

Regular Monthly Meeting
Monday, October 9, 2023 5:30 PM
2nd Floor Staff Development Room,
Administration Building
320 W 24th St
Kearney, NE 68845

1. **Routine Business -**
2. **Call to Order -**
3. **Open Meetings Act Announcement -**
This is an open, public meeting of the Kearney Public Schools Board of Education, and a copy of the Open Meetings Act is posted in this room.
4. **Pledge of Allegiance -**
5. **Roll Call -**
 - 5.A. Excuse Absent Board Member -
Move to excuse absent Board member Drew Blessing from the meeting.
6. **Approval of the Agenda -**
Move to approve the agenda for the meeting, as presented.
7. **Recognitions - None -**
8. **Presentations -**
 - 8.A. Presentation by Glenwood Elementary School on STEM Carts -
9. **Public Participation/Comment -**
Board meetings may have on the agenda, a specific time entitled Public Participation/Comment, during which patrons may address the Board on matters of general concern. No public body shall require members of the public to identify themselves as a condition for admission to the meeting, nor shall such body require that the name of any members of the public be placed on the agenda prior to such meeting in order to speak about items on the agenda. Patrons wishing to address the Board during the Public Participation/Comment will be allowed up to five (5) minutes per speaker to express their view. Public Participation/Comment may not exceed sixty (60) total minutes. The Board-imposed time limits may be extended by a majority vote of the Board, following a motion to do so. Board action may not be taken on matters discussed during the Public Participation/Comment, unless the matter specifically appears on the prepared agenda. Board of Education members will refrain from expressing personal opinions during Public Participation/Comment.

Any members of the public desiring to address the body shall be required to sign in with the recording secretary prior to the start of the meeting and identify himself or herself, including an address, phone number, and name of any organization represented by such person, unless the address and phone number requirement is waived to protect the security of the individual.
10. **Board Reports - None -**
11. **Consent Agenda -**

Note: Items on the consent agenda are considered routine and will be enacted under one motion. There will be no separate discussion of these items at the meeting unless a Board Member requests an item removed from the agenda for a separate action.

Move to approve the items on the Consent Agenda, as presented.

- 11.A. Approval of Minutes of the September 11, 2023 Regular Meeting and the October 3, 2023 Board Committee of the Whole Meeting -
- 11.B. Approval of the October 2023 Claims -
- 11.C. Approval of the October Financial Reports -
- 11.D. Acceptance of the Meadowlark Elementary Parent Advisory Committee Annual Self-Audit Report for the 2022-2023 School Year -
- 11.E. Acceptance of the Windy Hills Elementary PTO Annual Self-Audit Report for the 2022-2023 School Year -
- 11.F. Acceptance of the Kearney High School Theater Boosters Annual Self-Audit Report for the 2022-2023 School Year -
- 11.G. Approval of the KHS FFA LCCC Steel Days Welding Scholarship Contest Trip on October 18-20, 2023 in Cheyenne, Wyoming, with no direct cost incurred by the school district -
- 11.H. Approval of the Kearney Public Schools Substitute Handbook for the 2023-2024 School Year -
- 11.I. Approval of the KPS Board Negotiations Team of Drew Blessing, Dave Brandt, and John Icenogle for the 2024-2025 School Year -
- 11.J. Approval of Dave Brandt to serve as the Kearney Public Schools NASB Voting Delegate for the 2023 State Education Conference -
12. **Regular Agenda - Personnel -**
 - 12.A. Acceptance of the Retirement Resignation of Jeff Shield, Skilled and Technical Science Teacher and SkillsUSA Advisor at Kearney High School, effective the end of the 2023-2024 School Year -
Move to accept, with regret, the retirement resignation of Jeff Shield, skilled and technical science teacher and SkillsUSA advisor at Kearney High School, effective the end of the 2023-2024 school year
13. **Regular Agenda - Business - None -**
14. **Regular Agenda - Miscellaneous -**
 - 14.A. Adoption of the Kearney Public Schools Option Enrollment Resolution for the 2024-2025 School Year -
Move to adopt the Kearney Public Schools Option Enrollment Resolution for the 2024-2025 school year, as presented
15. **Closed Session -**
Move to closed session for negotiation and strategy discussion with respect to the 2024-2025 collective bargaining
16. **Return to Open Session -**
Move to return to open session
17. **Closed Session -**
Move to closed session for the protection of the public interest or for the prevention of needless injury to the reputation of an individual and if such individual has not requested a public meeting.

18. **Return to Open Session -**

Move to return to open session

19. **Next Meeting -**

The next regular meeting of the Kearney Public Schools Board of Education will be held on November 13, 2023 at 5:30 P.M. in the Staff Development Room in the Administration Building at 320 West 24th St, Kearney, NE 68845.

20. **Adjournment -**

Move to adjourn the meeting

2023-2024 Additional Property Tax Hearing, Annual Budget Hearing, Final Property Tax Request Hearing and Regular Monthly Meeting of the Kearney Public Schools Board of Education

**Kearney Public Schools Board of Education
Monday, September 11, 2023 at 5:30 PM
2nd Floor Staff Development Room, Administration Building
320 W 24th St
Kearney, NE 68845**

Attendance Taken at 5:26 PM.

Drew Blessing: Present

Dave Brandt: Present

Steve Gaasch: Present

Kathy Gifford: Present

Paul Hazard: Present

John Icenogle: Present

Present: 6.

1. Additional Property Tax Request Authority Hearing

1.A. Convene hearing

1.B. Discussion and public input

- Dr. Chris Loofe reviewed his powerpoint presentation and provided information on the possible increase in the district's property tax request authority by up to an additional 5%, or other maximum amount as permitted by law, above the base growth percentage.

1.C. Close hearing

2. Annual Budget Hearing

2.A. Convene hearing

2.B. Discussion and public input

- Dr. Chris Loofe reviewed his powerpoint presentation and provided information regarding the proposed budgets for the Kearney Public Schools for the 2023-2024 school year.

2.C. Close hearing

3. Final Property Tax Request Hearing

3.A. Convene hearing

3.B. Discussion and public input

- Dr. Chris Loofe reviewed his powerpoint presentation and provided information on the proposed property tax requests to support the various budgets of the Kearney Public Schools for the 2023-2024 school year.

3.C. Close hearing

4. Routine Business

4.A. Call to Order

President Blessing called the meeting to order.

4.B. Open Meetings Act Announcement

4.C. Pledge of Allegiance

4.D. Roll Call

4.D.I. Excuse Absent Board Member

4.E. Approval of the Agenda

Move to approve the agenda for the meeting, as presented. This motion, made by Dave Brandt and seconded by Kathy Gifford, Passed.

Drew Blessing: Yea, Dave Brandt: Yea, Steve Gaasch: Yea, Kathy Gifford: Yea, Paul Hazard: Yea, John Icenogle: Yea

Yea: 6, Nay: 0

5. Recognitions

5.A. Recognition of Kameran Dostal

- Mrs. Meredith Johnson, Emerson Elementary Principal and Mr. Mark Stute, Meadowlark Elementary Principal, introduced Kameran Dostal, Art Teacher at Emerson and Meadowlark Elementary Schools. They noted that Kameran has been selected as the recipient of the prestigious 2023 Nebraska Art Teachers Association, Elementary Art Educator of the Year award. This honor is bestowed upon individuals who have demonstrated outstanding dedication and contributions to the field of art education.

5.B. Recognition of Kaylei Becker

- Mr. Jeff Ganz, Kearney High School Principal, introduced Kaylei Becker, Kearney High School Business Teacher. He noted that Kaylei has been selected as the Nebraska State Business Education Association (NSBEA) Rookie Teacher of the Year. This NSBEA award recognizes a teacher within the first three years of service who promotes education in Business, Marketing and Information Technology, through instruction, best practices and opportunities for professional growth and networking among Nebraska educators.

6. Presentations

6.A. Presentation from Teresa Schnoor, Central Elementary Principal, on CKLA

- Mrs. Schnoor spoke to the Board about diversity at Central Elementary School. She stated that eight languages other than English are spoken at Central. She talked about how they use the Google Translate app on district iPads for print and verbal translations to help students stay on track with learning in the classroom.

7. Public Participation/Comment

- None

8. Board Reports

- None

9. Consent Agenda

- Note: Items on the consent agenda are considered routine and will be enacted under one motion. There will be no separate discussion of these items at the meeting unless a Board Member requests an item removed from the agenda for a separate action.

Move to approve the items on the consent agenda, as presented. This motion, made by Kathy Gifford and seconded by Dave Brandt, Passed.

Drew Blessing: Yea, Dave Brandt: Yea, Steve Gaasch: Yea, Kathy Gifford: Yea, Paul Hazard: Yea, John Icenogle: Yea

Yea: 6, Nay: 0

9.A. Approval of the minutes of the August 14, 2023 regular meeting, the August 23, 2023 special budget retreat meeting and the September 6, 2023 Board Committee of the Whole meeting.

9.B. Approval of the September 2023 claims

9.C. Approval of the September 2023 financial reports

9.D. Approval of Professional Advancements for Teaching Staff for the 2023-2024 School Year

9.E. Acceptance of the Glenwood Community Organization Annual Self-Audit Report for the 2022-2023 School Year

9.F. Acceptance of the Kenwood PTO Annual Self-Audit Report for the 2022-2023 School Year

9.G. Approval of the KHS FCCLA Chapter trip to the National Leadership Conference, June 29 - July 3, 2024, in Seattle, Washington

9.H. Approval of the KHS DECA Chapter trip to the DECA Power Trip on November 16 - 19, 2023 in Austin, Texas

9.I. Approval of the KHS DECA Chapter trip to the DECA International Career and Development Conference on April 26 - 30, 2024, in Anaheim, California

9.J. Recognition of the Kearney Education Association as the Exclusive Bargaining Agent for all Non-Supervisory Certificated Staff in the Kearney Public Schools for the 2025-2026 Contract Year

9.K. Rescission of Action to Set the Date for a Special Board of Education Meeting on Wednesday, September 20, 2023 at 5:30 in the Staff Development Room of the Administration Building at 320 West 24th St, Kearney, NE

10. Regular Agenda - Business

10.A. Discuss, Consider and Take Possible Action to Increase the District's Overall Property Tax Request Authority by up to an Additional 5%, Above the Base Growth Percentage

- During the discussion, various questions were asked for further clarification.
- Mr. Blessing emphasized the importance of reserving this property tax authority for future years as well and noted that if use of these funds were to happen, this would be brought before the Board again and the public would be informed.
- Mr. Icenogle stated the importance of education, infrastructure, technology and safety and his belief that this tax request allows KPS to address all items while not being overly aggressive.

Move to adopt the resolution to increase the school district's overall property tax request authority by up to an additional 5% above the base growth percentage, and authorize and direct the Superintendent or designee to take any action to ensure that the school district's overall property tax request complies with LB243. This motion, made by John Icenogle and seconded by Kathy Gifford, Passed.

Drew Blessing: Yea, Dave Brandt: Yea, Steve Gaasch: Yea, Kathy Gifford: Yea, Paul Hazard: Yea, John Icenogle: Yea

Yea: 6, Nay: 0

10.B. Adoption of Budgets for the Kearney Public Schools for the 2023-2024 School Year

- Collectively, the Board acknowledged and thanked the KPS Administration for all of their work in preparing the 2023-2024 budget.
- Mr. Hazard cited the competitive employment market and the rising cost of living, as well as the importance of retaining good teachers and staff as his reasons for supporting this budget.
- Mr. Brandt and Mrs. Gifford referenced all of the various construction projects in the district and their necessity for keeping KPS facilities environmentally compliant and safe for student learning as their reasons for supporting this budget.
- Mr. Blessing asserted that he felt that the budget was justified but that his concern was with the revenue sources and where the money was being taken from. He stated that in his five years on the Board, in the past couple of years, money had been allocated out of the cash reserve, noting that while this allocation was available, no money was actually taken from reserves, resulting in less money from the taxpayers but allowing for more flexibility. Mr. Blessing cited that this was the highest tax asking and percent increase he has seen in his time on the Board. These were his reasons for not supporting this budget.

Move to adopt the Kearney Public Schools General Fund Budget in the amount of \$73,615,368; the Special Building Fund Budget in the amount of \$2,971,280; the Bond Fund Budget in the amount of \$16,254,205; the Depreciation Fund Budget in the amount of \$1,374,679; the Employee Benefit Fund Budget in the amount of \$311,744; the Activity Fund Budget in the amount of \$3,743,946; the School Nutrition Fund Budget in the amount of \$4,562,125; the Student Fee Fund Budget in the amount of \$437,192; the Cooperative Fund Budget in the amount of \$700,000; and the Qualifying Capital Purpose Undertaking Fund Budget in the amount of \$11,643,214, for the 2023-2024 school year. This motion, made by Kathy Gifford and seconded by Dave Brandt, Passed.

Drew Blessing: Nay, Dave Brandt: Yea, Steve Gaasch: Yea, Kathy Gifford: Yea, Paul Hazard: Yea, John Icenogle: Yea

Yea: 5, Nay: 1

Drew Blessing: Nay

10.C. Approval of Property Tax Requests for the 2023-2024 School Year

- Mr. Blessing stated again his opposition to the tax request and how the revenue was written into the budget, this would be his reason for not supporting this resolution.

Move to approve the Resolution to set the property tax request for the General Fund be set at \$46,066,705; the Bond Fund be set at \$7,433,508; the Special Building Fund be set at \$1,010,101 and the Qualified Capital Purpose Undertaking Fund be set at \$1,406,061 with the total property tax request be set at \$55,916,375, for the 2023-2024 school year. This motion, made by Dave Brandt and seconded by Steve Gaasch, Passed.

Drew Blessing: Nay, Dave Brandt: Yea, Steve Gaasch: Yea, Kathy Gifford: Yea, Paul Hazard: Yea, John Icenogle: Yea

Yea: 5, Nay: 1

Drew Blessing: Nay

11. Regular Agenda - Miscellaneous

11.A. Approval of the Memorandum of Understanding with Jobs for America's Graduates (JAG) Nebraska for the 2024-2025 School Year

- Mr. Mundorf reviewed his powerpoint and presented information to the Board on Jobs for America's Graduates (JAG), noting Mr. Edwards' active involvement in developing this opportunity for Kearney Public Schools. It is proposed that JAG would be implemented at the Hanny Arram Center for Success (HACS) in the 2024-2025 school year and it will have a targeted career development program for its students. It is expected that between 35-55 students will participate.
- Mrs. Gifford expressed the importance of Career and Technical Education (CTE) courses, not only as they contribute to the KPS Strategic Plan, but also in that there is proven evidence that students who are involved and make connections in programs such as these, have a greater chance of graduating and moving on to college or their chosen career and are therefore prepared to be contributing citizens in our community, state and world.
- Mr. Hazard asked if KPS was on the hook to continue with this program if expected results are not achieved. Mr. Mundorf stated that the MOU does allow either party to

sever the relationship as long as ample notice is given. Mr. Hazard voiced his feeling that some students at KHS could benefit from this as well. Mr. Mundorf stated that KHS already has its own CTE curriculum and that this MOU was contracted specifically with HACS. He stated that if implementation at HACS went well and it was determined to be a viable option for other schools, this could be discussed at that point.

Move to approve the Memorandum of Understanding with Jobs for America's Graduates (JAG) Nebraska for the 2024-2025 school year, as presented. This motion, made by Steve Gaasch and seconded by Kathy Gifford, Passed.

Drew Blessing: Yea, Dave Brandt: Yea, Steve Gaasch: Yea, Kathy Gifford: Yea, Paul Hazard: Yea, John Icenogle: Yea
Yea: 6, Nay: 0

11.B. Adjournment

Move to adjourn the meeting. This motion, made by John Icenogle and seconded by Kathy Gifford, Passed.

Drew Blessing: Yea, Dave Brandt: Yea, Steve Gaasch: Yea, Kathy Gifford: Yea, Paul Hazard: Yea, John Icenogle: Yea
Yea: 6, Nay: 0

Notice of Meeting

This meeting was publicized in the Kearney Hub on Thursday, September 2, 2023; radio stations KGFW and KKPR; and KSNB and KHGI T.V.

Next Meeting

The next regular meeting of the Kearney Public Schools Board of Education will be held on Monday, October 9, 2023 at 5:30 P.M. in the Staff Development Room in the Administration Building at 320 West 24th St, Kearney, NE 68845.

Dave Brandt, Secretary

**Special Committee of the Whole Meeting
Kearney Public Schools Board of Education
Tuesday, October 3, 2023 at 5:00 PM
1st floor Administration Building Conference Room
320 W 24th St
Kearney, NE 68845**

Attendance Taken at 5:00 PM.

Drew Blessing: Present

Dave Brandt: Present

Steve Gaasch: Present

Kathy Gifford: Present

Paul Hazard: Present

John Icenogle: Absent

Present: 5, Absent: 1.

Attendance Update Taken at 5:05 PM.

John Icenogle: Present

Present: 6.

1. Call to Order

President Blessing called the meeting to order at 5:00 PM

2. Open Meetings Act Announcement

This is an open, public meeting of the Kearney Public Schools Board of Education, and a copy of the Open Meetings Act is posted in this room.

3. Roll Call

4. Approval of Agenda

Move to approve the agenda of the meeting, as presented. This motion, made by Kathy Gifford and seconded by Steve Gaasch, Passed.

John Icenogle: Absent, Drew Blessing: Yea, Dave Brandt: Yea, Steve Gaasch: Yea, Kathy Gifford: Yea, Paul Hazard: Yea

Yea: 5, Nay: 0, Absent: 1

5. Agenda

5.A. Preview of the October 9, 2023 Regular Meeting Agenda

5.A.I. Presentation by Glenwood Elementary School on STEM Carts

5.A.II. Approval of the KHS FFA LCCC Steel Days Welding Scholarship Contest trip, October 18 - 20, 2023 in Cheyenne, Wyoming

5.A.III. Adoption of the Kearney Public Schools Option Enrollment Resolution for the 2024-2025 School Year

5.A.IV. Acceptance of the Retirement Resignation of Jeff Shield, Skilled and Technical Science Teacher and SkillsUSA Advisor at Kearney High School

5.A.V. Approval of the Kearney Public Schools Substitute Handbook for the 2023-2024 School Year

5.A.VI. Acceptance of the Meadowlark Elementary Parent Advisory Committee Annual Self-Audit Report for the 2022-2023 School Year

5.A.VII. Acceptance of the Windy Hills Elementary PTO Annual Self-Audit Report for the 2022-2023 School Year

5.A.VIII. Acceptance of the Kearney High School Theater Boosters Annual Self-Audit Report for the 2022-2023 School Year

5.A.IX. Approval of the KPS Board Negotiations Team of Drew Blessing, Dave Brandt, and John Icenogle for the 2024-2025 School Year

5.A.X. Approval of Dave Brandt to serve as the Kearney Public Schools NASB Voting Delegate for the 2023 State Education Conference

5.A.XI. Closed Session for Negotiation and Strategy Discussion with Respect to the 2024-2025 Collective Bargaining

5.B. Discussion of Presentation on Artificial Intelligence that will be Presented at the Leadership Council Meeting on October 19, 2023

5.C. Superintendent Evaluation Process Review

5.D. Update on ROTC School Visits

5.E. Discussion of In-District Travel Reimbursement and Board Policy 3350

6. Adjournment

Move to adjourn the meeting. This motion, made by Kathy Gifford and seconded by John Icenogle, Passed.

Drew Blessing: Yea, Dave Brandt: Yea, Steve Gaasch: Yea, Kathy Gifford: Yea, Paul Hazard: Yea, John Icenogle: Yea

Yea: 6, Nay: 0

This meeting was publicized in the Kearney Hub on Saturday, September 30, 2023; radio stations KGFW and KKPR; and KSNB and KHGI T.V.

Dave Brandt, Secretary

KEARNEY PUBLIC SCHOOLS DISTRICT #7**CLAIMS TO BE PAID IN OCTOBER 2023****PUBLICATION OF CHECKS**

VENDOR	DESCRIPTION	AMOUNT
24 Hour Tees / DripShip	Supplies	\$ 975.50
A Wish Come True	Miscellaneous Expenditure	\$ 2,995.75
ACE Irrigation	Miscellaneous Expenditure	\$ 220.00
Adventure Enterprises LLC	Transportation Charges	\$ 4,472.00
Adventure Enterprises LLC	Transportation Charges	\$ 1,118.00
Adventure Enterprises LLC	Transportation Charges	\$ 2,236.00
Adventure Enterprises LLC	Transportation Charges	\$ 2,236.00
Adventure Enterprises LLC	Transportation Charges	\$ 1,118.00
Adventure Enterprises LLC	Transportation Charges	\$ 2,679.00
Adventure Enterprises LLC	Transportation Charges	\$ 1,118.00
AGParts Worldwide, Inc.	Repairs & Maintenance Services	\$ 354.80
AGParts Worldwide, Inc.	Repairs & Maintenance Services	\$ 12.00
All Makes	Furniture and Fixtures	\$ 17,739.88
All Makes Auto Supply	Tires and Parts	\$ 29.97
All Makes Auto Supply	Supplies	\$ 44.76
All Makes Auto Supply	Vehicle Gasoline	\$ 233.01
All Makes Auto Supply	Vehicle Gasoline	\$ 25.98
All Makes Auto Supply	Tires and Parts	\$ 303.99
All Makes Auto Supply	Tires and Parts	\$ 8.78
Allied 100, LLC	Supplies	\$ 472.00
Allied 100, LLC	Supplies	\$ 699.00
Alyse Pflanz	Professional Services	\$ 140.00
Alyssa Clay	Travel	\$ 60.46
Amazon Capital Services	Supplies	\$ 17.98
Amazon Capital Services	Supplies	\$ 160.07
Amazon Capital Services	Supplies	\$ 839.32
Amazon Capital Services	Supplies	\$ 9.97
Amazon Capital Services	Supplies	\$ 308.68
Amazon Capital Services	Supplies	\$ 406.63
Amazon Capital Services	Supplies	\$ 269.89
Amazon Capital Services	Supplies	\$ 46.55
Amazon Capital Services	Supplies	\$ 74.99
Amazon Capital Services	Supplies	\$ 76.71
Amazon Capital Services	Supplies	\$ 79.68
Amazon Capital Services	Supplies	\$ 64.19
Amazon Capital Services	Supplies	\$ 80.22
Amazon Capital Services	Supplies	\$ 46.60
Amazon Capital Services	Supplies	\$ 10.99
Amazon Capital Services	Supplies	\$ 14.28
Amazon Capital Services	Supplies	\$ 102.44
Amazon Capital Services	Supplies	\$ 50.24
Amazon Capital Services	Supplies	\$ 38.33
Amazon Capital Services	Supplies	\$ -

Amazon Capital Services	Supplies	\$	42.62
Amazon Capital Services	Supplies	\$	97.84
Amazon Capital Services	Supplies	\$	205.25
Amazon Capital Services	Supplies	\$	556.41
Amazon Capital Services	Supplies	\$	184.41
Amazon Capital Services	Supplies	\$	72.06
Amazon Capital Services	Supplies	\$	110.30
Amazon Capital Services	Supplies	\$	233.32
Amazon Capital Services	Supplies	\$	34.80
Amazon Capital Services	Supplies	\$	293.83
Amazon Capital Services	Supplies	\$	9.97
Amazon Capital Services	Supplies	\$	91.07
Amazon Capital Services	Explore	\$	143.89
Amazon Capital Services	Explore	\$	1,522.92
Amazon Capital Services	Supplies	\$	164.22
Amazon Capital Services	Supplies	\$	22.99
Amazon Capital Services	Supplies	\$	45.30
Amazon Capital Services	Supplies	\$	598.88
Amazon Capital Services	Supplies	\$	35.47
Amazon Capital Services	Supplies	\$	53.96
Amazon Capital Services	Supplies	\$	251.84
Amazon Capital Services	Supplies	\$	92.12
Amazon Capital Services	Supplies	\$	161.71
Amazon Capital Services	Supplies	\$	115.78
Amazon Capital Services	Supplies	\$	359.81
Amazon Capital Services	Supplies	\$	173.40
Amazon Capital Services	Supplies	\$	263.85
Amazon Capital Services	Supplies	\$	301.44
Amazon Capital Services	Supplies	\$	24.89
Amazon Capital Services	Supplies	\$	19.34
Amazon Capital Services	Supplies	\$	63.95
Amazon Capital Services	Supplies	\$	17.50
Amazon Capital Services	Supplies	\$	21.99
Amazon Capital Services	Supplies	\$	55.27
Amazon Capital Services	Supplies	\$	73.55
Amazon Capital Services	Supplies	\$	330.95
Amazon Capital Services	Supplies	\$	79.95
Amazon Capital Services	Supplies	\$	119.19
Amazon Capital Services	Supplies	\$	41.00
Amazon Capital Services	Supplies	\$	-
Amazon Capital Services	Supplies	\$	8.76
Amazon Capital Services	Supplies	\$	296.54
Amazon Capital Services	Library Referances	\$	43.40
Amazon Capital Services	Periodicals	\$	26.98
Amazon Capital Services	Supplies	\$	59.90
Amazon Capital Services	TechnologyRelated Hardware	\$	1,025.61
Amazon Capital Services	Supplies	\$	52.02
Amazon Capital Services	Supplies	\$	213.87
Amazon Capital Services	Supplies	\$	119.29

Amazon Capital Services	Supplies	\$	62.98
Amazon Capital Services	Supplies	\$	3,002.16
Amazon Capital Services	Supplies	\$	1,731.40
Amazon Capital Services	Supplies	\$	46.79
Amazon Capital Services	Supplies	\$	76.69
Amazon Capital Services	Miscellaneous Expenditure	\$	36.18
Amazon Capital Services	Miscellaneous Expenditure	\$	1,407.85
Amazon Capital Services	Supplies	\$	252.45
Amazon Capital Services	Miscellaneous Expenditure	\$	386.73
Amazon Capital Services	Miscellaneous Expenditure	\$	576.19
Amazon Capital Services	Miscellaneous Expenditure	\$	16.88
Amazon Capital Services	Miscellaneous Expenditure	\$	167.37
Amazon Capital Services	Miscellaneous Expenditure	\$	1,369.72
Amazon Capital Services	Miscellaneous Expenditure	\$	89.99
Amazon Capital Services	Miscellaneous Expenditure	\$	12.59
Amazon Capital Services	Miscellaneous Expenditure	\$	49.94
Amazon Capital Services	Miscellaneous Expenditure	\$	720.77
Amazon Capital Services	Miscellaneous Expenditure	\$	34.98
Amazon Capital Services	Miscellaneous Expenditure	\$	81.94
Amazon Capital Services	Miscellaneous Expenditure	\$	508.39
Amazon Capital Services	Miscellaneous Expenditure	\$	493.89
Amazon Capital Services	Miscellaneous Expenditure	\$	37.79
Amazon Capital Services	Supplies	\$	308.12
Amazon Capital Services	Miscellaneous Expenditure	\$	210.60
Amazon Capital Services	Miscellaneous Expenditure	\$	3,869.76
Amber Swartz	Supplies	\$	138.00
American Choral Directors Association	Miscellaneous Expenditure	\$	125.00
American Red CrossHealth & Safety Svcs	Supplies	\$	97.20
Amplify Education Inc	Supplies	\$	86,468.00
Amplify Education Inc	Supplies	\$	607.00
Amy Otto	Travel	\$	40.09
Amy Otto	Travel	\$	17.03
Amy Springer	Travel	\$	41.79
Amy Springer	Travel	\$	36.35
Angela Green	Travel	\$	24.76
Angie Clevenger	Professional Services	\$	120.00
Angie Runnells	Professional Services	\$	300.00
Anne M. Watson	Supplies	\$	298.45
Apple Inc	Furniture and Fixtures	\$	6.95
Apple Inc	TechnologyRelated Hardware	\$	9.00
Apple Inc	Supplies	\$	307.12
Apple Inc	Supplies	\$	307.12
Apple Market	Food	\$	519.30
Art Canas	Professional Services	\$	70.00
ASCDAssoc for Supv & Curriculum Dev	Supplies	\$	59.00
Ashley Chizek	Travel	\$	56.79
Ashli Pruettt	Professional Services	\$	60.00
Association for Career and Technical Ed	Dues and Fees	\$	120.00
Association of Threat Assessment Profess	Dues and Fees	\$	218.00

AUCA Chicago Lockbox	Uniforms	\$	1,317.67
AUCA Chicago Lockbox	Uniforms	\$	181.20
Awards Unlimited	Miscellaneous Expenditure	\$	260.80
Awards Unlimited	Miscellaneous Expenditure	\$	95.50
Awards Unlimited	Supplies	\$	291.11
Awards Unlimited	Miscellaneous Expenditure	\$	300.70
Awards Unlimited	Miscellaneous Expenditure	\$	210.12
Awards Unlimited	Miscellaneous Expenditure	\$	236.18
B2 Environmental Inc	Professional Services	\$	1,800.00
Bambi Van Horn	Miscellaneous Expenditure	\$	99.00
Band Shoppe	Miscellaneous Expenditure	\$	369.00
BD Construction	Building Acquisitions and Improvements	\$	69,276.07
BD Construction	Construction Services	\$	23,519.21
Bear Frame & Alignment	Vehicle Repair	\$	452.41
Bells Construction & Curb Grinding	Miscellaneous Expenditure	\$	380.00
Benjamin Roundtree	Miscellaneous Expenditure	\$	20.00
Birdies & Brews	Miscellaneous Expenditure	\$	86.25
Black Hills Energy	Natural Gas	\$	79.47
Black Hills Energy	Natural Gas	\$	0.17
BluePath Finance Inc	Building Acquisitions and Improvements	\$	44,633.74
Bob Nutt	Professional Services	\$	75.00
Bob Nutt	Professional Services	\$	65.00
Bracker's Good Earth Clays Inc	Supplies	\$	2,110.02
Braden Rich	Professional Services	\$	150.00
Brady Harrison	Professional Services	\$	130.00
Brandon Cool	Miscellaneous Expenditure	\$	300.00
Broadfoot's Sand & Gravel Incorporated	Miscellaneous Expenditure	\$	1,398.00
Brooke Modlin	Supplies	\$	41.04
Bruce Brooks	Professional Services	\$	420.00
Bryce Abbey	Professional Services	\$	60.00
BSN Sports, LLC	Supplies	\$	989.80
BSN Sports, LLC	Miscellaneous Expenditure	\$	1,340.00
BSN Sports, LLC	Supplies	\$	57.24
BSN Sports, LLC	Miscellaneous Expenditure	\$	5,151.60
BSN Sports, LLC	Supplies	\$	465.08
BSN Sports, LLC	Miscellaneous Expenditure	\$	2,605.50
BSN Sports, LLC	Miscellaneous Expenditure	\$	418.00
BSN Sports, LLC	Miscellaneous Expenditure	\$	143.10
Builders HowTo Warehouse	Miscellaneous Expenditure	\$	17,104.86
Builders HowTo Warehouse	Supplies	\$	285.30
Builders HowTo Warehouse	Supplies	\$	86.32
Builders HowTo Warehouse	Supplies	\$	124.36
Builders HowTo Warehouse	Supplies	\$	25.84
Builders HowTo Warehouse	Miscellaneous Expenditure	\$	15,977.72
Carol Kenton	Travel	\$	60.98
Carol Kenton	Travel	\$	45.65
Carolina Biological Supply	Supplies	\$	204.27
Carrie Westerbuhr	Miscellaneous Expenditure	\$	48.00
Cash from NebraskaLand National Bank	Supplies	\$	118.40

CashWa Distributing	Food	\$ 149,269.88
CashWa Distributing	Food	\$ 164,767.76
Cathy Coble	Professional Services	\$ 360.00
CDW Government	Supplies	\$ 125.44
CDW Government	TechnologyRelated Hardware	\$ 1,442.62
CED/American Electric	Supplies	\$ 407.75
Cengage Learning Gale	Textbooks	\$ 3,444.00
Central Hydraulic Syst & Equip	Furniture and Fixtures	\$ 21,605.37
Charter Communications	Supplies	\$ 41.82
Charter Communications	Other Communication	\$ 2,022.07
Charter Communications	Dues and Fees	\$ 23.30
Charter Communications	Other Communication	\$ 28.59
Charter Communications	Supplies	\$ 35.59
Charter Communications	Dues and Fees	\$ 300.00
Chesterman Co.	Supplies	\$ 930.30
Chesterman Co.	Miscellaneous Expenditure	\$ 197.40
Chesterman Co.	Miscellaneous Expenditure	\$ 616.35
Chesterman Co.	Food	\$ 739.60
Chesterman Co.	Food	\$ 4,242.14
Choice Paint and Supply	Supplies	\$ 11.19
Chris Smithell	Miscellaneous Expenditure	\$ 50.00
Chris Weis	Supplies	\$ 213.10
Cindy Miller	Professional Services	\$ 360.00
Cindy Miller	Professional Services	\$ 140.00
Cindy Pawloski	Travel	\$ 60.52
City Of Kearney Fuel Dept.	Vehicle Gasoline	\$ 4,229.51
City Of Kearney Fuel Dept.	Vehicle Gasoline	\$ 3,763.09
City Of Kearney Fuel Dept.	Vehicle Gasoline	\$ 445.22
City Of Kearney Fuel Dept.	Vehicle Gasoline	\$ -
City Of Kearney Fuel Dept.	Vehicle Gasoline	\$ -
City Of Kearney Fuel Dept.	Vehicle Gasoline	\$ -
City Of Kearney Fuel Dept.	Vehicle Gasoline	\$ 286.21
City Of Kearney Fuel Dept.	Vehicle Gasoline	\$ 291.41
City Of Kearney Fuel Dept.	Vehicle Gasoline	\$ 353.47
City Of Kearney Fuel Dept.	Vehicle Gasoline	\$ 235.65
City Of Kearney Fuel Dept.	Vehicle Gasoline	\$ 298.84
City Of Kearney Fuel Dept.	Vehicle Gasoline	\$ -
City Of Kearney Fuel Dept.	Vehicle Gasoline	\$ 61.27
City Of Kearney Fuel Dept.	Vehicle Gasoline	\$ -
City Of Kearney Fuel Dept.	Vehicle Gasoline	\$ -
City Of Kearney Fuel Dept.	Vehicle Gasoline	\$ 64.20
City Of Kearney Fuel Dept.	Vehicle Gasoline	\$ 492.02
City Of Kearney Fuel Dept.	Transportation Charges	\$ -
City Of Kearney Fuel Dept.	Transportation Charges	\$ -
City of Kearney Park and Recreation	Dues and Fees	\$ 796.00
City of Kearney School Resource Office	Security Officer	\$ 13,389.76
Coach Master's Inc	Vehicle Repair	\$ 709.50
Cochlear Americas	Supplies	\$ 440.00
Cody Dvorak	Miscellaneous Expenditure	\$ 165.00

Columbus High School	Dues and Fees	\$	140.00
Coni Park	Professional Services	\$	125.00
Coni Park	Professional Services	\$	130.00
Construction Rental Kearney	Rentals of Equipment and Vehicles	\$	176.00
Copycat Printing Inc	Miscellaneous Expenditure	\$	31.94
Copycat Printing Inc	Miscellaneous Expenditure	\$	203.00
Copycat Printing Inc	Supplies	\$	200.00
Copycat Printing Inc	Supplies	\$	380.00
Cornhusker Cleaning Supply.	Supplies	\$	255.50
Corporate Edge I	Miscellaneous Expenditure	\$	2,865.29
CPI	Travel	\$	400.00
Crouch Recreation	Site Improvements	\$	103,917.00
Crouch Recreation	Furniture and Fixtures	\$	8,735.00
Culligan Of Kearney	Miscellaneous Expenditure	\$	44.00
Culligan Of Kearney	Supplies	\$	250.00
Culligan Of Kearney	Dues and Fees	\$	70.53
Culligan Of Kearney	Supplies	\$	906.15
Cummins Central Power LLC	Vehicle Repair	\$	4,558.77
Cunningham's Journal	Miscellaneous Expenditure	\$	1,565.00
Cut Time LLC	Miscellaneous Expenditure	\$	349.00
Dan Bentzinger	Professional Services	\$	120.00
Dan Endorf	Travel	\$	170.30
Dan Schuldt	Professional Services	\$	140.00
Dan Schuldt	Professional Services	\$	70.00
Dan Schuldt	Professional Services	\$	135.00
DAS State Accounting Central Finance	Other Communication	\$	267.63
Dawn Bourbon	Professional Services	\$	22.50
Dawson Public Power District	Electricity	\$	830.15
Dawson Public Power District	Electricity	\$	1.75
Deb Stroh	Professional Services	\$	120.00
Deborah Merz	Miscellaneous Expenditure	\$	36.96
DECA Reston	Miscellaneous Expenditure	\$	280.00
DECA Reston	Miscellaneous Expenditure	\$	60.00
Dellene Bosard	Supplies	\$	29.96
Divas at Kearney Floral Co.	Supplies	\$	1,217.70
Domino's Pizza	Supplies	\$	59.50
Domino's Pizza	Food	\$	4,224.50
Donald D Koller	Supplies	\$	33.04
Donald D Koller	Supplies	\$	62.15
Donald D Koller	Supplies	\$	74.90
Doug Wyatt	Professional Services	\$	120.00
Drake Beranek	Miscellaneous Expenditure	\$	430.96
Drennan Cool	Professional Services	\$	90.00
Eakes Office Solutions	Supplies	\$	2,105.13
Eakes Office Solutions	Supplies	\$	16.60
Eakes Office Solutions	Supplies	\$	2,090.89
Eakes Office Solutions	Supplies	\$	1,263.40
Eakes Office Solutions	Supplies	\$	393.32
Eakes Office Solutions	Supplies	\$	131.87

Eakes Office Solutions	Supplies	\$	7.99
Eakes Office Solutions	Supplies	\$	61.80
Eakes Office Solutions	Supplies	\$	157.97
Echo Group Inc.	Supplies	\$	387.50
Electronic Sound Inc	Professional Services	\$	1,859.00
Elizabeth Lopez	Travel	\$	16.64
ELocalLink Inc	Advertising	\$	6,000.00
Emily Noble	Miscellaneous Expenditure	\$	87.62
Emily Roemmich	Miscellaneous Expenditure	\$	22.50
Eric Fuentes	Professional Services	\$	360.00
ESU 10	Dues and Fees	\$	120.00
ESU 10	Dues and Fees	\$	40.00
ESU 10	Technology Software	\$	2,400.00
ESU 11	Textbooks	\$	16,450.00
ESU 7	Sped Tuition/Agencies	\$	1,512.50
ESU Coordinating Council Ainsworth, NE	Technology Software	\$	14,850.00
Expression Wear Inc	Miscellaneous Expenditure	\$	617.00
Farmers Union Coop Assn	Vehicle Gasoline	\$	1,944.63
Farmers Union Coop Assn	Vehicle Gasoline	\$	487.79
FCCLA Herndon	Dues and Fees	\$	312.00
Fearless Ink Custom Apparel, Inc	Miscellaneous Expenditure	\$	990.00
Fearless Ink Custom Apparel, Inc	Miscellaneous Expenditure	\$	90.00
FFA Convention TourNebraska Group	Miscellaneous Expenditure	\$	720.00
First Book	Supplies	\$	1,125.47
Follett Content Solutions LLC	Textbooks	\$	449.30
Follett Content Solutions LLC	Library Referances	\$	56.52
Follett Content Solutions LLC	Library Referances	\$	462.69
Follett Content Solutions LLC	Periodicals	\$	234.65
Follett School Solutions Inc	Textbooks	\$	2,641.50
Frontier	Purchased Service Telephone	\$	5,013.40
Funshine Express Inc.	Supplies	\$	1,699.62
Gartner & Associates Co Inc	Furniture and Fixtures	\$	85,750.00
Gary Arnold	Professional Services	\$	120.00
Gary Stubbs	Professional Services	\$	95.00
Gary Stubbs	Professional Services	\$	60.00
Gary Stubbs	Professional Services	\$	90.00
General Parts LLC	Supplies	\$	1,061.86
Gimkit, Inc.	Supplies	\$	59.88
goBulk.com	Supplies	\$	173.57
Gopher Sport	Supplies	\$	1,590.68
Grace Lueders	Travel	\$	33.21
Graczyk Lawn & Landscape	Miscellaneous Expenditure	\$	6,675.69
Graczyk Lawn & Landscape	Lawn Services	\$	850.00
Grand Island High School	Dues and Fees	\$	75.00
Great Minds LLC	Textbooks	\$	1,264.85
Great Minds LLC	Dues and Fees	\$	105.00
Great Minds LLC	Textbooks	\$	887,716.30
Greg Morris	Professional Services	\$	140.00
Greg Morris	Professional Services	\$	135.00

Gregs Auto Repair LLC	Vehicle Repair	\$	30.00
Gregs Auto Repair LLC	Tires and Parts	\$	389.52
Halli Chramosta	Travel	\$	37.14
Hampton Inn Omaha West Dodge Rd Old Mill	Travel	\$	417.00
Hands of Heartland , LLC	Pupil Services	\$	13,427.08
Hastings High School	Dues and Fees	\$	125.00
Hastings High School	Dues and Fees	\$	100.00
Hastings High School	Dues and Fees	\$	75.00
Hawkins Inc	Supplies	\$	947.62
Heritage Water Services Inc.	Professional Services	\$	955.00
High Point Networks, LLC	Professional Services	\$	56.25
Hiland Dairy Foods	Food	\$	8,384.95
Hiland Dairy Foods	Food	\$	22,339.16
Hobart Sales & Service E.F. Incorporated	Supplies	\$	13,236.16
Hobby Lobby Stores Inc	Supplies	\$	100.16
Hobby Lobby Stores Inc	Supplies	\$	40.30
Hobby Lobby Stores Inc	Supplies	\$	527.21
Hobby Lobby Stores Inc	Miscellaneous Expenditure	\$	112.17
Hobby Lobby Stores Inc	Supplies	\$	59.14
Hobby Lobby Stores Inc	Miscellaneous Expenditure	\$	107.39
Hoehner Turf Irrigation	Lawn Services	\$	391.36
Holdrege High School	Dues and Fees	\$	100.00
Holmes Plumbing & Htg	Supplies	\$	1,730.42
Hometown Leasing	Rentals of Equipment and Vehicles	\$	9,142.53
Humanex Ventures LLC	Miscellaneous Expenditure	\$	1,500.00
HyVee Accounts Receivable	Supplies	\$	337.90
HyVee Accounts Receivable	Food	\$	329.15
Inspire to Create Enterprises LLC	Supplies	\$	150.00
Inspire to Create Enterprises LLC	Miscellaneous Expenditure	\$	62.71
Integrated Security Solutions LLC	Professional Services	\$	1,897.66
Integrated Security Solutions LLC	Professional Services	\$	1,925.00
Intellicom	Professional Services	\$	338.00
J Spot Services LLC	Professional Services	\$	5,373.00
J W Pepper & Son Inc	Supplies	\$	44.25
J W Pepper & Son Inc	Supplies	\$	4.20
J W Pepper & Son Inc	Supplies	\$	245.00
J W Pepper & Son Inc	Supplies	\$	375.09
J W Pepper & Son Inc	Miscellaneous Expenditure	\$	1,920.00
Jack Lederman Co Inc	Professional Services	\$	321.60
Jacob Consbruck	Supplies	\$	257.99
Jaden Smith	Professional Services	\$	95.00
Jaden Smith	Professional Services	\$	95.00
Jamie Serda	Mileage Paid to Parents	\$	250.21
Jason Mundorf	Travel	\$	432.30
Jason Owens	Supplies	\$	35.04
Jaycee Lapp	Professional Services	\$	125.00
Jeana Peterson	Travel	\$	188.38
Jeana Peterson	Miscellaneous Expenditure	\$	70.00
Jennifer Robinson	Family Sales	\$	10.60

Jill Bauer	Travel	\$	21.55
Jim Porter	Professional Services	\$	120.00
Joe Reinke	Professional Services	\$	120.00
Joel Ferebee	Professional Services	\$	95.00
Joel Ferebee	Professional Services	\$	95.00
Joel Ferebee	Professional Services	\$	60.00
Joel Ferebee	Supplies	\$	95.00
Josephine Brink	Professional Services	\$	60.00
JourneyEd.com Inc	Technology Software	\$	12,245.00
Julie Lewis	Miscellaneous Expenditure	\$	158.54
Junior Achievement	Dues and Fees	\$	10,000.00
Kari Vyhlidal	Miscellaneous Expenditure	\$	723.14
Karlie Sines	Professional Services	\$	360.00
Karlie Sines	Professional Services	\$	140.00
Kassi Richards	Professional Services	\$	60.00
Kate Murphy	Travel	\$	102.64
Kathrin Sindt	Travel	\$	5.50
Kearney Ace Hardware	Supplies	\$	101.47
Kearney Ag & Auto Repair Inc	Vehicle Repair	\$	3,100.94
Kearney Ag & Auto Repair Inc	Tires and Parts	\$	38.00
Kearney Area Chamber Of Commerce	Miscellaneous Expenditure	\$	100.00
Kearney BBQ Co	Miscellaneous Expenditure	\$	804.40
Kearney Pub SchFoundation	Professional Services	\$	20,507.94
Kearney Pub SchFoundation	Professional Services	\$	15,265.96
Kearney Pub SchFoundation	Professional Services	\$	2,643.59
Kearney Pub SchFoundation	Professional Services	\$	7,267.07
Kearney Tire & Auto Service Co	Vehicle Repair	\$	1,834.42
Kearney Winlectric Co	Supplies	\$	5,696.96
Kearney Winnelson	Supplies	\$	3,020.33
Kelly Supply Co	Supplies	\$	27.04
Kent Washington	Professional Services	\$	60.00
Kent Washington	Professional Services	\$	60.00
Kent Washington	Professional Services	\$	60.00
Kidwell	Repairs & Maintenance Services	\$	1,994.00
Kim Henry	Professional Services	\$	360.00
Kim Loofe	Travel	\$	22.27
Kindermusik International Inc.	Supplies	\$	174.00
Kuder	Supplies	\$	69.95
Lakeshore Lrng Materials	Supplies	\$	322.04
Lakeshore Lrng Materials	Supplies	\$	1,334.64
Laminator.com Inc	Supplies	\$	126.86
Laminator.com Inc	Supplies	\$	154.46
Lanette Puccini	Professional Services	\$	60.00
Learning AZ	Supplies	\$	132.00
Learning AZ	Supplies	\$	141.16
Liberty Hardwoods Inc	Miscellaneous Expenditure	\$	3,790.45
Lincoln East High School	Dues and Fees	\$	160.00
Lincoln Journal Star	Advertising	\$	1,369.64
Lincoln Northeast High School	Dues and Fees	\$	370.00

Lincoln Southeast High School	Dues and Fees	\$	175.00
Lincoln Southeast High School	Dues and Fees	\$	80.00
Lincoln Southwest High School	Dues and Fees	\$	135.00
Lisa Martenson	Travel	\$	7.34
Lori Keller	Travel	\$	18.47
Luke Derowitsch	Professional Services	\$	120.00
Lura Townsend	Contracted Educational	\$	446.20
Lyle Ziems	Professional Services	\$	120.00
Lynnette Wagner	Professional Services	\$	300.00
Mackenzie Anderson	Professional Services	\$	120.00
Mailgun Technologies Inc	Technology Software	\$	325.00
Marci Ochsner	Travel	\$	49.78
Marisa Dixon	Professional Services	\$	120.00
Mark McElroy	Professional Services	\$	120.00
Mary Dubas	Miscellaneous Expenditure	\$	318.28
Mascot Junction Inc.	Supplies	\$	218.00
Masters True Value	Supplies	\$	164.23
Masters True Value	Repairs & Maintenance Services	\$	151.98
Masters True Value	Supplies	\$	19.45
Matheson TriGas Inc	Supplies	\$	1,374.41
Matheson TriGas Inc	Rentals of Equipment and Vehicles	\$	175.88
Matheson TriGas Inc	Supplies	\$	3,949.40
Matt Barth	Professional Services	\$	60.00
Matt Friend Truck Equip Inc	Furniture and Fixtures	\$	4,227.00
Medco Supply	Miscellaneous Expenditure	\$	13.63
Mel Nutt	Professional Services	\$	270.00
Mel Nutt	Professional Services	\$	70.00
Mel Nutt	Professional Services	\$	140.00
Melisa Dobish	Travel	\$	481.79
Menards Kearney	Supplies	\$	309.67
Menards Kearney	Supplies	\$	114.95
Menards Kearney	Supplies	\$	1,139.13
Menards Kearney	Supplies	\$	626.29
Menards Kearney	Supplies	\$	162.52
Menards Kearney	Miscellaneous Expenditure	\$	392.40
Menards Kearney	Supplies	\$	29.75
Metal Doors & Hardware Co	Supplies	\$	4,789.52
Michael Ferguson	Professional Services	\$	120.00
Michaela Stuhr	Professional Services	\$	140.00
Midway Chrysler Dodge Jeep	Vehicle Repair	\$	336.50
Midwest Connect	Supplies	\$	27.06
Midwest Connect	Supplies	\$	13.42
Midwest Connect	Postage	\$	2.64
Midwest Connect	Postage	\$	67.20
Midwest Connect	Postage	\$	233.79
Midwest Connect	Postage	\$	27.30
Midwest Connect	Postage	\$	41.58
Midwest Connect	Postage	\$	4.62
Midwest Connect	Postage	\$	36.26

Midwest Connect	Postage	\$	3.06
Midwest Connect	Supplies	\$	63.35
Midwest Connect	Postage	\$	161.93
Midwest Connect	Postage	\$	8.40
Midwest Connect	Postage	\$	1.98
Midwest Connect	Postage	\$	0.66
Midwest Connect	Postage	\$	115.50
Midwest Connect	Postage	\$	30.93
Midwest Turf & Irrigation	Furniture and Fixtures	\$	43,642.56
Mike Herman	Professional Services	\$	140.00
Mindi Heese	Travel	\$	48.08
Misko Sports	Miscellaneous Expenditure	\$	2,688.00
Misko Sports	Miscellaneous Expenditure	\$	157.00
Misko Sports	Miscellaneous Expenditure	\$	119.00
Misko Sports	Miscellaneous Expenditure	\$	119.00
Mister B's Tees	Miscellaneous Expenditure	\$	1,720.00
Mitch Ivey	Professional Services	\$	95.00
Mitch Ivey	Supplies	\$	95.00
Mitch Olson	Travel	\$	24.37
Modern Cleaners and Drapery	Miscellaneous Expenditure	\$	152.90
Moonlight Embroidery & Screen Print	Miscellaneous Expenditure	\$	30.00
Moonlight Embroidery & Screen Print	Miscellaneous Expenditure	\$	1,741.00
Moonlight Embroidery & Screen Print	Miscellaneous Expenditure	\$	264.00
Morgan Walker	Travel	\$	43.56
n2y, LLC	Supplies	\$	594.80
n2y, LLC	Supplies	\$	594.80
NACIA	Dues and Fees	\$	40.00
NAEA District 6 Agriculture Education	Miscellaneous Expenditure	\$	205.00
NASBNE Association of School Boards	Travel	\$	89.00
NASBNE Association of School Boards	Dues and Fees	\$	40.00
Nate Sughroue	Professional Services	\$	60.00
Nate Sughroue	Professional Services	\$	95.00
Nate Sughroue	Professional Services	\$	60.00
Nate Sughroue	Professional Services	\$	60.00
Nate Sughroue	Professional Services	\$	150.00
National Association for Music Education	Miscellaneous Expenditure	\$	133.00
National Insurance Marketing Brokers LLC	Professional Services	\$	4,070.25
Navigator Motorcoaches Inc	Transportation Charges	\$	1,006.64
Navigator Motorcoaches Inc	Transportation Charges	\$	393.36
Navigator Motorcoaches Inc	Transportation Charges	\$	1,450.00
Navigator Motorcoaches Inc	Transportation Charges	\$	1,450.00
NCS Pearson Inc	Supplies	\$	118.00
NCSANebraska Council of School Admin	Dues and Fees	\$	644.00
NCSANebraska Council of School Admin	Travel	\$	85.00
NCSANebraska Council of School Admin	Travel	\$	150.00
NCSANebraska Council of School Admin	Dues and Fees	\$	166.00
NCSANebraska Council of School Admin	Travel	\$	450.00
NCSANebraska Council of School Admin	Dues and Fees	\$	260.00
NCSANebraska Council of School Admin	Dues and Fees	\$	635.00

NCSA Nebraska Council of School Admin	Dues and Fees	\$	784.00
NE Infinite Campus User Group	Travel	\$	150.00
Nebraska Basketball Coaches Association	Dues and Fees	\$	40.00
Nebraska Central Equipment Co	Tires and Parts	\$	784.95
Nebraska Coaches Association	Supplies	\$	75.00
Nebraska Crane, Inc	Professional Services	\$	947.50
Nebraska DECA	Miscellaneous Expenditure	\$	450.00
Nebraska Department of Ed NEMTSS	Travel	\$	125.00
Nebraska FBLA	Miscellaneous Expenditure	\$	360.00
Nebraska FFA Association	Miscellaneous Expenditure	\$	25.00
Nebraska Music Education Assoc	Miscellaneous Expenditure	\$	250.00
Nebraska Public Health Envrmt Lab	Professional Services	\$	15.00
Nebraska Public Power District	Electricity	\$	79,274.40
Nebraska Public Power District	Miscellaneous Expenditure	\$	37.61
Nebraska Safety Center	Professional Services	\$	895.00
Nebraska Schoolmasters Club	Dues and Fees	\$	35.00
Nebraska State Bar Foundation	Miscellaneous Expenditure	\$	75.00
Noah Fader	Professional Services	\$	140.00
NorMed Inc	Supplies	\$	25.04
NorMed Inc	Supplies	\$	203.30
North Platte High School	Dues and Fees	\$	100.00
Northeast Community College	Miscellaneous Expenditure	\$	400.00
Northwestern Energy	Natural Gas	\$	2,604.39
OES, Inc	Miscellaneous Expenditure	\$	11,302.50
Off Duty Management, Inc	Miscellaneous Expenditure	\$	276.00
Omaha Performing Arts	Miscellaneous Expenditure	\$	125.00
One Call Concepts Inc	Professional Services	\$	36.68
One Call Concepts Inc	Professional Services	\$	23.50
One Source	Professional Services	\$	338.00
One Source	Dues and Fees	\$	91.00
OPS Music Department	Dues and Fees	\$	200.00
OTC Brands, Inc	Supplies	\$	200.15
Paige Garringer	Travel	\$	107.22
PANOGOLD Baking Co.	Food	\$	5,730.90
PapillionLa Vista High School	Dues and Fees	\$	125.00
Peak Interests LLC	Food	\$	739.50
Peak Interests LLC	Food	\$	3,740.00
Peerless Machine & Mfg Inc	Professional Services	\$	185.00
PEP CO, Inc.	Professional Services	\$	1,125.00
Perry Guthery Haasa & Gessford PC LLO	Contracted Legal Services	\$	1,074.60
Personal Touches Embroidery	Miscellaneous Expenditure	\$	320.00
Phillip Brown	Family Sales	\$	42.00
Platte Valley Communications	Other Communication	\$	622.99
Pleasanton High School	Dues and Fees	\$	100.00
PowerSchool	Professional Services	\$	24,754.38
Prairie View Roofing & Development LLC	Repairs & Maintenance Services	\$	425.00
Premier Rental Purchase	TechnologyRelated Hardware	\$	699.99
Premier Rental Purchase	Miscellaneous Expenditure	\$	699.99
ProEd Inc.	Supplies	\$	179.30

Proquest LLC	AudioVisual Materials	\$	2,009.40
Quill Corporation	Supplies	\$	737.59
Quill Corporation	Miscellaneous Expenditure	\$	16.79
Quill Corporation	Miscellaneous Expenditure	\$	305.99
Rachel Ann Pierce	Supplies	\$	2,565.79
RaNay Casper	Professional Services	\$	60.00
Raylyn Paget	Professional Services	\$	125.00
Reading with TLC	Supplies	\$	241.98
Really Good Stuff Inc	Supplies	\$	319.07
Really Good Stuff Inc	Miscellaneous Expenditure	\$	46.94
Rebecca Brecht	Professional Services	\$	60.00
Rebecca Buchanan	Professional Services	\$	60.00
Remind Me Designs	Miscellaneous Expenditure	\$	1,660.00
RevTrak	Supplies	\$	19.95
Rhonda Moseley	Travel	\$	34.72
Robin Bennett	Miscellaneous Expenditure	\$	146.64
Roxanne Aistrope	Supplies	\$	125.00
Rutt's Heating & Air Conditioning Inc	Rentals of Equipment and Vehicles	\$	2,500.00
Ryan Hogue	Travel	\$	923.55
Ryan Rathke	Professional Services	\$	65.00
Sara Langan	Travel	\$	31.83
Sara Langan	Travel	\$	97.99
Sayler Screenprinting	Miscellaneous Expenditure	\$	205.00
Sayler Screenprinting	Miscellaneous Expenditure	\$	462.50
Scholastic Book Fairs	Miscellaneous Expenditure	\$	1,796.16
Scholastic Book Fairs	Miscellaneous Expenditure	\$	1,601.74
Scholastic Book Fairs	Miscellaneous Expenditure	\$	687.10
Scholastic Book Fairs	Miscellaneous Expenditure	\$	1,352.73
Scholastic Book Fairs	Miscellaneous Expenditure	\$	1,491.79
Scholastic Magazines Inc.	Supplies	\$	1,814.92
Scholastic Magazines Inc.	Supplies	\$	107.53
School Mate Morris Press	Supplies	\$	107.50
School Mate Morris Press	Supplies	\$	473.00
School Nurse Supply Inc	Supplies	\$	829.00
School Nutrition Association	Dues and Fees	\$	117.00
School Specialty Inc	Supplies	\$	364.08
Scott Anderson	Professional Services	\$	60.00
Scott Anderson	Professional Services	\$	60.00
Scott Schukar	Supplies	\$	95.00
Securly, Inc	Dues and Fees	\$	4,971.50
Sejal Vaghela	Family Sales	\$	24.00
Seth Maschmeier	Professional Services	\$	95.00
Sheffield Pottery Inc	Supplies	\$	395.00
Sheridan Swotek	Travel	\$	709.60
SherwinWilliams	Supplies	\$	192.47
Shiffler Equipment Sales Inc OHIO	Supplies	\$	80.79
Shiffler Equipment Sales Inc OHIO	Supplies	\$	5.12
Sign Center Inc.	Professional Services	\$	279.19
SignGlasses LLC	Contracted Educational	\$	2,305.80

Sonshine World	Professional Services	\$	479.00
Sonya Arredondo	Professional Services	\$	60.00
SOS Portable Toilets, Inc	Miscellaneous Expenditure	\$	480.00
Soundtrap US Inc	Miscellaneous Expenditure	\$	207.00
Springer Roofing, Inc.	Roofs	\$	172,120.00
Stacie Williams	Supplies	\$	89.32
Stagecoach Gift Shop	Supplies	\$	91.94
Striv AV, LLC	Miscellaneous Expenditure	\$	4,742.80
Stu Moore	Professional Services	\$	60.00
Stu Moore	Professional Services	\$	60.00
Stu Moore	Professional Services	\$	90.00
SupplyWorks	Supplies	\$	4,785.07
SupplyWorks	Repairs & Maintenance Services	\$	4,010.54
Sydney Elliott	Professional Services	\$	60.00
Sydney Steele	Travel	\$	61.51
Tabetha Swanson	Family Sales	\$	10.25
Tavcom Inc	Miscellaneous Expenditure	\$	1,500.00
Taylor Lebsock Churchill	Professional Services	\$	60.00
Taylor Wyatt	Professional Services	\$	120.00
Teacher Synergy Inc	Supplies	\$	40.23
Tennille Allison	Travel	\$	80.57
The Filter Shop Inc	Supplies	\$	724.37
The Line Up	Miscellaneous Expenditure	\$	1,485.00
The Lockmobile	Supplies	\$	27.25
The Rustic Patch	Miscellaneous Expenditure	\$	660.07
The Waldinger Corporation	Repairs & Maintenance Services	\$	349.80
Theison Anderson	Miscellaneous Expenditure	\$	17.25
Tim Valleau	Professional Services	\$	250.00
Tim Valleau	Supplies	\$	95.00
TK Elevator Corporation	Repairs & Maintenance Services	\$	891.25
Tori Stofferson	Travel	\$	229.25
Trade Well Pallet Inc.	Supplies	\$	1,870.00
Trane	Repairs & Maintenance Services	\$	970.00
Trane	Building Acquisitions and Improvements	\$	10,547.00
Treianne Patterson	Professional Services	\$	125.00
Treianne Patterson	Professional Services	\$	130.00
Tresona Multimedia, LLC	Dues and Fees	\$	340.00
Trey Schlender	Travel	\$	20.44
Tricia Kasper	Professional Services	\$	360.00
TriCounty Glass Inc	Professional Services	\$	1,724.00
ULINE	Supplies	\$	1,037.96
Univ of NebraskaLincoln Buffalo Co Ext	Miscellaneous Expenditure	\$	150.00
University of NE Kearney	Dues and Fees	\$	3,400.00
UNK Dept of Music, Theatre, & Dance	Dues and Fees	\$	125.00
UNL Scholarship	Miscellaneous Expenditure	\$	250.00
UNL Scholarship	Miscellaneous Expenditure	\$	250.00
US Bank Cardmember Service	Supplies	\$	1,432.50
US Bank Cardmember Service	Supplies	\$	359.86
US Bank Cardmember Service	Technology Software	\$	1,349.68

US Bank Cardmember Service	Dues and Fees	\$	274.00
US Bank Cardmember Service	Dues and Fees	\$	474.00
US Bank Cardmember Service	Supplies	\$	581.99
US Bank Cardmember Service	Supplies	\$	180.00
US Bank Cardmember Service	Dues and Fees	\$	721.00
US Bank Cardmember Service	Licenses and Fees	\$	99.00
US Bank Cardmember Service	Travel	\$	19.00
US Bank Cardmember Service	Advertising	\$	215.53
US Bank Cardmember Service	Professional Services	\$	358.00
US Bank Cardmember Service	Supplies	\$	1,282.55
US Bank Cardmember Service	Supplies	\$	21.98
US Bank Cardmember Service	Furniture and Fixtures	\$	310.29
US Bank Cardmember Service	Driver License/Criminal History	\$	105.00
US Bank Cardmember Service	Dues and Fees	\$	2,160.00
US Bank Cardmember Service	Professional Services	\$	207.00
US Bank Cardmember Service	Travel	\$	1,913.46
US Bank Cardmember Service	Professional Services	\$	300.00
US Bank Cardmember Service	Professional Services	\$	69.00
US Bank Cardmember Service	Travel	\$	1,913.46
US Bank Cardmember Service	Dues and Fees	\$	300.00
US Bank Cardmember Service	Miscellaneous Expenditure	\$	63.10
US Bank Cardmember Service	Miscellaneous Expenditure	\$	1,500.00
US Bank Cardmember Service	Supplies	\$	100.34
US Bank Cardmember Service	Transportation Charges	\$	42.73
US Bank Cardmember Service	Supplies	\$	391.00
US Bank Cardmember Service	Dues and Fees	\$	125.00
US Bank Cardmember Service	Supplies	\$	391.00
US Bank Cardmember Service	Dues and Fees	\$	125.00
US Bank Cardmember Service	Transportation Charges	\$	29.53
US Bank Cardmember Service	Miscellaneous Expenditure	\$	295.00
US Bank Cardmember Service	Miscellaneous Expenditure	\$	247.31
US Bank Cardmember Service	Supplies	\$	782.00
US Bank Cardmember Service	Miscellaneous Expenditure	\$	250.00
US Bank Cardmember Service	Miscellaneous Expenditure	\$	650.87
US Bank Cardmember Service	Miscellaneous Expenditure	\$	286.35
US Bank Cardmember Service	Miscellaneous Expenditure	\$	92.90
US Bank Cardmember Service	Supplies	\$	187.82
US Bank Cardmember Service	Miscellaneous Expenditure	\$	969.00
US Bank Cardmember Service	Miscellaneous Expenditure	\$	2,146.19
US Bank Cardmember Service	Miscellaneous Expenditure	\$	2,394.83
US Bank Cardmember Service	Miscellaneous Expenditure	\$	1,910.00
US Bank Cardmember Service	Miscellaneous Expenditure	\$	275.00
US Bank Cardmember Service	Miscellaneous Expenditure	\$	333.00
US Bank Cardmember Service	Miscellaneous Expenditure	\$	1,767.07
US Bank Cardmember Service	Food	\$	767.00
US Bank Cardmember Service	Dues and Fees	\$	855.00
US Bank Cardmember Service	Miscellaneous Expenditure	\$	657.31
US Bank Cardmember Service	Miscellaneous Expenditure	\$	1,566.31
US Bank Cardmember Service	Miscellaneous Expenditure	\$	250.00

US Bank Cardmember Service	Miscellaneous Expenditure	\$	525.00
US Foods Inc	Food	\$	-
US Foods Inc	Food	\$	2,533.50
USI Education & Government Sales	Supplies	\$	39.89
Ventris Learning LLC	Miscellaneous Expenditure	\$	90.00
Verizon Wireless	Miscellaneous Expenditure	\$	30.04
Verizon Wireless	Purchased Service Telephone	\$	-
Verizon Wireless	Purchased Service Telephone	\$	70.24
Verizon Wireless	Purchased Service Telephone	\$	39.85
Verizon Wireless	Purchased Service Telephone	\$	-
Verizon Wireless	Purchased Service Telephone	\$	-
Verizon Wireless	Purchased Service Telephone	\$	146.88
Verizon Wireless	Purchased Service Telephone	\$	39.85
Verizon Wireless	Purchased Service Telephone	\$	39.85
Verizon Wireless	Purchased Service Telephone	\$	39.85
Verizon Wireless	Purchased Service Telephone	\$	39.85
Verizon Wireless	Purchased Service Telephone	\$	97.04
Verizon Wireless	Miscellaneous Expenditure	\$	-
Verizon Wireless	Purchased Service Telephone	\$	446.23
Vicky C. DeWald	Miscellaneous Expenditure	\$	79.73
Vicky C. DeWald	Miscellaneous Expenditure	\$	41.25
Virco Inc	Supplies	\$	2,590.35
Voyager Sopris Learning	Miscellaneous Expenditure	\$	139.70
W.T. Cox Subscriptions	Library Referances	\$	205.58
W.T. Cox Subscriptions	Periodicals	\$	78.08
Walmart Community BRC	Supplies	\$	3,028.92
Walmart Community BRC	Supplies	\$	731.81
Walsworth Publishing Company	Miscellaneous Expenditure	\$	350.00
Walsworth Publishing Company	Miscellaneous Expenditure	\$	15,382.56
West Music	Supplies	\$	24.94
West Music	Supplies	\$	18.94
WeVideo	Supplies	\$	215.88
WILKINS ArchitectureDesignPlanning	Building Acquisitions and Improvements	\$	1,103.86
WILKINS ArchitectureDesignPlanning	Construction Services	\$	12,586.16
Will Richter	Supplies	\$	280.00
William V MacGill & Co	Supplies	\$	10,247.00
William V MacGill & Co	Supplies	\$	165.95
Winzer Franchise Company	Supplies	\$	138.18
Wordware Inc.	Technology Software	\$	1,168.20
World's Finest Chocolate	Miscellaneous Expenditure	\$	3,720.00
WPCWestern Path Consult Inc	Drug Testing	\$	73.00
WPS Western Psychological Services	Supplies	\$	106.70
Yandas Music	TechnologyRelated Hardware	\$	45.75
Zac Sweet	Professional Services	\$	60.00

**SPECIAL BUILDING FUND and QCPUF
CLAIMS TO REPORT FOR OCTOBER 2023**

VENDOR	DESCRIPTION		
BD Construction	Construction Services	\$	152,017.45

BOKF, National Association	Redemption of Principal	\$ 1,004,675.00
WILKINS ArchitectureDesignPlanning	Building Acquisitions and Improvements	\$ 442.15
WILKINS ArchitectureDesignPlanning	Construction Services	\$ 21,615.59
WILKINS ArchitectureDesignPlanning	Construction Services	\$ 7,072.83
WILKINS ArchitectureDesignPlanning	Construction Services	\$ 2,146.56

TREASURER'S REPORT

General Account - NebraskaLand National Bank Month Ending September 30, 2023

Per Bank

NebraskaLand Bank	September 30, 2023	\$	35,103,943.38
Less Outstanding Checks		\$	(23,595.86)
Less Outstanding Other Disbursements		\$	-
Plus Outstanding Deposits		\$	(219.04)
Adjustment			
Ending Balance		\$	<u>35,080,128.48</u>

Per Books

Beginning Balance	September 30, 2023	\$	26,326,924.97
Plus Receipts		\$	16,602,358.22
Less Expenditures		\$	(7,848,818.24)
Less Returned Checks			
Adjustment			
Voided Checks		\$	(336.47)
Ending Book Balance	September 30, 2023	\$	<u>35,080,128.48</u>

Flex Spending Account Balance

\$93,655.82

School District 7

Fund Balances

Fiscal Year: 2023-2024

Month: September
 Year: 2023
 Fund Type:

Include Cash Balance
 FY End Report

<u>Fund</u>	<u>Description</u>	<u>Beginning Balance</u>	<u>Revenue</u>	<u>Expense</u>	<u>Transfers</u>	<u>Fund Balance</u>	<u>Cash Balance</u>	<u>Variance</u>
01	General Fund	\$27,033,504.65	\$13,862,964.77	(\$6,992,123.88)	\$0.00	\$33,904,345.54	\$22,584,691.58	\$11,319,653.96
02	Depreciation Fund	\$1,076,196.69	\$5,677.98	(\$2,086.59)	\$0.00	\$1,079,788.08	\$1,079,788.08	\$0.00
03	Employee Benefit Fund	\$323,877.92	\$0.00	\$0.00	\$0.00	\$323,877.92	\$323,877.92	\$0.00
05	Activities Fund	\$2,679,878.46	\$149,216.14	(\$219,742.36)	\$0.00	\$2,609,352.24	\$2,651,014.33	(\$41,662.09)
06	School Nutrition Fund	\$2,787,009.30	\$312,426.40	(\$493,409.23)	\$0.00	\$2,606,026.47	\$2,662,972.98	(\$56,946.51)
07	Bond Fund	\$10,080,339.66	\$2,021,005.14	\$0.00	\$0.00	\$12,101,344.80	\$10,080,339.66	\$2,021,005.14
08	Special Building Fund	\$1,914,684.98	\$97,027.77	(\$29,828.12)	\$0.00	\$1,981,884.63	\$1,884,856.86	\$97,027.77
09	Qualified Capital Fund	\$10,549,849.68	\$0.00	(\$9,296.51)	\$0.00	\$10,540,553.17	\$10,188,153.82	\$352,399.35
10	Coop Fund	\$130,684.67	\$3,862.68	(\$83,236.87)	\$0.00	\$51,310.48	\$53,573.94	(\$2,263.46)
12	Student Fee Fund	\$287,578.14	\$14,480.42	(\$18,945.87)	\$0.00	\$283,112.69	\$283,238.45	(\$125.76)
Grand Total:		\$56,863,604.15	\$16,466,661.30	(\$7,848,669.43)	\$0.00	\$65,481,596.02	\$51,792,507.62	\$13,689,088.40

End of Report

DATE: Sept 2023

	<u>FY 2024</u>	<u>TOTAL BUDGET</u>	<u>%</u>
GENERAL FUND			
Income:	13,862,964.77	73,615,368.00	18.83%
Expense:	<u>6,992,123.88</u>	73,615,368.00	9.50%
Net:	6,870,840.89		

BUILDING FUND			
Income:	97,028.00	2,971,280.00	3.27%
Expense:	<u>29,828.00</u>	2,971,280.00	1.00%
Net:	67,200.00		

SCHOOL NUTRITION FUND			
Income:	312,426.40	4,562,125.00	6.85%
Expense:	493,409.23	4,562,125.00	10.82%
Net:	(180,982.83)		

	<u>TOTAL</u>	<u># OF DAYS</u>	<u>DAILY AVG.</u>
Lunch	140,229	33.12	4,234
Breakfast	32,464	32.79	990

	<u>FY 2024</u>	<u>BUDGET</u>	<u>%</u>
<u>GENERAL FUND</u>			
Income:	13,862,965	73,615,368	18.83%
Expense:	<u>6,992,124</u>	73,615,368	9.50%
Net:	6,870,841		
100 Supt.	83,086	200,000	41.54%
103 Comm	17,016	30,000	56.72%
211 Dir PS-5	35,021	278,000	12.60%
220 Sped	50,687	599,747	8.45%
230 Media	2,769	29,000	9.55%
240 Dir SS&S	9,004	87,500	10.29%
270 Dir 6-12	22,338	205,000	10.90%
310 Personnel	94,102	167,000	56.35%
320 Technology	214,085	1,600,000	13.38%
400 Principals	144,460	976,500	14.79%
510 Finance	469,894	5,974,703	7.86%
550 Facilities	204,126	2,795,625	7.30%
560 Utilities	86,651	975,000	8.89%
570 Transport.	76,012	250,000	30.40%
910 Payroll	5,356,371	57,667,293	9.29%
931 Substitutes	121,021	1,750,000	6.92%
941 Overtime	5,483	30,000	<u>18.28%</u>
	6,992,124	73,615,368	9%

Bearcat Diner Financial Statement for Month Ending September 30 2023

Receipts:	Budget	Month End	Year-to-Date	% of Budget	2022-2023%
Federal Reimbursement	\$ 2,000,000.00	\$ 186,790.06	\$ 186,790.06	9.34%	11.07%
Sale of Lunches -Pupils	\$ 1,350,000.00	\$ 121,030.59	\$ 121,030.59	8.97%	10.08%
Other Income	\$ 72,700.00	\$ 4,606.00	\$ 4,606.00	6.34%	8.86%
District Support			\$ -		
Total:	\$ 3,422,700.00	\$ 312,426.65	\$ 312,426.65	9.13%	10.63%
 Expenditures:					
Salaries/Fringe	\$ 2,053,157.06	\$ 208,616.54	\$ 208,616.54	10.16%	10.14%
	\$ 2,053,157.06	\$ 208,616.54	\$ 208,616.54	10.16%	10.14%
Food Items	\$ 2,239,717.94	\$ 262,341.42	\$ 262,341.42	11.71%	11.48%
Equipment	\$ 200,000.00	\$ 8,105.98	\$ 8,105.98	4.05%	18.35%
Supplies,Repairs and Other	\$ 69,250.00	\$ 14,345.29	\$ 14,345.29	20.72%	17.14%
Total:	\$ 4,562,125.00	\$ 493,409.23	\$ 493,409.23	10.82%	11.21%
Revenue Over/Under Expenses		\$ (180,982.58)	\$ (180,982.58)		
Beginning Balance	\$ 2,540,052.00		\$ 2,540,052.00		
Ending Balance	\$ 2,540,052.00		\$ 2,359,069.42		\$ 2,643,965.48
 Federal Money Due					
		\$ 203,187.07			
 Accounts Receivable < \$50.00					
		\$ 6,106.51			
 Accounts Receivable > \$50.00					
		\$ 19,504.79			

Annual Board Report

Meadowlark Elementary Parent Advisory Committee Annual Report

Report as of Year Ending August 31, 2023

Per Bank Statement

First National Bank, August 24, 2022

Plus Deposits
Less Expenditures
Less Outstanding Checks

Statement Ending Balance, August 23, 2023

Per Check Register

Balance of September 1, 2022

Revenue Collected September 1, 2022 to August 31, 2023

Fundraising:
Believe Productions
Movie Family Fun Night
Paint Paradise Family Fun Night
Playground Fundraiser

5th Grade Graduation:
Candy Bar Sales
Donations for Graduation

Donations to PAC:
Parent Teacher Conference Meals
Thanksgiving Baskets
Volunteer Donation

Total Deposits

Disbursements September 1, 2022 to August 31, 2023

Movie Family Fun Night
Fundraiser Winner Prizes
Parent Teacher Conference Meals
Playground Refurbishment
Scholarship
Staff Meals & Gifts
Student Support
Teacher Accounts
Teacher Appreciation Items
5th Grade Graduation Items
Believe Productions Fundraiser Purch

Total Disbursement

Ending Balance August 31, 2023

Instructions: Please submit the original copy of the report to Dianne Lamb at Central Office one week prior to the Board Meeting, which is the second Monday of each month.

6,987.87
83,675.16
-79,960.46

-

10,702.57

7,011.88

21,368.50

982

227

57,217.00

1,353.00

585.38

750

110

420

83,012.88

1,025.00

531.48

1,121.36

53,787.75

1,000.00

284.75

3,668.56

7,200.00

3,641.97

1,349.92

5,726.40

79,337.19

10,687.57

Annual Board Report

Windy Hills PTO Annual Report

Report as of Year Ending August 5, 2023

Per Bank Statement		2022-2023	
First National Bank	August 5, 2022	\$	15,876.42
Plus Deposits			17,878.01
Plus Interest			43.10
Less Expenditures			20,628.72
Less Outstanding Deposits 2022-2023		\$	-
Plus Outstanding Checks 2022-2023		\$	1,313.14
Statement Ending Balance	August 5, 2023	\$	14,481.95
Per Check Register			
Balance of August 5, 2022		\$	15,913.73
Revenue Collected August 5, 2022 to August 5, 2023			
Donations		\$	22.00
School Sponsorship		\$	7,450.00
Snack Sales		\$	1,422.10
Book Fair		\$	1,858.84
Fall Festival		\$	5,559.52
Box Tops		\$	73.30
Parking Spot Raffle		\$	100.00
Holiday Ornaments		\$	1,248.25
Obstacle Course Smoothies		\$	70.00
Bridge Books		\$	74.00
Interest		\$	43.10
Total Deposits		\$	17,921.11
Disbursements August 5, 2022 to August 5, 2023			
PTO Projects for 2022-2023			
<u>Fundraising</u>			
Back to School		\$	707.20
Fall Festival		\$	1,713.86
<u>Gifts</u>			
Classroom Gifts		\$	2,161.95
<u>Misc</u>			
Student Shirts		\$	2,231.50
Magician Fun Night		\$	750.00
Teacher Appreciation		\$	2,285.83
Room Parent Expenses		\$	42.53
Book Fair		\$	3,506.29
Field Trips		\$	3,441.06
Holiday Ornaments		\$	1,140.52
Marathon		\$	921.05
Holiday Dinner		\$	313.73
Other		\$	1,413.20
Total Disbursement		\$	20,628.72
		\$	13,206.12
Investments/Savings Accounts -			
Ending Balance June 30, 2023		\$	4,531.37

Annual Board Report KHS Theatre Boosters

Report as of Year Ending 2023 (Sept 1, 2022-Aug 31, 2023)

Per Bank Statement

First National Bank of Omaha	September 1, 2022	\$7,680.75
Plus Deposits		\$2,087.05
Plus Interest		\$0
Less Expenditures		\$3,585.19
Less Outstanding Checks		\$0
Statement Ending Balance	August 31, 2023	\$6,182.61

Per Check Register

Balance of September 1, 2022	\$7,680.75
Revenue Collected September 1, 2022 to August 31, 2023	
"Rumors" Cookie/Candy/flower sales deposit	\$516.00
Donation Deposit	\$55.00
"We Will Rock You" Cookie/Novelty/Candy Sales deposit	\$1,516.05
Total Deposits	\$ 2,807.05
Disbursements September 1, 2022 to August 31, 2023	
"Rumors"	
Professional Pictures	\$75.00
Strike Supper	\$167.70
Cookies	\$142.50
"Thespian Competition in Omaha"	\$70.00
"Cabaret Cakes"	\$267.94
"We Will Rock You"	
Professional Pictures	\$75.00
Dress Rehearsal Supper	\$226.95
Short Throw Projector for KHS	\$2,199.00
Strike Supper	\$171.85
Cookies	\$189.25
Total Disbursements	\$3,585.19
Ending Balance August 31, 2023	\$6,182.61

Instructions: Please submit the original copy of the report to Dianne Lamb at Central Office one week prior to the Board Meeting, which is the second Monday of each month.



KEARNEY
PUBLIC SCHOOLS
OWN *Your* FUTURE

Substitute Teacher Employee Handbook

Revised October 2023

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2023-2024 KPS CALENDAR

OWN *Your* FUTURE

NO SCHOOL
START/END
BRIGHT FUTURES
TEACHERS ONLY

AUGUST

- 3&4 New Teacher Orientation
- 7-8-9 Teacher Pre-Service Days
- 10 **First Day of School K-12**
- 10&11 Kindergarten 11:45 Dismiss
- 14 Bright Futures Toddler Program First Day of School
- 17 Bright Futures Preschool First Day of School

AUGUST 2023						
S	M	T	W	Th	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

SEPTEMBER 2023						
S	M	T	W	Th	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

SEPTEMBER

- 1 Bright Futures No School
- 4 No School Labor Day
- 13 & 18 Conferences 5:00-9:00
- 20 No School
- Conferences 1:00-6:00
- Teacher PD 8:00-12:00
- Confs & Work Time 1:00-6:00
- 21 & 22 No School
- Conf Comp Days

OCTOBER

- 6 Bright Futures No School
- 13 No School
- Professional Dev Day, Work Day, Grading
- End of First Quarter
- K-12: 42 Days

OCTOBER 2023						
S	M	T	W	Th	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

NOVEMBER 2023						
S	M	T	W	Th	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

NOVEMBER

- 3 Bright Futures No School
- 13 No School
- Professional Dev Day
- 22-24 No School
- Thanksgiving Vacation

DECEMBER

- 1 Bright Futures No School
- 20 **Early Dismissal**
- Elementary 11:45 am
- Middle School 11:50 am
- High School 11:55 am
- Teacher Grading P.M.
- End 2nd Quarter K-12: 43.5 Days
- 21- January 3 No School
- Holiday Break

DECEMBER 2023						
S	M	T	W	Th	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

JANUARY 2024						
S	M	T	W	Th	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

JANUARY

- 3 No School
- Professional Development Day, Work Day
- 4 **Second Semester Begins**
- 12 Bright Futures No School

FEBRUARY

- 2 Bright Futures No School
- 7 & 12 Conferences 5:00-9:00
- 14 No school
- Conferences 1:00-6:00
- Teacher PD 8:00-12:00
- Confs & Work time 1:00-6:00
- 15 & 16 No School
- Conference Comp. Days

FEBRUARY 2024						
S	M	T	W	Th	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29		

MARCH 2024						
S	M	T	W	Th	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

MARCH

- 1 Bright Futures No School
- 7 End of Third Quarter
- K-12: 43 Days
- 8 No school
- Prof Dev, Work Day, Grading
- 18-22 No School Spring Break
- 29 No School Holiday Break

APRIL

- 1 No School
- 19 No School
- Professional Dev Day
- 26 Bright Futures No School

APRIL 2024						
S	M	T	W	Th	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

MAY 2024						
S	M	T	W	Th	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

MAY

- 10 Bright Futures PS Last Day
- 12 **KHS Graduation**
- 17 **Last Day Early Dismissal**
- Elementary 11:45 am
- Middle School 11:50 am
- High School 11:55 am
- 24 & 27 Bright Futures No School
- End Fourth Quarter K-12: 41.5 days

JUNE

- KCLC & Summer Lunch Program
- 17 Bright Futures Toddler Program No School

JUNE 2024						
S	M	T	W	Th	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

JULY 2024						
S	M	T	W	Th	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

JULY

- KCLC & Summer Lunch Program
- 4 Bright Futures Toddlers Program
- No School
- 12 Bright Futures Toddler Program
- Last Day of School

KEARNEY PUBLIC SCHOOLS DISTRICT INFORMATION

Absence Management/Substitute Placement System

1-800-942-3767 or <https://login.frontlineeducation.com/sso/kearney>

Administration Central Office	308-698-8000	320 West 24 th Street
Human Resources	308-698-8013	dbosard@kearneycats.com
Bryant Elementary School	308-698-8190	1611 Avenue C
Dustin Mitchell	Principal	
Sarah Hawthorne	Asst. Principal	
Raelena Oblinger	Secretary	
Buffalo Hills Elementary School	308-698-8290	6110 11 th Avenue
Jenn True	Principal	
Kristin Furstenberg	Secretary	
Central Elementary School	308-698-8040	300 West 24 th Street
Teresa Schnoor	Principal	
Mikki Tye	Secretary	
Emerson Elementary School	308-698-8270	2705 Avenue E
Meredith Johnson	Principal	
Sarah Hawthorne	Asst. Principal	
Carrie Findley	Secretary	
Glenwood Elementary School	308-698-8240	8105 9 th Avenue
Tracy Schall	Principal	
Angie Holmes	Secretary	
Kearney Education Center	308-698-8050	1511 5 th Avenue
Principal Megan Schmidt	Secretary Julie Tye	
Bright Futures Preschool		
Megan Chamberlain, Brandi Dorsey, Janelle Kowalek, Amber Neban, Amber Sklenar and Lindsie Thiems		
Sixpence Toddler Room (18 months to 3 years old)		
Cheyenne Hester-DeVore, Holli Ourada and Krystal Reynolds		
Kenwood Elementary School	308-698-8200	915 16 th Avenue
Jill Clevenger	Principal	
Saralyn Feddersen	Secretary	
Meadowlark Elementary School	308-698-8210	1010 East 53 rd Street
Mark Stute	Principal	
Lisa Rademacher	Secretary	
Northeast Elementary School	308-698-8230	910 East 34 th Street
Cathy Gundersen	Principal	
Amber Taylor	Asst. Principal	
Amy Hewitt	Secretary	

Park Elementary School Chance Waggoner Deb Stocker	308-698-8280 Principal Secretary	3000 7 th Avenue
Windy Hills Elementary School Jason Calahan Darcy Week	308-698-8220 Principal Secretary	4211 20 th Avenue
Horizon Middle School Amber Lewis Bill Schmidt Reesa Bebb	308-698-8120 Principal Asst. Principal Sub Coordination/Attendance Secretary	915 West 35 th Street
Sunrise Middle School Mark Johnson Erin Jones Shannon Rodehorst	308-698-8150 Principal Asst. Principal Sub Coordination/Attendance Secretary	4611 Avenue N
Kearney High School Jeff Ganz Tennille Allison Jason Boyd Paloma Mena-Werth Ty Swarm Ryan Hogue Lisa Cline	308-698-8060 Principal Asst. Principal Asst. Principal Asst. Principal Asst. Principal Asst. Principal/Director of Activities Sub Coordination/Secretary	2702 West 11 th Street
Hanny Arram Center for Success Jason Owens Amy Phye	Principal Secretary	

School Hours

Preschool

Bright Futures Toddlers (18 months to 3 year olds)	8:20 am to 3:15 pm
Bright Futures Preschool (4-5 year olds)	8:30 am to 3:15 pm

Elementary

Bryant, Central, Meadowlark, Northeast	8:10 am to 3:30 pm
Buffalo Hills, Kenwood, Park, Windy Hills	8:05 am to 3:25 pm
Emerson, Glenwood	8:15 am to 3:35 pm

Kearney High School

Middle Schools	8:00 am to 3:41 pm
	8:10 am to 3:35 pm

Report Times

Preschool	8:00 am to 3:45 pm
Elementary/Middle Schools	7:40 am to 3:45 pm
Kearney High School	7:40 am to 3:45 pm

Substitute Report Times

Preschool	8:00 am to 3:45 pm
Elementary/Middle Schools	7:40 am to 3:45 pm
Kearney High School	7:40 am to 3:45 pm

*Substitute report time refers to the time that the substitute is expected at the school when accepting a job in advance. When accepting a job the morning of or short notice please arrive as soon as possible.

CHAPTER 1 – Notice of Non-Discrimination and Designation of Coordinators

Section 1-A
Section 1-B

NOTICE OF NON-DISCRIMINATION
NOTICE OF DESIGNATION OF COORDINATORS

Section 1-A NOTICE OF NON-DISCRIMINATION

The Kearney Public School District hereby gives this statement of compliance and intends to comply with all state and federal laws prohibiting discrimination. This school district intends to take any necessary measures to assure compliance with such laws against any prohibited form of discrimination.

The Kearney Public School District does not discriminate on the basis of sex, disability, race (including skin color, hair texture and protective hairstyles), color, religion, veteran status, national or ethnic origin, age, marital status, pregnancy, childbirth or related medical condition, sexual orientation or gender identity, or other protected status in its programs and activities and provides equal access to the Boy Scouts and other designated youth groups. The following person has been designated to handle inquiries regarding the non-discrimination policies:

Title IX, Title II, Title VI & Section 504 –

Mrs. Melissa Herrmann, Director of Human Resources
Kearney Public Schools
320 West 24th Street
Kearney, NE 68845
308-698-8011
melherrmann@kearneycats.com

Complaints or concerns involving discrimination or needs for accommodation or access should be addressed to the appropriate Coordinator. For further information about anti-discrimination laws and regulations, or to file a complaint of discrimination with the Office for Civil Rights in the U.S. Department of Education (OCR), please contact the OCR at One Petticoat Lane, 1010 Walnut Street, 3rd Floor, Suite 320, Kansas City, MO 64106, (816) 268-0550 (voice), Fax (816) 268-0599, (800) 877-8339 (telecommunications device for the deaf), or ocr.kansascity@ed.gov.

Section 1-B NOTICE OF DESIGNATION OF COORDINATOR

The Superintendent of Kearney Public Schools has designated the following persons to handle inquiries regarding non-discrimination policies.

The Director of Human Resources is designated to coordinate Kearney Public School's compliance with, and handle inquiries regarding, Title VI and Title VII of the 1964 Civil Rights Act, Section 504 Rehabilitation Act of 1973, Americans with Disabilities Act of 1990, Age Discrimination Act of 1964, Equal Pay Act of 1964, Title IX of the 1972 Education Amendments, and the Nebraska Equal Education Opportunity Act.

Melissa Herrmann, Director of Human Resources
320 West 24th Street
Kearney, NE 68845
308-698-8011
melherrmann@kearneycats.com

For further information about anti-discrimination laws and regulations, or to file a complaint of discrimination with the Office for Civil Rights in the U.S. Department of Education, please contact: Office for Civil Rights, Kansas City Office, U.S. Department of Education at One Petticoat Lane, 1010 Walnut Street, Suite 320, Kansas City, MO 64106, Phone: (816) 268-0550, Fax: (816) 268-0559, Email: OCR.KansasCity@ed.gov.

CHAPTER 2 – Certification

All Substitute Teachers shall hold a valid Nebraska teaching certificate. Certification may be Local, Substitute, or Regular.

KPS requires that all Substitute Teachers provide Human Resources with their valid Nebraska Teaching certificate. The teaching certificate will be presented to the Superintendent of KPS to be signed and registered. A copy of the Teaching Certificate will be kept on file with the Human Resource Department during the term of the Substitute Teacher's employment. It is necessary that the certificate be registered and on file before substituting.

It is the substitute's responsibility to keep the certificate valid.

Although Substitute Teachers can substitute in all subjects, assignments will be made in the Substitute's endorsed area whenever possible.

CHAPTER 3 – Performance Expectations

Kearney Public Schools Substitute Teachers are expected to exhibit a high degree of instructional skill and classroom management ability. The following list of expectations is not meant to be inclusive but merely to outline expectations. Substitute Teachers shall perform such duties as assigned by the administrator.

Substitute Teachers should report to the building office at the beginning of the teaching day. You may be asked to correct daily papers, workbooks, and assume supervision responsibilities as assigned by the building principal. Please leave the room in order and provide the teacher with a note highlighting the day's events. If you have any questions on procedures please contact the building principal.

1. Check in (beginning of your sub time) and out (end of your sub time) of the office with the secretary and by signing in and out of TimeClock.
2. Substitute jobs are generally scheduled in the Absence Management /Substitute Placement system from 7:45 am – 3:45 pm. However, substitutes are expected to arrive early to review lesson plans, etc. when the substitute job has been scheduled in advance. It is acceptable for the substitute to leave at 3:45 pm if his/her work is completed for the substitute assignment.

<u>Report Times</u>	<u>Substitute Report Times</u>
Kearney High School	7:40 am to 3:45 pm
Elementary/Middle Schools	7:40 am to 3:45 pm
Preschool	8:00 am to 3:45 pm

If the teacher's plan time is at the beginning or end of the day substitutes are still expected to be at the school during that time, in case additional coverage is needed in another classroom.

3. Supervise students during class time as well as transitional times. Check with fellow teachers for directions on how to transition students from their room to other classes or activities. Providing adequate supervision is a serious responsibility. This responsibility extends throughout the dismissal time.
4. Follow prescribed lesson plans. If you have completed your work and it is not yet 3:45 pm, check with your fellow teachers and offer to assist.
5. Please leave a note for the teacher highlighting the day's events. You may email this information to the teacher if you prefer.
6. Please be reminded that computers are for instructional purposes only. Personal communications, on-line personal browsing, personal shopping, selling, or trying to access inappropriate sites is strictly prohibited.
7. Do not use cell phones in the classroom or hallways. Cell phone use is to be limited to planning time and lunch time.
8. Substitute teachers are expected to be reliable employees. Reliability is exhibited by following through when a job is accepted and not cancelling at the last minute.
9. To maintain active status, accept one (1) job every thirty (30) days.

While we try to make our handbook and the list of expectations as complete as possible not every instance can be described. In summary, it is expected that Substitute Teachers will model professional behavior.

CHAPTER 4 – Wages and Information

Substitute Pay Rates

Rates effective August 6, 2023

Rates per Full Day

- \$140 Local Certificate
- \$148 Entry Level
- \$153 Entry Level plus 100 Certified Sub Days worked in Kearney Public Schools
- \$168 Retired Teacher Level – 25 years or more teaching experience to be verified (If not KPS retired employee, it is the responsibility of the substitute to provide proof of years of service.
- \$173 Retired Teacher Level plus 100 Certified Sub Days worked in Kearney Public Schools
- \$204 Distinguished Level – 100 Sub Days previous school year with 75% of the days subbing for Certified staff.

Certified Substitute will qualify for the Distinguished pay level after subbing at least 100 days (75% Certified Teaching) in one (1) school year. The pay will go into effect for the next school year after subbing 100 or 100- plus days for KPS. To maintain this rate, the substitute must maintain 100 or 100-plus substitute days the following school year (75% subbing for a Certified Teacher each year for KPS).

Teacher Extended Leave 10 or More Consecutive Days – Certified Substitute Positions - \$26 will be added to the Distinguished Level and \$30 will be added to all other levels.

*When there is a shortage for Certified Substitutes and a Certified Substitute is scheduled for a Para/Sped Para, the Certified Substitute will be moved to the Certified position. **Failure to move to the new assignment will result in the Certified Substitutes pay being reduce to Classified Substitute hourly pay.**

Incentive Goal

Kearney Public Schools has a 75% incentive goal each pay period. This will give substitutes the opportunity to earn an additional \$150 per pay period September through April and an additional \$200 per pay period May and June or an additional \$1,600 for the school year.

If you substitute 75% of the days in a pay period you will receive an incentive stipend of \$150. Also, in our busiest sub pay periods of April (4.6 to 5.5) and May (5.6 to 6.5), the incentive will be \$200.

An additional year-end bonus of \$1,000 will be awarded for subbing over 100 days for the school year (75 days must be Certified sub days).

Pay Period	Possible Days	75% Days
SEPT - 8.6-9.5.2022	18	13.5
OCT - 9.6-10.5.2022	19	14.25
NOV - 10.6-11.5.2022	20	15
DEC - 11.6-12.5.2022	18	13.5
JAN - 12.6-1.5.2023	12.5	9.25

Pay Period	Possible Days	75% Days
FEB - 1.6-2.5.2023	21	15.75
MAR - 2.6-3.5.2023	18	13.5
APR - 3.6-4.5.2023	15	11.25
MAY - 4.6-5.5.2023	19	14.25
JUNE - 5.6-6.5.2023	9.5	7

Substitute Day Information

Time will be rounded to the nearest quarter of an hour:

- 1.5 - 2 hours = .25 day's salary
- 2.25 - 4.5 hours = half day's salary
- 4.75 - 6 hours = .75 day's salary
- 6.25 - 8 hours = full day's salary

When a job is accepted on short notice and it is past the start time, it is understood that the substitute teacher will only be paid for the time worked. The substitute cannot be paid a full day when only a three-fourths day is worked, nor can the substitute be paid three-fourths of a day when only a half day is worked.

Guidelines for Covering an Additional Assignment

On occasion it may become necessary for the principal to adjust the substitute teacher assignments. This may include covering a classroom during the planning time of the original assignment. KPS greatly appreciates your flexibility in these situations. Additional Assignments will be recorded in the building's Substitute Extra Period or Extra Block Log.

Elementary	1 Hour	\$28.80
Middle School	1 Period (48 minutes)	\$23.04
High School	1 Block (83 minutes)	\$39.50

1. High School substitutes are expected to be on duty from 7:40 a.m. to 3:45 p.m.
2. If a High School substitute takes another period or block and RETURNS to their original assignment, they will be paid the additional amount. If the substitute is completely reassigned and they do not return to the original assignment, they will not be paid the additional monies. They would be paid the daily rate.

Pay Period

The pay period will run from the 6th of the month to the 5th of the following month with payment on 20th of the month (example: sub time for Sept. 6 - Oct 5 will be paid Oct. 20th). The board shall establish the compensation of the employees, and shall pay such compensation monthly on or before the (20th) of the month. If the 20th falls on a weekend, payment will occur on the Friday prior to the 20th.

At Kearney Public Schools, it is mandatory that paychecks be automatically deposited. Pay stubs are available on ivisions; see page 18 for directions on how to electronically access your pay stub. If you have questions regarding your paycheck, contact the Human Resources at 698-8013.

Please contact the Human Resource Department immediately with any change of address information.

Deductions

Deductions for community charitable organizations that qualify as tax-exempt under Section 501© (3) of the Internal Revenue Code will be allowed with specific board approval. Deductions required to be made by law will be made without the need for specific approval of the Board of Education. Court-ordered garnishments must be honored as required by law.

Section: TAX SHELTERED ANNUITIES

Kearney Public Schools offers employees the opportunity to contribute to a tax-sheltered annuity through the KPS 403(b) and 457(b) Plan. In response to the regulations governing the administrations of 403(b) and 457 (b) plans, the District has selected 403(b) and 457 (b) Plan Solutions offered by TSA Consulting Group (TSAG) to provide common remitting and Plan compliance services for our plan.

Employees who would like to start or stop a contribution should visit the website below. The handbooks are available at the Human Resources Office.

The website for the 403(b) information: <https://www.tsacg.com/>

- Select Plan Sponsor Pages
- Select State (Nebraska)
- Select Kearney Public Schools

All forms and the handbook are available at this website. Please visit the Human Resources Department for any additional information or assistance.

Below is a list of approved providers. This list is effective as of August 1, 2019.

Ameriprise Financial
AXA Equitable Life Insurance Company
AXA Equitable Life Insurance Company – Roth
Horace Mann Insurance Company
Horace Mann Insurance Company – Roth
Modern Woodmen of America
Invesco Oppenheimer Funds
Invesco Oppenheimer Funds – Roth
Security Benefit Group – 403(b)
Security Benefit Group – 403(b) Roth
Security Benefit Group – 457(b)
Thrivent Financial
Vanguard Investments
Vanguard Investments – Roth
Waddell & Reed, Inc.
Waddell & Reed, Inc. – Roth

Substitute Teachers participating in the 403(b)/457(b) Program may elect a percentage of their income rather than a flat dollar amount. Monthly salary amounts will vary and a percentage approach would provide the needed flexibility to accommodate the deferral.

Section: WORKER'S COMPENSATION

All KPS employees of the school district are covered by Worker's Compensation Insurance. To be eligible for Worker's Compensation, the injury to an employee must arise from and in the course of employment with KPS. Employees injured during the course of employment are required to report ALL accidents or injuries to their supervisor immediately. An Incident Report must be completed and forwarded to the Human Resource Department. Failure on the part of the employee to report an injury within twenty-four (24) hours may prejudice and defeat a claim for compensation. Employees who see a medical care provider following an injury at work are reminded to inform the provider that the injury was received at work.

Section: SHORT AND LONG TERM SUBSTITUTING

Short Term Substitutes 1 to 60 days

Short-term Substitute Teachers may be employed to cover staff absences ranging from 1 day to 60 days.

As short-term substitute positions become available, the teacher and principal will notify Human Resources of their selection. The principal will make the final decision of who will be the short-term substitute. The Human Resource Department will then contact the short-term substitute.

Long-Term Substitutes 61 or More days in the Same Position

Long-term substitute positions are created to cover Certified Teacher absences of sixty-one (61) days or more. Substitute teachers who are interested in long-term assignments complete the established Kearney Public Schools employment application process. The long-term substitute teacher is selected by the building principal. The long-term substitute will be issued a letter of employment stating the dates of required service. If at the conclusion of the long-term substitute year, the substitute is hired by the district as a regular certified staff member, the long-term substitute will be given credit on the salary schedule for the long-term substitute experience if they have served at least 50% (92.5 days) of the school year in the long-term substitute position. The time of service will not count for the purpose of service credit for the Nebraska Retirement System.

Tenure

The State of Nebraska School Law 79-824 to 79-842 R.R.S. states that “a certified employee who has been hired to fill the duties of another certified employee who is on a leave of absence shall not acquire rights under 79-824 to 79-842 during the period that the employee is fulfilling such duties.” This indicates that substitute teaching does not earn the employee credit toward permanent employment status.

Salary

Short-Term Substitutes - The salary for short-term Substitute Teachers shall be at a daily rate established by the Board of Education. (Rates listed on page 11)

Long-Term Substitutes - The salary for long-term Substitute Teachers substituting for a Certified staff member shall be at his or her degree and step indicated by their college transcript and experience up to Step 8. The long-term Substitute Teacher substituting for a Certified Teacher will be placed on the current salary schedule.

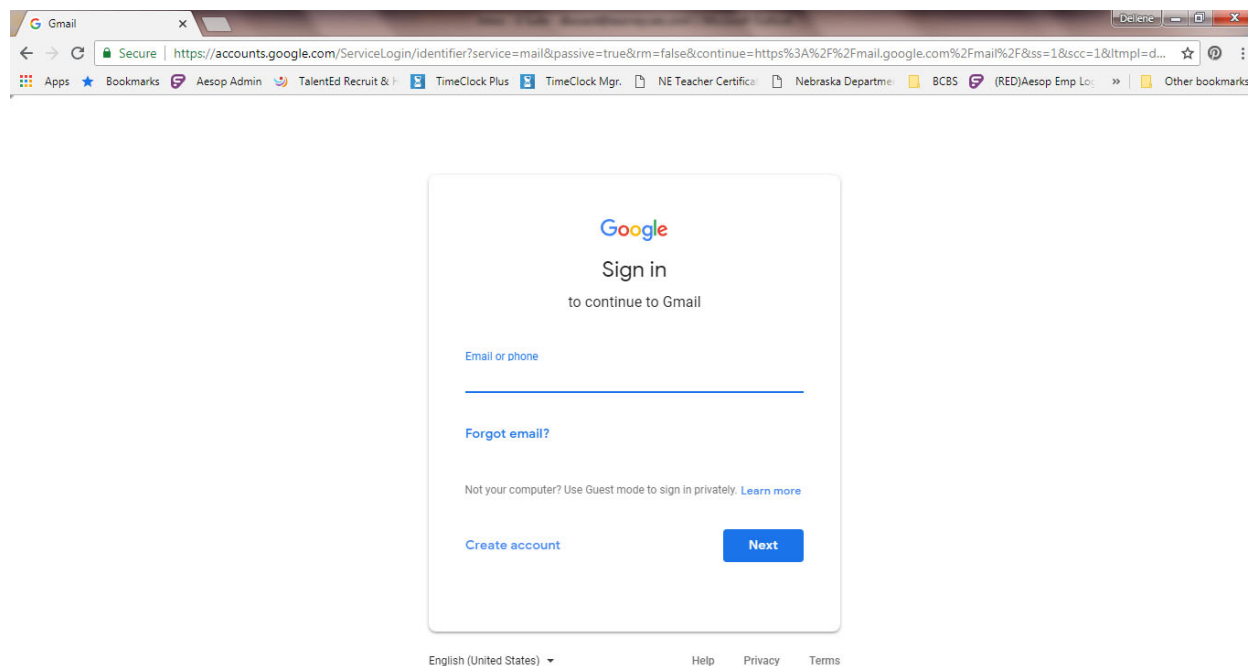
CHAPTER 5 – Electronic Systems

kearneycats Email login

Open Browser (Chrome, Firefox, Safari, etc.)

Go to KPS Homepage (www.kearneypublicschools.org) Click on Staff →KearneyCats Email

Your email address is the first three (3) letters of your first name and all of your last name @kearneycats.com and your Password your district password.



Absence Management/Substitute Placement System

Tools of the Absence Management/Substitute Placement System are the Absence Management/Substitute Placement System phone system and Absence Management/Substitute Placement System online. All data becomes instantly available, whether it is entered through Absence Management/Substitute Placement System online or by telephone. The online system allows access to the Absence Management/Substitute Placement System from any computer or smart phone.

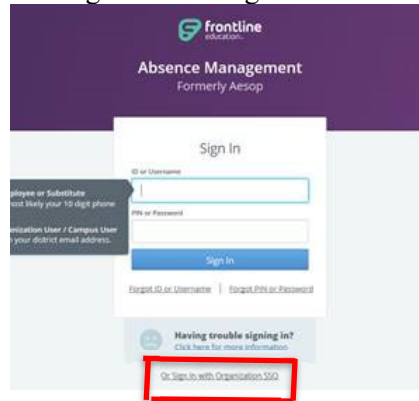
Using Absence Management /Substitute Placement System Online, Substitutes can quickly accomplish routine tasks such as checking Available Jobs and reviewing Current Jobs.

System Access

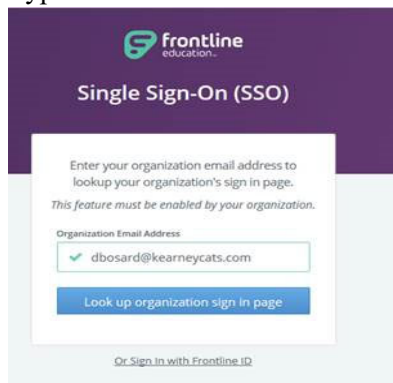
1. Open a browser window, go to Gmail and log into your kearneycats.com email (do not close)
2. Open an additional browser window and open Absence Management/Substitute Placement System Online, click on “Or Sign In with Organization SSO and then enter your KPS Email - (kearneycats.com) in the organization email field and your District Password (password for email, time clock, ivisions) in the password field.

Absence Management/Substitute Placement System Online: <https://login.frontlineeducation.com/sso/kearney> in your Internet Browser address line. Or link to Absence Management/Substitute Placement System Online on the Kearney Public Schools website (www.kearneypublicschools.org) by clicking on “Staff” and then “Absence Management/Substitute Placement System”.

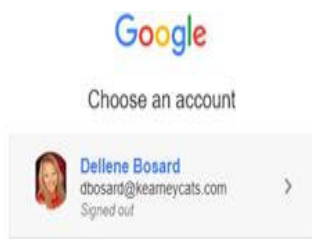
If you are on this page, click “Or Sign In with Organization SSO”



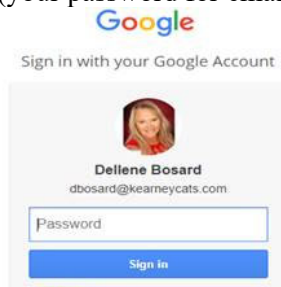
That will take you to this page
Type in KPS email & click Look up organization sign in page



You will then see this page (with your email address)



Enter your district password (your password for email, time clock, & ivisions)



System Access Continued

Tip: Bookmark the KPS Staff Link page – this will then allow you to click that bookmark, then click Absence Management/Substitute Placement System, it should then go to the Google Choose an account page, once you click the arrow (>) it will log you into the Absence Management/Substitute Placement System.

When using the phone system your ID is your phone number and you will use your employee number as your PIN.

Absence Management/Substitute Placement System Facts

1. Absence Management/Substitute Placement System is an automated absence reporting and calling system.
2. Absence Management/Substitute Placement System is available on the web through Absence Management/Substitute Placement System Online.
3. The Absence Management/Substitute Placement System/Absence Management/Substitute Placement System Online is available 24 hours a day.
4. Absence Management/Substitute Placement System phone number is **1-800-942-3767**. The Human Resources number is 698-8013.

When Absence Management/Substitute Placement System Calls You

1. The daily call out time is **5:45 a.m. to 1:00 p.m.** for jobs for that day only.
2. **If you receive a call during the daytime hours it is for a job for that day.**
3. The evening call out period is **5:00 p.m. to 10:15 p.m.** for future jobs.
4. The system only calls out for jobs within 48 hours of the start of the job.
5. When accepting the job, you must get the job number before hanging up. This will ensure that you are the person who accepted the job.
6. The Absence Management/Substitute Placement System will also notify you if a job has been canceled.
7. **If the start time of the job has passed or you cannot make it by the start time, you can still accept the job.**

Absence Management/Substitute Placement System Frequently Asked Questions:

Q: Can an Employee “request” me for his/her absence?

A: Not exactly. Each teacher has a preference list and when they enter an absence, any substitute on the preference list may accept the job.

Q: A teacher told me they entered a job, why can't I see it?

A: The absence may require one or more levels of approval and/or you need to be on the teacher's preference list.

Q: A teacher told me they entered a job, why didn't I get it?

A: Possible reasons:
Your building and availability preferences
Multiple subs on the teacher's preference list
Endorsement requirements for the position
And/or the absence is waiting for approval

Q: Can I log on or call the system to “shop” for jobs?

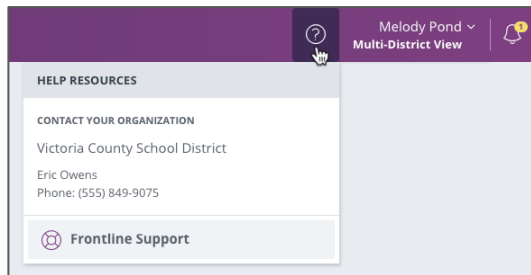
A: Absence Management/Substitute Placement System relies on substitutes logging on to shop/look for substitute jobs. It only calls out for a job when it is two (2) days or less before the start of the job.

Q: If I reject or cancel jobs, will I be automatically removed from the substitute list?

A: You will not be automatically removed for rejecting or canceling jobs. However, you must accept one job every thirty (30) school days to maintain your active status. Also, please remember Substitutes must maintain the expectation of reliability.

Q: Can I cancel a previously accepted job in the event of an emergency?

A: If you must cancel, the deadline is a minimum of 1 HOUR before the start of the job. If it is less than an hour before the job you will be instructed to call the Human Resource Office at 698-8013.



GETTING HELP AND TRAINING

If you have questions, want to learn more about a certain feature, or want more information about a specific topic, click **Help Resources** and select **Frontline Support**. This opens a knowledge base of help and training materials.

ACCESSING ABSENCE MANAGEMENT ON THE PHONE

In addition to web-based, system accessibility, you can also find and accept available jobs, manage personal information, change your PIN number, and more, all on the phone.

When You Call into Absence Management

To call, dial **1-800-942-3767**. You'll be prompted to enter your ID number (followed by the # sign), then your PIN number (followed by the # sign).

When calling the Absence Management system, you can:

- Find available jobs – **Press 1**
- Review or cancel upcoming jobs – **Press 2**
- Review or cancel a specific job – **Press 3**
- Review or change your personal information – **Press 4**

When the Absence Management System Calls You

If an available job has not been filled by another substitute two days before the absence is scheduled to start, the system will automatically begin to call substitutes and try to fill the job.

Keep in mind, when the system calls you, it will call about one job at a time, even if you're eligible for other jobs. You can always call in (see "When You Call into Absence Management" section above) to hear a list of all available jobs.

Note: When the system calls, be sure to say a loud and clear "Hello" after answering the call. This will ensure that the system knows you picked up the call.

When you receive a call, you can:

- Listen to available jobs – **Press 1**
- Prevent Absence Management from calling again today – **Press 2**
- Prevent Absence Management from ever calling again – **Press 9**

If you are interested in the available job, **Press 1**. You will be asked to enter your PIN number (followed by the # sign). The Absence Management system will list the job details, and you will have the opportunity to accept or reject the job.





WebClock Essentials



08/10/2017
8:31:05 AM

Select Company Kearney Public Schools 1

External ID

CLOCK IN CLOCK OUT

LOG ON TO DASHBOARD

Performing Quick Clock Operations

1. Navigate to **WebClock** (<https://kps-time.kearneypublic.org/app/webclock/#/EmployeeLogOn>).
2. Enter in your employee **ID**, then select either **Clock IN** or **Clock OUT**.
3. Enter your password
4. Follow all on-screen instructions until you receive a **Clock operation successful** message.

Logging into WebClock

1. Navigate to **WebClock** (<https://kps-time.kearneypublic.org/app/webclock/#/EmployeeLogOn>).
2. Enter in your employee **ID**, then click on **Log On To Dashboard**.
3. Enter your password.

WebClock Essentials

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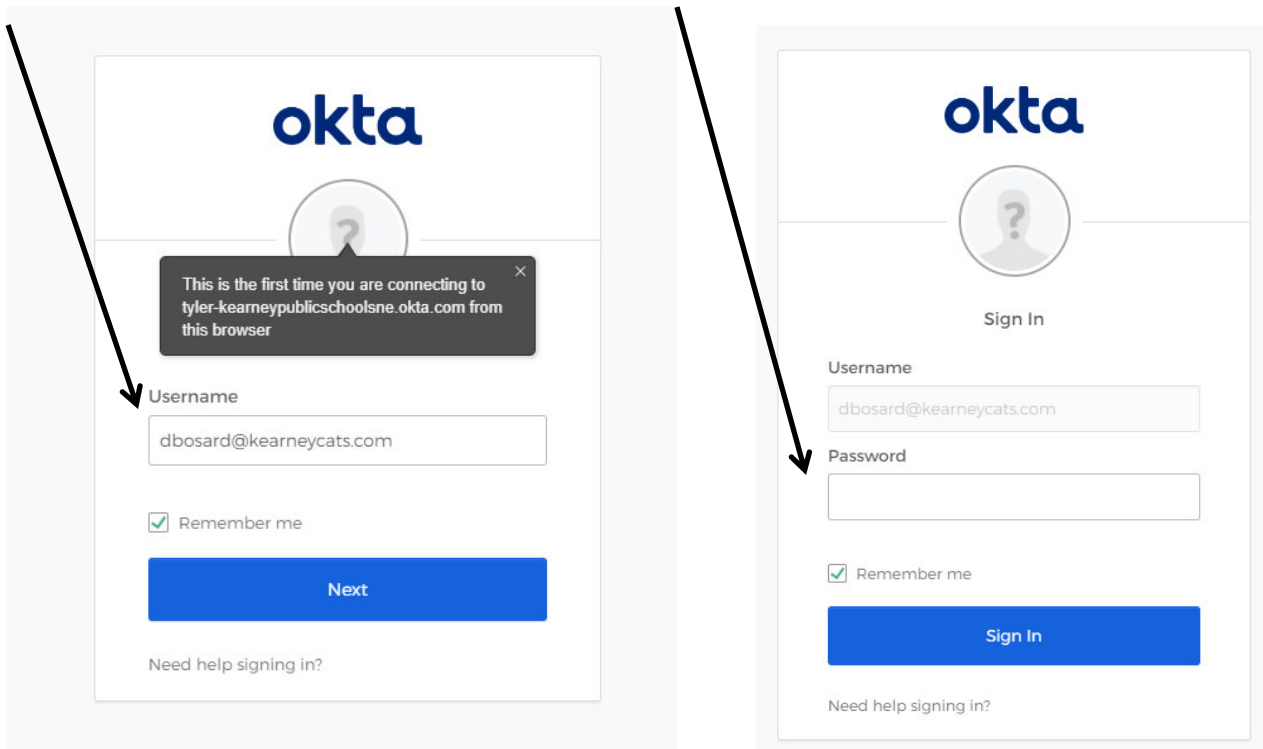
Rev. 1/14/2015

Pay Advice/Pay Stub

Open Browser (Chrome, Firefox, Safari, etc.)

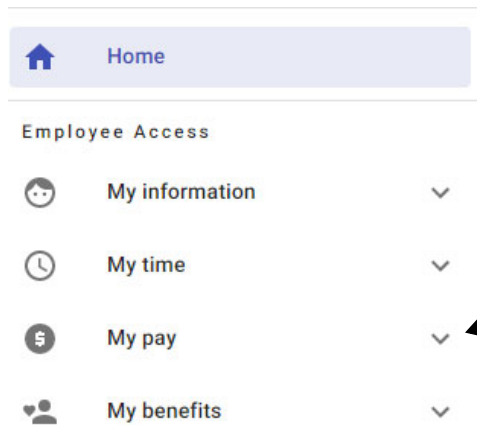
Go to KPS Homepage (www.kearneypublicschools.org) Click on KPS Staff Links → iVisions

Login – your Username is your KPS email address. Your Password is your district password for your email, time clock, etc.



To see your pay advice/copy of pay stub: Click My Pay – Employee Pay

By default the most current pay advice/pay stub is displayed. From the Paycheck drop down, you may select other pay periods.



CHAPTER 6 – Employee Expectations

Section	“AT WILL” EMPLOYEES
Section	CONDUCT
Section	EMPLOYEE BEHAVIOR AS A MODEL TO STUDENTS
Section	PROFESSIONAL BOUNDARIES BETWEEN EMPLOYEES AND STUDENTS
Section	REPORTING OF CHILD ABUSE/NEGLECT
Section	NOTIFICATION OF ARREST, CRIMINAL CHARGES, AND CERTIFICATE, LICENSE OR CHILD ABUSE COMPLAINTS
Section	PERSONAL APPEARANCE OF EMPLOYEES
Section	EMPLOYEES WITH TATTOOS AND/OR BODY PIERCINGS
Section	EMPLOYEE ID BADGES
Section	DISCIPLINARY PROCEDURES
Section	ATTENDANCE, PUNCTUALITY AND RELIABILITY
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Section	WORKPLACE THREATS & VIOLENCE
Section	ANTI-BULLYING
Section	DRUG FREE SCHOOLS, COMMUNITY & WORKPLACE
Section	TOBACCO-FREE ENVIRONMENT
Section	CONFLICT OF INTEREST
Section	SEARCH AND SEIZURE

Section: “AT WILL” EMPLOYEES

All substitute employees and substitute assignments shall be employed on an "at will" basis. Substitute employees shall have no property right in continued employment and need not be accorded a hearing or any other procedural or substantive due process, prior to termination of their employment.

Nothing in board policy, administrative regulations or practices, employee handbooks, or in any evaluation instrument or in the appraisal process or program for substitute employees shall be or is intended to create or be a contract or part of a contract with a substitute employee which shall in any way be construed to be contrary to the "at will" employment of substitute employees. No administrator or other employee of the school district has any authority to enter into any agreement of employment with a substitute employee for any specific period of time or to make any agreement contrary to an at-will employment relationship.

Section: CONDUCT

Employee Behavior

Certain common courtesies, rules and regulations regarding employee behavior are necessary for the benefit and safety of all employees. Unacceptable conduct which interferes with the working environment, is offensive to fellow employees, students, or the general public will not be tolerated.

Employees are expected at all times to conduct themselves in a positive manner in order to promote the best interests of the district. Appropriate employee conduct includes:

1. Treating all visitors and co-workers in a courteous manner.
2. Refraining from behavior or conduct that is offensive or undesirable.
3. Reporting to administration suspicious, unethical, or illegal conduct.
4. Reporting to administration any threatening or potentially violent behavior by co-workers.
5. Complying with all district safety and security policies and procedures.
6. Wearing clothing appropriate for the work being performed.

7. Performing assigned tasks efficiently and in accord with established quality standards.
8. Reporting to work punctually as scheduled and being at the proper work station, ready for work, at the assigned start time and throughout the work day.
9. Giving proper advance notice whenever unable to work and reporting absence according to established procedures.
10. Adhering to the district-wide no tobacco restriction.
11. Maintaining cleanliness and order in the workplace.

The following conduct is prohibited, and individuals engaged in it will be subject to discipline up to and including termination:

1. Engaging in or threatening acts of workplace violence including, but not limited to:
 - a. Possessing firearms or other weapons on district property.
 - b. Fighting or assaulting a co-worker, visitor, or student.
 - c. Threatening or intimidating a co-worker, visitor, or student.
2. Engaging in any form of sexual or other harassment.
3. Reporting to work under the influence of alcohol, illegal drugs or narcotics, or using, selling, dispensing, or possession of alcohol, illegal drugs or narcotics on district property.
4. Disclosing confidential information.
5. Falsifying or altering any district record or report, such as an employment application, medical reports, time records, expense accounts, or absentee reports.
6. Stealing, destroying, defacing, or misusing district property or another employee or student's property.
7. Misusing district communications systems, including district mail, electronic mail, computers, Internet access and phones.
8. Refusing to follow administration's or management's instructions concerning a job-related matter, or being insubordinate.
9. Failing to wear assigned safety equipment or failing to abide by safety rules and policies.
10. Soliciting or distributing in violation of district policies.
11. Using tobacco on district property.
12. Using profanity or abusive language.

These examples of impermissible behavior are not intended to be an all-inclusive list. At administration/management's discretion, any violation of the district's policies or any conduct considered inappropriate or unsatisfactory may subject the employee to disciplinary action.

Section: EMPLOYEE BEHAVIOR AS A MODEL TO STUDENTS

Employees are expected to conduct themselves as good role models to students. Employees are instructed to avoid situations where an employee's behavior could be open to allegations, such as being alone with a student behind closed doors, in bathrooms or locker rooms. Employees are advised and directed to conduct themselves above reproach when working with or around students. Employees are advised to conduct themselves as role models in the use of social media and cell phone cameras.

Section: PROFESSIONAL BOUNDARIES BETWEEN EMPLOYEES AND STUDENTS (Board Policy 4035.2)

All employees are expected to observe and maintain professional boundaries between themselves and students. A violation of professional boundaries will be regarded as a form of misconduct and may result in disciplinary action.

The following non-exclusive list of actions will be regarded as a violation of the professional boundaries that employees are expected to maintain with a student:

- Using e-mail, text messaging, instant messaging or social networking sites to discuss with a student a matter that does not pertain to school-related activities, such as the student's homework, class

activity, school sport or club, or other school-sponsored activity. Electronic communications with students are to be sent simultaneously to multiple recipients, not to just one student, except where the communication is clearly school-related and inappropriate for persons other than the individual student to receive (for example, e-mailing a message about a student's grades).

- Engaging in social-networking friendships with a student on any networking site. Material that employees post on social networks that is publicly available to those in the school community must reflect the professional image applicable to the employee's position and not impair the employee's capacity to maintain the respect of students and parents or impair the employee's ability to serve as a role model for children.
- Engaging in sexual activity, a romantic relationship, or dating a student or a former student within one year of the student graduating or otherwise leaving the District.
- Making any sexual advance - verbal, written, or physical - towards a student.
- Showing sexually inappropriate materials or objects to a student.
- Discussing with a student sexual topics that are not related to a specific curriculum.
- Telling sexual jokes to a student.
- Invading a student's physical privacy (e.g., walking in on the student in a restroom).
- Hugging or other physical contact with a student that is initiated by the employee when the student does not seek or want this attention.
- Being overly "touchy" with a specific student.
- Allowing a specific student to get away with misconduct that is not tolerated from other students, except as appropriate for students with an IEP or 504 Plan.
- Discussing with the student the employee's problems that would normally be discussed with adults (e.g., marital problems).
- Giving a student a ride in the employee's personal vehicle without express permission of the student's parent or school administrator unless another adult is in the vehicle
- Taking a student on an outing without obtaining prior express permission of the student's parent or school administrator.
- Inviting a student to the employee's home without prior express permission of the student's parent and school administrator.
- Going to the student's home when the student's parent or a proper chaperone is not present.
- Giving gifts of a personal nature to a specific student.

Appropriate exceptions are permitted to the foregoing for legitimate health or educational purposes and for reasons of family relationships between employees and their children who are students in the District.

Section: REPORTING OF CHILD ABUSE/NEGLECT (Board Policy 5402)

The District and its employees will follow applicable state laws in the reporting of suspected cases of abuse or neglect. Any employee of the Kearney Public Schools who suspects that a child's physical or mental health or welfare may be adversely affected by abuse, including sexual abuse, or neglect shall promptly report such cases to the appropriate law enforcement agency and the principal. The principal will ensure that the report has been made to the proper law enforcement agency or other agency as required by law.

This requirement shall apply to all school employees, including coaches and volunteers participating in interstate amateur athletic competition.

The term "promptly" means "within a 24-hour period".

All staff members in the Kearney Public School District will adhere to the following procedures as directed by the Board Child Abuse and Neglect Policy and applicable laws of the State of Nebraska.

- A. When an employee has reasonable cause to believe that a child has been subjected to abuse or neglect, that employee shall promptly report it to local law enforcement and the principal. The term “promptly” means “within a 24-hour period”. The decision of whether to contact the local law enforcement or DHHS is dependent upon the severity and emergency nature of the suspected abuse/neglect. This information may be firsthand or hearsay. Local law enforcement or DHHS will contact the appropriate agency to complete the investigation. Abuse or neglect shall mean knowingly, intentionally, or negligently causing or permitting a minor child to be:
1. Placed in a situation that endangers his or her life or physical or mental health;
 2. Cruelly confined or cruelly punished;
 3. Deprived of necessary food, clothing, shelter or care;
 4. Left unattended in a motor vehicle if such a minor is six years or younger;
 5. Sexually abused; or
 6. Sexually exploited by allowing, encouraging or forcing such person to solicit for or engage in prostitution, debauchery, public indecency, or obscene or pornographic photography, films or depictions.
- B. Employees of the Kearney Public Schools are to make a reasonable effort to inform their administrator that they intend to make a report to the agencies of suspected child abuse/neglect. In the event an administrator cannot be found, employees shall make a report to one of the agencies and immediately inform the administrator thereafter that a report to one of the agencies has been made. Administrative staff, counselor or social worker may sometimes choose to make the report with an employee. Informing an administrator does not end the employee’s responsibility; employees are obligated to make certain a report was made to one of the agencies if they do not do it themselves. If the individual employee and the administrator disagree on the egregiousness of the purported abuse or neglect, it remains incumbent upon the employee to report the abuse or neglect to the proper law enforcement agency or the DHHS. If an employee encounters a situation where evidence could be destroyed, a child is in immediate danger or if a situation has the potential to escalate to the point the child could be harmed, the employee shall immediately contact one of the agencies and report the same to the administrator immediately after such a report is made.
- C. A written report, using district forms provided for this purpose, must be completed and kept on file at the building by the administrator. A copy of the written report shall be sent to the Superintendent.
- D. It is not the responsibility of the staff member or school district to investigate the incident. If the incident should result in court action, the employee should be prepared to testify as to his/her first-hand information regarding the suspected abuse or neglect. Anecdotal records can be very helpful in this situation. "First hand" information usually is what he/she observed or what the child said to him/her without any interpretation of what was said or seen. According to NEB. REV. STAT. § 28-716 the reporting person shall be immune from any civil or criminal liability, except maliciously false statements.
- E. When appropriate and needed, the school counselor or social worker may facilitate communication and services for students in the District.
- F. All board policies and state laws concerning confidentiality and privacy will be rigidly followed by all staff members.
- G. If an employee willfully neglects to report in the prescribed manner a suspected case of child abuse or neglect it may be as basis for discipline which could include termination or cancellation of employment relations with the School District.

Section: NOTIFICATION OF ARREST, CRIMINAL CHARGES, AND CERTIFICATE, LICENSE OR CHILD ABUSE COMPLAINTS (Board Policy 4032)

Employees must notify the Superintendent by the next working day after:

1. Arrest or Criminal Charges. The employee is arrested, ticketed, or issued a criminal charge where:
 - a. The maximum penalty for the crime equals or exceeds seven days of incarceration;
 - b. The crime relates to abuse, neglect or endangerment of a minor, a minor was allegedly a victim or a witness, or the crime involves alleged sexual misconduct;
 - c. The crime related to misuse of drugs, alcohol or controlled substances; or
 - d. Conviction would impact performance of employee's job responsibilities, including offenses that:
 - i. Would constitute a violation of NDE Standards of Conduct and Ethics, Chapter 27 as adopted by Kearney Public Schools;
 - ii. Would impact the employee's ability to operate a motor vehicle if the employee at times needs to travel during duty time or the employee at times drives our students, including on extracurricular activities; or
 - iii. Would impact the employee's Commercial Drivers' License if the employee's job requires that the employee have a CDL.
 - e. The crime relates to alleged violence, force, coercion, or sexual misconduct;
 - f. The arrest or the alleged criminal activity occurred while the employee was on duty, on school property or in a school owned or utilized vehicle, or at a school-supervised activity or school-sponsored function.
 - g. Employees must also promptly report to the Superintendent whenever the employee has been sentenced to be incarcerated for any period of time, even if the offense was not otherwise reportable.
2. Certificate or License. The employee becomes aware that a complaint has been filed against the employee that could affect a certificate or license required for the employee's position. This includes proceedings of the Nebraska Department of Education related to an alleged violation of the NDE Standards of Conduct and Ethics, Chapter 27, and proceedings of the Health and Human Services related to an alleged violation of the professional standards of conduct for the employee's position.
3. Child Abuse. The employee becomes aware that a report of child abuse or neglect has been made against the employee under the Child Protection Act.

Employees must give full disclosure of any investigation. Failure to notify as required under this policy may subject the employee to disciplinary action, up to and including the ending of employment.

Section: PERSONAL APPEARANCE OF EMPLOYEES

It is the expectation of the district that each employee's dress, grooming, and personal hygiene should be appropriate to the work setting and not detrimental to the education process.

If public health and safety conditions warrant, the district may require that staff wear appropriate face coverings on school grounds, while in school vehicles, and at school events.

Section: EMPLOYEES WITH TATTOOS AND/OR BODY PIERCINGS

While it is becoming more commonplace for employees to have tattoos, the expectation is that tattoos and/or body piercings be in good taste, do not cause a distraction in the workplace for other employees and students, and do not promote drugs, alcohol, or violence. It is preferable that the tattoo be covered whenever possible. The supervisor of the employee will determine the appropriateness of the tattoo and/ or body piercings. The employee is reminded that they are expected to be good role models for students.

Section: EMPLOYEE ID BADGES

All KPS employees are required to wear KPS identification badges. These ID badges help ensure that only authorized personnel have access to district buildings. ID badges need to be worn during work hours.

Visitors to buildings should be directed to the school office to obtain a visitor's badge. Having identified and authorized personnel in our buildings helps to protect staff and students. If an ID badge is damaged or lost, please contact the Human Resources Department at 698-8012 to obtain a replacement.

Section: DISCIPLINARY PROCEDURES

When it becomes necessary to discipline an employee for unacceptable performance or behavior, the KPS Discipline Policy is designed to do so in a fair and consistent manner

Section: ATTENDANCE, PUNCTUALITY AND RELIABILITY

It is the practice of the KPS school district to require employees to report for work punctually, and to work all scheduled hours. Excessive tardiness and poor attendance disrupt workflow and productivity, and will not be tolerated. Regular and dependable attendance is an essential function of each job.

Maintaining Active Status

In order for the KPS Substitute Teachers to be regarded as in "active" status it will be necessary to accept a job at least once every thirty (30) school days and at least 15 days per year.

If you are going to be away for an extended period of time, please inform the Human Resources Office at dbosard@kearneycats.com or 698-8013.

Reliability

Substitute Teachers are expected to be reliable employees who follow through on their commitment to be part of the KPS Substitute Staff. Reliability is defined as making a commitment to serve as a substitute teacher on a regular and ongoing basis. Factors which would indicate unreliability would be not accepting jobs often enough to maintain active status, accepting and then cancelling jobs at the last minute, frequently asking to be placed on the Sub List and then asking to be removed.

The process of preparing Sub employee files for active service and the orientation requires significant time and work. It is counterproductive when substitutes move frequently in and out of active service. It is understandable when compelling circumstances cause a substitute to ask to be removed from the list for a period of time. What is not acceptable is when this change in status is requested frequently and without substantial reasons. KPS reserves the right to determine the degree to which a substitute employee has established a record of reliability.

Failure to Report for an Assigned Job

"No Show" Procedure: It is essential that Substitutes report for the jobs they have accepted. The following procedure will be used to deal with a failure to report for an assigned job and failure to notify the Human Resources office.

1. First "No Show" incident will result in a call to the Substitute Teacher to determine cause for not reporting for assigned work. If warranted, an Employee Discipline Form will be completed and a conference held with the employee.
2. Second "No Show" incident will result in a letter being sent to the Substitute to inform them they will be removed from the KPS substitute list until the end of the current school year.

Inclement Weather

The safety of the students and staff is very important to KPS. The notification of school closing due to weather is done by radio and TV broadcast, as well as the district calling system.

The Superintendent, or his/her designee, will decide if school is open or closed for the day. When the decision is made to close school, the district's calling system will be utilized. The call will go to your phone number and one other alternate phone number that you select. Phone numbers must be updated with the Human Resources department. If you believe school may be closed due to the weather but have not received a call, please tune into your local radio or television station for announcements.

Request to Remove a Substitute From the Building or Team Substitute List

A Principal may determine that a particular Substitute teacher is not working well for their building. A request may be made that the Substitute teacher not be allowed to accept substitute jobs for that building or team. To notify the Substitute teacher of this decision, the form entitled "Administrator Request to Remove a Substitute From the Building or Team Substitute List" must be completed, and a conference held with the Substitute teacher. During the conference, the building principal will have the opportunity to discuss the issues with the Substitute teacher. The required form will provide documentation of the decision. *(See form included in the Appendix.)*

Section: PERSONAL CELL PHONE USAGE

The employees of Kearney Public Schools are expected to manage their personal cell phone use in the workplace so that the phone is not a source of distraction and a cause to be off-task in their work responsibilities. The on-duty employee is expected to be working and not using work time to make or take calls, read text or take pictures. Supervisors have the responsibility to monitor employee cell phone use and to take disciplinary action should the employee exhibit excessive use which interferes with their work responsibilities. Employees are required to restrict personal calls during work time and are directed to use personal cell phones only during scheduled breaks or lunch periods. Employees are expected to inform family members of the restrictions on cell phone use so the employee is not interrupted at work. The district is not liable for the loss of personal cell phones brought into the workplace.

Section: WORKPLACE THREATS & VIOLENCE (Board Policy 4052)

Nothing is more important to Kearney Public Schools than the safety and security of its employees. Threats, threatening behavior or acts of violence against employees, visitors, guests or other individuals by anyone on Kearney Public Schools property will not be tolerated. Violations of this policy will lead to disciplinary action, which may include dismissal, arrest and prosecution.

Any person who makes substantial threats, exhibits threatening behavior or engages in violent acts on Kearney Public Schools property shall be removed from the premises as quickly as safety permits and shall remain off Kearney Public Schools premises, pending the outcome of the investigation. Kearney Public Schools will initiate an appropriate response. This response may include, but is not limited to suspension and/or termination of any business relationship, reassignment of job duties, suspension or termination of employment, and/or criminal prosecution of the person or persons involved.

No existing Kearney Public Schools policy, practice or procedure should be interpreted to prohibit decisions designed to prevent a threat from being carried out, a violent act from occurring or a life-threatening situation from occurring.

All Kearney Public Schools personnel are responsible for reporting to the administration any threats, which they have witnessed, received, or have been told that another person has witnessed, which they regard as threatening or violent, when that behavior is job related or might be carried out on a district controlled site, or is connected to district employment.

Employees are responsible for making this report regardless of the relationship between the individual who initiated the threat or threatening behavior and the person or persons who were threatened or were the focus of the threatening behavior. If the administration is not available, personnel should report the threat to their supervisor.

Notice of Protection Orders

All individuals who apply for or obtain a protective or restraining order which lists district locations as being protected areas, must provide to the administration with a copy of the petition and declarations used to seek the order, a copy of any temporary protective or restraining order which is granted, and a copy of any protective or restraining order which is made permanent.

Kearney Public Schools understands the sensitivity of the information requested and has developed confidentiality procedures, which recognize and respect the privacy of the reporting employee(s).

Section: ANTI-BULLYING (Board Policy 4036)

One of the missions and obligations of the school district is to provide a physically safe and emotionally secure environment for all students and staff. Positive behaviors (non-violence, cooperation, teamwork, understanding, and acceptance of others) are to be encouraged in the educational program and are required of all staff. Inappropriate behaviors (bullying, intimidation, and harassment) will not be tolerated, and students and staff are required to avoid such behaviors. Strategies and practices are to be implemented to reinforce positive behaviors and to discourage and protect others from inappropriate behaviors. Bullying is defined as an ongoing pattern of physical, verbal, or electronic abuse on school grounds, in a vehicle owned, leased, or contracted by the school being used for a school purpose by a school employee or designee, or at school-sponsored activities or school-sponsored athletic events.

Section: DRUG FREE SCHOOLS, COMMUNITY & WORKPLACE (Board Policy 4030)

It is the policy of the Kearney Public School District to eliminate the influence of drugs, alcohol and other chemicals within the school environment and to educate students against the use of drugs, alcohol and illegal substances. The District will implement regulations and practices which will insure compliance with laws related to drugs and alcohol, including: the Drug-Free Workplace Act and the Omnibus Transportation Employee Testing Act of 1991, and all regulations and rules promulgated pursuant thereto.

The District has established the school as a drug-free workplace. The drug-free workplace for this purpose includes school grounds, school utilized vehicles, and places in which school activities are held. The school district recognizes that the use, possession, or being under the influence of illicit drugs or alcohol constitutes a hazard to the positive development of students and employees and a substantial interference with school purposes.

The rules of conduct for employees at this school district are as follows:

1. The manufacture, sale, distribution, possession, being under the influence (which means that a chemical has been consumed in an amount sufficient to have a detectable amount of the substance in his/her system) or use of illicit drugs or alcohol on school premises or as a part of any of the school's activities is prohibited.
2. The unlawful manufacture, sale, distribution, possession, being under the influence or unlawful use of illicit drugs or unlawful use of alcohol outside of the workplace shall be deemed unprofessional conduct and conduct which substantially interferes with the continued performance of duties.

Definitions

1. The term “illicit drugs” or “alcohol” shall mean, but not be limited to the meaning of such terms as declared by the State of Nebraska or any other applicable law, or as the meaning of such terms are interpreted by the school district.
2. The term “school premises” shall mean any property, whether owned, leased, or in any other manner under the control of the Board of Education of the school district, or as the meaning of such term is interpreted by the school district.
3. The phrase “as a part of any of the school’s activities” shall mean any activity or enterprise carried out in whole or in part under the auspices of the district, or as the meaning of such phrase is interpreted by the school district.
4. The term “outside of the workplace” shall mean at all times other than on “school premises” or “as a part of the school activities”.
5. “Under the influence” means that a chemical has been consumed in an amount sufficient to have a detectible amount of the substance in his/her system.
6. For purpose of this policy and related regulations, “chemicals” (drugs) are defined as any substance that has a profound and rapid mood-altering or intoxicating effect on the central nervous system and includes those chemicals that are illegal as defined by state and federal laws, legal for adults but statutorily prohibited for those under the age of 21 (such as alcohol) or legal by physician’s prescription only, but obtained and/or used in non-prescribed ways.

Procedures

1. All current employees and each new employee is charged with notice of all school policies and will receive and be charged with notice of this policy.
2. Each employee will sign a form acknowledging receipt of this policy and its prohibitions and acknowledging (a) that serious sanctions can and will be taken against an employee, including ending of employment and also referral for prosecution for any failure to comply; (b) that compliance is mandatory; (c) that this policy is adopted pursuant to applicable statutes and laws; and (d) that the failure of the school district to comply with any such federal requirements may put the school district’s receipt of federal funds in jeopardy. Acceptance or continuation of employment with the school district shall also constitute notice, receipt, and acknowledgment of the prohibitions set forth in this policy.
3. In the event the employee does not understand the requirements of this policy, it shall be the duty of the employee to ask for interpretation or clarification from the Superintendent or the designee. It is presumed that the employee understands and will abide by this policy and its interpretations if no questions are asked.
4. In the event of any non-compliance by any employee with this policy, the employee may be disciplined, which may include ending employment. In addition, the Superintendent or the designee may make available to any employee not in compliance information about any drug and alcohol counseling, rehabilitation, re-entry, or treatment services or programs that are available to employees within fifty (50) miles of the administrative offices of the district. If no such services or programs are available within fifty (50) miles, then such services or programs as may exist in the state shall be made known to such employee. The Superintendent or the designee shall maintain a list of such available services or programs and shall from time to time update such list. The cost for any such services or programs shall be the financial responsibility of the employee, whether mandated by the school district or not.
5. Disciplinary sanctions which may be taken against an employee for any non-compliance with this policy include, but are not limited to, one or more of the following: (Not listed in order of importance. Any non-compliance could result in ending employment.)
 - a. An oral reprimand
 - b. A written reprimand
 - c. Suspension with pay

- d. Suspension without pay
 - e. Termination of employment
 - f. Cancellation of employment
 - g. Non-renewal of employment
 - h. Referral to appropriate authorities for criminal prosecution
 - i. Voluntary or mandatory enrollment in in-patient care, training, or other programs or services relating to drug or alcohol use or abuse as a term and condition to any continuing employment by the district at the employee's cost.
6. Any disciplinary action, sought to be imposed by the Superintendent or the designee shall be carried out in accordance with policy and the law.
 7. As an alternative to discipline or as a concurrent requirement with discipline, the Superintendent or the designee may require the employee to successfully finish a drug or alcohol abuse service or program at the employee's cost. As used herein, the term "drug or alcohol abuse service or program" shall mean a drug or alcohol abuse service or program sponsored by an approved private or governmental institution. The Superintendent or the designee may require at any time the employee to provide documentation satisfactory to the Superintendent or the designee that the employee is enrolled, is appropriately pursuing, or has successfully completed the service or program. If aftercare is recommended by such institution, the Superintendent or the designee may require acceptable participation in the aftercare service or program at the employee's cost. Ongoing reporting of participation in any such service or program is a term and condition of continuing employment.
 8. Any employee of this school district who has been charged or convicted of any violation of law involving illicit drugs or alcohol, must immediately (within 24 hours) report such charge or conviction to the Superintendent or the designee. Failure to report may result in any disciplinary action as set forth in paragraph 5.

Section: TOBACCO-FREE ENVIRONMENT (Board Policy 4031)

It is the intent of the Board of Education of the Kearney Public Schools to create a tobacco-free environment within the Kearney Public Schools. Because we value our students and employees, the promotion of health, safety, and well-being is one of our utmost concerns.

Use of tobacco is linked to heart, lung, mouth, throat, gum, and respiratory diseases. Smoking is the major preventable cause of premature death today. Non-smokers can be harmed by passive smoke. Some employees already suffer from respiratory diseases, heart diseases, or allergies where they may be at risk when the smoke is present. Smokeless tobacco (chew or snuff) has been declared a cancer threat by the U.S. Surgeon General and World Health Organization. When rights of smokers and non-smokers conflict and accommodation is not possible, the rights of the non-smoker prevail, in accordance with this policy.

For purposes of this policy, tobacco means any tobacco product (including but not limited to cigarettes, cigars, and chewing tobacco), vapor products (such as e-cigarettes), electronic nicotine delivery systems, alternative nicotine products, tobacco product look-alikes, and products intended to replicate tobacco products either by appearance or effect.

A ban on all tobacco use will be the policy on all Kearney Public Schools property and in all school-owned vehicles. Tobacco use by the general public or adult employees will be prohibited, including, without limitation, the concession stands and bleachers at outdoor athletic fields and near the entry of school buildings.

All rules and regulations which deny student use of tobacco, both inside buildings and on school grounds, remain in force. Appropriate signs will be placed at the entrances of buildings and other appropriate locations, advising all persons that our buildings and grounds are a tobacco-free environment.

Employees and visitors are expected to honor the tobacco-free environment policy. The school district will provide information to employees concerning tobacco use cessation programs. All employees are responsible for monitoring compliance with the tobacco-free policy. This does not preclude adults from wearing non-visible nicotine patches or using nicotine gum without displaying the product container, as part of a smoking cessation program.

Section: CONFLICT OF INTEREST (Board Policy 4033)

Schools must at all times guard against any appearance of impropriety while carrying out their responsibilities. It is therefore essential, and the policy of this school district, that all employees of the Kearney Public Schools avoid any situation or endeavor which could or does interfere with, or which creates a conflict of interest, or the appearance of a conflict of interest in terms of fiscal or other responsibilities of employees, except as specifically authorized.

Any KPS employee who questions whether or not any conduct or activity creates a conflict of interest or violation of this policy, should direct any inquiry to the Superintendent, or his/her designee, for an official determination.

Section: SEARCH AND SEIZURE (Board Policy 4035.3)

School officials may search offices and storage devices provided to or used by employees where permitted by law, such as where reasonable grounds exist for suspecting that a search will turn up evidence that the employee has committed work-related misconduct, or that a search is necessary for a non-investigatory work-related purpose, such as to retrieve a file.

Searches of the District's computer system may be conducted at the discretion of the administration at any time.

When it is determined based on searches that a person violated a Board policy, administrative rule, building rule, personnel expectation, or the law, the person shall be subject to appropriate disciplinary action and a report to law enforcement.

Illegal items or other items reasonably determined to be a threat to the safety of others or a threat to educational purposes may be seized by school officials. Any illegal drugs, firearm or dangerous weapon shall be confiscated and delivered to law enforcement as soon as practicable.

The District is not responsible for the security or safety of personal property which employees, students, or other building users may bring to school.

CHAPTER 7 – Complaint Procedure

Introduction

It is the belief and practice of KPS that substitute employees should have the opportunity to present their work-related complaints for discussion and resolution. This process of resolving complaints can be completed in an Informal or Formal process.

Informal Process

For routine complaints, using the Informal Process for resolution can be effective. In the Informal Process, employees are encouraged to discuss the problem with their supervisor. If the problem involves the supervisor, the employee should seek out the assistance of the department head. If the problem involves the department head, the employee should talk to the person at the next level of supervision. While it is important and necessary to proceed through the organizational structure, employees are always welcome to access the person whom they feel would be most effective in addressing their complaint. The Informal Approach is designed to resolve problems through discussion. In the informal process, the employee has the opportunity to make supervisors aware of the problem, give background information and discuss possible resolutions. It is in this informal discussion, that various points of view can be discussed and possible remedies identified.

Formal Complaint

Sometimes complaints are too serious or complicated to be resolved by the informal process. Complaints of this type require the Formal Complaint Procedure for resolution.

Examples of appropriate complaints for the Formal Complaint Procedure include:

1. A belief that district policies, practices, rules, regulations or procedures have been applied inconsistently to an employee.
2. Treatment considered unfair by an employee, such as coercion, reprisal, harassment (including sexual harassment) or intimidation.
3. Alleged discrimination because of race, color, sex, age, religion, national origin, marital status, disability or other protected conditions.
4. Improper or unfair administration of employee benefits or conditions of employment.

Employees should notify the district in a timely fashion of any complaint considered appropriate for handling under the Formal Complaint Procedure

The Formal Complaint Procedure is the exclusive remedy for classified employees with appropriate complaints. As used in this procedure, the terms, "timely fashion," "reasonable time," and "promptly" generally will mean five (5) working days.

Formal Complaint Procedure

Employees who feel they have an appropriate complaint that needs to be addressed by the Formal Complaint Procedure should proceed as follows:

1. Promptly bring the complaint to the attention of the immediate supervisor. If the complaint involves the supervisor, then the employee may proceed directly to the department head. If the problem involves the department head, the employee should move the matter to the Director of Human Resources. The complainant will complete a written Formal Complaint Form. The complainant will present the form to the supervisor, department head, or the Director of Human Resources.
2. The supervisor, department head or Director of Human Resources will investigate the complaint using the established investigatory procedures to determine the facts.
3. When investigation is complete, a decision will be made by the supervisor, department head or Director of Human Resources regarding a proposed resolution. The supervisor, department head or

Director of Human Resources will meet with the complainant to review a written report of the complaint investigation and the proposed resolution.

4. The complainant upon hearing the report and the resolution can decide if they accept the report and resolution or would like to take their complaint to the next level of supervision.
5. If the complainant decides to proceed to the next level of supervision, they complete a second Formal Complaint Form that will include a description of the work that has been completed in attempting to reach a resolution. This report will be filed with the department head or the Human Resources Director.
6. When the next level of review is completed, the complainant is given a written report of the investigatory findings and a proposed resolution.
7. If the complainant is accepting of the proposed resolution that decision is recorded in writing with a copy to the complainant. If the complainant is not accepting of the decision, they may proceed to file an additional Formal Complaint describing the attempts at resolution thus far.
8. When this level of review is completed, the complainant is given a written report of the investigatory findings and a proposed resolution. If the complainant is accepting of the proposed resolution, the matter is considered settled. If the complainant is not accepting of the decision, they may proceed to file their complaint with the Superintendent, or his/her designee.
9. Upon receiving the complaint, the Superintendent, or his/her designee, will complete the necessary steps to review past attempts at resolution and conduct an investigation of the complaint. The Superintendent, or his/her designee, will make a decision and meet with the complainant to review the findings. The resolution decision will be communicated in writing to the complainant.

Procedural Considerations in the Complaint Resolution Process

1. Information concerning an employee complaint should be confidential. Supervisors, department heads, or other administrators who investigate a complaint may discuss it only with those individuals who have a need to know or who are needed to supply necessary background information or advice.
2. Time spent by employees in complaint discussions with management during their normal working hours will be considered hours worked for pay purposes.
3. Employees will not be penalized for proper use of the complaint resolution procedure. However, it is not considered proper use if an employee raises complaints in bad faith or solely for the purposes of delay or harassment or repeatedly raises frivolous complaints.
4. Implementation of the Complaint Resolution Procedure by an employee does not limit the right of the district to proceed with any disciplinary action that is not in retaliation for the use of the Complaint Resolution Procedure. In addition, employees and supervisors are prohibited from retaliation against an employee who properly uses the Complaint Resolution Procedure.
5. The district may, at its discretion, refuse to proceed with any complaint it determines is improper under this procedure or state and federal laws. Further, this procedure does not alter the employment-at-will relationship in any way. KPS reserves the right to alter the complaint resolution process whenever necessary.

CHAPTER 8 – Use of District Internet, Computer, and Email

Section INTERNET SAFETY AND ACCEPTABLE USE POLICY Section E-MAIL/INTERNET ACCESS

Section: INTERNET SAFETY AND ACCEPTABLE USE POLICY (Board Policy 4037)

Internet Safety Policy

It is the policy of Kearney Public Schools to comply with the Children’s Internet Protection Act (CIPA) and Children’s Online Privacy Protection Act (COPPA). With respect to the District’s computer network, the District shall: (a) prevent user access to, or transmission of, inappropriate material via Internet, electronic mail, or other forms of direct electronic communications; (b) provide for the safety and security of minors when using electronic mail, chat rooms, and other forms of direct electronic communications; (c) prevent unauthorized access, including so-called “hacking,” and other unlawful activities online; (d) prevent unauthorized online disclosure, use, or dissemination of personal identification information of minors; (e) obtain verifiable parental consent before allowing third parties to collect personal information online from students; and (f) implement measures designed to restrict minors’ access to materials (visual or non-visual) that are harmful to minors.

Students (K-12) at Kearney Public Schools receive instruction on Internet Safety, which is embedded in a variety of curriculums and taught by the school librarians, technology instructors, elementary counselors, and business instructors. This curriculum includes materials related to personal safety on the Internet, appropriate use of social networking sites, cyber-bullying, and other topics that encourage digital citizenship. A copy of the scope and sequence for the KPS Internet Safety Curriculum may be found in the district Curriculum Office or District Media Office.

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

4. Supervision and Monitoring. It shall be the responsibility of all members of the District staff to supervise and monitor usage of the online computer network and access to the Internet in accordance with this policy and CIPA. Procedures for the disabling or otherwise modifying any technology protection measures shall be the responsibility of the Superintendent and the Superintendent's designees.
5. Social Networking. Students shall be educated about appropriate online behavior, including interacting with others on social networking websites and in chat rooms, and cyberbullying awareness and response. The plan shall be for all students to be provided education on these subjects. The Superintendent or the Superintendent's designee shall be responsible for identifying educational materials, lessons, and/or programs suitable for the age and maturity level of the students and for ensuring the delivery of such materials, lessons, and/or programs to students.
6. Parental Consent. The District shall obtain verifiable parental consent prior to students providing or otherwise disclosing personal information online.
7. Adoption. This Internet Safety Policy was adopted by the Board at a public meeting, following normal public notice.

Computer Acceptable Use Policy

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

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

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

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

3. Acceptable Uses. The technology resources are to be used for the limited purpose of advancing the District's mission. The technology resources are to be used, in general, for educational purposes, meaning activities that are integral, immediate, and proximate to the education of students as defined in the E-rate program regulations.
4. Unacceptable Uses.
The following are unacceptable uses of the technology resources:
 - a. Personal Gain: Technology resources shall not be used, and no person shall authorize its use, for personal financial gain other than in accordance with prescribed constitutional, statutory, and regulatory procedures, other than compensation provided by law.

- b. Personal Matters: Technology resources shall not be used, and no person shall authorize its use, for personal matters unless the User has entered into a lease agreement or other similar agreement with the School District that makes such use permissible under law.

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

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

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

- c. Campaigning: Technology resources shall not be used, and no person shall authorize its use, for the purpose of campaigning for or against the nomination or election of a candidate or the qualification, passage, or defeat of a ballot question.
- d. Technology-Related Limitations: Technology resources shall not be used in any manner which impairs its effective operations or the rights of other technology users. Without limitation,
 - 1. Users shall not use another person's name, log-on, password, or files for any reason, or allow another to use their password (except for authorized staff members).
 - 2. Users shall not erase, remake, or make unusable another person's computer, information, files, programs or disks.
 - 3. Users shall not access resources not specifically granted to the user or engage in electronic trespassing.
 - 4. Users shall not engage in "hacking" to gain unauthorized access to the operating system software or unauthorized access to the system of other users.
 - 5. Users shall not copy, change, or transfer any software without permission from the network administrators.
 - 6. Users shall not write, produce, generate, copy, propagate, or attempt to introduce any computer code designed to self-replicate, damage, or otherwise hinder the performance of any computer's memory, file system, or software. Such software is often called a bug, virus, worm, Trojan horse, or similar name.
 - 7. Users shall not engage in any form of vandalism of the technology resources.
 - 8. Users shall follow the generally accepted rules of network etiquette. The Superintendent or designees may further define such rules.
- e. Other Policies and Laws: Technology resources shall not be used for any purpose contrary to any District policy, any school rules to which a student user is subject, or any applicable law. Without limitation, this means that technology resources may not be used:
 - 1. To access any material contrary to the Internet Safety Policy; or to create or generate any such material.
 - 2. To engage in unlawful harassment or discrimination, such as sending e-mails that contain sexual jokes or images.
 - 3. To engage in violations of employee ethical standards and employee standards of performance, such as sending e-mails that are threatening or offensive or which

contain abusive language; use of end messages on e-mails that may imply that the District is supportive of a particular religion or religious belief system, a political candidate or issue, or a controversial issue; or sending e-mails that divulge protected confidential student information to unauthorized persons.

4. To engage in or promote violations of student conduct rules.
 5. To engage in illegal activity, such as gambling.
 6. In a manner contrary to copyright laws.
 7. In a manner contrary to software licenses.
5. **Disclaimer.** The technology resources are supplied on an “as is, as available” basis. The District does not imply or expressly warrant that any information accessed will be valuable or fit for a particular purpose or that the system will operate error free. The District is not responsible for the integrity of information accessed, or software downloaded from the Internet.
6. **Filter.** A technology protection measure is in place that blocks and/or filters access to prevent access to Internet sites that are not in accordance with policies and regulations. In addition to blocks and/or filters, the District may also use other technology protection measures or procedures as deemed appropriate.

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

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

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

Section: E-MAIL/INTERNET ACCESS (Board Policy 4037)

“E-Mail”/Internet Access

The District offers staff and students of the Kearney Public Schools access to the district computer network, including electronic mail (“e-mail”) and the Internet. To gain access to electronic mail (e-mail) and the Internet, all staff must sign and return the “Staff Agreement” form to the tech office. Likewise, to gain

access to e-mail and the Internet, all students attending the Kearney Public Schools, along with their parents/guardians, must sign a policy agreement form and return it to the school. Student access to e-mail will be provided as relevant to educational endeavors. In the event that individual student accounts are provided for online communication, students will be asked to treat them as “work” addresses for coursework and personal communications should be sent to a separate account.

Access to e-mail and the Internet will enable staff and students to explore thousands of libraries, data bases, and bulletin boards, while exchanging messages with Internet users throughout the world. Students and parents should be warned that some material accessible by the Internet may contain items that are illegal, defamatory, inaccurate, or potentially offensive to some people. While our intent is to make Internet access available to further educational goals and objectives, students may find ways to access other materials as well. We believe that the benefits to students from access to the Internet, in the form of information resources and opportunities for collaboration, exceed any disadvantages. But ultimately, parents and guardians of minors are responsible for setting and conveying the standards that their students should follow when using media and information resources. To that end, the Kearney Public Schools support and respect each family’s right to decide whether or not to apply for access.

E-Mail and Internet Rules:

1. General Rules

- a. The e-mail and Internet networks are provided to staff and students to conduct research and communicate with others. Access to network services is given to staff and students who have agreed to act in a responsible manner. Parental permission is required for student use. Access to e-mail and the Internet is a privilege, not a right.
- b. Individual users of the district computer networks are responsible for their behavior and communications over those networks. Users will comply with District standards and will honor the agreements they have signed. Beyond clarification of such standards, the district is not responsible for restricting, monitoring, or controlling the communications of individuals utilizing the network.
- c. Network storage areas and district-issued devices shall be treated like school lockers. Network administrators may review files and communications to maintain system integrity and insure that users are using the system responsibly. Users should not expect that files or any information stored or otherwise retained on district servers or in computers will be private.
- d. Users should not expect, and the District does not warrant, that files stored on district servers will always be private.
- e. The District will not be liable for purchases made by any user over the network. Users shall not make purchases of goods and/or services via the district’s network that are related to outside employment or may result in profit for the user.

2. Policy for Acceptable Use of Computers and Networks

The following policy for acceptable use of computers and networks, including Internet, shall apply to all district administrators, faculty, staff and students. All technology equipment shall be used under the supervision of the site administrator.

- a. Users shall not erase, remake, or make unusable anyone else’s computer, information, files, programs or disks. In addition to any other disciplinary action or legal action that may occur, any user violating this rule shall be liable for any and all damages for the replacement of any damage to the computer, information, files, programs or disks.
- b. Users shall not let other persons use their name, log-on, password, or files for any reason (except for authorized staff members).
- c. Users shall not use or try to discover another user’s password.
- d. Users shall not use Kearney Public Schools computers or networks for non-instructional or non-administrative purposes (e.g., games or activities for personal profit).

- e. Users shall not use the computer for unlawful purposes, such as illegal copying or installation of unauthorized software.
- f. Users shall not copy, change, or transfer any software or documentation provided by the Kearney Public Schools District, teachers, or other students without permission from the network administrators.
- g. Users shall not write, produce, generate, copy, propagate, or attempt to introduce any computer code designed to self-replicate, damage, or otherwise hinder the performance of any computer's memory, file system, or software. Such software is often called a bug, virus, worm, Trojan horse, or similar name.
- h. Users shall not use the computer to annoy or harass others with language, images, or threats. Users shall not access or create any obscene or objectionable information, language, or images.
- i. Users shall not tamper with computers, networks, printers, or other associated equipment except as directed by the teacher or network administrator.
- j. Users shall not engage in "hacking" – altering software or hardware or manipulating or circumventing security systems to gain unauthorized access or direct use of the operating system software.
- k. Users shall not engage in harassment or nuisance actions – bothering another person or entity for no positive reason or creating an interference with another user's ability to make effective use of computing privileges.
- l. Users shall not access resources not specifically granted to the user – whether damage is done or not, such use constitutes electronic trespassing, and will not be tolerated. Damages incurred will be considered to constitute electronic vandalism.

3. Penalties for Violation of Rules

All of the policies and procedures for acceptable use of computers and networks are intended to make the computers and networks more reliable for users. They are also intended to minimize the burden of administrating the network so that more time can be spent enhancing services.

Use of the computer to access telecommunications resources is a privilege and not a right. Violation of the policies and procedures of the Kearney Public Schools concerning the use of computers and networks may result in disciplinary action up to, and including, suspension and/or expulsion of students and suspension, termination, nonrenewal or cancellation of the contract of an administrator, teacher or other school employee.

Staff, Student and Parent Agreement

The Administrator Agreement, Faculty and Staff Agreement, and Student/Parent Agreement forms are available at school offices.

CHAPTER 9 – Anti-Discrimination & Anti-Harassment

Section ANTI-DISCRIMINATION, ANTI-HARASSMENT & ANTI-RETALIATION
Section AMERICANS WITH DISABILITIES ACT (ADA)

Section: ANTI-DISCRIMINATION, ANTI-HARASSMENT & ANTI-RETALIATION

Elimination of Discrimination.

The Kearney Public School District hereby gives this statement of compliance and intends to comply with all state and federal laws prohibiting discrimination. This school district intends to take any necessary measures to assure compliance with such laws against any prohibited form of discrimination.

The Kearney Public School District does not discriminate on the basis of sex, disability, race (including skin color, hair texture and protective hairstyles), color, religion, veteran status, national or ethnic origin, age, marital status, pregnancy, childbirth or related medical condition, sexual orientation or gender identity, or other protected status in its programs and activities and provides equal access to the Boy Scouts and other designated youth groups. The following person has been designated to handle inquiries regarding the non-discrimination policies.

Title IX, Title II, Title VI & Section 504 –

Mrs. Melissa Herrmann, Director of Human Resources
Kearney Public Schools
320 West 24th Street
Kearney, NE 68845
308-698-8011
melherrmann@kearneycats.com

Complaints or concerns involving discrimination or needs for accommodation or access should be addressed to the appropriate Coordinator. For further information about anti-discrimination laws and regulations, or to file a complaint of discrimination with the Office for Civil Rights in the U.S. Department of Education (OCR), please contact the OCR at One Petticoat Lane, 1010 Walnut Street, 3rd Floor, Suite 320, Kansas City, MO 64106, (816) 268-0550 (voice), Fax (816) 268-0599, (800) 877-8339 (telecommunications device for the deaf), or ocr.kansascity@ed.gov.

Prohibited Harassment, Discrimination and Retaliation of Employees, Students and Others.

1. Purpose:

Kearney Public Schools is committed to offering employment and educational opportunity to its employees and students, in a climate free of discrimination. Accordingly, unlawful discrimination, harassment or retaliation of any kind by District employees, including co-workers, non-employees (volunteers), third parties and others is strictly prohibited and will not be tolerated.

Harassment is a form of discrimination and includes verbal, non-verbal, written, graphic, or physical conduct relating to a person's sex, disability, race (including skin color, hair texture and protective hairstyles), color, religion, veteran status, national or ethnic origin, age, marital status, pregnancy, childbirth, or related medical condition, sexual orientation or gender identity, or other protected category, that is sufficiently serious to deny, interfere with, or limit a person's ability to participate in or benefit from an educational or work program or activity including, but not limited to:

- a. Conduct that is sufficiently severe or pervasive to create an intimidating, hostile, or abusive educational or work environment, or

- b. Requiring an individual to endure the offensive conduct as a condition of continued employment or educational programs or activities, including the receipt of aids, benefits, and services.

Educational programs and activities include all academic, educational, extracurricular, athletic, and other programs of the school, whether those programs take place in a school's facilities, on a school bus, at a class or training program sponsored by the school at another location, or elsewhere.

Discriminatory harassment because of a person's sex, disability, race (including skin color, hair texture and protective hairstyles), color, religion, veteran status, national or ethnic origin, age, marital status, pregnancy, childbirth or other related condition, sexual orientation or gender identify, or other protected category, may include, but is not limited to:

- a. Name-calling,
- b. Teasing or taunting,
- c. Insults, slurs, or derogatory names or remarks,
- d. Demeaning jokes,
- e. Inappropriate gestures,
- f. Graffiti or inappropriate written or electronic material,
- g. Visual displays, such as cartoons, posters, or electronic images,
- h. Threats or intimidating or hostile conduct,
- i. Physical acts of aggression, assault, or violence, or
- j. Criminal offenses

The following examples are additional or more specific examples of conduct that may constitute sexual harassment:

- a. Unwelcome sexual advances or propositions,
- b. Requests or pressure for sexual favors,
- c. Comments about an individual's body, sexual activity, or sexual attractiveness,
- d. Physical contact or touching of a sexual nature, including touching intimate body parts and inappropriate patting, pinching, rubbing, or brushing against another's body,
- e. Physical sexual acts of aggression, assault, or violence, including criminal offenses (such as rape, sexual assault or battery, and sexually motivated stalking), against a person's will or where a person is incapable of giving consent due to the victim's age, intellectual disability, or use of drugs or alcohol,
- f. Requiring sexual favors or contact in exchange for aids, benefits, or services, such as grades, awards, privileges, promotions, etc., or
- g. Gender-based harassment; acts of verbal, nonverbal, written, graphic, or physical conduct based on sex or sex-stereotyping, but not involving conduct of a sexual nature.

If the District knows or reasonably should know about possible harassment, including violence, the District will conduct a prompt, adequate, reliable, thorough, and impartial investigation to determine whether unlawful harassment occurred (see section entitled "Grievance Procedures," below), and take appropriate interim measures, if necessary. If the District determines that unlawful harassment occurred, the District will take prompt and effective action to eliminate the harassment, prevent its recurrence, and remedy its effects, if appropriate.

If harassment or violence that occurs off school property creates a hostile environment at school, the District will follow this policy and grievance procedure, within the scope of its authority.

All District employees are expected to take prompt and appropriate actions to report and prevent discrimination, harassment, and retaliation by others. Employees who witness or become aware of possible discrimination, including harassment and retaliation, must immediately report the conduct to his or her supervisor or the compliance coordinator designated to handle complaints of discrimination (designated compliance coordinator).

2. Anti-retaliation:

The District prohibits retaliation, intimidation, threats, coercion, or discrimination against any person for opposing discrimination, including harassment, or for participating in the District's discrimination complaint process or making a complaint, testifying, assisting, or participating in any manner, in an investigation, proceeding, or hearing. Retaliation is a form of discrimination.

The District will take immediate steps to stop retaliation and prevent its recurrence against the alleged victim and any person associated with the alleged victim. These steps will include, but are not limited to, notifying students, employees, and others, that they are protected from retaliation, ensuring that they know how to report future complaints, and initiating follow-up contact with the complainant to determine if any additional acts of discrimination, harassment, or retaliation have occurred. If retaliation occurs, the District will take prompt and strong responsive action, including possible discipline, including expulsion or termination, if applicable.

The District will not terminate or retaliate against any employee for inquiring about or sharing compensation information for the purpose of determining whether the District gives equal pay for equal work. However, an employee with authorized access to wage information as part of their job function who discloses the wages of other employees to those who do not have authorized access to other employees' compensation information, may be disciplined for such disclosure, up to and including termination, unless the disclosure is made in response to a complaint or investigation proceeding, hearing, or other similar action.

3. Grievance (or Complaint) Procedures:

Employees or students should initially report all instances of discrimination, harassment or retaliation to their immediate supervisor or teacher or to the compliance coordinator designated to handle complaints of discrimination (designated coordinator). If the employee or student is uncomfortable in presenting the problem to the supervisor or teacher, or if the supervisor or teacher is the problem, the employee or student may report the alleged discrimination, harassment or retaliation ("discrimination") to the designated coordinator, or in the case of students, to another staff person (such as a counselor or principal).

Other individuals may report alleged discrimination to the designated coordinator. If the designated coordinator is the person alleged to have committed the discriminatory act, then the complaint should be submitted to the Superintendent for assignment. A discrimination complaint form is attached to this grievance procedure and is available in the office of each District building, on the District's website, and from the designated coordinators.

Under no circumstances will a person filing a complaint or grievance involving discrimination be retaliated against for filing the complaint or grievance.

i. Level 1 (Investigation and Findings):

Once the District receives a grievance, complaint or report alleging discrimination, harassment, or retaliation, or becomes aware of possible discriminatory conduct, the District will conduct a prompt, adequate, reliable, thorough, and impartial investigation to determine whether unlawful harassment occurred. If necessary, the District will take immediate, interim action or measures to protect the alleged victim and prevent further potential discrimination, harassment, or retaliation during the pending investigation. The alleged victim will be notified of his or her options to avoid contact with the alleged harasser, such as changing a class or prohibiting the alleged harasser from having any contact with the alleged victim pending the result of the District's investigation. The District will minimize any burden on the alleged victim when taking interim measures to protect the alleged victim.

The District will promptly investigate all complaints of discrimination, even if an outside entity or law enforcement agency is investigating a complaint involving the same facts and allegations. The District will

not wait for the conclusion or outcome of a criminal investigation or proceeding to begin an investigation required by this grievance procedure. If the allegation(s) involve possible criminal conduct, the District will notify the complainant of his or her right to file a criminal complaint, and District employees will not dissuade the complainant from filing a criminal complaint either during or after the District's investigation.

The District will aim to complete its investigation within ten (10) working days after receiving a complaint or report, unless extenuating circumstances exist. Extenuating circumstances may include the unavailability of witnesses due to illness or incapacitation, or additional time needed because of the complexity of the investigation, the need for outside experts to evaluate the evidence (such as forensic evidence), or multiple complainants or victims. If extenuating circumstances exist, the extended timeframe to complete the investigation will not exceed ten (10) additional working days without the consent of the complainant, unless the alleged victim agrees to a longer timeline. Periodic status updates will be given to the parties, when appropriate.

The District's investigation will include, but is not limited to:

- a. Providing the parties with the opportunity to present witnesses and provide evidence.
- b. An evaluation of all relevant information and documentation relating to the alleged discriminatory conduct.
- c. For allegations involving harassment, some of the factors the District will consider include: 1) the nature of the conduct and whether the conduct was unwelcome, 2) the surrounding circumstances, expectations, and relationships, 3) the degree to which the conduct affected one or more students' education, 4) the type, frequency, and duration of the conduct, 5) the identity of and relationship between the alleged harasser and the suspect or suspects of the harassment, 6) the number of individuals involved, 7) the age (and sex, if applicable) of the alleged harasser and the alleged victim(s) of the harassment, 8) the location of the incidents and the context in which they occurred, 9) the totality of the circumstances, and 10) other relevant evidence.
- d. A review of the evidence using a "preponderance of the evidence" standard (based on the evidence, is it more likely than not that discrimination, harassment, or retaliation occurred?)

The designated compliance coordinator (or designated investigator) will complete an investigative report, which will include:

- a. A summary of the facts,
- b. Findings regarding whether discrimination, harassment or other inappropriate conduct occurred, and
- c. If a finding is made that discrimination, harassment or other inappropriate conduct occurred, the recommended remedy or remedies necessary to eliminate such discrimination, harassment or other inappropriate conduct.

If someone other than the designated compliance coordinator conducted the investigation, the compliance coordinator will review, approve, and sign the investigative report. The District will ensure that prompt, appropriate, and effective remedies are provided if a finding of discrimination, harassment, or retaliation is made. The District will maintain relevant documentation obtained during the investigation and documentation supportive of the findings and any subsequent determinations, including the investigative report, witness statements, interview summaries, and any transcripts or audio recordings, pertaining to the investigative and appeal proceedings.

The District will send concurrently to the parties written notification of the decision (findings and any remedy) regarding the complaint within one (1) working day after the investigation is completed. The Family Educational Rights and Privacy Act (FERPA), 20 U.S.C. § 11232g; 34 C.F.R. Part 99, permits the district to disclose relevant information to a student who was discriminated against or harassed.

ii. Level 2 (Appeal to the Superintendent):

If a party is not satisfied with the findings or remedies (or both) set forth in the decision, he or she may file an appeal in writing with the Superintendent within five (5) working days after receiving the decision. The Superintendent will review the appeal and the investigative documentation and decision, conduct additional investigation, if necessary, and issue a written determination about the appeal within ten (10) working days after receiving the appeal. The party who filed the appeal will be sent the Superintendent's determination at the time it is issued, and a copy will be sent to the designated compliance coordinator. [If the Superintendent is the subject of the complaint, the party will file the appeal directly with the Board.]

iii. Level 3 (Appeal to the Board):

If the party is not satisfied with the Superintendent's determination, he or she may file an appeal in writing with the Board of Education within five (5) working days after receiving the Superintendent's determination. The Board of Education will review the appeal, the Superintendent's determination, the investigative documentation and decision, and allow the party to address the Board at a Board meeting to present his or her appeal. The party will be allowed to address the Board at the Board's next regularly scheduled Board meeting (unless the Board receives the appeal within one week of the next regularly scheduled Board meeting) or at a time and date agreed to by the Board, designated compliance officer, and the party. The Board will issue a written determination about the appeal within thirty (30) days after the party addresses the Board. The party who filed the appeal will be sent the Board's determination at the time it is issued, and a copy will be sent to the designated compliance coordinator. The Board's determination, and any actions taken, will be final on behalf of the District.

4. Confidentiality:

The identity of the complainant will be kept confidential to the extent permitted by state and federal law. The District will notify the complainant of the anti-retaliation provisions of applicable laws and that the District will take steps to prevent retaliation and will take prompt and strong responsive actions if retaliation occurs.

If a complainant requests confidentiality or asks that the complaint not be pursued, the District will take all reasonable steps to investigate and respond to the complaint consistent with the request for confidentiality or the request not to pursue an investigation, as long as doing so does not prevent the District from responding effectively to the harassment and preventing harassment of other students. If a complainant insists that his or her name or other identifiable information not be disclosed to the alleged perpetrator, the District will inform the complainant that its ability to respond may be limited. Even if the District cannot take disciplinary action against the alleged harasser, the District will pursue other steps to limit the effects of the alleged harassment and prevent its recurrence, if warranted.

5. Training:

The District will ensure that relevant District employees, are adequately trained so they understand and know how to identify acts of discrimination, harassment, and retaliation, and how to report it to appropriate District officials or employees.

In addition, the District shall ensure that employees designated to address or investigate discrimination, harassment, and retaliation, including designated compliance coordinators, receive additional specific training to promptly and effectively investigate and respond to complaints and reports of discrimination, and to know the District's grievance procedures and the applicable confidentiality requirements.

6. Designated Compliance Coordinators:

Designated compliance coordinators will be responsible for:

- a. Coordinating efforts to comply with anti-discrimination, anti-harassment, and anti-retaliation laws and regulations.

- b. Coordinating and implementing training for students and employees pertaining to anti-discrimination, anti-harassment and anti-retaliation laws and regulations, including the training areas listed above.
- c. Investigating complaints of discrimination (unless the coordinator designates other trained individuals to investigate).
- d. Monitoring substantiated complaints or reports of discrimination, as needed (and with the assistance of other District employees, if necessary), to ensure discrimination or harassment does not recur, and that retaliation conduct does not occur or recur.
- e. Overseeing discrimination complaints, including identifying and addressing any patterns or systemic problems, and reporting such patterns or systemic problems to the Superintendent and the Board of Education.
- f. Communicating regularly with the District's law enforcement unit investigating cases and providing current information to them pertaining to anti-discrimination, anti-harassment, and anti-retaliation standards and compliance requirements.
- g. Reviewing all evidence in harassment or violence cases brought before the District's disciplinary committee or administrator to determine whether the complainants are entitled to a remedy under anti-discrimination laws and regulations that was not available in the disciplinary process.
- h. Ensuring that investigations address whether other students or employees may have been subjected to discrimination, including harassment and retaliation.
- i. Determining whether District employees with knowledge of allegations of discrimination, including harassment and retaliation, failed to carry out their duties in reporting the allegations to the designated compliance coordinator and responding to the allegations.
- j. Recommending changes to this policy and grievance procedure.
- k. Performing other duties as assigned.

The designated compliance coordinators will not have other job responsibilities that may create a conflict of interest with their coordinator responsibilities.

7. Preventive Measures:

The District will publish and widely distribute on an ongoing basis a notice of nondiscrimination (notice) in electronic and printed formats, including prominently displaying the notice on the District's website and posting the notice at each building in the District. The District also will designate an employee to coordinate compliance with anti-discrimination laws (see Designated Compliance Coordinator section, above, for further information on compliance coordinator), and widely publish and disseminate this grievance procedure, including prominently posting it on the District's website, at each building in the District, reprinting it in District publications, such as handbooks, and sending it electronically to members of the school community.

The District also may distribute specific harassment and violence materials (such as sexual violence), including a summary of the District's anti-discrimination, anti-harassment, and anti-retaliation policy and grievance procedure, and a list of victim resources, during events such as school assemblies and back to school nights, if recent incidents or allegations warrant additional education to the school community.

Section: AMERICANS WITH DISABILITIES ACT (ADA) (Board Policy 4003)

Designation of ADA and 504 Coordinator

Kearney Public Schools does not discriminate on the basis of disability in the admission or access to, or treatment or employment in, its programs or activities.

The Superintendent shall either coordinate or designate one or more persons to coordinate Kearney Public School's compliance with the requirements of the Americans with Disabilities Act of 1990 and Section 504 of the Rehabilitation Act of 1973, as amended (ADA and Section 504).

The Coordinator shall take such actions as required to maintain compliance with such laws; to provide information concerning such laws and their applicability to the services, programs, or activities of the District; and to resolve any complaints or grievances related to alleged non-compliance by the District with such laws.

In the event an employee has a disability and is in need of a reasonable accommodation to perform the employee's duties or to otherwise receive benefits and privileges of employment equal to those enjoyed by similarly-situated employees without a disability, the employee is to inform their supervisor and request a meeting with the ADA Coordinator to discuss the provision of reasonable accommodations.

In the event a student has a disability and needs or is believed to need special education or related services, the 504 Coordinator shall initiate the 504 evaluation and accommodation process.

The Board of Education has adopted a plan regarding the accessibility requirements of persons with disabilities who use school facilities as required by the ADA and Section 504. Members of the public may review the accessibility plan by contacting the Superintendent at the school's administrative offices. Comments or complaints regarding the accessibility of district facilities shall be made to the Superintendent for resolution.

ADA and Section 504 Grievance Procedure

The following grievance procedure shall be used for resolution of complaints of alleged violations of the Americans with Disabilities Act of 1990 (ADA) or Section 504 of the Rehabilitation Act of 1973:

1. Complaints shall be filed with the ADA and Section 504 Coordinator. Complaints shall be made in writing, unless the Complainant's disability prevents such, in which event the Complaint can be made verbally.
2. Complaints shall set forth: (a) the name of the Complainant, (b) the address and telephone number or other such information sufficient to enable the Coordinator to contact the Complainant, (c) a brief description of the alleged violation, and (d) the relief requested by the Complainant.
3. Complaints shall be investigated by the Coordinator or the Coordinator's designee. Investigations shall be thorough, but informal, and the Complainant shall be given a full opportunity to submit evidence relevant to the complaint.
4. The Coordinator shall make a decision on the Complaint within thirty (30) days of the filing of the Complaint, unless such time period is extended by agreement with the Complainant or a longer period is reasonably necessitated by the circumstances. The decision shall be made in writing, shall set forth the Coordinator's proposed resolution of the Complaint, and shall be forwarded to the Complainant.
5. The Complainant shall have ten (10) days from the date the Coordinator's decision is sent to the Complainant to accept or reject the Coordinator's proposed resolution. The Complainant shall be deemed to have accepted the proposed resolution unless the Complainant rejects the proposed resolution within such time period.
6. In the event the Complainant rejects the proposed resolution, the Complainant shall be given the opportunity to file a request for reconsideration within ten (10) days from the date the Coordinator's decision is sent to the Complainant. The request for reconsideration shall be filed with the Coordinator. Upon receipt of the request for reconsideration, the Coordinator shall promptly forward the request for reconsideration and all evidence received by the Coordinator in connection with the Complaint to a third person for review (either an administrator or other employee of the District, or members of the Board of Education or Committee of the Board).
7. A decision on the request for reconsideration shall be made within ten (10) days after the request for reconsideration was filed unless the Board or Committee of the Board is the reviewer, in which event the decision shall be made within thirty (30) days of the filing of the request for reconsideration, unless such time period is extended by agreement with the Complainant or a longer period is reasonably necessitated by the circumstances.



RECEIPT OF SUBSTITUTE TEACHER EMPLOYEE HANDBOOK OF KEARNEY PUBLIC SCHOOLS

This signed receipt acknowledges that I am aware of and have reviewed a digital copy of the Substitute Teacher Employee Handbook of Kearney Public Schools. I acknowledge receipt of the Handbook in a satisfactory manner via electronic communication. This receipt acknowledges that I understand that I am to read and be familiar with the handbook, that I understand the handbook contains a disclaimer of contract, that I understand that the handbook includes the District's policies of non-discrimination and equity, and that specific complaint and grievance procedures exist in the handbook which should be used for responding to harassment or discrimination.

Date: _____

Employee's Signature

Employee's Printed Name

Return to the Human Resources Office

APPENDIX

46-52

Substitute Employee Discipline Form	47-48
Administrator Request to Remove a Substitute from the Building or Team Substitute List	49-50
Substitute Teacher Termination Form	51-52



SUBSTITUTE TEACHER EMPLOYEE DISCIPLINE FORM

Employee: _____

Position: _____ School/Department: _____

Date of Incident: _____ Time of Incident: _____

Nature of Incident: _____

Reason for Notice: _____

Specific Problem:

_____ Tardy	_____ Violation of Safety Procedures
_____ Failure to Report for Assigned Job	_____ Conflict of Interest
_____ Failure to Supervise Students Properly	_____ Discourteous Behavior to Other Employees
_____ Insubordination	_____ Discourteous Behavior to Students
_____ Harassment	_____ Damage to District Property
_____ Not Performing Work	_____ Substandard Work
_____ Improper Work Attire	_____ Violation of District Policy
_____ Other (specify) _____	

Disciplinary Action: (List Dates)

_____ Verbal Warning _____ 1st _____ 2nd _____ 3rd

_____ Written Warning _____ 1st _____ 2nd _____ 3rd

_____ Termination

OVER

Corrective Action Needed: _____

Consequence of Failure to Improve: _____ Discipline up to and including Termination
 _____ Immediate Termination

Principal's/Supervisor's Comments: _____

Employee's Comments: _____

Employee Signature

Date

Principal's/Supervisor Signature

Date

Human Resources Signature

Date

Attach supporting documents as applicable.

Copies:			
_____	Employee	_____	Human Resources
_____	Principal/Supervisor	_____	File



ADMINISTRATOR REQUEST FOR REMOVING A SUBSTITUTE FROM THE BUILDING OR TEAM SUBSTITUTE LIST FORM

Substitute: _____

Request for Removal Made By: _____

Block From Team/Teachers: _____ OR Block from Building: _____

Date of Incident: _____ Time of Incident: _____

Reason for Notice: _____

Substituting For: _____ Building: _____

Date of Incident: _____ Time of Incident: _____

Nature of Incident: _____

Specific Problem:

- | | |
|--|--|
| _____ Tardy | _____ Violation of Safety Procedures |
| _____ Failure to Report for Assigned Job | _____ Conflict of Interest |
| _____ Failure to Supervise Students Properly | _____ Discourteous Behavior to Other Employees |
| _____ Insubordination | _____ Discourteous Behavior to Students |
| _____ Harassment | _____ Damage to District Property |
| _____ Not Performing Work | _____ Substandard Work |
| _____ Improper Work Attire | _____ Other (specify) _____ |
| _____ Violation of District Policy | _____ |

Corrective Action Needed: _____

Principal's/Supervisor's Comments: _____

Substitute's Comments: _____

Substitute's Signature

Date

Principal's/Supervisor's Signature

Date

Human Resources Director's Signature

Date

Attach supporting documents as applicable.

Copies:

_____ Substitute Employee

_____ Human Resources Substitute File

_____ Principal/Supervisor



**SUBSTITUTE TEACHER
TERMINATION CONFERENCE**

Employee: _____ Department: _____

Position: _____ Building: _____

Date of Incident: _____ Time of Incident: _____

Reason for Termination: _____

Specific Problem:

- | | |
|----------------------------------|--|
| _____ Excessive Tardiness | _____ Violation of Safety Procedures |
| _____ Unexcused Absences | _____ Conflict of Interest |
| _____ Excessive Absences | _____ Discourteous Behavior to Other Employees |
| _____ Insubordination | _____ Discourteous Behavior to Students |
| _____ Harassment | _____ Damage to District Property |
| _____ Not Performing Work | _____ Substandard Work |
| _____ Violation of School Policy | _____ Improper Work Attire |
- _____ Other (specify) _____

Disciplinary Action History: *(Supply Dates)*

Verbal Warning: _____ 1st _____ 2nd _____ 3rd

Written Warning: _____ 1st _____ 2nd _____ 3rd

OVER

Supervisor's Comments: _____

Employee's Comments: _____

Employee's Signature

Date

Principal's Signature

Date

Human Resources

Date

Please attach supporting documents as applicable (warning notices, etc.) to this form.

Copies:	
_____ Employee	_____ Human Resources
_____ Principal/Supervisor	_____ File

**KEARNEY PUBLIC SCHOOLS
OPTION ENROLLMENT RESOLUTION**

WHEREAS, the School Board is required by law to adopt by resolution policies and specific standards for acceptance or rejection of option enrollment applications by October 15th for the following school year; and,

WHEREAS, the School Board has received and reviewed evidence and information submitted by the administration and other sources and made determinations thereon with respect to standards for acceptance or rejection and with respect to the capacity of this school district to accept option enrollment students based upon available staff, available facilities, projected enrollment, and availability of special education programs for the following school year; and,

WHEREAS, the School Board has determined that the educational interests of this school district would be best served by adoption of the resolutions, and the policies and specific standards herein contained.

NOW, THEREFORE, BE IT RESOLVED that the Option Enrollment Policy presented to the School Board as Policy 5006, and Appendix "1" to such Policy 5006, should be and the same are hereby adopted, and any previous policy or interpretation or application of the option enrollment program which is or has been inconsistent with the Policy 5006, and Appendix "1" to such Policy 5006, are repealed effective on the date of the passage of this resolution,

BE IT FURTHER RESOLVED that all paragraphs, subparagraphs, and portions of words of this Resolution, of Policy 5006, and Appendix "1" to such Policy 5006 are severable and that in the event any of the same are determined to be invalid for any reason, such determination shall not affect the validity of any of the remainder of the same.

BE IT FURTHER RESOLVED that policies and specific standards for acceptance or rejection of option enrollment applications should be and are hereby adopted, for applications filed after adoption of this resolution, and are hereinafter set forth:

The above Resolution, having been read in its entirety, member _____ moved for its passage and adoption, member _____ seconded the same. After discussion and on roll call vote, the following members voted in favor of passage and adoption of the above Resolution: _____.

The following members voted against the same: _____.

The following members were absent or not voting: _____.

The Resolution having been consented to and approved by a majority of the members of the School Board, was declared as passed and adopted by the President at a duly held and lawfully convened meeting in full compliance with the Nebraska open meetings law.

DATED this ____ day of _____, 20__.

KEARNEY PUBLIC SCHOOLS

By: _____
President

Attest: _____
Secretary

Appendix "1" to Option Enrollment Policy

The following is Appendix "1" to Policy 5006 for the 2024-2025 school year. The Board of Education hereby sets forth the maximum number of option students for the current school year in any program, class, grade level or school building or in any special education programs operated by this school district, based upon available staff, facilities, projected enrollment of resident students, projected number of students with which this school district will contract based on existing contractual arrangements, and availability of appropriate special education programs.

PROGRAM	PROJECTED ENROLLMENT	PROGRAM CAPACITY	MAXIMUM
Kindergarten	390	550	No more than 25 per section per building
First	428	550	No more than 25 per section per building
Second	464	550	No more than 25 per section per building
Third	504	550	No more than 25 per section per building
Fourth	450	550	No more than 25 per section per building
Fifth	480	550	No more than 25 per section per building
Sixth	410	490	No more than 27 per section per building
Seventh	393	490	No more than 27 per section per building
Eighth	391	490	No more than 27 per section per building
Ninth	401	450	
Tenth	406	450	
Eleventh	388	450	
Twelfth	407	450	

* Special education capacity will be determined on a case-by-case basis in accordance with state law and the available resources as determined by the District's Director of Special Education or designee.

* No option enrollment students accepted at Buffalo Hills or Windy Hills in the 2024-25 school year.

* No initial placement option students accepted into the Hanny Arram Center.

* KPS anticipates large numbers of Kindergarten enrollment for the years 2025-26 and 2026-27, therefore the option acceptance numbers in these years may be limited.