time will be made up if school is dismissed for a bomb threat.***

## Bomb Threat Checklist

DATE \_\_\_\_\_ TIME \_\_\_\_\_

**Do Not Hang Up!** Use another phone to call police.

Record the exact words used by the called:

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**Ask:**

**What time is the bomb set for?**

---

**Where is the bomb?**

---

**What does the bomb look like?**

---

**Why are you doing this?**

---

**Who are you?**

---

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**Evaluate the voice of the caller:**

_____ Man	_____ Accent
_____ Woman	_____ Speech
Impediment _____	
_____ Child	_____ Intoxicated
_____ Age (approximate)	_____ Other

**Background Noise:**

_____ Music	
_____ Conversation	
_____ Children	_____ Machine Noise
_____ Typing	_____ Traffic
_____ Airplanes	_____ Other

Person receiving threat will immediately notify the principal.

Call Received by: \_\_\_\_\_

# REVERSE EVACUATION PROCEDURES

(Getting Students Into The Building As Soon As Possible)

1. Any teacher on duty who goes outside for class WILL carry their cell phone.
2. In the event of an emergency outside, students outside of the building will go immediately to their classroom. The P.E. & Band classes outside will go to the area under the football stadium.
3. Follow SECURE procedures.
4. In the event the emergency occurs before or after school students will be instructed to go to their focus/FOL period classrooms.
5. If students are offsite for classes (Cadet & Business Intern Students), should remain at their school or jobsite. The Cadet & Business Intern supervisor and office staff, will contact the respective schools and businesses.

# CHEMICAL SPILL/TOXIC FUMES

## **1. If spill/fumes occur outside the school building:**

- Keep students inside.
- Close windows.
- Contact police, fire and health department.
- Contact superintendent's office.
- Be prepared to evacuate the building.
- Don't step in spilled material.
- If students are outside, move upwind.

## **2. If a spill occurs inside:**

- Remove students from contaminated area.
- Don't step in spilled material.
- Contact police, fire and health department.
- Contact superintendent's office.
- Students exposed to the chemical should be taken a locker room or other designated area within the building to have necessary clothing removed and exposed skin washed.
- Be prepared to evacuate the building.

# LOCKDOWN PROTOCOL

SRP Protocol should be followed (poster attached below)

All open doors need to be closed (they should already be locked).

Contact Bo Berry or Mark Burson to lock all doors via electronic system.

# Alternative Education Safety Plan

Fire Exit Route: Exit out Main Entry

Tornado Shelter: Kitchen

Evacuation Site: Lexington Public Library

Mrs. Tolliver or Mrs. Hammond will call Mr. Bell or Dr. Hakonson if the Alternative Education students and staff must evacuate the building.

# IN AN EMERGENCY TAKE ACTION



## HOLD! In your room or area. Clear the halls.

### STUDENTS

Clear the hallways and remain in room or area until the "All Clear" is announced  
Do business as usual

### ADULTS

Close and lock the door  
Account for students and adults  
Do business as usual



## SECURE! Get inside. Lock outside doors.

### STUDENTS

Return to inside of building  
Do business as usual

### ADULTS

Bring everyone indoors  
Lock outside doors  
Increase situational awareness  
Account for students and adults  
Do business as usual



## LOCKDOWN! Locks, lights, out of sight.

### STUDENTS

Move away from sight  
Maintain silence  
Do not open the door

### ADULTS

Recover students from hallway if possible  
Lock the classroom door  
Turn out the lights  
Move away from sight  
Maintain silence  
Do not open the door  
Prepare to evade or defend



## EVACUATE! (A location may be specified)

### STUDENTS

Leave stuff behind if required to  
If possible, bring your phone  
Follow instructions

### ADULTS

Lead students to Evacuation location  
Account for students and adults  
Notify if missing, extra or injured students or adults



## SHELTER! Hazard and safety strategy.

### STUDENTS

Use appropriate safety strategy for the hazard

#### Hazard

Tornado  
Hazmat  
Earthquake  
Tsunami

#### Safety Strategy

Evacuate to shelter area  
Seal the room  
Drop, cover and hold  
Get to high ground

### ADULTS

Lead safety strategy  
Account for students and adults  
Notify if missing, extra or injured students or adults

## IN THE EVENT OF A POWER OUTAGE AT LHS

- STAY IN YOUR CLASSROOM – CHECK EMAIL ON COMPUTER/PHONE IF YOU ARE ABLE. (MR. BELL WILL SEND A TEXT W/INFORMATION AS WELL.)
- TAKE ATTENDANCE ON PAPER (OFFICE STAFF WILL PICK UP ATTENDANCE SHEET) IF UNABLE ON POWERSCHOOL.
- IF ADMINISTRATION ALLOWS YOU TO MOVE TO ANOTHER LOCATION YOU MUST:
  - INFORM THE OFFICE OF WHERE YOU ARE GOING.
  - LEAVE A NOTE ON YOUR DOOR AS TO WHERE YOU HAVE GONE AND TIME YOU LEFT.
  - GIVE OFFICE YOUR CELL PHONE NUMBER.
- AS ALWAYS, HAVE A BACKUP PLAN (ACTIVITIES) IN CASE THERE IS NO INTERNET ACCESS.

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# LEXINGTON PUBLIC SCHOOLS SAFETY AND EMERGENCY PROCEDURES PLAN

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## CENTRAL OFFICE, MAINTENANCE BUILDING & SKILLS ARMORY

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This plan provides procedures that are to be followed in the event of an emergency.

## Rules for All Emergencies

**Remain Calm.**

**Follow Procedures.** We have established these procedures to help ensure that there is a smooth transition for students and teachers. Do not create your own procedures that conflict with any of the school's established procedures.

**Direct all media, parent, or community inquiries to the superintendent.**

**CPR Certified Staff Members:**

Bo Berry	Angie Kovarik
Kris Saulsbury	Keri Fagot
Bus Drivers	Art Banderas
Mark Burson	Keith Nielson

**Epi Pen Trained:**

Bo Berry  
Keith Nielson  
Shane Schmidt

Skills Armory staff must have the following items with them during an emergency:

Staff/Class List  
Building & Room  
Keys  
Red & Green Cards  
(Fire/Tornado)  
Laptop Computer

Don't forget to take valuables as you may not be returning to the building for a while.

### **Procedures To Be Followed at Central Office, Maintenance Building & Skills Armory**

Outside doors should be closed and locked at all times. The Central Office will admit visitors through the "manlock" on the west side of the building.

No clutter. Make sure to scan for an unidentified object so that we can see everything.

# PHONE NUMBERS

NAME	POSITION	EXTENSION	CELL NO.
John Hakonson	Superintendent	x1201	308.325.2912
Bo Berry	Facilities & Trans Director	x1220	308.325.1469
Angie Kovarik	Student Services Director	x1209	308.320.8730
Annette Firzgerald	Curriculum Coordinator	x1227	308.320.0060
Mark Burson	Technology Director	x1212	308.746.8426
Cristina Ruiz	Supt. Admin. Asst.	x1200	402.541.9055
Eric Bell	High School Principal	x1265	308.325.2122
Luis Nieto	Asst. LHS Principal	x1267	308.325.4691
Cindy Baum	Asst. LHS Principal	x1266	308.325.8369
Lisa Nava	LHS Attendance Secretary	x1260	308.651.9286
Keith Nielson	Welding Instructor	x2908	308.940.0987
Shane Schmidt	Auto Tech Instructor	x2907	308.325.5524
Tonya Smith	Head Nurse	Sandoz: x1352; Pershing: x1349	308.325.1472
Joel Kinney	SRO	x1274	308.520.1516
Matt Roberts	SRO	x1247	308.920.0872
"Old Bus Barn"			308.324.6022

***Emergency Fire and Police Dispatch: Call 911***

# FIRE PROCEDURE

Fire drills will be conducted monthly at random hours and days of the month in the Skills Armory.

The fire alarm is a loud, continuous claxon sound.

Upon hearing this sound, staff and students in the Skill Armory are to evacuate the building using the closest outside door and congregate in the fenced-in area immediately east of the Skills Armory. If students are confined to the welding and auto tech classrooms, E1 and E2, as indicated on the building map, are the closest doors. Staff in the Maintenance Building and Central Office are to use the doors identified below on their respective building maps.

Staff will ensure that the students evacuate quickly and quietly. Staff will encourage and model calmness and purpose while evacuating the building.

Staff will ensure that windows are shut, fans and lights are turned off, and that the last person out of the room closes the door.

Skills Armory staff will take roll upon reaching the fenced-in area immediately east of the Skills Armory. If a student is missing, the high school principal (or assistant principal, if unreachable) will be notified immediately.

Staff will have a green card and a red card.

- If all students are present, raise the green card.
- If a student is missing, raise the red card.

Designated staff will make a search of restrooms, supply rooms, and study rooms for any missing students.

Until the “all clear” is given by administration, staff will maintain supervision of their students.

If students are under the supervision of a staff member other than the classroom teacher, the classroom teacher will meet his/her class and take attendance ASAP.

Follow assigned exit routes unless blocked by fire or other hazard. Use your judgment in selecting the safest exit route.

In the event of a fire, any staff member is authorized to call the fire department while the building is being evacuated.

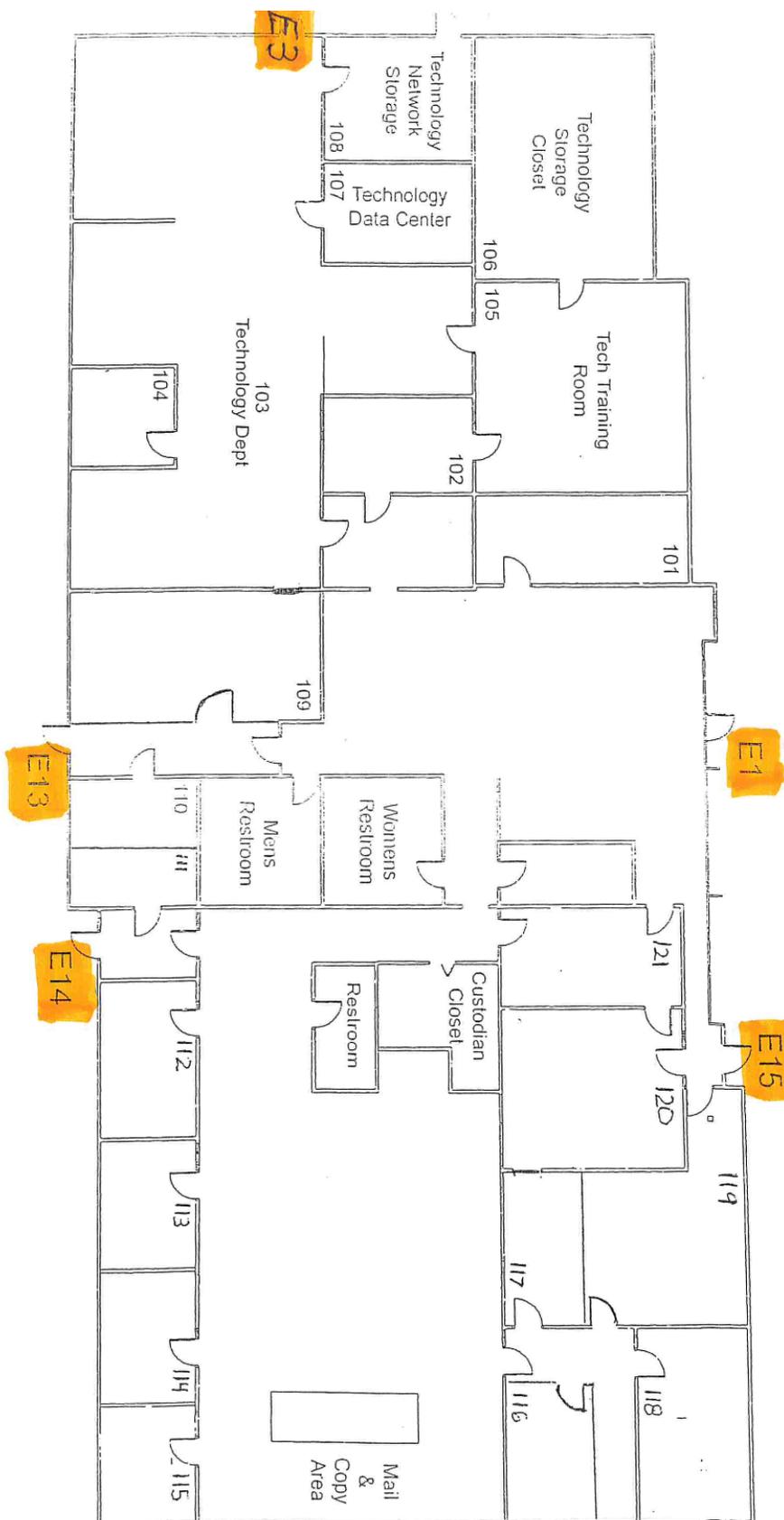
# FIRE EXIT ROUTES (See Building Maps)

<b>FIRE EXIT ROUTES - CENTRAL OFFICE</b>	
<b>PERSONNEL</b>	<b>EXIT DOOR</b>
Technology Staff	E3
Registrars	E1
Curriculum Staff	E13
Supt./Admin Asst.	E1
Student Services Staff	E15
Business Staff	E14
Upstairs Board Room	E1

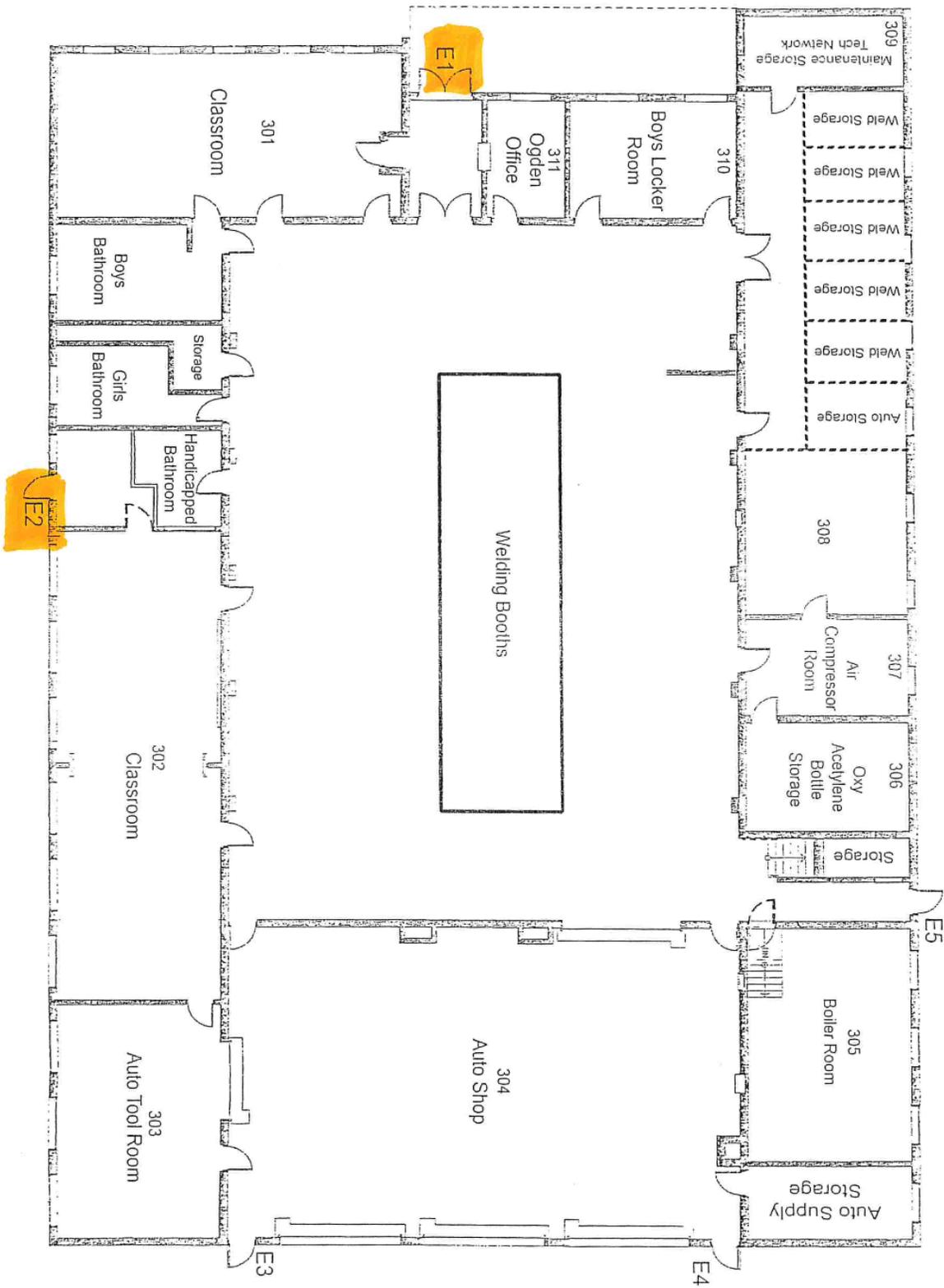
<b>FIRE EXIT ROUTES – SKILLS ARMORY</b>		
<b>PERSONNEL</b>		<b>EXIT DOOR</b>
Nielson	Keith	E1
Schmidt	Shane	E2

<b>FIRE EXIT ROUTES - MAINTENANCE BLDG.</b>		
<b>PERSONNEL</b>		<b>EXIT DOOR</b>
Berry	Bo	E10
Saulsbury	Kris	E11

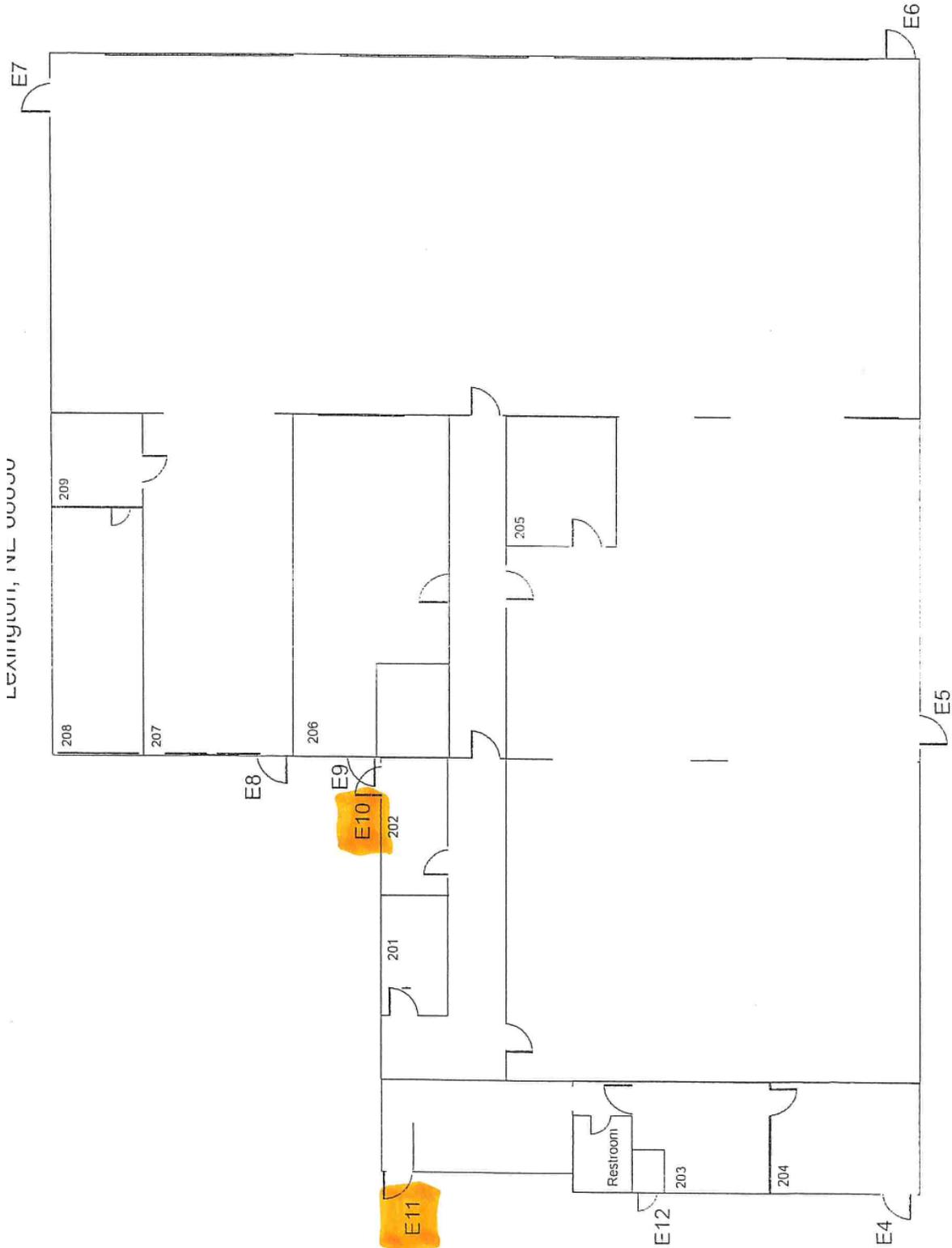
# CENTRAL OFFICE BUILDING MAP



# SKILLS ARMORY BUILDING MAP



# MAINTENANCE BUILDING MAP



# TORNADO PROCEDURE

Tornado drills will be conducted quarterly at random hours and days of the month for the Skills Armory.

The tornado alarm is an “all call” over the phone system by dialing \*1111. An announcement such as “*Shelter! Evacuate to shelter area*” will be made by administration or anyone in the absence of administration. Upon hearing this announcement, staff and students shall immediately move to their designated tornado shelter location in their buildings. To ensure Skills Armory staff hear the message, they shall be additionally contacted by LHS administration via their cell phones. If they are still unreachable, a designated Central Office employee shall walk over to the Skills Armory and personally inform Skills Armory staff.

If power is lost, staff shall be personally notified by administration.

Staff will ensure that the students move quickly and quietly. Staff will encourage and model calmness and purpose to students.

Skills Armory staff will take roll upon reaching the tornado shelter location. Missing students shall be reported immediately to the high school principal.

## TORNADO SHELTER LOCATIONS

Central Office	Men’s & Women’s Restrooms
Skills Armory	ADA compliant restroom
Maintenance Building	Interior room

# EVACUATION PROCEDURE

In the event of a situation that requires staff and students to evacuate the Central Office, Maintenance Building, or the Skills Armory for bomb threats, train derailment, etc., the following procedure will be followed:

The evacuation announcement will be given as an “all call” over the phone system by dialing \*1111 which goes to all handsets in the Central Office, Maintenance Building, and Skills Armory. To ensure Skills Armory staff hear the message, they shall be additionally contacted by LHS and/or Central Office administration via their cell phones. If they are still unreachable, a designated Central Office employee shall walk over to the Skills Armory and personally inform Skills Armory staff. Any staff member aware of the threat may make this announcement. You may not be allowed back into the building for an extended period of time, so take any valuables with you.

The evacuation site for the Central Office and Skills Armory is the “Old Bus Barn”, 211 W Elm.

Once at the location, CO administrators will direct people to locations inside the building.

Skills Armory staff will take attendance immediately after arriving. Notify the high school principal of any missing students.

# BOMB THREAT PROCEDURE

## (Keep Checklist by each phone)

Upon the receipt of a bomb threat, the person receiving the call will make every attempt to:

- Prolong the conversation. Do not hang up the phone. (Use another phone to call authorities.)
- Identify background noises and any distinguishing voice characteristics.
- Ask the caller for a description of the bomb, where it is, and when it is due to explode.

The person receiving the threat will notify the superintendent.

The superintendent will call 911.

The superintendent will, in consulting with 911, decide whether to make a preliminary search or to evacuate the building.

Inform staff and students of the bomb threat and any immediate directions, for example, remain in their rooms until an all-clear is given or directions to evacuate.

Ask staff to make a visual observation of their classrooms/work areas and inform them not to open cabinets, doors, or move objects. If anything suspicious is found, Do Not touch it! The bomb can be almost anything from a bundle of dynamite to concealed or ordinary objects (briefcase, toolbox, or pieces of pipe). You will be searching for something that doesn't belong in the classroom/work area.

Check the absentee list and on each absentee from class at the time the threat was received. Account for all students, check halls and restrooms.

Ask for volunteers to participate in the search with the police/fire department.

Meet with the police/fire department and search team to decide on the procedure for checking the building.

If at any time the threat is determined to be valid, use standard fire drill procedures with any necessary modifications to evacuate the building. Evacuate at least 300 feet from the building. Plan for an alternate location if needed due to a prolonged search or inclement weather.

The evacuation site for the Central Office, Maintenance Building, and Central Office is the Old Bus Barn.

When the building is reported to be safe, assume whatever schedule is needed and debrief staff and students.

If a written threat is received, copy the contents and protect the original message (plastic or other covering) to preserve fingerprints and other identifying marks.

Use the attached Bomb Threat Checklist to gather helpful information.

Should a threat include the possibility that a bomb has been placed in a district vehicle, the Director of Buildings, Grounds, and Transportation, shall be contacted to secure all vehicles and coordinate a search with law enforcement.

School time will be made up if school is dismissed for a bomb threat.

## Bomb Threat Checklist

DATE \_\_\_\_\_ TIME \_\_\_\_\_

**Do Not Hang Up!** Use another phone to call police.

Record the exact words used by the called:

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---

---

**Ask:**

**What time is the bomb set for?**

---

**Where is the bomb?**

---

**What does the bomb look like?**

---

**Why are you doing this?**

---

**Who are you?**

---

---

**Evaluate the voice of the caller:**

_____ Man	_____ Accent
_____ Woman	_____ Speech Impediment
_____ Child	_____ Intoxicated
_____ Age (approximate)	_____ Other

**Background Noise:**

_____ Music	
_____ Conversation	
_____ Children	_____ Machine Noise
_____ Typing	_____ Traffic
_____ Airplanes	_____ Other _____

Person receiving threat will immediately notify the superintendent.

Call Received by: \_\_\_\_\_

# CHEMICAL SPILL/TOXIC FUMES

## **1. If spill/fumes occur outside the Central Office, Maintenance Building or Skills Armory:**

- Keep staff/students inside.
- Close windows.
- Don't step in spilled material.
- Contact police and fire departments.
- Inform superintendent or his designee if absent.
- Be prepared to evacuate the building to the designated evacuation site.
- If staff and/or students are outside, move upwind.

## **2. If a spill occurs inside the Central Office or Skills Armory:**

- Evacuate contaminated area.
- Contact police and fire departments.
- Notify superintendent or designee if absent.
- Anyone exposed to the chemical should be taken to the Skills Armory or other designated area to have necessary clothing removed and exposed skin washed.
- Be prepared to evacuate the building to the designated evacuation site..

# STANDARD RESPONSE PROTOCOLS

SRP protocols will be utilized and are expected to be followed in the event of emergencies. See attached SRP poster.

Should doors need to be locked electronically, contact Bo Berry or Mark Burson.

Students attending the Skills Armory may be included in the Reunification Plan for Lexington High School utilizing Parkview Baptist Church as the reunification location. If only the Skills Armory is affected, the Reunification Site shall ordinarily be Lexington High School.

Communication of SRP protocols shall include use of the \*1111 "all call" to phone handsets, direct calls to Skills Armory instructors via their cell phones, or personal visits by LHS and/or CO administrative staff.

## **Messaging Platforms**

Emergency group text (first response). 32 district administrators, directors, and local law enforcement representatives are included in this group text. SRP templates have been created and shared with district administrators and directors. Any group member is authorized to use this group text in the event of an emergency. This entire group will ordinarily be first apprised of secure, lockdown, evacuation, and other significant SRP events occurring at any LPS building.

SchoolMessenger procedure. Used to communicate to staff and parents through text and email concerning SRP announcements.

Who: Mark Burson, Kerri Dangler, Angie Kovarik, John Hakonson, Cristina Ruiz have been trained to send these messages.

How to access: Web-based service accessed by computer or cell phone. Templates have been created and shared with trained individuals.

When to use: As directed by the administrator in charge and situational.

# IN AN EMERGENCY TAKE ACTION



## HOLD! In your room or area. Clear the halls.

### OCCUPANTS

Clear the hallways and remain in room or area until the "All Clear" is announced  
Do business as usual

### STAFF

Close and lock door  
Account for occupants and staff  
Do business as usual



## SECURE! Get inside. Lock outside doors.

### OCCUPANTS

Return inside  
Do business as usual

### STAFF

Bring everyone indoors  
Lock outside doors  
Increase situational awareness  
Account for occupants and staff  
Do business as usual



## LOCKDOWN! Locks, lights, out of sight.

### OCCUPANTS

Move away from sight  
Maintain silence  
Do not open the door  
Prepare to evade or defend

### STAFF

Lock interior doors  
Turn out the lights  
Move away from sight  
Do not open the door  
Maintain silence  
Account for occupants and staff  
Prepare to evade or defend



## EVACUATE! (A location may be specified)

### OCCUPANTS

Evacuate to specified location  
Bring your phone  
Instructions may be provided about retaining or leaving belongings

### STAFF

Lead evacuation to specified location  
Account for occupants and staff  
Notify if missing, extra or injured people



## SHELTER! Hazard and safety strategy.

### OCCUPANTS

Use appropriate safety strategy for the hazard

Hazard	Safety Strategy
Tornado	Evacuate to shelter area
Hazmat	Seal the room
Earthquake	Drop, cover and hold
Tsunami	Get to high ground

### STAFF

Lead safety strategy  
Account for occupants and staff  
Notify if missing, extra or injured people

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# LEXINGTON PUBLIC SCHOOLS SAFETY AND EMERGENCY PROCEDURES PLAN

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## The Welcome Center



This plan provides procedures that are to be followed in the event of an emergency.

# **Rules for All Emergencies**

**Remain Calm.**

**Follow Procedures.** We have established these procedures to help ensure that there is a smooth transition for staff and students. Do not create your own procedures that conflict with any of the school's established procedures.

**Direct all media, parent, or community inquiries to the superintendent.**

**CPR/First Aid Certified Staff Members:**

Nancy Pinedo

**Epi Pen Trained:**

Amber Nichols

## **Procedures To Be Followed at The Welcome Center**

Exterior doors to the building (back door to the parking lot) should be closed and locked at all times. The Welcome Center visitors will enter through the front doors to the office suite.

No clutter. Make sure to scan for an unidentified object so that we can see everything.

# PHONE NUMBERS

<u>NAME</u>	<u>POSITION</u>	<u>CELL NO.</u>
Marni Baker	Migrant Coordinator	402-239-4705
Amber Nichols	HAL/Summer School Coordinator	308-750-0093
Nancy Pinedo	Community Liaison	308-746-1517
Jeanne Burns	McKinney Vento Liaison	308-325-4193
Danny Miranda	Recruiter/Service Provider	308-325-3934
Alma Becerra	Community Liaison	308-746-2854
Barre Hassan	Community Liaison	402-314-9974
Ahmed Ali	Para/Interpreter	308-746-6729
Kathy Flores	MV Para/Interpreter	308-325-2859

<u>CENTRAL OFFICE</u>	<u>EMERGENCY CONTACTS</u>	<u>EXT</u>	<u>CELL NO.</u>
<b><i>John Hakonson</i></b>	<b><i>Superintendent</i></b>	<b><i>x1201</i></b>	<b><i>308.325.2912</i></b>
Bo Berry	Facilities & Trans Director	x1220	308.325.1469
Angie Kovarik	Student Services Director	x1209	308.320.8730
Annette Firzgerald	Curriculum Coordinator	x1206	308.320.0060
Mark Burson	Technology Director	x1212	308.746.8426
Cristina Ruiz	Supt. Admin. Asst.	x1200	402.541.9055
<b><i>Joel Kinney</i></b>	<b><i>SRO</i></b>	<b><i>x1274</i></b>	<b><i>308.520.1516</i></b>
<b><i>Matt Roberts</i></b>	<b><i>SRO</i></b>	<b><i>x1247</i></b>	<b><i>308.920.0872</i></b>

***Emergency Fire and Police Dispatch: Call 911***

# FIRE PROCEDURE

## FIRE EXIT ROUTES: THE WELCOME CENTER

PERSONNEL	EXIT ROUTE
All Staff	Back Door Adjacent to North Parking Lot  <b>OR</b>  Front Office Suite Doors <b><i>Exit Left</i></b> to Front Entrance of the Opportunity Center

# **WELCOME CENTER BUILDING MAP**

# TORNADO PROCEDURE

The tornado alarm will be verbally communicated “*Shelter! Evacuate to shelter area*” by Coordinators or anyone in the absence of administration. Upon hearing this announcement, staff and any patrons shall immediately move to their designated tornado shelter location. To ensure Welcome Center staff hear the alert, a designated person will quickly walk through the area to ensure people are aware of the warning. Itinerant staff shall be additionally contacted by administration via their cell phones.

If power is lost, staff shall be personally notified by Coordinators.

Staff will ensure that any patrons/students in The Welcome Center move quickly and quietly. Staff will encourage and model calmness and purpose to patrons/students.

The Welcome Center staff will take roll upon reaching the tornado shelter location. Missing staff shall be reported immediately to the Coordinator(s).

## TORNADO SHELTER LOCATIONS

Personnel	Shelter Area
All Staff and Patrons/Students in the Welcome Center	Men & Women’s Restroom to the left of the front exit.

# EVACUATION PROCEDURE

In the event of a situation that requires staff and patrons/students to evacuate The Welcome Center, for bomb threats or any other situation requiring evacuation, the following procedure will be followed:

The evacuation announcement will be verbally communicated throughout the suite. Any staff member aware of the threat may make this announcement. You may not be allowed back into the building for an extended period of time, so take any valuables with you.

The evacuation site for The Welcome Center will be Plum Creek Market Place.

Once at the location, Coordinators will direct people to locations inside the building and account for all staff, Patrons/students who were with staff members when they were evacuated.

# BOMB THREAT PROCEDURE

## **(Keep Checklist by each computer)**

Upon the receipt of a bomb threat, the person receiving the call will make every attempt to:

- Prolong the conversation. Do not hang up the phone. (Use another phone to call authorities.)
- Identify background noises and any distinguishing voice characteristics.
- Ask the caller for a description of the bomb, where it is, and when it is due to explode.

The person receiving the threat will notify the superintendent.

The superintendent will call 911.

The superintendent will, in consulting with 911, decide whether to make a preliminary search or to evacuate the building.

Inform The Welcome Center staff of the bomb threat and any immediate directions, for example, remain in the suite until an all-clear is given or directions to evacuate.

Ask staff to make a visual observation of their work areas and inform them not to open cabinets, doors, or move objects. If anything suspicious is found, Do Not touch it! The bomb can be almost anything from a bundle of dynamite to concealed or ordinary objects (briefcase, purse/bag, toolbox, or pieces of pipe). You will be searching for something that doesn't belong in the suite/work area.

Account for all staff. Check restrooms.

Ask for volunteers to participate in the search with the police/fire department.

Meet with the police/fire department and search team to decide on the procedure for checking the building.

If at any time the threat is determined to be valid, use standard fire drill procedures with any necessary modifications to evacuate the building. Evacuate at least 300 feet from the building. Plan for an alternate location if needed due to a prolonged search or inclement weather.

***The evacuation site for the Welcome Center is Plum Creek Market.***

When the building is reported to be safe, assume whatever schedule is needed and debrief staff and/or patrons who may have been inadvertently involved in the evacuation.

If a written threat is received, copy the contents and protect the original message (plastic or other covering) to preserve fingerprints and other identifying marks.

Use the attached Bomb Threat Checklist to gather helpful information.

Should a threat include the possibility that a bomb has been placed in a district vehicle, the Director of Buildings, Grounds, and Transportation, shall be contacted to secure all vehicles and coordinate a search with law enforcement.

School time will be made up if school is dismissed for a bomb threat.

## Bomb Threat Checklist

DATE \_\_\_\_\_ TIME \_\_\_\_\_

**Do Not Hang Up!** Use another phone to call police.

Record the exact words used by the caller:

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---

---

**Ask:**

**What time is the bomb set for?**

---

**Where is the bomb?**

---

**What does the bomb look like?**

---

**Why are you doing this?**

---

**Who are you?**

---

—

**Evaluate the voice of the caller:**

\_\_\_\_\_ Man

\_\_\_\_\_ Accent

\_\_\_\_\_ Woman

\_\_\_\_\_ Speech

Impediment

\_\_\_\_\_ Child

\_\_\_\_\_ Intoxicated

\_\_\_\_\_ Age (approximate)

\_\_\_\_\_ Other

**Background Noise:**

\_\_\_\_\_ Music

\_\_\_\_\_ Conversation

\_\_\_\_\_ Children

\_\_\_\_\_ Machine Noise

\_\_\_\_\_ Typing

\_\_\_\_\_ Traffic

\_\_\_\_\_ Airplanes

\_\_\_\_\_ Other

---

Person receiving threat will immediately notify the superintendent.

Call Received by: \_\_\_\_\_

# CHEMICAL SPILL/TOXIC FUMES

## **1. If spill/fumes occur outside The Welcome Center:**

- Keep staff/patrons inside.
- Close windows.
- Don't step in spilled material.
- Contact police and fire departments.
- Inform superintendent or his designee if absent.
- Be prepared to evacuate the building to the designated evacuation site.
- If staff and/or patrons are outside, move upwind.

## **2. If a spill occurs inside The Welcome Center:**

- Evacuate contaminated area.
- Contact police and fire departments.
- Notify superintendent or designee if absent.
- Anyone exposed to the chemical should be taken to Plum Creek Market or other designated area to have necessary clothing removed and exposed skin washed.
- Be prepared to evacuate the building to the designated evacuation site.

# STANDARD RESPONSE PROTOCOLS

SRP protocols will be utilized and are expected to be followed in the event of emergencies. See attached SRP poster.

Anyone can lock the front doors to the suite manually and move staff/patrons away from glass to the back of the suite.

The Welcome Center Staff may be asked to assist with reunification roles for ELA students who will also evacuate to Plum Creek Market.

Communication of SRP protocols shall include use of direct calls to The Welcome Center Coordinators via their cell phones, or personal visits by CO administrative staff.

# **Messaging Platforms**

Emergency group text (first response). 32 district administrators, directors, and local law enforcement representatives are included in this group text. SRP templates have been created and shared with district administrators and directors. Any group member is authorized to use this group text in the event of an emergency. This entire group will ordinarily be first apprised of secure, lockdown, evacuation, and other significant SRP events occurring at any LPS building.

Directors will relay the original emergency group texts to coordinators and itinerant staff to remain in place, or avoid affected buildings or sites.

SchoolMessenger procedure. Used to communicate to staff and parents through text and email concerning SRP announcements.

Who: Mark Burson, Kerri Dangler, Angie Kovarik, John Hakonson, Cristina Ruiz have been trained to send these messages.

How to access: Web-based service accessed by computer or cell phone. Templates have been created and shared with trained individuals.

When to use: As directed by the administrator in charge and situational.

# IN AN EMERGENCY TAKE ACTION



## HOLD! In your room or area. Clear the halls.

### OCCUPANTS

Clear the hallways and remain in room or area until the "All Clear" is announced  
Do business as usual

### STAFF

Close and lock door  
Account for occupants and staff  
Do business as usual



## SECURE! Get inside. Lock outside doors.

### OCCUPANTS

Return inside  
Do business as usual

### STAFF

Bring everyone indoors  
Lock outside doors  
Increase situational awareness  
Account for occupants and staff  
Do business as usual



## LOCKDOWN! Locks, lights, out of sight.

### OCCUPANTS

Move away from sight  
Maintain silence  
Do not open the door  
Prepare to evade or defend

### STAFF

Lock interior doors  
Turn out the lights  
Move away from sight  
Do not open the door  
Maintain silence  
Account for occupants and staff  
Prepare to evade or defend



## EVACUATE! (A location may be specified)

### OCCUPANTS

Evacuate to specified location  
Bring your phone  
Instructions may be provided about retaining or leaving belongings

### STAFF

Lead evacuation to specified location  
Account for occupants and staff  
Notify if missing, extra or injured people



## SHELTER! Hazard and safety strategy.

### OCCUPANTS

Use appropriate safety strategy for the hazard

#### Hazard

Tornado  
Hazmat  
Earthquake  
Tsunami

#### Safety Strategy

Evacuate to shelter area  
Seal the room  
Drop, cover and hold  
Get to high ground

### STAFF

Lead safety strategy  
Account for occupants and staff  
Notify if missing, extra or injured people

**RESOLUTION ON SCHOOL DISTRICT STANDARDS FOR ACCEPTANCE OR REJECTION OF OPTION ENROLLMENT APPLICATIONS**

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

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

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

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

**Special Education Capacity.** Capacity for special education services will be determined on a case-by-case basis. If an application for option enrollment received by the school district indicates that the student has an individualized education program under the federal Individuals with Disabilities Education Act, 20 U.S.C. 1400 et seq., or has been diagnosed with a disability as defined in section 79-1118.01, the application will be evaluated by the director of special education services or the director's designee who must determine if the school district and the appropriate class, grade level, or school building has the capacity to provide the applicant the appropriate services and accommodations. The Federal Educational Rights and Privacy Rights Act (FERPA) (20 U.S.C. § 1232g) permits the release of education records when a student seeks or intends to enroll in a different school district.

**Programmatic Capacity.** For the 2025-2026 and 2026-2027 school years, the board declares all district school buildings at capacity such that no option applications into any school building will be accepted excepted as provided in **Addendum A.**

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

The following members voted against the motion:

\_\_\_\_\_.

The following members did not vote:

\_\_\_\_\_.

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

Dated \_\_\_\_\_.

\_\_\_\_\_  
President, Board of Education

## **Addendum A**

**Siblings of Currently Enrolled Option Students.** Notwithstanding any numeric or programmatic capacity determinations or school building closures made by this policy or by the board by resolution or motion, siblings of students currently enrolled in Lexington Public Schools shall be allowed to option into the district for the 2025-2026 and 2026-2027 school years, subject to any special education capacity determination. Students residing in the district will be given priority for admittance into the Dual Language Academy. Admission into the Dual Language Academy is not guaranteed for option students regardless of whether a sibling has already been admitted into the program. See Dual Language Academy Admissions Procedure for further information.

**Early Learning Academy students.** Notwithstanding any numeric or programmatic capacity determinations or school building closures made by this policy or by the board by resolution or motion, non-resident preschool students enrolled in Lexington Public School's Early Learning Academy during the 2025-2027 school years shall be allowed to option into the district for the 2026-2028 school years, subject to any special education capacity determination. Students residing in the district will be given priority for admittance into the Dual Language Academy. Admission into the Dual Language Academy is not guaranteed for option students. See Dual Language Academy Admissions Procedure for further information.

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

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

## Five-Year Board Goals

August 2023

Update 3.11.2024

Reviewed 8.12.2024

Updated 3.10.2025

### Financial

- Maintain a minimum of 3 months of expenditures in cash reserve at fiscal year end to ensure adequate cash flow and protection for economic downturns.

2022-2023 Audit – Finished fiscal year with a General Fund balance of \$11,034,182 or 3.14 months of expenditures in cash reserve.

2023-2024 Audit - Finished fiscal year with a General Fund balance of \$11,367,045 or 3.0 months of expenditures in cash reserve.

- Maintain sufficient funding of Depreciation and Special Building Funds to meet projected technology, curriculum, activities, and facility replacement cycle demands.

The Depreciation Fund had a balance of \$1,150,396 as of February 2024. With recent iPad and other technology-related leases or purchases, additional funds will need to be transferred at FYE 2024. No major curriculum purchases are anticipated this current year.

As reflected in the 2023-2024 audit, the Depreciation Fund had a balance of \$2,785,852. This balance increased significantly due to a \$2 million general fund transfer at fiscal year end.

### School Improvement (CIP)

- Develop post-graduate surveys to obtain feedback on district strengths and areas for improvement in meeting post-secondary education and workforce needs of LPS graduates.

The survey has been developed and a plan is in place to collect email addresses in order to complete the survey by Spring 2026 for the 2025 graduating class.

The 1st survey was sent out in November 2024 to the class of 2024. We only received 18 responses. We will try to send it out again in the Spring for additional responses.

- All students will improve in reading as measured by district approved reading assessments and measures.

School improvement goal for reading has changed to: At LPS, Improvement will be defined as growth and/or maintaining proficiency over time. Each building is working to set their own specific goals.

As of Middle-of-Year testing 2024:

54% of Elementary students were at or above benchmark on DIBELS

48% of Middle School students scored above 41% on NWEA MAP

	MOY 2024	Spring 2024	MOY 2025
DIBELS (At or above benchmark)	54%	63%	58%
MAP MS (above 41st percentile)	48%	54.5%	55%
NSCAS (3-8)		42%	
ACT		22%	

- Develop and implement surveys to key stakeholders related to school improvement.

Surveys of parents, instructional staff, non-instructional staff and 6-12 students were given during the month of February. Building CIP chairs analyzed the results during their February 28 meeting.

Surveys of parents, instructional staff, non-instructional staff and 6-12 students were administered during February and March. Building CIP chairs will begin to identify common themes, strengths, and challenges from the last 4 years.

Special Education parents were surveyed in 23-24. Results exceeded state targets in all areas. The next survey will be administered in 25-26.

- LPS will implement a strategic plan to increase family involvement and engagement measured by attendance, family participation, and surveys by 2026.

Buildings have worked this year to increase the opportunities for parents to be involved in the school. TalkingPoints and SeeSaw have been used to communicate with parents. The migrant program is currently working with a group of parents and we may use this same model to expand parent engagement in the future. Principals have additionally been tasked with identifying current efforts and identifying new ones for each of their buildings.

Buildings continue to build relationships and communication with parents through the use of SeeSaw and TalkingPoints. Additionally, information is shared on Facebook pages and the school website. The addition of the Welcome Center will establish a positive interaction with parents as soon as they arrive in the district to connection them with school and community resources.

- 80% of LPS students will demonstrate at least typical ratings in the development of targeted SEL competencies as measured by the DESSA and those identified as at risk will receive additional support through direct service or intervention by 2026.

The 2024 winter screen of the DESSA showed 96% of students are scoring at or above the typical rating. >90% of students considered at risk are receiving additional supports through the MTSS framework. Of those students referred for Tier 3 clinical therapy, 100% are served.

The 2025 winter screen of the DESSA continues to show 96% of students maintaining or exceeding typical growth in social emotional competence. 4% of students K-12 are considered At-Risk (118). We are currently serving 100% of students who have been referred through screening and/or parent or teacher referral. Currently we are serving 161 students at Tier 2 (see a school counselor on a regular basis); and 71 students at Tier 3 (receiving clinical therapy on a regular basis).

- Special Education: 4<sup>th</sup> grade students with IEPs will increase their reading proficiency 1-2% as measured by state testing by the end of 2026.

In 2022-2023, proficiency rates increased by 7% for 4<sup>th</sup> grade.

In Winter of 2024-25, reading proficiency rates for 4th grade special education students increased 7% when compared to the previous Spring assessments.

### **Technology**

- Increase employee awareness of cybersecurity risks and preventative measures to protect district information systems.

Staff were required to watch SafeSchools videos on cybersecurity this year. New staff were given security training during new teacher orientation week. Staff have been encouraged to contact our technology department if they receive suspicious correspondence.

We implemented end-point detection in July 2024 and are currently implementing email fishing/malware protection.

### **Facilities and Transportation**

- Study and develop fiscal and construction plans to address identified facility needs.

Property acquisition has emerged as a board priority this year with two real estate purchases on the same block as LMS and the YMCA for possible future expansion. Additionally, the district is in negotiations for acquisition of property juxtaposing LHS to address parking needs. The District Administration Building has been recently recarpeted, painted, and refurbished. The board's buildings and grounds committee has discussed a

possible streamlined facility study to assist in prioritization of future needs, but action has not been taken.

The District acquired several new buses with American Rescue Plan funds over the past three years. Acquisition of additional school vans will need to be considered in the near future.

The District continues to pursue property acquisition through the eminent domain process.

### **Staff Recruitment and Retention**

- Study and consider means and methods of assisting selected LPS non-certificated staff to obtain teaching certificates to address the teaching shortage.

A contract has been developed for and offered to selected classified staff that provides tuition assistance in exchange for future employment. No employee has been hired thus far with this new recruitment tool, but it will continue to be considered as other positions become available.

District tuition reimbursement continues to be a powerful tool in enabling staff to obtain initial certification or acquire additional endorsements. The district participated in a Grow Your Own grant program hosted by UNK which proved unsuccessful in securing additional teachers in the first year.

- Expand the applicant marketplace and hiring timeframe for all positions including student teaching applicants and other unconventional candidate pools.

The district paid student-teachers during the 2023-2024 and was able to secure an unprecedented number of 38 UNK students between the two semesters. We have hired seven of them as LPS teachers thus far for the 2024-2025 school year. We have additionally sent district representatives to numerous teacher recruitment fairs including UNK, UNL, Wayne State College, and newly added South Dakota. We have advertised for positions earlier than the normal window particularly for special education positions. We continue to advertise locally, regionally, statewide, and nationally depending on the position.

Special education positions have continued to be the most difficult to fill.

The District secured 16 student-teachers in the second semester of 2024-2025. Some have been hired to fill vacancies for 2025-2026.

- Create promotional hiring materials that help to inform and attract candidates.

An informational and promotional brochure was developed and has been distributed at teacher recruitment fairs this year.

**Professional Development**

- Continue to provide staff support and training on emotional health, English Learners (EL), and technology.

Opportunities this year are identified in the following chart:

	Emotional Health	English Learners	Technology
August 7-8	Youth Mental Health First Aid  Behavioral Strategies- Heather Robbins		
September 5	Zones of Regulation and Second Step for elementary  Youth Mental Health First Aid		Technology training by building core teams
October 23	Human Trafficking presentation		
January 15		EL Strategies- Anne Hubbel, NDE  Digging into EL Data and application- instructional coaches  Paras- -ELL General Understanding -ELL Avoid Common Pitfalls -ELL Strategies and Techniques	
February 19	Youth Mental Health First Aid for classified staff  Paras- -Mental Health- Providing Positive Behavioral Health Support for Individual Students -Avoid 5 Mistakes when Chronic Trauma is present	Academic Conversations for EL HS/ MS  Scaffolds for EL students- MS  Paras- -Scaffolding for EL -ELL Fostering a Positive and Productive Classroom Environment	Technology by core teams  IXL- Elem/MS
September 3, 2024		Interpreter Training for classified staff	Technology select a session by technology core teams

October 21, 2024	Paras: De-escalation Strategies	Paras EL Strategies MS- EL training from Solution Tree	
January 20, 2025  Choice sessions( All staff	All staff could choose a session related to their own mental health  Classroom Wise De-escalation Strategies DESSA student self-report Impacts of Trauma on Child Development Maximizing Student Success with Check-in-Check Out	Science of Reading for EL Learners District EL meeting LETRS refresher Scaffolds for Students Reading below Grade level	22 Choices related to:  AI IXL Google Technology use in the classroom
February 2025	8 staff attended Foundational training for Restorative Practices		

**Advocacy**

- Continue efforts to educate senators, Nebraska Department of Education officials, and other local, state, and federal representatives of the district's unique needs and challenges.
  - The District has invited new NDE Commissioner Brian Maher and other NDE representatives for a facilities tour and briefing of district challenges. No visit has yet been scheduled.
  - District representatives presented this year at the NASB/NCSA State Education Conference on district challenges and program highlights with positive reception from those in attendance.
  - The District has hosted visits this year from staff from Broken Bow, Elwood, Fremont, Gothenburg, and York Public Schools showcasing the new special education facilities at Sandoz and our English Learner programming. We also provided a tour of various district programs to Buffett Early Childhood Institute representatives.
  - District demographic information was shared this year with Nebraska State Board of Education President Elizabeth Tegtmeier at her request. We have also shared

our most recent district report card with Elizabeth Tegtmeier and Senator Teresa Ibach.

- Larry Steinberger and John Hakonson attended the 2024 NASB Federal Advocacy Fly-In in Washington, D.C. from April 28-May 1 to advocate for the district at the federal level.
- The district hosted State School Board president Elizabeth Tegtmeier at the December admin meeting. She also participated in a session for teachers and other staff during the January professional development day.
- Annette Fitzgerald is a member of the AQuESTT advisory group that is revamping the AQuESTT accountability at the state level.
- District representatives have been meeting or corresponding with City of Lexington, LRHC, and Central Community College administrators to discuss additional college and career opportunities for LPS students including both courses offered for dual credit at LHS or offered at the CCC-Lexington campus.

LEXINGTON PUBLIC SCHOOLS

NECounts and Annual Determinations - Scorecard

Data Element	District Data	Risk Score	Weight	Data Element Score	Denominator
<a href="#">Chronic Absenteeism for Students with IEPs</a>	14.15%	2	2	4	6
<a href="#">Correction of Noncompliance</a>	Corrected	0	3	0	9
<a href="#">Fiscal Desk Review: Special Education Findings and Grant Management</a>	NA	NA	1	NA	NA
<a href="#">Indicator 1: Graduation</a>	96.97%	1	2	2	6
<a href="#">Indicator 2: Drop Out</a>	3.03%	1	3	3	9
<a href="#">Indicator 3: ELA Assessment</a>	Met 58.33% of applicable targets	2	3	6	9
<a href="#">Indicator 3: Math Assessment</a>	Met 58.33% of applicable targets	2	2	4	6
<a href="#">Indicator 4B: Suspension/Expulsion</a>	No significant discrepancy	0	1	0	3
<a href="#">Indicator 5: Educational Environments</a>	Met 0 of 2 targets	2	3	6	6
<a href="#">Indicator 6: Preschool Environments</a>	Met 100.00% of applicable targets	0	3	0	9
<a href="#">Indicator 7: Preschool Outcomes</a>	Met 83.33% of applicable targets	1	2	2	6
<a href="#">Indicator 9: Disproportionate Representation</a>	No disproportionate representation	0	1	0	3
<a href="#">Indicator 10: Disproportionate Representation in Specific Disability Categories</a>	No disproportionate representation	0	2	0	6
<a href="#">Indicator 11: Initial Evaluation Timeline</a>	No delays	0	2	0	6
<a href="#">Indicator 12: Early Childhood Transition</a>	No delays	0	1	0	3
<a href="#">Indicator 13: Secondary Transition</a>	100% of reviewed files were compliant	0	2	0	6
<a href="#">Maintenance of Effort</a>	Met MOE 3 of the last 3 years	0	2	0	6
<a href="#">State Complaint Filings and Findings</a>	No complaints filed	0	3	0	9
<a href="#">Targeted Improvement Plan (TIP)</a>	0 missing element(s)	0	3	0	9
<a href="#">Timely, Accurate, and Complete IDEA Data</a>	100.00% of elements on time, accurate, and complete	0	3	0	9
<b>Raw Score and Total Denominator</b>				27	126
<b>Final Risk Score</b>				21.43%	
<b>Level of Determination</b>	<b>Meets Requirements</b>				