

**Public Hearing and Regular Meeting**  
**Monday, August 12, 2024 5:30 PM**  
**2nd Floor Staff Development Room,**  
**Administration Building**  
**320 W 24th Street**  
**Kearney, NE 68845**

1. **Public Hearing for Additional Property Tax Request Authority -**
  - 1.A. Convene Hearing -
  - 1.B. Presentation, Discussion, Public Input -  
Information will be provided on the possible increase in the district's property tax request authority by up to an additional 5%, or other maximum as permitted by law, above the base growth percentage.
  - 1.C. Close Hearing -
2. **Routine Business -**
  - 2.A. **Call to Order -**
  - 2.B. **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.
  - 2.C. **Board Meeting Decorum Expectations -**  
Kearney Public Schools welcomes all guests to our public meetings. It is the intention of the Kearney Public Schools Board of Education that all those present at the Board of Education meetings, whether Board members, KPS staff, or members of the public, act and treat each other with honor and respect. Guests are expected to refrain from speaking during the meeting unless asked to address the Board of Education by the Board President or during their allotted time in public participation. If anyone attending the meeting is determined by the President to be disruptive or a detriment to the procession of the meeting by their words or actions, that person or persons, may be asked by the President to leave the meeting at any time. Anyone who refuses to leave will be escorted from the meeting by either school personnel or a police officer and could be legally barred from attending future meetings. Thank you for helping us to have a respectful meeting forum for everyone to enjoy.
  - 2.D. **Pledge of Allegiance -**
  - 2.E. **Roll Call -**
    - 2.E.I. Excuse Absent Board Member -  
Move to excuse absent Board member \_\_\_\_\_ from the meeting.
  - 2.F. **Approval of the Agenda -**  
Move to approve the agenda for the meeting, as presented.
3. **Recognitions -**
  - 3.A. Recognition of Mrs. Tori Glandon, Vocal Music Teacher at Horizon Middle School, as the 2024 Outstanding Young Director of the Year -  
The Nebraska Choral Directors Association (NCDA) is pleased to announce that Tori Glandon, has been selected as the recipient of the 2024 Outstanding Young Choral

Director of the Year award. This prestigious award recognizes Glandon's exceptional work in the classroom and on the concert stage, reflecting her dedication and talent in the field of choral music.

3.B. Recognition of Mr. Rick Mitchell, Band Teacher, and Kearney High School's Tri-M Chapter 4101 as the 2023-2024 Nebraska State Chapter of the Year - The Tri-M Music Honor Society, a program of National Association for Music Education (NAfME), recognizes secondary music students for their musical ability, academic excellence, school involvement, and community service. The program's mission is to provide a means of recognizing the efforts and achievements of music students who go above and beyond in their dedication to music and their communities.

3.C. Recognition of Kearney Public Schools for Receiving Diamond Badge Certification in Nebraska School Safety and Security - KPS is receiving Diamond Badge Certification in Nebraska School Safety and Security by meeting the Nebraska Department of Education's highest standard in keeping our school community safe and secure.

4. **Presentations -**

4.A. Construction Update -

5. **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.

6. **Board Reports -**

6.A. Kearney Public Schools Foundation Report -

Mr. Gaasch, who serves on the KPS Foundation Board, will report on activities of the foundation.

7. **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.

- 7.A. Approval of Minutes of the July 8, 2024 Regular Meeting, and the August 7, 2024 Board Committee of the Whole Meeting, of the Board of Education -
- 7.B. Approval of the August 2024 Claims -
- 7.C. Approval of the August 2024 Financial Reports -
- 7.D. Acceptance of the Windy Hills Elementary School PTO Annual Self-Audit Report for the 2023-2024 School Year -
- 7.E. Acceptance of the Kenwood Elementary School PTO Annual Self-Audit Report for the 2023-2024 School Year -
- 7.F. Acceptance of the Park Elementary School PTO Annual Self-Audit Report for the 2023-2024 School Year -
- 7.G. Approval of the Kearney Public Schools 2024–2025 Facilities Handbook -
- 7.H. Recognition of the Kearney Education Association as the Exclusive Bargaining Agent for All Non-Supervisory Certificated Staff in the Kearney Public Schools for the 2026-2027 Contract Year -
- 7.I. Approval of the KPS Board Negotiations Team of John Icenogle, Paul Hazard and Drew Blessing for the 2025-2026 Contract Year -
8. **Regular Agenda - Personnel -**
9. **Regular Agenda - Business -**
  - 9.A. Discuss, Consider and Take Possible Action to Increase the District's Overall Property Tax Request Authority Up to an Additional 5% or Other Maximum as Permitted by Law, Above the Base Growth Percentage -  
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.
10. **Regular Agenda - Miscellaneous -**
  - 10.A. Approval of the Memorandum of Understanding with UNK for Dual Credit Classes -  
Move to approve the MOU with UNK for dual credit classes as presented.
  - 10.B. Approval of the Memorandum of Understanding with Central Community College for Dual Credit Classes -  
Move to approve the MOU with CCC for dual credit classes as presented.
  - 10.C. Approval of Kearney Public Schools Emergency Operations Plan -  
Move to approve the KPS Emergency Operations Plan as presented.
  - 10.D. Set the Date for the Special Budget Retreat Meeting -  
Move to set Wednesday, August 28, 2024 at 12:00 noon in the first floor conference room in the Administration Building at 320 West 24th Street, Kearney, NE, for a special budget retreat meeting of the Board of Education.
  - 10.E. Set the date for the Annual Budget Hearing and Special September Board Meeting -  
Move to set Monday, September 16, 2024 at 5:30 PM in the staff development room in the Administration Building at 320 West 24th Street, Kearney, NE, for the annual

budget hearing and special meeting to adopt the various budgets for the 2024-2025 school year.

- 10.F. Suspend Board Policy 1130(a-b) Addressing the Board -  
Suspend Board Policy 1130(a-b) Addressing the Board as the expected procedures are outlined in board policies in Board Meetings, "Methods of Operation," Section 9300.  
Move to suspend Board Policy 1130(a-b) Addressing the Board for reasons presented.
- 10.G. Rescission of Policy 6225 High Ability Learners -  
Policy 6225 is a duplicate of policy 5412 which is already Board approved.  
Move to rescind Policy 6225 for reasons presented.
- 10.H. Approval of the First Reading of Revised Board Policy 5006 Option Enrollment -  
Move to approve the first reading of revised Board Policy 5006 Option Enrollment as presented.
11. **Next Meeting** -  
The next regular meeting of the Kearney Public Schools Board of Education will be held on September 9, 2024 at 5:30 P.M. in the Staff Development Room in the Administration Building at 320 West 24th St, Kearney, NE 68845.
12. **Adjournment** -  
Move to adjourn the meeting.



As the Foundation draws close to the end of its fiscal year, there are some notable achievements we would like to share.

- In this fiscal year, the foundation has handled over 2,400 donations from 1,003 donors. These gifts have supported individual schools, student organizations, parent groups, CLASS Act, playgrounds, Foundation events, scholarships and much more.
- The Foundation helped with selection for 84 KPS Foundation and Community Scholarships. Managing the application site, selections, and the Honors Night reception has given the Foundation more connections to donors in the community who want to impact the success of our students.
- Direct gifts from the Foundation back to KPS including CLASS Act grants were over \$320,000. This includes expenditures such as equipment purchases, Family Assistance, books, and classroom supplies.
- The KCLC program provided afterschool care and summer care to over 500 students. Homework help, science programming, and other enrichment activities are designed to support students in their classroom achievements while they experience safe and healthy care.
- The Foundation's experience accepting gifts from 401k's, QCD's and estates is helping to grow resources to support district priorities far into the future. The endowment now includes six scholarships, an FFA Endowment Fund, Skills and Technical Services Fund, KHS Alumni Association, and the Board Designated fund. While still small, the endowment is providing support to the Thank a Teacher Campaign, Dual Credit Scholarships, Honors Night and Foundation Operations.
- The Foundation also serves as a fiscal agent for the Merryman Performing Arts Center.

**Public Hearing and Regular Meeting**  
**Kearney Public Schools Board of Education**  
**Monday, July 8, 2024 at 5:30 PM**  
**2nd Floor Staff Development Room, Administration Building**  
**320 W 24th Street**  
**Kearney, NE 68845**

**1. Public Hearing and Review of the 2023-2024 KPS Student Fee Collection**

1.A. Convene Hearing

1.B. Presentation, Discussion, Public Input

- Dr. Chris Loofe, Associate Superintendent and Finance Director, presented the amount of fees collected as well as the total amount of fee waivers distributed in the 2023-2024 school year across the district.

1.C. Close Hearing

**2. Public Hearing on Parent Engagement and Title I Parent Engagement Policies**

2.A. Convene Hearing

2.B. Presentation, Discussion and Public Input

- Mrs. Sara Paider, Director of PK-5 Education, and Mr. Jeff Schwartz, Director of Student Services and Safety, reviewed the Parent Engagement and Title I Parent Engagement policies, providing information on ways that KPS works to involve parents in their students education.

2.C. Close Hearing

**3. Routine Business**

**3.A. Call to Order**

- President Gaasch called the meeting to order at 5:43 PM.

**3.B. Open Meetings Act Announcement**

**3.C. Board Meeting Decorum Expectations**

**3.D. Pledge of Allegiance**

**3.E. Roll Call**

Attendance Taken at 5:34 PM.

Drew Blessing: Absent

Amy Barth: Present

Steve Gaasch: Present

Kathy Gifford: Present

Paul Hazard: Present

John Icenogle: Present

**3.E.I. Excuse Absent Board Member**

Move to excuse absent Board member Drew Blessing from the meeting. This motion, made by Kathy Gifford and seconded by Paul Hazard, Passed.

Drew Blessing: Absent, Amy Barth: Yea, Steve Gaasch: Yea, Kathy Gifford: Yea, Paul

Hazard: Yea, John Icenogle: Yea

Yea: 5, Nay: 0, Absent: 1

**3.F. Approval of the Agenda**

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

Drew Blessing: Absent, Amy Barth: Yea, Steve Gaasch: Yea, Kathy Gifford: Yea, Paul

Hazard: Yea, John Icenogle: Yea

Yea: 5, Nay: 0, Absent: 1

**4. Recognitions**

**5. Presentations**

**5.A. KHS Report on Student Participation in Activities**

- Ryan Hogue, KHS Assistant Principal and AD, reported on the number of students who participated in various activities and athletics at Kearney High School and Sunrise and Horizon Middle Schools during the 2023-2024 school year.

**5.B. Construction Update**

- Kent Cordes of BD Construction gave an update on all the construction projects happening throughout the district.

**6. Public Participation/Comment**

- A patron addressed the Board.

**7. Board Reports**

**8. Consent Agenda**

Move to approve the items on the Consent Agenda, as presented. This motion, made by Kathy Gifford and seconded by Amy Barth, Passed.

Drew Blessing: Absent, Amy Barth: Yea, Steve Gaasch: Yea, Kathy Gifford: Yea, Paul Hazard:

Yea, John Icenogle: Yea

Yea: 5, Nay: 0, Absent: 1

8.A. Approval of Minutes of the June 10, 2024 Regular Meeting; the June 17, 2024 Special Retreat Meeting; and the July 2, 2024 Board Committee of the Whole Meeting, of the Board of Education

8.B. Approval of the July 2024 Claims

8.C. Approval of the July 2024 Financial Reports

8.D. Authorize the Superintendent or His/Her Designee to Dispose of All Obsolete Furniture, Books, Materials, and Equipment in the Most Favorable Manner to the District in Accordance with All Laws, Rules, and Regulations Pertaining to Such Disposition, for the 2024-2025 School Year

8.E. Designate Mr. Jason Mundorf as the Authorized Representative of the Kearney Public Schools to Sign All Claims and Forms for All Federal Programs for the 2024-2025 School Year

8.F. Designate Kate Murphy and Dr. Chris Loofe as the Authorized Representatives of the Kearney Public Schools to Sign All Claims for Reimbursement, as Well as All Federal, State, and Local Information Pertaining to the School Food Service Program, for the 2024-2025 School Year

8.G. Acceptance of the KHS Band Parents Annual Self-Audit Report for the 2023-2024 School Year

8.H. Approval of the 2024-2025 KPS Student and Staff Handbooks

## 9. Regular Agenda - Personnel

## 10. Regular Agenda - Business

10.A. Approval of a Three-Year, IXL Subscription for K-8 Reading and Math Support and Intervention in the Amount of \$187,200.

- It was noted that intervention support is provided through IXL along with enrichment for students who need an additional challenge.

Move to approve the three-year subscription with IXL, as presented. This motion, made by John Icenogle and seconded by Paul Hazard, Passed.

Drew Blessing: Absent, Amy Barth: Yea, Steve Gaasch: Yea, Kathy Gifford: Yea, Paul Hazard: Yea, John Icenogle: Yea  
Yea: 5, Nay: 0, Absent: 1

## 11. Regular Agenda - Miscellaneous

11.A. Approval of Board Resolution 4149- Teacher Training

- Dr. Melissa Herrmann read Board Resolution 4149- Teacher Training. It was noted that staff are given contract time to complete training, and they are not expected to do this on their own time.

Move to approve Board Resolution 4149- Teacher Training, as presented. This motion, made by Kathy Gifford and seconded by Paul Hazard, Passed.

Drew Blessing: Absent, Amy Barth: Yea, Steve Gaasch: Yea, Kathy Gifford: Yea, Paul Hazard: Yea, John Icenogle: Yea  
Yea: 5, Nay: 0, Absent: 1

11.B. Second and Final Reading Approval of New and Revised Board Policies

- Mr. Hazard voiced his desire to review the graduation requirements for PE. The Board agreed to move forward with final-reading approval.

Move to approve the second and final reading of new and revised board policies, as presented.

This motion, made by John Icenogle and seconded by Amy Barth, Passed.

Drew Blessing: Absent, Amy Barth: Yea, Steve Gaasch: Yea, Kathy Gifford: Yea, Paul

Hazard: Yea, John Icenogle: Yea

Yea: 5, Nay: 0, Absent: 1

## 12. Next Meeting

- The next regular meeting of the Kearney Public Schools Board of Education will be held on August 12, 2024 at 5:30 P.M. in the Staff Development Room in the Administration Building at 320 West 24th St, Kearney, NE 68845.

## 13. Adjournment

- Meeting was adjourned at 6:35 PM.

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

Drew Blessing: Absent, Amy Barth: Yea, Steve Gaasch: Yea, Kathy Gifford: Yea, Paul Hazard: Yea, John Icenogle: Yea

Yea: 5, Nay: 0, Absent: 1

## Notice of Meeting

This meeting was publicized in the Kearney Hub on July 4, 2024; radio stations KGFW and KKPR; and KSNB and KHGI T.V.

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Kathy Gifford, Secretary

**Special Committee of the Whole Meeting of the Kearney Public Schools Board of  
Education  
Kearney Public Schools Board of Education  
Wednesday, August 7, 2024 at 5:00 PM  
1st floor Administration Building Conference Room  
320 W 24th Street  
Kearney, NE 68845**

**1. Call to Order**

President Gaasch called the meeting to order at 5:02 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. Board Meeting Decorum Expectations**

**4. Roll Call**

Attendance Taken at 5:02 PM.

Amy Barth: Present

Drew Blessing: Present

Steve Gaasch: Present

Kathy Gifford: Present

Paul Hazard: Present

John Icenogle: Present

**5. Approval of Agenda**

Move to approve the agenda of the meeting, as presented. This motion, made by Drew Blessing and seconded by Paul Hazard, Passed.

Amy Barth: Yea, Drew Blessing: Yea, Steve Gaasch: Yea, Kathy Gifford: Yea, Paul Hazard:

Yea, John Icenogle: Yea

Yea: 6, Nay: 0

**6. Public Participation/Comment**

**7. Agenda**

7.A. Preview of the August 12, 2024 Regular Meeting Agenda

7.A.I. Public Hearing for Additional Property Tax Request Authority

7.A.II. Recognition of Mrs. Tori Glandon, Vocal Teacher at Horizon Middle School, as the 2024 Outstanding Young Director of the Year

7.A.III. Recognition of Mr. Rick Mitchell, Band Teacher, and Kearney High School's Tri-M Chapter 4101 as the 2023-2024 Nebraska State Chapter of the Year

7.A.IV. Construction Update

7.A.V. Kearney Public Schools Foundation Report

7.A.VI. Acceptance of the Windy Hills Elementary School PTO Annual Self-Audit Report for 2023-2024

7.A.VII. Acceptance of the Kenwood Elementary School PTO Annual Self-Audit Report for 2023-2024

7.A.VIII. Approval of the Kearney Public Schools 2024-2025 Facilities Handbook

7.A.IX. Recognition of the Kearney Education Association as the Exclusive Bargaining Agent for All Non-Supervisory Certificated Staff in the Kearney Public Schools for the 2026-2027 Contract Year

7.A.X. Discuss, Consider and Take Possible Action to Increase the District's Overall Property Tax Request Authority Up to an Additional 5% or Other Maximum as Permitted by Law, Above the Base Growth Percentage

7.A.XI. Approval of the Memorandum of Understanding with UNK for Dual Credit Classes

7.A.XII. Approval of the Memorandum of Understanding with Central Community College for Dual Credit Classes

7.A.XIII. Approval of the Kearney Public Schools Emergency Operation Plan

7.A.XIV. Set the Date for the Special Budget Retreat Meeting

- Discussed possible dates for the Budget Retreat meeting. August 28, 2024 was suggested and seemed to work for everyone.

7.A.XV. Set the Date for the Annual Budget Hearing and Special September Board Meeting

- Discussed possible dates for the approval of the budget, September 16, 2024 was suggested.

7.A.XVI. Suspend Board Policy 1130(a-b) Addressing the Board

7.B. Discuss the 2024-2025 Budget Projections

- There is limited knowledge about budget pieces due to the legislative session still being in progress. No decisions were made at this time.

7.C. Discuss the Potential Lease Purchase Agreement with Northland Financial

7.D. Discuss Potential Construction Projects for 2024-2025

7.E. Discuss a Potential New Board Policy for Fundraising/Naming Rights of Facilities

- Several other schools' procedures were shared with the Board for their review.

7.F. Review of Policies 5412 and 6225 on High Ability Learners for Possible Revision or Rescission

- A decision was made to rescind policy 6225 as it is a duplicate of policy 5412 and 5412 was approved by the Board.

7.G. Discuss Revision of Board Policy 5006 Option Enrollment

- The wording of policy 5006 was reviewed to bring it up to date.

7.H. Determine the Board Negotiations Team for the 2025-2026 Contract Year

- Decided to recommend John Icenogle, Paul Hazard and Drew Blessing as the Board Negotiations Team for the 2025-2026 school year.

7.I. Discuss the Board Policy Review Process Timeline

- It was recommended that the attorneys begin the review of KPS policies so that the Board can begin to work on the complete policy review.

7.J. Update on Sports Co-op Agreement for 2024-2025

- Discussion was had in reference to the NSAA's guidance.

**8. Adjournment**

- Meeting was adjourned at 6:15 PM.

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

Amy Barth: Yea, Drew Blessing: 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 August 3, 2024; radio stations KGFW and KKPR; and KSNB and KHGI T.V.

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Kathy Gifford, Secretary

**KEARNEY PUBLIC SCHOOLS DISTRICT #7****CLAIMS TO BE PAID IN AUGUST 2024****PUBLICATION OF CHECKS**

<b>VENDOR</b>	<b>DESCRIPTION</b>	<b>AMOUNT</b>
Adrian Gonzalez	Professional Services	\$ 50.00
Affordable Plumbing Co	Miscellaneous Expenditure	\$ 4,250.00
All City Garage Door LLC	Professional Services	\$ 358.00
All Makes	Furniture and Fixtures	\$ 25,191.50
All Makes Auto Supply	Tires and Parts	\$ 1,274.46
All Makes Auto Supply	Tires and Parts	\$ 162.74
All Makes Auto Supply	Tires and Parts	\$ 41.22
All Makes Auto Supply	Tires and Parts	\$ 41.22
Amazon Capital Services	Supplies Regular Instruction	\$ 2,771.04
Amazon Capital Services	Supplies Regular Instruction	\$ 195.96
Amazon Capital Services	Supplies Regular Instruction	\$ 19.79
Amazon Capital Services	Supplies Regular Instruction	\$ 54.56
Amazon Capital Services	Supplies Regular Instruction	\$ 75.99
Amazon Capital Services	Supplies Regular Instruction	\$ 3,080.94
Amazon Capital Services	Supplies Regular Instruction	\$ 724.40
Amazon Capital Services	Supplies Science	\$ 54.30
Amazon Capital Services	Supplies	\$ 1,857.55
Amazon Capital Services	Supplies	\$ 763.95
Amazon Capital Services	TechnologyRelated Hardware	\$ 191.88
Amazon Capital Services	Supplies	\$ 260.27
Amazon Capital Services	Supplies	\$ 609.00
Amazon Capital Services	Supplies	\$ 6,978.64
Amazon Capital Services	Furniture and Fixtures	\$ 679.06
Amazon Capital Services	Supplies	\$ 112.14
Amazon Capital Services	Supplies	\$ 1,894.76
Amazon Capital Services	Supplies	\$ 601.60
Amazon Capital Services	Supplies	\$ 2,533.02
Amazon Capital Services	Supplies	\$ -
Amazon Capital Services	Supplies	\$ 659.25
Amazon Capital Services	Miscellaneous Expenditure	\$ 108.00
Amazon Capital Services	Miscellaneous Expenditure	\$ 84.60
Amazon Capital Services	Supplies Tennis Boys	\$ 137.43
Amazon Capital Services	Supplies	\$ 137.43
Amazon Capital Services	Miscellaneous Expenditure	\$ 60.49
Amazon Capital Services	Miscellaneous Expenditure	\$ -
Amazon Capital Services	Miscellaneous Expenditure	\$ 311.00
Amazon Capital Services	Miscellaneous Expenditure	\$ 305.00
Amazon Capital Services	Supplies	\$ 515.70
Amazon Capital Services	Supplies	\$ 7.99
Amazon Capital Services	Supplies	\$ 925.67
Amazon Capital Services	Supplies	\$ 550.52
Amazon Capital Services	Miscellaneous Expenditure	\$ 6,268.16
Amber Taylor	Miscellaneous Expenditure	\$ 235.17
Amplify Education Inc	Textbooks	\$ 852.12
Amy Haskett	Travel OT Related Services	\$ 93.93

Amy Haskett	Travel IDEA Base & E/P	\$ 338.48
Amy Otto	Travel IDEA Base & E/P	\$ 95.94
Amy Otto	Travel IDEA Base & E/P	\$ 11.25
Amy Springer	Travel IDEA Base & E/P	\$ 159.13
Amy Springer	Travel IDEA Base & E/P	\$ 58.63
Antonio Gracia	Professional Services	\$ 250.00
Apple Inc	TechnologyRelated Hardware	\$ 27,960.00
April Heilbrun	Travel Behavior	\$ 207.99
Ashley Bush	Miscellaneous Expenditure	\$ 596.39
Associated Supply Company Inc.	Furniture and Fixtures	\$ 15,571.00
AUCA Chicago Lockbox	Uniforms	\$ 1,510.47
AUCA Chicago Lockbox	Uniforms	\$ 126.67
Austin Lutkemeier	Professional Services	\$ 450.00
Awards Unlimited	Miscellaneous Expenditure	\$ 500.00
Awards Unlimited	Miscellaneous Expenditure	\$ 261.25
Awards Unlimited	Miscellaneous Expenditure	\$ 250.70
Awards Unlimited	Supplies Tennis Boys	\$ 335.35
Awards Unlimited	Miscellaneous Expenditure	\$ 383.81
Awards Unlimited	Miscellaneous Expenditure	\$ 210.12
Awarii Dunes Golf Club	Miscellaneous Expenditure	\$ 7,860.00
BD Construction	Construction Services	\$ 59,264.09
BD Construction	Building Acquisitions and Improvements	\$ 210,796.63
BD Construction	Building Acquisitions and Improvements	\$ 146,152.38
BD Construction	Construction Services	\$ 21,605.57
BD Construction	Construction Services	\$ 21,605.56
BD Construction	Construction Services	\$ 35,051.17
Bear Frame & Alignment	Vehicle Repair	\$ 1,398.37
Bear Frame & Alignment	Vehicle Repair	\$ 299.49
Ben Huls	Professional Services	\$ 270.00
Body Worx	Miscellaneous Expenditure	\$ 14,331.30
Brady Danielson	Professional Services	\$ 270.00
Brian Haas	Travel Training Room	\$ 711.05
Broc Howard	Miscellaneous Expenditure	\$ 78.00
BSN Sports, LLC	Miscellaneous Expenditure	\$ 4,467.90
BSN Sports, LLC	Miscellaneous Expenditure	\$ 11,019.57
BSN Sports, LLC	Miscellaneous Expenditure	\$ 21.22
BSN Sports, LLC	Miscellaneous Expenditure	\$ 306.60
BSN Sports, LLC	Miscellaneous Expenditure	\$ 306.60
BSN Sports, LLC	Supplies	\$ 53.50
BSN Sports, LLC	Miscellaneous Expenditure	\$ 69.89
BSN Sports, LLC	Miscellaneous Expenditure	\$ 146.50
BSN Sports, LLC	Miscellaneous Expenditure	\$ 1,584.73
BSN Sports, LLC	Miscellaneous Expenditure	\$ 4,622.84
Buffalo County Community Health Partners	Dues and Fees	\$ 1,000.00
Buffalo County Sheriff's Office	TechnologyRelated Hardware	\$ 800.00
Builders HowTo Warehouse	Supplies	\$ 411.50
Caden Krikac	Professional Services	\$ 420.00
Carlie Schlender	Professional Services	\$ 200.00
Carol Kenton	Travel IDEA Base & E/P	\$ 70.62
Carol Kenton	Travel IDEA Base & E/P	\$ 2.61

Carter Upson	Professional Services	\$	100.00
CashWa Distributing	Food	\$	8,448.67
Cassandra Spivey	Travel Audio Visual	\$	91.36
Center 60 Hospitality LLC	Travel Principal	\$	1,776.00
Central Nebraska Bobcat	Tires and Parts	\$	1,141.35
Chad Gillespie	Professional Services	\$	600.00
Chad Miller	Professional Services	\$	250.00
Charter Communications	Supplies Regular Instruction	\$	41.78
Charter Communications	Other Communication	\$	2,904.22
Charter Communications	Other Communication	\$	26.44
Choice Paint and Supply	Supplies	\$	417.16
City Of Kearney	Miscellaneous Expenditure	\$	1,244.00
City Of Kearney	Miscellaneous Expenditure	\$	775.00
City Of Kearney Fuel Dept.	Travel Instruction & Curriculum Development	\$	60.30
City Of Kearney Fuel Dept.	Travel Audio Visual	\$	57.05
City Of Kearney Fuel Dept.	Vehicle Gasoline	\$	6,877.33
City Of Kearney Fuel Dept.	Vehicle Gasoline	\$	12,714.35
City Of Kearney Fuel Dept.	Vehicle Gasoline	\$	209.64
City Of Kearney Fuel Dept.	Vehicle Gasoline	\$	-
City Of Kearney Fuel Dept.	Vehicle Gasoline	\$	-
City Of Kearney Fuel Dept.	Vehicle Gasoline	\$	74.76
City Of Kearney Fuel Dept.	Vehicle Gasoline	\$	334.76
City Of Kearney Fuel Dept.	Vehicle Gasoline	\$	-
City Of Kearney Fuel Dept.	Vehicle Gasoline	\$	516.97
City Of Kearney Fuel Dept.	Vehicle Gasoline	\$	514.07
City Of Kearney Fuel Dept.	Vehicle Gasoline	\$	598.07
City Of Kearney Fuel Dept.	Vehicle Gasoline	\$	30.06
City Of Kearney Fuel Dept.	Vehicle Gasoline	\$	108.43
City Of Kearney Fuel Dept.	Vehicle Gasoline	\$	75.44
City Of Kearney Fuel Dept.	Vehicle Gasoline	\$	280.43
City Of Kearney Fuel Dept.	Vehicle Gasoline	\$	118.76
City Of Kearney Fuel Dept.	Vehicle Gasoline	\$	595.40
City Of Kearney Fuel Dept.	Transportation Charges	\$	-
City Of Kearney Fuel Dept.	Transportation Charges	\$	159.26
City of Kearney School Resource Office	Security Officer	\$	6,810.69
City of Kearney Water, Sanitn, Sewer Dept	Garbage	\$	6,607.37
Clayton Moore	Professional Services	\$	270.00
Cody Dvorak	Miscellaneous Expenditure	\$	487.00
Colorado Timing Systems	Miscellaneous Expenditure	\$	3,050.00
Construction Rental Kearney	Rentals of Equipment and Vehicles	\$	561.00
Copycat Printing Inc	Miscellaneous Expenditure	\$	1,048.05
Copycat Printing Inc	Advertising	\$	137.17
Cornhusker Cleaning Supply.	Supplies	\$	115.43
Cottonmill Enterprises, Inc	Miscellaneous Expenditure	\$	135.00
Cottonmill Enterprises, Inc	Miscellaneous Expenditure	\$	15.00
Cozad High School	Dues and Fees	\$	100.00
Creative Costuming & Designs	Miscellaneous Expenditure	\$	6,071.50
Culligan Of Kearney	Supplies	\$	456.73
Cummins Central Power LLC	Vehicle Repair	\$	9,937.01
Curzon Promotional Graphics	Miscellaneous Expenditure	\$	273.81

Dan's Sanitation Inc	Garbage	\$	132.47
Dan's Sanitation Inc	Garbage	\$	0.28
Dan's Sanitation Inc	Garbage	\$	132.47
Dan's Sanitation Inc	Garbage	\$	0.28
DAS State Accounting Central Finance	Purchased Service Telephone	\$	267.63
David Brandt	Professional Services Professional Development	\$	180.90
Dawson Public Power District	Electricity	\$	584.41
Dawson Public Power District	Electricity	\$	1.23
Dennys Marquez	Travel Sixpence Home 1	\$	18.63
Dennys Marquez	Miscellaneous Expenditure	\$	61.44
Destination Imagination Inc	Dues and Fees	\$	3,129.00
Deterdings	Supplies	\$	13.99
Digital Scoreboards LLC	Miscellaneous Expenditure	\$	59,815.00
Dmilaco Sports Fashions	Miscellaneous Expenditure	\$	200.50
Drake Beranek	Miscellaneous Expenditure	\$	1,362.03
Dramatic Publishing	Miscellaneous Expenditure	\$	18.25
Eakes Office Solutions	Miscellaneous Expenditure	\$	965.70
Eakes Office Solutions	Miscellaneous Expenditure	\$	965.70
Eakes Office Solutions	Miscellaneous Expenditure	\$	965.70
Eakes Office Solutions	Community Service Activities	\$	12,031.48
Eakes Office Solutions	Supplies Regular Instruction	\$	22.99
Eakes Office Solutions	Supplies Regular Instruction	\$	2,538.05
Eakes Office Solutions	Supplies	\$	205.18
Eakes Office Solutions	Supplies	\$	84.88
Eakes Office Solutions	Supplies	\$	191.40
Eakes Office Solutions	Miscellaneous Expenditure	\$	1,683.01
Echo Group Inc.	Supplies	\$	44,249.48
Ed Broadfoot & Sons Sand & Gravel	Miscellaneous Expenditure	\$	532.50
Essential Food Group Inc	Food	\$	57.32
ESU 10	Supplies Art	\$	40.00
ESU 10	Sped Tuition/Agencies	\$	212.92
ESU 10	Travel Resource	\$	480.00
ESU 10	Sped Tuition/Agencies	\$	2,041.00
ESU 10	Sped Tuition/Agencies	\$	3,936.49
ESU 10	Sped Tuition/Agencies	\$	3,318.05
ESU 10	Dues and Fees	\$	3,400.00
ESU 10	Dues and Fees	\$	240.00
ESU 10	Sped Tuition/Agencies	\$	1,070.81
ESU 10	Sped Tuition/Agencies	\$	1,070.78
Expression Wear Inc	Miscellaneous Expenditure	\$	586.00
Farmers Union Coop Assn	Supplies	\$	31.35
Farmers Union Coop Assn	Vehicle Gasoline	\$	128.92
Fastenal Company	Supplies	\$	48.87
Fearless Ink Custom Apparel, Inc	Miscellaneous Expenditure	\$	660.00
First Book	Miscellaneous Expenditure	\$	545.39
Flavia Lisa Nagatani	Professional Services	\$	250.00
Follett Content Solutions LLC	Library Referances	\$	1,190.77
Frontier	Professional Services	\$	218.75
Frontier	Professional Services	\$	12.15
Frontier	Professional Services	\$	12.16

Frontier	Purchased Service Telephone	\$	1,931.26
G Mac Hoops	Miscellaneous Expenditure	\$	375.00
Glass Doctor of Central Nebraska	Tires and Parts	\$	95.00
Global Payments, Inc.	Technology Software	\$	2,635.00
Gothenburg High School	Miscellaneous Expenditure	\$	115.00
Graczyk Lawn & Landscape	Lawn Services	\$	12,690.00
Graham Tire	Tires and Parts	\$	253.57
Graham Tire	Tires and Parts	\$	762.57
Graham Tire	Tires and Parts	\$	1,464.98
Graham Tire	Tires and Parts	\$	2,245.00
Grayson Bragg	Miscellaneous Expenditure	\$	50.00
Great Minds LLC	Textbooks	\$	4,145.23
Gretchen Albers	Travel Audio Visual	\$	125.92
Hampton Inn by Hilton Omaha Airport	Miscellaneous Expenditure	\$	535.00
Hampton Inn Omaha West Dodge Rd Old Mill	Travel Athletic Admin Pass Thru	\$	298.00
Health Management Systems Inc	Professional Services	\$	18,531.50
Heartland Refrigeration LLC	Furniture and Fixtures	\$	226.48
Henry Fletcher	Professional Services	\$	100.00
Henson Howard	Professional Services	\$	100.00
Heritage Water Services Inc.	Professional Services	\$	955.00
Heritage Water Services Inc.	Professional Services	\$	955.00
High Plains Pizza Hut, Inc	Food	\$	187.00
Hiland Dairy Foods	Food	\$	2,536.29
Hiland Dairy Foods	Food	\$	15.27
Hobby Lobby Stores Inc	Supplies	\$	99.00
Hobby Lobby Stores Inc	Miscellaneous Expenditure	\$	40.35
Hobby Lobby Stores Inc	Supplies	\$	46.51
Hoehner Turf Irrigation	Lawn Services	\$	54,287.00
Holmes Plumbing & Htg	Supplies	\$	509.80
Holmes Plumbing & Htg	Supplies	\$	53.41
Hometown Leasing	Rentals of Equipment and Vehicles	\$	9,142.53
Houghton Mifflin Harcourt Publishing Co.	Textbooks Minor Adoptions	\$	47,902.00
HyVee Accounts Receivable	Supplies	\$	35.28
HyVee Accounts Receivable	Food	\$	312.00
HyVee Accounts Receivable	Food	\$	784.55
Imagine Learning, Inc.	Technology Software	\$	275.00
Imagine Learning, Inc.	Supplies	\$	113,700.00
Instructure Inc	Technology Software	\$	3,000.00
Integrated Security Solutions LLC	Professional Services	\$	5,464.00
Integrated Security Solutions LLC	Professional Services	\$	2,765.36
J Spot Services LLC	Professional Services	\$	210.00
J W Pepper & Son Inc	Miscellaneous Expenditure	\$	102.80
J W Pepper & Son Inc	Miscellaneous Expenditure	\$	1,117.19
Jack Lederman Co Inc	Miscellaneous Expenditure	\$	1,091.45
Jade Ovendale	Professional Services	\$	250.00
Jason Calahan	Travel Principal	\$	239.86
Jason Sutton	Travel Human Resources	\$	119.34
Jerry Buck	Professional Services	\$	270.00
Jessica Fritsch	Miscellaneous Expenditure	\$	25.00
Jim Langin	Professional Services	\$	180.00

Joel Ferebee	Professional Services	\$	540.00
Johnny L. Krotz	Vehicle Repair	\$	935.00
Johnny L. Krotz	Vehicle Repair	\$	127.50
Johnny L. Krotz	Vehicle Repair	\$	562.50
Johnny L. Krotz	Vehicle Repair	\$	425.00
Johnstone Supply	Supplies	\$	1,119.01
Julie Artman	Travel Audio Visual	\$	126.05
Justin Kosmicki	Professional Services	\$	210.00
Kate Murphy	Travel	\$	149.48
Kathy Hansen	Contracted Educational	\$	1,241.46
Kearney Ace Hardware	Supplies	\$	30.35
Kearney Ag & Auto Repair Inc	Vehicle Repair	\$	88.75
Kearney Ag & Auto Repair Inc	Vehicle Repair	\$	1,627.30
Kearney Ag & Auto Repair Inc	Vehicle Repair	\$	203.04
Kearney Ag & Auto Repair Inc	Vehicle Repair	\$	557.93
Kearney Ag & Auto Repair Inc	Vehicle Repair	\$	193.96
Kearney Ag & Auto Repair Inc	Tires and Parts	\$	237.59
Kearney Area Solid Landfill City Of Kear	Professional Services	\$	349.30
Kearney Catholic Schools	Miscellaneous Expenditure	\$	350.00
Kearney PowerSports	Vehicle Repair	\$	413.54
Kearney Pub SchFoundation	Professional Services	\$	30,980.52
Kearney Pub SchFoundation	Professional Services	\$	35,263.92
Kearney Pub SchFoundation	Professional Services	\$	43,847.21
Kearney Tire & Auto Service Co	Tires and Parts	\$	233.43
Kearney Winlectric Co	Supplies	\$	499.36
Kearney Winnelson	Miscellaneous Expenditure	\$	2,750.00
Kearney Winnelson	Supplies	\$	1,885.00
Kearney Winnelson	Supplies	\$	998.45
Kellee Vornhagen	Miscellaneous Expenditure	\$	93.10
Kelly Supply Co	Supplies	\$	141.29
Kelly Supply Co	Supplies	\$	26.78
Kidwell	Professional Services	\$	270.00
Lance Rohde	Professional Services	\$	540.00
Landmark Implement Inc Kearney	Vehicle Repair	\$	525.95
Landon Bouc	Professional Services	\$	100.00
Lane Brandt	Professional Services	\$	100.00
Lawson Jasnoch	Professional Services	\$	50.00
Leisa McConnell	Travel IDEA Base & E/P	\$	94.47
Lincoln Journal Star	Advertising	\$	62.51
Lynn Stewart	Travel Audio Visual	\$	170.28
Mailgun Technologies Inc	Technology Software	\$	325.00
Marci Ochsner	Travel Fiscal Services	\$	37.52
Martin Kracl	Professional Services	\$	150.00
Marty Levinson	Professional Services	\$	400.00
Mary Roesler	Travel Audio Visual	\$	145.20
Masters True Value	Supplies	\$	399.47
Masters True Value	Vehicle Repair	\$	2,981.86
Matheson TriGas Inc	Rentals of Equipment and Vehicles	\$	174.06
Matheson TriGas Inc	Supplies	\$	1,305.20
Meca Sportswear	Miscellaneous Expenditure	\$	283.05

Mechanical Sales Parts Inc	Supplies	\$	1,136.54
Menards Kearney	Supplies	\$	4,373.98
Menards Kearney	Supplies	\$	52.57
Menards Kearney	Supplies	\$	450.20
Merryman Performing Arts Center	Dues and Fees	\$	1,993.60
Midway Chevrolet	Tires and Parts	\$	84.05
Midway Chrysler Dodge Jeep	Tires and Parts	\$	34.15
Midwest Connect	Postage	\$	0.68
Midwest Connect	Postage	\$	17.31
Midwest Connect	Postage	\$	3,878.45
Midwest Connect	Postage	\$	1.36
Midwest Connect	Postage	\$	21.08
Midwest Connect	Postage	\$	359.72
Midwest Connect	Supplies	\$	673.45
Midwest Connect	Postage	\$	118.19
Midwest Connect	Postage	\$	9.45
Midwest Connect	Postage	\$	6,508.84
Midwest Connect	Postage	\$	80.92
Midwest Floor Specialties	Professional Services	\$	8,795.00
Midwest Floor Specialties	Repairs & Maintenance Services	\$	10,735.00
Miller Signs	Tires and Parts	\$	30.00
Mitchell Thomas Runco, Jr	Professional Services	\$	100.00
Monte Kratzonstein	Professional Services	\$	150.00
Moonlight Embroidery & Screen Print	Miscellaneous Expenditure	\$	1,021.00
MyKidsBank.com, Inc	Supplies	\$	106.00
n2y, LLC	Supplies	\$	23,674.40
NACIA	Dues and Fees	\$	40.00
Nathan LeFeber	Miscellaneous Expenditure	\$	639.71
National Insurance Marketing Brokers LLC	Professional Services Professional Development	\$	1,946.25
NCSANebraska Council of School Admin	Travel Supervision	\$	286.00
NCSANebraska Council of School Admin	Dues and Fees	\$	716.00
NCSANebraska Council of School Admin	Dues and Fees	\$	225.00
NCSANebraska Council of School Admin	Professional Services	\$	3,635.00
Nebraska Central Equipment Co	Vehicle Repair	\$	639.52
Nebraska Central Equipment Co	Tires and Parts	\$	449.54
Nebraska Central Equipment Co	Tires and Parts	\$	317.66
Nebraska Central Equipment Co	Bus Acquisition	\$	145,595.00
Nebraska Coaches Association	Miscellaneous Expenditure	\$	410.00
Nebraska Public Power District	Electricity	\$	62,561.90
Nebraska Safety Center	Professional Services	\$	300.00
Nebraska Safety Center	Professional Services	\$	225.00
Nebraska Safety Center	Professional Services	\$	100.00
Nebraska Safety Center	Professional Services	\$	100.00
Nebraska Safety Center	Professional Services	\$	100.00
Nick Smith	Professional Services	\$	250.00
Nolan Sughroue	Professional Services	\$	270.00
Northwest Electric LLC	Supplies	\$	647.53
Northwestern Energy	Natural Gas	\$	1,588.34
Off Duty Management, Inc	Security Officer	\$	115.00
One Call Concepts Inc	Professional Services	\$	42.54

One Source	Professional Services Professional Development	\$	874.35
One Source	Dues and Fees	\$	62.00
Paul Reinertson	Professional Services	\$	390.00
PEP CO, Inc.	Professional Services	\$	1,305.00
Perry Guthery Haasa & Gessford PC LLO	Contracted Legal Services	\$	1,050.00
Pioneer Critical Power	Repairs & Maintenance Services	\$	1,156.18
Platinum Awards & Gifts	Supplies	\$	14.35
Platte Valley Communications	Professional Services	\$	1,471.15
Platte Valley Laboratories	Professional Services	\$	50.00
Play With A Purpose	Supplies	\$	1,915.22
Prairie Roofing & Development LLC	Repairs & Maintenance Services	\$	1,953.00
Prairie View Roofing & Development LLC	Repairs & Maintenance Services	\$	2,756.50
ProTint	Professional Services	\$	29,666.25
Reagen Gallaway	Professional Services	\$	250.00
Renaissance Learning Inc	Textbooks Supplementals	\$	45,519.08
Rhonda Moseley	Travel OT Related Services	\$	6.10
Richard McGee	Repairs & Maintenance Services	\$	1,300.00
Riley Rose	Professional Services	\$	270.00
Robert Fuller	Professional Services	\$	300.00
Ryan Hogue	Miscellaneous Expenditure	\$	909.22
Sara Langan	Travel IDEA Base & E/P	\$	121.61
Sara Langan	Travel IDEA Base & E/P	\$	65.66
Sayler Screenprinting	Miscellaneous Expenditure	\$	671.50
Sayler Screenprinting	Uniforms	\$	525.00
Sayler Screenprinting	Supplies	\$	1,548.00
Scholastic Book Fairs	Miscellaneous Expenditure	\$	522.28
School Pride	Miscellaneous Expenditure	\$	275.00
Scorevision	Miscellaneous Expenditure	\$	7,000.00
Scott Schukar	Professional Services	\$	120.00
Shanna Schulte	Travel Instruction & Curriculum Development	\$	5.90
Shantel Eatherton	Travel Audio Visual	\$	126.03
SherwinWilliams	Supplies	\$	2,256.44
Shiloh Robinson	Professional Services	\$	400.00
Shredding Solutions	Supplies	\$	176.30
Shredding Solutions	Supplies	\$	26.63
Sorensen Brothers of Kearney Inc	Professional Services	\$	4,553.66
SpartanNash Family Fresh	Food	\$	110.02
Spracklin Chiropractic	Physicals	\$	90.00
Spracklin Chiropractic	Physicals	\$	90.00
Spracklin Chiropractic	Physicals	\$	180.00
Spracklin Chiropractic	Physicals	\$	90.00
Spracklin Chiropractic	Physicals	\$	90.00
Spracklin Chiropractic	Physicals	\$	90.00
Spracklin Chiropractic	Physicals	\$	90.00
Spracklin Chiropractic	Physicals	\$	90.00
Stefanie Green	Travel Audio Visual	\$	173.35
Steve Gaasch	Travel Board of Education	\$	1,009.35
Steve Stutzman	Miscellaneous Expenditure	\$	531.88
Tammy Rehtus	Miscellaneous Expenditure	\$	85.00
Taryn Burrell	Professional Services	\$	240.00

Teachtown	Supplies	\$	14,838.94
The Fanatic Group, LLC	Miscellaneous Expenditure	\$	716.10
The Lockmobile	Supplies	\$	19.50
TK Elevator Corporation	Repairs & Maintenance Services	\$	574.14
TMobile USA Inc.	TMobile Handheld Devices & Service	\$	40.87
TMobile USA Inc.	TMobile Handheld Devices & Service	\$	122.61
TMobile USA Inc.	TMobile Handheld Devices & Service	\$	1,473.00
TMobile USA Inc.	TMobile Handheld Devices & Service	\$	694.79
Tractor Supply Co.	Supplies	\$	192.96
Trane	Repairs & Maintenance Services	\$	4,800.00
Trane	Building Acquisitions and Improvements	\$	26,080.00
Travis Wischmeier	Professional Services	\$	270.00
Tristan Hervey	Professional Services	\$	90.00
Troy Saulsbury	Travel Tennis Boys	\$	143.00
Troy Saulsbury	Travel	\$	143.00
UCS Inc	Miscellaneous Expenditure	\$	413.20
UCS Inc	Miscellaneous Expenditure	\$	413.20
Unite Private Networks LLC	Purchased Service Telephone	\$	3,718.45
Unite Private Networks LLC	Other Communication	\$	51,600.24
US Bank Cardmember Service	Community Service Activities	\$	15,552.73
US Bank Cardmember Service	Textbooks	\$	1,400.00
US Bank Cardmember Service	Supplies	\$	91.00
US Bank Cardmember Service	Supplies	\$	210.00
US Bank Cardmember Service	Travel Audio Visual	\$	2,071.26
US Bank Cardmember Service	Supplies	\$	74.97
US Bank Cardmember Service	Travel Board of Education	\$	94.35
US Bank Cardmember Service	Travel Executive Administration	\$	1,247.05
US Bank Cardmember Service	Advertising	\$	1,173.50
US Bank Cardmember Service	Supplies	\$	195.00
US Bank Cardmember Service	Dues and Fees	\$	125.00
US Bank Cardmember Service	Professional Services Professional Development	\$	2,728.00
US Bank Cardmember Service	Travel Human Resources	\$	183.79
US Bank Cardmember Service	Supplies	\$	908.40
US Bank Cardmember Service	Rentals of Equipment and Vehicles	\$	180.00
US Bank Cardmember Service	Supplies	\$	4,212.42
US Bank Cardmember Service	Miscellaneous Expenditure	\$	31.79
US Bank Cardmember Service	Miscellaneous Expenditure	\$	602.97
US Bank Cardmember Service	Miscellaneous Expenditure	\$	93.75
US Bank Cardmember Service	Miscellaneous Expenditure	\$	644.00
US Bank Cardmember Service	Miscellaneous Expenditure	\$	3,760.00
US Bank Cardmember Service	Miscellaneous Expenditure	\$	2,146.25
US Bank Cardmember Service	Transportation Charges	\$	36.80
US Bank Cardmember Service	Miscellaneous Expenditure	\$	365.75
US Bank Cardmember Service	Transportation Charges	\$	18.40
US Bank Cardmember Service	Miscellaneous Expenditure	\$	112.15
US Bank Cardmember Service	Transportation Charges	\$	49.63
US Bank Cardmember Service	Miscellaneous Expenditure	\$	1,079.82
US Bank Cardmember Service	Miscellaneous Expenditure	\$	30.00
US Bank Cardmember Service	Miscellaneous Expenditure	\$	214.00
US Bank Cardmember Service	Dues and Fees	\$	405.00

US Bank Cardmember Service	Dues and Fees	\$	733.35
US Bank Cardmember Service	Transportation Charges	\$	147.88
US Bank Cardmember Service	Miscellaneous Expenditure	\$	882.00
US Bank Cardmember Service	Transportation Charges	\$	316.07
US Bank Cardmember Service	Transportation Charges	\$	40.49
US Bank Cardmember Service	Miscellaneous Expenditure	\$	2,943.17
US Bank Cardmember Service	Transportation Charges	\$	513.33
US Bank Cardmember Service	Miscellaneous Expenditure	\$	1,515.13
US Bank Cardmember Service	Miscellaneous Expenditure	\$	832.89
Varsity Spirit LLC	Miscellaneous Expenditure	\$	1,628.55
Verizon Wireless	Miscellaneous Expenditure	\$	47.26
Verizon Wireless	Purchased Service Telephone	\$	-
Verizon Wireless	Purchased Service Telephone	\$	111.48
Verizon Wireless	Purchased Service Telephone	\$	40.38
Verizon Wireless	Purchased Service Telephone	\$	-
Verizon Wireless	Purchased Service Telephone	\$	-
Verizon Wireless	Purchased Service Telephone	\$	128.04
Verizon Wireless	Purchased Service Telephone	\$	-
Verizon Wireless	Purchased Service Telephone	\$	40.38
Verizon Wireless	Purchased Service Telephone	\$	40.38
Verizon Wireless	Purchased Service Telephone	\$	40.38
Verizon Wireless	Purchased Service Telephone	\$	40.38
Verizon Wireless	Purchased Service Telephone	\$	98.30
Verizon Wireless	Miscellaneous Expenditure	\$	-
Verizon Wireless	Purchased Service Telephone	\$	457.32
Vertex Drone Washing Solutions LLC	Professional Services	\$	6,182.00
Vincent Graddy	Professional Services	\$	100.00
Walmart Community BRC	Supplies	\$	577.78
Walters Electric	Miscellaneous Expenditure	\$	3,619.41
WILKINS ArchitectureDesignPlanning	Building Acquisitions and Improvements	\$	1,276.23
WILKINS ArchitectureDesignPlanning	Construction Services	\$	148.17
WILKINS ArchitectureDesignPlanning	Construction Services	\$	148.17
WILKINS ArchitectureDesignPlanning	Construction Services	\$	1,749.06
Winzer Franchise Company	Supplies	\$	49.56
Woodwind and Brasswind	Supplies Vocal Music	\$	910.00
WPCIWestern Path Consult Inc	Drug Testing	\$	128.00
YMCA Child Care Center	Dues and Fees	\$	175.00

**SPECIAL BUILDING FUND and QCPUF  
CLAIMS TO REPORT FOR AUGUST 2024**

<b>VENDOR</b>	<b>DESCRIPTION</b>		<b>AMOUNT</b>
BD Construction	Construction Services	\$	1,138,763.48
BD Construction	Construction Services	\$	61,492.77
BD Construction	Construction Services	\$	61,492.77
BD Construction	Construction Services	\$	338,655.57
BD Construction	Building Acquisitions and Improvements	\$	406,909.13
WILKINS ArchitectureDesignPlanning	Building Acquisitions and Improvements	\$	1,749.06
WILKINS ArchitectureDesignPlanning	Construction Services	\$	3,130.20
WILKINS ArchitectureDesignPlanning	Construction Services	\$	551.28
WILKINS ArchitectureDesignPlanning	Construction Services	\$	551.27
WILKINS ArchitectureDesignPlanning	Construction Services	\$	2,287.99

## TREASURER'S REPORT

### General Account - NebraskaLand National Bank Month Ending July 31, 2024

#### Per Bank

NebraskaLand Bank	July 31, 2024	\$	29,509,854.56
Less Outstanding Checks		\$	(14,595.45)
Less Outstanding Other Disbursements		\$	(127,941.93)
Plus Outstanding Deposits		\$	(219.04)
Adjustment		\$	-
Ending Balance		\$	<u>29,367,098.14</u>

#### Per Books

Beginning Balance	July 31, 2024	\$	35,393,114.44
Plus Receipts		\$	1,628,037.76
Less Expenditures		\$	(7,654,054.06)
Less Returned Checks			
Adjustment		\$	-
Voided Checks		\$	-
Ending Book Balance	July 31, 2024	\$	<u>29,367,098.14</u>

**Flex Spending Account Balance**

**\$124,467.46**

## School District 7

### Fund Balances

Fiscal Year: 2023-2024

Month: July  
 Year: 2024  
 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	\$73,918,576.33	(\$67,481,076.61)	\$0.00	\$33,471,004.37	\$22,163,920.49	\$11,307,083.88
02	Depreciation Fund	\$1,076,196.69	\$170,213.76	(\$671,501.27)	\$0.00	\$574,909.18	\$574,909.18	\$0.00
03	Employee Benefit Fund	\$323,877.92	\$0.00	(\$3,610.00)	\$0.00	\$320,267.92	\$320,267.92	\$0.00
05	Activities Fund	\$2,679,878.46	\$2,266,120.40	(\$3,594,210.00)	\$0.00	\$1,351,788.86	\$1,352,317.72	(\$528.86)
06	School Nutrition Fund	\$2,787,009.30	\$3,455,142.51	(\$4,118,912.21)	\$0.00	\$2,123,239.60	\$2,152,372.34	(\$29,132.74)
07	Bond Fund	\$10,080,339.66	\$7,544,968.92	(\$7,361,572.11)	\$0.00	\$10,263,736.47	\$8,242,731.33	\$2,021,005.14
08	Special Building Fund	\$1,914,684.98	\$800,112.07	(\$491,231.98)	\$0.00	\$2,223,565.07	\$2,126,537.30	\$97,027.77
09	Qualified Capital Fund	\$10,549,849.68	\$7,774,577.99	(\$7,094,390.11)	\$0.00	\$11,230,037.56	\$10,877,638.21	\$352,399.35
10	Coop Fund	\$130,684.67	\$383,225.23	(\$859,028.00)	\$0.00	(\$345,118.10)	(\$339,209.58)	(\$5,908.52)
12	Student Fee Fund	\$287,578.14	\$222,596.96	(\$210,992.33)	\$0.00	\$299,182.77	\$299,949.49	(\$766.72)
<b>Grand Total:</b>		<b>\$56,863,604.15</b>	<b>\$96,535,534.17</b>	<b>(\$91,886,524.62)</b>	<b>\$0.00</b>	<b>\$61,512,613.70</b>	<b>\$47,771,434.40</b>	<b>\$13,741,179.30</b>

End of Report

## FY 24 Kearney Public Schools Revenue Expense Reports Compared to Budget

DATE: July 2024

	<u>FY 2024</u>	<u>TOTAL BUDGET</u>	%		<u>FY 2024</u>	<u>TOTAL BUDGET</u>	%
<b><u>GENERAL FUND</u></b>				<b><u>SCHOOL NUTRITION FUND</u></b>			
Income:	\$73,918,576.33	\$65,748,643.00	112%	Income:	\$3,455,142.51	\$2,204,000.00	157%
Expense:	<u>\$67,481,076.61</u>	\$73,615,368.00	92%	Expense:	<u>\$4,118,912.21</u>	\$4,562,125.00	90%
Net:	\$6,437,499.72			Net:	-\$663,769.70		
100 Supt.	\$233,089.85	\$200,000.00	117%	<b><u>SNF SUMMARY</u></b>			
103 Comm	\$118,954.84	\$30,000.00	397%		<b><u>TOTAL</u></b>	<b><u># OF DAYS</u></b>	<b><u>DAILY AVG.</u></b>
211 Dir PK-5	\$1,180,659.15	\$278,000.00	425%	Lunch	\$ 638,233.00	166.29	3838.07
220 Sped	\$773,000.46	\$599,746.99	129%	Breakfast	\$ 166,736.00	165.48	1007.59
230 Media	\$23,480.16	\$29,000.00	81%	<b><u>BOND FUND</u></b>			
240 Dir SS&S	\$165,639.47	\$87,500.00	189%	Income:	\$7,544,968.92	\$7,402,673.00	102%
270 Dir 6-12	\$412,217.64	\$205,000.00	201%	Expense:	<u>\$7,361,572.11</u>	\$16,254,205.00	45%
310 Personnel	\$338,528.78	\$167,000.00	203%	Net:	\$183,396.81		
320 Technology	\$1,368,210.55	\$1,600,000.00	86%	<b><u>BUILDING FUND</u></b>			
400 Principals	\$1,029,569.26	\$976,500.00	105%	Income:	\$800,112.07	\$1,000,000.00	80%
510 Finance	\$1,373,473.66	\$5,974,702.77	23%	Expense:	<u>\$491,231.98</u>	\$2,971,280.00	17%
550 Facilities	\$2,219,341.73	\$2,795,625.00	79%	Net:	\$308,880.09		
560 Utilities	\$900,756.73	\$975,000.00	92%	<b><u>QCPUF FUND</u></b>			
570 Transport.	\$251,351.68	\$250,000.00	101%	Income:	\$7,774,577.99	\$8,892,000.00	87%
910 Payroll	\$55,663,136.42	\$57,667,293.24	97%	Expense:	<u>\$7,094,390.11</u>	\$11,643,214.00	61%
931 Substitutes	\$1,378,895.92	\$1,750,000.00	79%	Net:	\$680,187.88		
941 Overtime	<u>\$50,770.31</u>	<u>\$30,000.00</u>	169%	<b><u>COOP FUND</u></b>			
	\$67,481,076.61	\$73,615,368.00	92%	Income:	\$383,225.23	\$552,906.00	69%
<b><u>DEPRECIATION FUND</u></b>				Expense:	<u>\$859,028.00</u>	\$700,000.00	123%
Income:	\$170,213.76	\$850,050.00	20%	Net:	-\$475,802.77		
Expense:	<u>\$671,501.27</u>	\$1,374,679.00	49%	<b><u>STUDENT FEE FUND</u></b>			
Net:	-\$501,287.51			Income:	\$222,596.96	\$215,000.00	104%
<b><u>ACTIVITIES FUND</u></b>				Expense:	<u>\$210,992.33</u>	\$437,192.00	48%
Income:	\$2,266,120.40	\$1,500,000.00	151%	Net:	\$11,604.63		
Expense:	<u>\$3,594,210.00</u>	\$3,743,946.00	96%	<b>TOTAL REVENUE</b>	\$96,535,534.17	\$88,365,272.00	109%
Net:	-\$1,328,089.60			<b>TOTAL EXPENDITURES</b>	\$91,886,524.62	\$115,613,783.00	79%

## Bearcat Diner Financial Statement for Month Ending July 31, 2024

<b>Receipts:</b>	<b>Budget</b>	<b>Month End</b>	<b>Year-to-Date</b>	<b>% of Budget</b>	<b>2022-2023%</b>
Federal Reimbursement	\$ 1,981,300.00	\$ 113,600.27	\$ 2,237,478.03	112.93%	131.44%
Sale of Lunches -Pupils	\$ 1,150,000.00	\$ 12,606.41	\$ 1,150,640.31	100.06%	97.29%
Other Income	\$ 72,700.00	\$ 1,447.99	\$ 50,026.62	68.81%	130.68%
District Support			\$ -		
<b>Total:</b>	\$ 3,204,000.00	\$ 127,654.67	\$ 3,438,144.96	107.31%	117.40
			\$ -		
<b>Expenditures:</b>			\$ -		
Salaries/Fringe	\$ 2,029,657.06	\$ 65,364.55	\$ 1,971,661.32	97.14%	96.42%
	\$ 2,029,657.06	\$ 65,364.55	\$ 1,971,661.32	97.14%	96.42%
			\$ -		
Food Items	\$ 2,239,717.94	\$ 30,146.71	\$ 1,939,420.41	86.59%	95.68%
Equipment	\$ 216,000.00	\$ 108,678.85	\$ 157,437.78	72.89%	109.01%
Supplies,Repairs and Other	\$ 76,750.00	\$ 1,845.87	\$ 50,462.99	65.75%	47.42%
<b>Total:</b>	\$ 4,562,125.00	\$ 206,035.98	\$ 4,118,982.50	90.29%	95.60%
<b>Revenue Over/Under Expenses</b>		\$ (78,381.31)	\$ (680,837.54)		
<b>Beginning Balance</b>	\$ 2,358,125.00		\$ 2,358,125.00		
<b>Ending Balance</b>	\$ 2,358,125.00		\$ 1,677,287.46		\$ 2,539,553.78
<b>Federal Money Due</b>		\$ 41,168.70			
<b>Accounts Receivable &lt; \$50.00</b>		\$ 3,995.77			
<b>Accounts Receivable &gt; \$50.00</b>		\$ 27,353.24			

<b>Annual Board Report</b>			
<b>Windy Hills PTO Annual Report</b>			
<b>Report as of Year Ending July 5, 2024</b>			
<b>Per Bank Statement</b>			<b>2023-2024</b>
First National Bank	August 5, 2023	\$	14,519.13
Plus Deposits			18,182.79
Plus Interest			2.52
Less Expenditures			21,123.05
Less Outstanding Deposits 2023-2024		\$	-
Plus Outstanding Checks 2023-2024		\$	-
Statement Ending Balance	July 5, 2024	\$	11,581.39
<b>Per Check Register</b>			
Balance of August 5, 2023		\$	13,206.12
Revenue Collected August 6, 2023 to July 5, 2024			
Donations		\$	872.00
School Sponsorship		\$	8,401.00
Snack Sales		\$	298.66
Book Fair		\$	2,293.37
Boo Bash		\$	6,063.25
Box Tops		\$	62.10
Parking Spot Raffle		\$	76.00
Other Income		\$	305.00
Obstacle Course Smoothies		\$	99.55
Bridge Books		\$	40.00
Interest		\$	2.52
Total Deposits		\$	18,513.45
Disbursements August 6, 2023 to July 5, 2024			
PTO Projects for 2023-2024			
<u>Fundraising</u>			
Back to School		\$	1,180.76
Boo Bash		\$	3,148.42
<u>Gifts</u>			
Classroom Gifts		\$	661.22
<u>Misc</u>			
Student Shirts		\$	2,403.22
Holiday Movie		\$	800.00
Teacher Appreciation		\$	2,331.91
Book Fair		\$	2,418.08
Field Trips		\$	3,138.98
Field Day		\$	194.76
Marathon		\$	1,572.99
Holiday Dinner		\$	305.44
Insurance		\$	395.00
End of School		\$	223.47
Other		\$	1,363.93
Total Disbursement		\$	20,138.18
Ending Balance July 5, 2024		\$	11,581.39
<b>Investments/Savings Accounts -</b>			
Ending Balance June 30, 2024		\$	4,597.61

# Annual Board Report

## Kenwood PTO Annual Report

**Report as of Year Ending 2024**

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### **Per Bank Statement**

Five Points bank	August 1, 2023	\$	<b>29,428.33</b>
Plus Deposits		\$	<b>22,475.91</b>
Plus Interest			
Less Expenditures		\$	<b>18,389.55</b>
Less Outstanding Checks			
Statement Ending Balance	July 31, 2023	\$	<b>33,514.69</b>

### **Per Check Register**

#### **Balance of August 1, 2023**

#### **Revenue Collected August 1, 2023 to July 31, 2024**

Book Fair:

Field Trips:

First Grade Trip

Fundraising:

Fall Fundraiser \$ 17,190.50

Snack Sales \$ 1,143.93

Playground Equipment

Run Club \$ 120.00

Walking Taco \$ -

5th Grade Party Donations \$ -

Family Fun Night Donations \$ 468.00

Coin Wars \$ 2,601.13

Other \$ 250.00

Interest

T-Shirts \$ 702.35

Corrections \$ -

Total Deposits \$ **22,475.91**

#### **Disbursements August 1, 2023 to July 31, 2024**

Activity:

Music \$ 400.00

Circle of Friends \$ 585.00

Library \$ 723.49

Run Club \$ 767.13

Open House \$ 310.32

Bowl-A-Thon \$ 525.00

Fifth Grade Party \$ 1,455.70

Family Fun Night \$ 878.46

Field Day \$ 65.88

Kindergartgen Round-up

Field Trips

Field Trips 2021-2022	\$	585.41
First Grade Field Trip	\$	414.00
Second Grade Field Trip	\$	469.00
Third Grade Field Trip	\$	-
Fourth Grade Field Trip	\$	668.00

Fundraising

Walking Taco Expenses		
Fall Fundraiser	\$	4,677.10
Coin Wars	\$	90.70

Gifts

Staff Appreciation	\$	3,637.03
Scholarships	\$	500.00
Conference Meals		

Maintenance (Building, Equipment)

Bike Rack

Miscellaneous

Advertising		
Memorials & Benefits	\$	150.00
Insurance	\$	720.00
Teacher Requests	\$	378.95
Non-Budgeted	\$	388.38

PTO/PTA Office Supplies

Postage  
Envelopes

Service Charges

Total Disbursement \$ **18,389.55**

**Ending Balance July 31, 2024** \$ **33,514.69**

**Investments/Savings Accounts -**

**Ending Balance July 31, 2024** \$ **-**

**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.

**Annual Board Report**  
**Park Elementary School Parent-Teacher Organization**  
**Report as of Year Ending July 31, 2024**

**Per Bank Statement**

Five Points Bank (August 1, 2023)	\$13,430.18
Plus Deposits	\$17,232.30
Plus Interest	\$0.00
Less Expenditures	-\$21,872.02
Less Outstanding Checks	-\$105.47 (Checks #2231, 2239, 2240)
Statement Ending Balance (July 31, 2024)	<u><u>\$8,684.99</u></u>

**Per Check Register**

**Balance on July 31, 2024**

**Revenue Collected August 1, 2023 to July 31, 2024:**

Box Tops for Education	\$0.00
Family Fresh	\$0.00
Family in Need Donation	\$500.00
Sherwood Forest Farms	\$5,415.46
Pancakes with Panthers	\$1,111.00
Park Apparel Sales	\$3,025.00
Park Fun Night	\$2,314.36
Swim Party	\$243.00
Reading Marathon	\$674.61
Scholarship Reimbursement	\$300.00
Scholastic Book Fair	\$3,532.54
Sonic Cards	\$0.00
Veteran's Breakfast	\$20.00
Donuts with Grownups	\$83.94
Movie Night	\$0.00
Voided Checks	\$12.39
<b>Total Deposits</b>	<b>\$17,232.30</b>

**Disbursements August 1, 2023 to July 31, 2024:**

Christmas Crafts	(\$477.69)
Field Trips	(\$618.00)
Family in Need Donation	(\$1,702.42)
Donuts with Grownups	(\$338.65)
Framed Student Artwork	(\$109.14)
Improvement Projects	(\$814.26)
Insurance	(\$675.00)
Jr. Achievement	\$0.00
Kind and 5th Grade Graduation	(\$423.37)
Money into Teacher's Accounts	(\$2,100.00)
Movie Night	(\$1,435.00)
Music Fees	(\$825.00)

Paint Paradise	\$0.00
Park Apparel Sales	(\$2,000.00)
Park Fun Night	(\$785.61)
Sherwood Forest Farms	(\$4,158.14)
Festival of Lights	\$0.00
Veteran's Breakfast	\$0.00
PTO Administrative Expenses	\$0.00
Reading Marathon	\$0.00
Scholarships	(\$600.00)
Scholastic Book Fair	(\$3,372.05)
Staff Appreciation	(\$1,423.44)
Swim Party	(\$14.25)
<b>Total Disbursements</b>	<b>(\$21,872.02)</b>
<b><u>Ending Balance July 31, 2024</u></b>	<b><u>8,684.99</u></b>

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

# FACILITIES USE HANDBOOK



# KEARNEY PUBLIC SCHOOLS 2024/2025

Revised July, 2024

This booklet has been designed to assist you when utilizing the Kearney Public Schools (KPS) facilities for your planned event and/or activity. The initial contact for the use of a KPS facility must be made with the individual building administrator and/or principal.

The request for facility use can be made no more than one (1) school year in advance. For purposes of facility use scheduling, the school year will be defined as August 1st to July 31st.

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## **Community Use of School Facilities**

**This handbook is adopted by the Board of Education each year. Facility Use Requests for the upcoming school year will be considered by the school district beginning on June 1st each year.**

### **I. Custody**

The custody of all facilities is placed with the Superintendent of schools.

### **II. Responsibilities**

#### **A. Principal**

1. Shall be responsible for maintaining proper relationships with those organizations that make application to use the facility.
2. Will maintain a complete schedule, and coordinate use, of the building that he/she is responsible for endeavoring to prevent conflicts and to guarantee first priority to the school and its related activities.
3. Will process all requests for rental, notify affected personnel, and insure compliance with Board of Education policies and these regulations.
4. Will exercise preliminary approval authority on all activities.
5. Will notify the Director of Facilities, or his/her designee, of any changes in previously scheduled rental dates.
6. Will exercise approval/disapproval on the use/rental of school building equipment.
7. Will notify Facilities Department if there is a change in the name of the individual serving as the sponsoring head of the organization.

#### **B. Director of Finance**

1. Will maintain current operating and maintenance costs for each facility.

#### **C. Director of the Facilities Department**

1. Will maintain a master schedule of use for all school facilities.
2. Will verify availability on master schedule and activate new schedule.
3. Will coordinate multi-building utilization through the building principals.
4. Will schedule custodians when requested by the building Principal.
5. Will collect all fees associated with each rental agreement.
6. Will obtain a copy of proof of insurance from the using organization.

#### **D. Custodian**

1. Will be on duty at all times when a school facility is used by any group if deemed necessary by the building principal or facility director.
2. Will be responsible for opening and closing the building, policing it, and cleaning the premises as required.
3. Will not be responsible for assisting the renting representative with loading or unloading equipment.

#### **E. Using Organization**

1. The representative of the group or organization must initiate the rental request on-line (Link on KPS homepage is "Reserve a KPS Location") and provide the required insurance information on the Facility Use form.
2. The sponsoring head of the group or organization using the facility must also be on duty at the facility during such use to supervise the group. (If noted on Building Use Form, this may be amended in some instances to allow another responsible adult member of the organization to assume those duties.)
3. The organization using the facility will be responsible for the proper care of school property. The user group or organization must pay for any damage. If the past history of the organization indicates previous facility damage, a damage deposit of \$500.00 will be required and the District reserves the right to require custodial presence during the entire activity.
4. The User of the facility is responsible for not exceeding the maximum occupancy for the space(s) being used.
5. Custodial fees will be charged if the user did not perform the proper cleanup.

### III. Priorities of Use

#### A. Order of rank will be as follows:

1. Activities and programs (Class I activities) of the KPS District directly related to the instructional and educational programs of the district.
2. Other events or activities (Class II activities).

B. Access to district facilities and use of specialized equipment by district employees, for the purpose of personal physical fitness exercise programs, or the pursuit of athletic, musical, or dramatic interest, are to be authorized, scheduled, and monitored under separate procedural considerations and/or regulations consistent with the intent and spirit of these regulations. If there is an event scheduled prior to use, then the scheduled event has priority.

C. KPS Facilities Hours of Operation are from 7:00 a.m. to 10:00 p.m. No non-KPS (Class II) events will be allowed outside of the regular hours of operation unless the event is approved by the Superintendent (or his/her designee). The event must also be scheduled with the Director of Facilities. All events within the hours of operation must be approved by that building's Principal and scheduled through the Facilities Department. No outside groups (Class II) will be allowed in a KPS facility until 4:30 p.m. If KCLC is using the facility, no Class II events will be scheduled until KCLC is out of the building.

### IV. Application, Processing and Permits

#### A. Application

1. Any individual or group representative shall direct his/her request for use of a school or school grounds to the Principal (or designee) of the school on forms provided for that purpose. Applications must be submitted to the building principal no less than two weeks prior to the date of the requested use. If the application is received less than two weeks prior to the date of the requested use applications may be denied. In the event of the Principal's (or designee's) absence, the application must be submitted to the Director of Facilities.
2. Individuals or groups holding regular meetings throughout the year need file only one application at the beginning of each school year along with a calendar of the dates of such regular meetings. However, special events of such groups must be preceded by separate applications prior to being scheduled.
3. Applications will not be accepted more than one school year in advance. If so, the application will be returned to the applicant without action. For purposes of facility use scheduling, the school year will be defined as August 1st to July 31st.
4. All applications received before June 1st for the upcoming school year will be processed according to the priority designated by the category of activities (page 4). When there are multiple requests for the same space/date, the building administrator will work with the requesters to determine a solution. Final approval of the schedule will be made by the building administrator. Applications received after June 1<sup>st</sup> or during the requested school year, will be processed according to current facility availability and priority designated by the category of activities. KPS functions and activities will be given priority as determined by building administrators.
5. Extended use of any facility for religious activities must have Board of Education or designee approval.

#### B. Processing Applications

1. The Principal or his/her designee will review and process all applications, making certain that all information has been obtained in the section of the application form for which he/she is responsible, and require the prospective user to sign the completed application.
2. The Principal or his/her designee will exercise approval authority on all activities.
3. The signed and completed application is to be forwarded to the Director of the Facilities Department.
4. Any use of the kitchen area must be approved by the Food Service Director.
5. The Application/Permit is to be processed as follows:
  - a. The building principal or authorized administrator completes the appropriate portion of the form.
  - b. After being approved by the building principal or authorized administrator the form will automatically be forwarded to the Director of Facilities for completion and activation. The

requester will automatically receive an e-mail informing them of his/her activation or denial.

#### C. Permits (Approved Application)

1. The granting of a permit for the use of one part of a building or grounds confers no privileges for the use of any facility other than those stated in the permit. It does not include any other time or times for preparation or rehearsal unless specifically stated.
2. Violation by a permit-holder of any of the regulations governing the use of school buildings or grounds may be cause for the cancellation of all existing permits and denial of any permits in the future.
3. All permits are subject to immediate cancellation if it is discovered that information given on an application is misrepresented. If the use of the facility is discovered to be contrary to any policies, rules, and regulations of the board, the permit is subject to immediate cancellation. Upon notice by the designated school official, such activity is to cease. The Board and its agents are to be held harmless of any expenses or losses incurred by the sponsoring organization due to such cessation.
4. Once a permit has been issued, it can be cancelled by the Board of Education, or Superintendent (or designee) for cause, or when such cancellation is in the best interests of the public.
5. An applicant group may also cancel its permit without penalty, provided notice of cancellation is given to school authorities no less than forty-eight (48) hours prior to scheduled use. If a forty-eight (48) hour notice is not given, a recovery fee of a minimum of \$50 may be charged, if a custodian was scheduled outside of their normal work times, except for weather related situations.

#### V. Liability for Damage

Any group or organization using school property shall save the KPS District Board of Education, the individual members thereof, and any school officials or employees, free and without harm, from any loss, damage liability, or expense that may arise during, or be caused in any way by such use or occupancy of school property. In the event property loss is incurred as a result of the use of the facility by any outside group, the amount of damage shall be determined by the Director of the Facilities Department in consultation with the building principal(s).

#### VI. Certificate of Insurance

The using organization shall furnish KPS, prior to use of the facilities, evidence of a liability policy that will provide bodily injury liability coverage of not less than \$1,000,000 per occurrence, and \$100,000 for property damage, with KPS named as additional insured. The requirement for liability and property damage coverage may be waived by the Director of Finance when groups or organizations use the facility for small meeting purposes only.

#### VII. Fees

##### A. General

1. All fees and/or rentals will be based upon the attached Basic Rental Fee Schedule.
2. All fees will reflect spaces actually used even if not requested on the facility use request.
3. Fees are due upon receipt of the bill. The only exception will be when it is so stated in the permit. A late charge of 1.5% per month will be added to the bill if not paid within 30 days.
4. Fees will be delinquent 30 days from date of billing. Failure to comply will preclude future rentals.
5. Collection of fees is made by the Facilities Department, 417 East 6<sup>th</sup> St., Kearney, NE 68845. Checks are to be made payable to Kearney Public Schools.
6. In no case will checks or money orders be made payable to individual school staff.
7. Special fees may be charged for necessary technical or supervisory service, extra preparation, stage equipment, athletic equipment, scoreboard timing devices, musical instruments, projectors, amplifying equipment, or any other equipment not specifically noted. The cost of the special fees will be added to the regular fee.
8. Custodial fees are estimated at the time of application, but after use is complete, actual custodial fees are charged at the rate shown on the rate schedule.
9. Maintenance fees will be charged whenever district maintenance or grounds personnel and/or vehicles are used in transporting equipment, set-up, tear-down, and/or clean-up.
10. An hourly fee will be charged for kitchen use. A KPS employee must be present.

#### VIII. Equipment

- A. School equipment such as tables, chairs, musical instruments, risers, instructional equipment, etc., may not be loaned or rented for use outside the school location. Outside use of computer equipment by district employees is authorized when used to pursue a specific school project or purpose, if approved by the employee's supervisor of record. Use of school space does not include use of school equipment unless specifically permitted. Use of school equipment, when and where required, must be operated by school personnel, the cost of which will be added to the regular fee as a special fee, i.e., light control panel, spot lights, etc. The Superintendent or his/her designee must approve any variance.
- B. Organizations wishing to bring unusual equipment, material, devices, and/or animals into school buildings or on school premises, must first present, in writing, proper insurance coverage with a "save harmless" clause protecting the Board and School District.

### **IX. Categories of Activities and Fees**

#### **A. General**

- 1. Non-school groups pay rental based on the costs to the District for supervision, custodial services, utilities, and other operating expenses incidental to facility use in fixed amounts for each type of facility and the services required for it.
- 2. The most common types of activities are categorized below. In the event the organization or activity is not categorized, the principal will contact the Director of Finance to determine the correct category and rental schedule.
- 3. The fee categories are defined for rental fees (designated as Class I, II). If applicable, special and/or custodial fees are in addition to the rental fee. These rates are also listed on the rental fee schedule. Custodial fees and/or maintenance fees may be charged even during normal school work hours.

#### **B. Class I Activities**

- 1. Will not be charged for rental or custodial fees. This category includes the following activities:
- 2. PTA meetings and activities
- 3. Kearney teachers and educational association meetings
- 4. Student clubs and/or school-sponsored meetings with employee supervision.
- 5. School district sponsored meetings and activities
- 6. Councils of school association meetings
- 7. NSAA and conference-sponsored or sanctioned activities or meetings
- 8. City Parks and Recreation activities
- 9. UNK use per the KPS-UNK MOU agreement

#### **C. Class II Activities**

- 1. Will be charged the custodial fee or special fees if services are needed or used.
- 2. All outside groups will be required to pay a fee to use facility.
  - a. For youth groups using facility for practices or meetings, fee of \$12 an hour per individual location used. Make up of Groups/Teams must be at least 50% KPS students.
  - b. For youth events using facility for events that charge admission or take a collection, the regular fee schedule will apply.
  - c. For all other groups, the regular fee schedule will apply.
  - d. School has right to require 50% down deposit on all full fee schedule activities.
  - e. For youth club events that do not charge admission or take a collection, half of the regular fee schedule will apply

#### **D. Use of Swimming Pool**

- 1. Certified Life Guard must be present at all times.
- 2. A KHS pool operator must be on duty.
- 3. All outside groups will be required to have liability insurance with no exceptions.
- 4. Only KPS trained operators will be allowed to use timing system software/hardware.
- 5. Fees for life guards and pool operators will be at pay rates for individuals filling these positions.

#### E. Auditorium

1. A Theatre Technician is required to be present to run the sound system. Only KPS trained operators will be allowed to use this system.

#### F. Other Considerations

1. In general, usage will be limited to buildings and grounds other than specially equipped classrooms, libraries, storage rooms, and administrative offices so as to reduce interference with the school programs and to protect school and pupils' supplies, instructional materials, and exhibits from being disturbed or destroyed.
2. The use of the building by a non-school group should in no way restrict or limit the normal instructional program carried on during regular school hours. Further, the use of school equipment is specifically prohibited unless prior approval has been received from the principal.
3. The use of any kitchen area is strictly regulated. At no time will Kitchen use be allowed without KPS KPS Food Service personnel available to run the kitchen.
  - a. Procedures for care and cleaning of equipment must be followed.
  - b. If a serving area is needed, exclusive of the kitchen, tables may be set up in the cafeteria area.
4. Approved community activities include, but are not limited to evening and Saturday classes, concerts, carnivals, dramas, book festivals, art festivals, dances, meetings of organizations, and athletic or recreational games, contests, sports, or activities which are open to the public.
5. The Board of Education reserves the right to deny the use of the facilities to any person or organization at any time, and it is the final authority on the interpretation and modification of the policy on public use of school facilities. In particular, the Board of Education reserves the right to deny the privilege of continued use of facilities to any user who does not comply with all regulations.
6. Organizations or groups which promulgate any theory or doctrine subversive to the laws of the United States or any political subdivision thereof or advocate governmental change by violence, will be denied use of all school facilities.
7. School facilities shall not be used for political purposes.
8. Simultaneous multiple uses of a building may be refused by the principal to assure adequate parking and other service facilities.
9. School facilities will not be available for use by rental groups on the following holidays: New Year's Day, Good Friday, Easter Sunday, Memorial Day, Independence Day, Labor Day, Thanksgiving Day, Day after Thanksgiving, Christmas Eve, Christmas Day, New Year's Eve. Use of the facilities on weekends and non-school days is dependent upon the availability of school personnel.
10. School facilities will not be available during the NSAA 5 day moratorium.
11. No school facility is to be used for any other purpose or in any other way than its designed use, without expressed written permission.
12. No school building or grounds will be used for unlawful purposes.
13. Sponsoring organizations will conduct orderly meetings and such gatherings are not to incite others to disorder.
14. Sponsoring organizations will conduct meetings that are not abusive of other groups or individuals by reason of age, race, creed, color, sex, or national origin.
15. Any activity that may violate the canons of good morals, manners, or taste, or be injurious to the buildings, grounds, or equipment, will not be permitted.
16. All use of schools by non-school groups will be cancelled when schools are closed due to inclement weather (including nights and weekends) or other emergency conditions unless specific permission is granted by the Director of the Facilities Department.
17. Each applicant must agree to assume responsibility for any legal liability for injury or damage to the person or property of the applicant or others, and for any uninsured injury or damage to school personnel or property in connection with use of school facilities, must agree to save the School Board harmless in the event of any injury or damage, and must reimburse the School District for any damage. In all cases, a "hold harmless" agreement must be signed.
18. If deemed necessary by the building principal or his/her designee, a school custodian or a representative of the principal is required to be on duty during the use of any school facility.
19. Keys will not be issued to the User. Anyone loaning keys assumes personal liability for any damage or loss.
20. The User Group must provide adequate adult supervision for each activity.

21. The use of alcoholic beverages in school buildings or on school grounds is prohibited.
22. Gambling is prohibited in school facilities.
23. The use of tobacco products in school buildings or on school property is prohibited.
24. School facilities shall not be used for parties or celebrations that are essentially private in nature, such as birthdays, anniversaries, or sports other than school sports and other similar parties.
25. No ticket selling for any event or the sale of merchandise or food is permitted without written approval on the permit.
26. The gymnasium will not be used for dances without special provisions and permission. Use of gymnasium requires use of proper footwear to prevent damage to floors.
27. Special permission must be obtained from the principal for decorating, installing scenery, moving furniture, etc.
28. No signs, banners, pennants, placards, or similar items of advertisement are to be placed in the schools without the express consent of the school principal.
29. There shall be no temporary or permanent signs, banners, pennants, or the like placed in or on school buildings or on school grounds by any group, except those associated with activities sponsored or sanctioned by the school.
30. Scenery, decoration, or equipment provided by the holder of a permit, must be removed from the school building promptly after the performance so as not to interfere with school activities. If there is a delay, the removal will be made by the District at the expense of the holder of the permit.
31. Auditoriums and theaters: No equipment may be used, removed, or relocated without permission of the principal. (This includes movie screens, curtains, spotlights, etc.) Lighting for stages is set up for regular use. Organizations may not use the stage areas without some member of the staff or a custodian in supervision.
32. Food or beverage is prohibited in the seating area of the auditorium.
33. Fireworks, pyrotechnics and open flames, including candles, are not permitted except by permit from the Kearney Volunteer Fire Department and prior approval from KPS Director of Facilities.
34. Seating capacity limits (as per rental fee schedule) are never to be exceeded due to State Fire Regulations.
35. Parking is only allowed in designated areas and is strictly forbidden on grass areas, sidewalks and fire lanes. Vehicles in violation will be towed at the owner's expense.

<u>Facility</u>	<u>Capacity</u>	<u>Hr Rate</u>	<u># Hrs</u>	<u>Notes</u>	<u>Add'l</u>	<u>Other Information</u>
<b>All Buildings</b>						
Classrooms		\$33	2	Up to 2 hrs, per hr thereafter:	\$15	
Small meeting rooms		\$27	2	Up to 2 hrs, per hr thereafter:	\$13	Includes Conf. Rooms
Large meeting rooms		\$33	2	Up to 2 hrs, per hr thereafter:	\$15	Includes Staff Dev. Rooms
<b>High School</b>						
Auditorium	1000	\$611	8	Up to 8 hrs, per hr thereafter:	\$115	
Theatre Technician		\$44	1	Per hour		Required w/ Auditorium, per hr
Black Box	100	\$145	2	Up to 2 hrs, per hr thereafter:	\$55	
Auxiliary Gym	500	\$93	1	First hr, per hr thereafter:	\$55	
Main Gym	2000	\$136	1	First hr, per hr thereafter:	\$109	
Locker Rooms		\$33		Flat Fee		
Multipurpose Rooms		\$33	1	Per hour		Wrestling, Fitness, Weight Rooms
Cafeteria/Commons	600	\$164	2	Up to 2 hrs, per hr thereafter:	\$76	Kitchen w/ school personnel, \$50
Concessions		\$55	1	Per hour		
Band Room		\$59	2	Up to 2 hrs, per hr thereafter:	\$27	
Vocal Music Room		\$59	2	Up to 2 hrs, per hr thereafter:	\$27	
Media Center		\$59	2	Up to 2 hrs, per hr thereafter:	\$27	
Computer Lab		\$59	2	Up to 2 hrs, per hr thereafter:	\$27	
Forums		\$145	2	Up to 2 hrs, per hr thereafter:	\$55	
Football Field		\$218	1	Per Hour, minimum of:	\$600	
Pool		\$145	2	Up to 2 hrs, per hr thereafter:	\$55	Plus Lifeguard, Pool Operator
Track		\$87	1	Per Hour, minimum of:	\$231	
<b>Middle Schools</b>						
Middle School Gym	950	\$93	2	Up to 2 hrs, per hr thereafter:	\$55	
Sunrise Multipurpose Rm		\$59	2	Up to 2 hrs, per hr thereafter:	\$27	
Cafeteria	300	\$133	2	Up to 2 hrs, per hr thereafter:	\$27	Kitchen w/ school personnel, \$50
Band Room		\$59	2	Up to 2 hrs, per hr thereafter:	\$27	
Vocal Music Room		\$59	2	Up to 2 hrs, per hr thereafter:	\$27	
Media Center		\$59	2	Up to 2 hrs, per hr thereafter:	\$27	
Computer Lab		\$59	2	Up to 2 hrs, per hr thereafter:	\$27	
Sunrise Board Room	55	\$69	1	Per Hour		
Horizon Football Field		\$218	1	Per Hour, minimum of:	\$600	
Sunrise Football Field		\$74	1	Per Hour, minimum of:	\$164	
Horizon Track		\$87	1	Per Hour, minimum of:	\$231	

Sunrise Track	\$74	1	Per Hour, minimum of:	\$164
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**Elementary Schools**

Gyms	175-250	\$82	2	Up to 2 hrs, per hr thereafter:	\$44
Cafeteria	125	\$87	2	Up to 2 hrs, per hr thereafter:	\$55
Media Center		\$59	2	Up to 2 hrs, per hr thereafter:	\$27
Computer Lab		\$59	2	Up to 2 hrs, per hr thereafter:	\$27

At no time will the occupant capacity be allowed to exceed the capacity of the numbers shown.

**Special Fees**

Life Guard	Per Rate of Lifeguard
Spot lights	\$25 each
Stage lighting	\$25 as is
Gelatins	\$45 if we re-gel
Overhead	\$30
Grand piano (KHS)	\$55 plus tuning at user's expense (if requested)
TV/VCR/DVD	\$35
Digital Projector	\$45
Sound Shell	\$55
Risers	\$55
Sound System	\$45
Sound/Lighting Tech.	\$45.00 / hour
Computer Lab Tech.	\$40.00 / hour

Kitchen Fees

There will be a charge of \$60 per hour for the use of any kitchen with a minimum of one hour. This charge includes a Kearney Public Schools Bearcat Diner staff member who will be present during the usage.

Custodial/Pool Operator Fees

Per hour rate of \$33.00 (**\$35.00**) with a minimum of two hours. A one-hour charge will be issued for unlocking the building and one hour charge for locking the building.

Maintenance Fees

Per hour rate of \$45.00 (**\$50.00**) per employee, minimum of one hour, plus any related material costs. This fee will apply when district personnel is involved in set-up, tear-down, and/or pick-up and delivery of equipment.

Inclement Weather

\$130.00 for each piece of equipment for contracted snow removal and sanding for ice, and \$75.00 per hour per piece of equipment for Kearney Public Schools to remove snow. If the event is cancelled or rescheduled these fees will not have to be paid if Kearney Public Schools is given at least a four (4) hours' notice by calling (308) 627-1198 before the entry time listed on the Facility Use Request form.

**Notice of Nondiscrimination**

The Kearney Public School District does not discriminate on the basis of race, color, national origin, sex, disability, religion, age or other protected status in its programs. The following persons have been designated to handle inquiries regarding the non-discrimination policies:

Students: Associate Superintendent  
 320 West 24th Street  
 Kearney, Ne. 68845  
 (308) 698-8000

Employees and Others:

Director of Personnel  
320 West 24th Street  
Kearney, Ne. 68845  
(308) 698-8011

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 8930 Ward Parkway, Suite 2037, Kansas City, Missouri 64114, (816) 268-0550 (voice), or (877) 521-2172 (telecommunications device for the deaf), or [ocr.kansascity@ed.gov](mailto:ocr.kansascity@ed.gov).

July 31, 2024

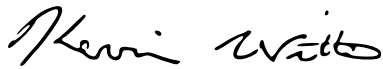
Steve Gaasch, President  
Kearney Public Schools Board of Education  
310 West 24th Street  
Kearney, NE 68845

Dear President Gaasch:

The Kearney Education Association requests that the school board of the Kearney Public Schools take action to recognize Kearney Education Association as exclusive bargaining agent for the district's non-supervisory certificated staff for the **2026-2027** contract year.

Please direct your response to the undersigned.

Sincerely,

A handwritten signature in black ink that reads "Kevin Witte". The signature is written in a cursive style with a large initial "K" and a long, sweeping underline.

Kevin Witte, Head Negotiator  
Kearney Education Association

**RESOLUTION**

**WHEREAS**, the Nebraska Legislature enacted several measures this past legislative session, including LB 243, to adjust public school district revenue and finances; and,

**WHEREAS**, LB 243 generally limits a public school district's property tax request authority, subject to limited exceptions; and

**WHEREAS**, LB 243 includes an exception to generally allow a school district to otherwise exceed the default property tax request authority if at least seventy percent of the Board of Education votes in favor of the increased request; and

**WHEREAS**, a Board of Education of a school district with an average daily membership of more than three thousand forty-four students but no more than ten thousand students may increase its tax request by up to an additional five percent above the base growth percentage; and

**WHEREAS**, the average daily membership of Buffalo County School District Number 10-0007, a/k/a Kearney Public Schools (the "School District") is more than three thousand forty-four students but no more than ten thousand students; and

**WHEREAS**, due to rising enrollment, student and staffing needs, and the need to maintain its budgetary obligations, the Board of Education of the School District hereby desires to increase its base growth percentage by up to an additional five percent or other maximum amount as permitted by law; and

**WHEREAS**, public notice of this possible increase was published in a legal newspaper of general circulation in the School District at least one week prior to this Board meeting.

**NOW, THEREFORE, BE IT RESOLVED** that, pursuant to Section 5 of 2023 Neb. Law 243, at least seventy percent of the Board of Education of this School District affirmatively votes to increase the School District's overall property tax request authority by up to an additional five percent above the base growth percentage, or other maximum amount as permitted by law. The Superintendent or designee is hereby authorized and directed to take any action consistent with this Resolution to ensure that the School District's overall property tax request complies with this Resolution.

The foregoing Resolution having been read in its entirety, Member \_\_\_\_\_ moved for their passage and adoption. Member \_\_\_\_\_ seconded 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 above Resolution having been consented to by at least seventy percent of the Members of the Board of Education, it 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 August, 2024.**

**KEARNEY PUBLIC SCHOOLS**

**BY:** \_\_\_\_\_  
President

**ATTEST:**  
\_\_\_\_\_  
Secretary



## Memorandum of Understanding for Early College Courses in CCC Service Area

This Agreement is entered into this 1st day of August, 20 24 between Kearney Public Schools (hereinafter KHS) and Central Community College (hereinafter "CCC"), agree as follows

WHEREAS, KHS desires to provide course offering to its students in partnership with CCC, provided by CCC at Kearney Public Schools, and,

WHEREAS, CCC is a community college that can provide course offerings to KHS students for college credit, or for dual high school and college credit, and,

WHEREAS, the parties desire to enter into an agreement specifying the rights and responsibilities of the parties with respect to this partnership.

NOW, THEREFORE, the parties hereby agree as follows:

1. Students will be charged tuition and fees to CCC for any classes provided by CCC based on the option selected by the high school (See Addendum for tuition options and classes offered). High School maintains ability to pay tuition or assist students with Foundation or scholarship assistance.
2. If the instructor is paid by the College, CCC will pay KHS the published college adjunct rate of pay for each credit hour per section with registrations between 8 and 25 students. The minimum enrollment and payment of 80% of the published College adjunct rate will be determined by the Community and Workforce Education Dean and Associate Dean. Sections which have enrollments less than the established minimum may be combined for payment if approved by the Community and Workforce Education Dean and Associate Dean. CCC will provide W-2 forms as required by law and follow CCC payroll deadlines and processes.
3. Census data for the purposes of determining payment will be compiled by CCC by the 10<sup>th</sup> day of attendance each term.
4. Grades for CCC courses taught by adjuncts in the high school will be due no later than seven days after the end of the respective CCC term, unless given prior approval from CCC administration.
5. Instructors who teach college credit or dual credit courses pursuant to the terms of this agreement will be invited to annual adjunct instructor training as offered during the year. New faculty must attend Learning Management System training and meet with their supervising associate dean before teaching. Returning instructors must attend the training once every three years and update training as needed. CCC will pay attending instructors a stipend for each day of training at the published college rate.

6. Instructors must be appropriately credentialed prior to teaching according to current CCC guidelines. Credentials must be on file with CCC's Human Resources department. CCC will share credential files with KHS as necessary.
7. Adjunct faculty will be observed and evaluated once within every three years by CCC personnel.
8. Adjunct instructors will utilize the CCC Learning Management System (LMS). Use of the LMS includes, as a minimum, the approved course syllabus, the assigned grade scale established by the college and the approved electronic grade book to submit the final grade. Any individual graded assignments that are not recorded in the LMS gradebook and are challenged by students, will need to be tracked and addressed utilizing the high school's own LMS.
9. Adjunct faculty will utilize CCC curriculum. Additional course content may also be taught, so long as all CCC learning objectives are met.
10. Adjunct faculty will utilize the CCC common textbook, unless approval has been granted for an alternative textbook by the CCC instructional administration.
11. Adjunct faculty will participate in CCC's Early College Student Progress Notification System.
12. Instructors will participate in the collection of assessment of student learning data and will assist in the analysis of data when possible.
13. Students who are enrolled in CCC coursework are CCC students and are responsible for knowing and behaving in compliance with the CCC Student Code of Conduct and Civil Rights policies and procedures.
14. This agreement shall remain in full force and effect for one academic year until June 30, and shall be automatically renewed annually following that date upon like terms and conditions unless one of the parties notifies the other in writing ninety (90) days prior to the expiration of this agreement that it desires to renegotiate an agreement. Specific class offerings will be updated by addendum to this agreement on an annual or semester basis.
15. Changes to this agreement must be in writing and executed by both parties to the agreement.

\_\_\_\_\_  
Central Community College Representative

\_\_\_\_\_  
High School Representative

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

DocuSigned by:

*Daniel Gettinger*

8F3C3DDBC4424EE...

8/1/2024



## Addendum to the Memorandum of Understanding for Early College Courses in CCC Service Area

This Addendum to the Memorandum of Understanding (MOU) is entered into this 1st day of August, 2024 between Kearney Public Schools Public Schools (hereinafter "HS") and Central Community College (hereinafter "CCC"), agree as follows:

**High schools were provided two tuition rate options for class sections taught by a faculty member of that high school:**

- A. Early College students will be charged \$34/credit hour tuition + \$16/credit hour for student fees = \$50/credit hour for courses taught by high school-employed instructors. CCC pays \$600/credit hour resource payment to high school or directly to the high school instructor or a combination of both, not to exceed \$600/credit hour.
- B. Early College students will be charged student fees only (\$16/credit hour) for courses taught by high school-employed instructors offered at high school locations. CCC will not reimburse the school or provide payment to the high school instructor.

( ) High School has selected the following option(s): <sup>B</sup> (Please explain if multiple options are selected).

Class provided by CCC instructors of site will have a tuition of \$19 & fees of \$16 per credit hour, for a total cost of \$35/cr. hr.

**Proposed Courses to be offered at (HS):**

<u>Term</u>	<u>ALPHA/Title</u>	<u>Instructor Name</u>	<u>Credits</u>	<u>\$ Amount Paid to Instructor or HS</u>
24FA	ENTR1050 Entrepreneursh	Rebecca Larson	3	\$0
24FA	INDT1100 Conce of Elect	Andrew Olson	3	\$0
24FA	INDT1800 Intro to Instr	Andrew Olson	3	\$0
25SP	INDT1200 Intro to PCs	Andrew Olson	3	\$0
25SP	INDT2410 App of Ind Sen	Andrew Olson	3	\$0
24/25	INFO1120 Microcompt App	CCC Instructor	3	\$0 - \$35/cr hr
24/25	MATH1150 College Algebr	CCC Instructor	3	\$0 - \$35/cr hr
25SP	MATH1050 occupation Mat	CCC Instructor	3	\$0 - \$35/cr hr
24FA	MATH2170 Applied Static	Sarah Wall	3	\$0
25SP	MATH1600 Ana Geo & Call	Rosanne Gartner	5	\$0
24/25	WELD1320 Cutting	Andy MoLand	2	\$0
24/25	WELD1450 GMAW 1	Andy MoLand	3	\$0
24FA	WELD1250 Blueprint weld	Andy MoLand	3	\$0
25SP	WELD1300 Oxyacet weld 1	Andy MoLand	3	\$0

(4/20/2023)



## Addendum to the Memorandum of Understanding for Early College Courses in CCC Service Area

**Proposed Courses to be offered at (KHS), page 2:**

<u>Term</u>	<u>ALPHA/Title</u>	<u>Instructor Name</u>	<u>Credits</u>	<u>\$ Amount Paid to Instructor or HS</u>
25/SP	WELD1460 GMAW 2	Andy Moland	2	\$0
24F25S	AUTO1000 Bas Shop Prac	Sam Matticks	2	\$0
24F25S	AUTO1020 BSP-Fast & Job Mgt	Sam Matticks	2	\$0
24F25S	AUTO1800 Brakes, Steer, Sus, Ba	Sam Matticks	3	\$0
25/SP	AUTO1100 Auto Elect Sys 1	Sam Matticks	3	\$0
25/SP	AUTO1200 Man Trans & Clutch	Sam Matticks	2	\$0
24F25S	BSAD1360 Per Finan Planning	CCC Instructor	3	\$0 - \$35/cr hr
24F25S	HLTH1200 Nursing Assistant	CCC Instructor	3	\$0 - \$35/cr hr +
24F25S	CHEM1050 Elements of Chem	CCC Instructor	4	\$0 - \$35/cr hr

CCC will also provide AUTO & WELD students with the following equipment: (1) Brake Lathe/BL8922L, (1) Tire Mounter/TCX505, (1) Wheel Balancer/DSP9600, (1) 10,000 lbs Lift, (1) Parts Washer, , GM Engine/76963, GM 8.1L on run stand, 4 cyl.. Turbo Diesel on run stand, (6) Miller XMT 350 MPS, & (6) Miller PKG Feeder S-74 with gun drive roll kit MFG.

**Certificate Of Completion**

Envelope Id: C9281ECCA8C346D1B27EDD44C99B052C  
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 Source Envelope:  
 Document Pages: 4  
 Certificate Pages: 5  
 AutoNav: Enabled  
 Enveloped Stamping: Enabled  
 Time Zone: (UTC-06:00) Central Time (US & Canada)

Status: Sent  
  
 Envelope Originator:  
 Daniel Gettinger  
 3134 W Hwy 34  
 Grand Island, NE 68801  
 danielgettinger@cccneb.edu  
 IP Address: 198.99.91.56

**Record Tracking**

Status: Original  
 8/1/2024 8:42:24 AM

Holder: Daniel Gettinger  
 danielgettinger@cccneb.edu

Location: DocuSign

**Signer Events**

Ruth Kirkland  
 hkirkland@cccneb.edu  
 Early College/Health Programming Coordinator  
 Central Community College  
 Security Level: Email, Account Authentication (None)

**Signature**

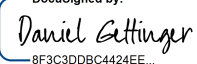
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 Signed: 8/1/2024 11:50:57 AM

**Electronic Record and Signature Disclosure:**  
 Not Offered via DocuSign

Daniel Gettinger  
 danielgettinger@cccneb.edu  
 Associate Dean of Instruction  
 Central Community College  
 Security Level: Email, Account Authentication (None)

DocuSigned by:  
  
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 Signature Adoption: Pre-selected Style  
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**Electronic Record and Signature Disclosure:**  
 Not Offered via DocuSign

Clint Edwards  
 cliedwards@kearneycats.com  
 Director of Secondary Ed  
 Security Level: Email, Account Authentication (None)

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**Electronic Record and Signature Disclosure:**  
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Joel King  
 joelking@cccneb.edu  
 Security Level: Email, Account Authentication (None)

**Electronic Record and Signature Disclosure:**  
 Not Offered via DocuSign

**In Person Signer Events**

**Signature**

**Timestamp**

**Editor Delivery Events**

**Status**

**Timestamp**

**Agent Delivery Events**

**Status**

**Timestamp**

**Intermediary Delivery Events**

**Status**

**Timestamp**

<b>Certified Delivery Events</b>	<b>Status</b>	<b>Timestamp</b>
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<b>Carbon Copy Events</b>	<b>Status</b>	<b>Timestamp</b>
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<b>Witness Events</b>	<b>Signature</b>	<b>Timestamp</b>
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<b>Notary Events</b>	<b>Signature</b>	<b>Timestamp</b>
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<b>Envelope Summary Events</b>	<b>Status</b>	<b>Timestamps</b>
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<b>Payment Events</b>	<b>Status</b>	<b>Timestamps</b>
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<b>Electronic Record and Signature Disclosure</b>		
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## **ELECTRONIC RECORD AND SIGNATURE DISCLOSURE**

From time to time, Central Community College (we, us or Company) may be required by law to provide to you certain written notices or disclosures. Described below are the terms and conditions for providing to you such notices and disclosures electronically through the DocuSign system. Please read the information below carefully and thoroughly, and if you can access this information electronically to your satisfaction and agree to this Electronic Record and Signature Disclosure (ERSD), please confirm your agreement by selecting the check-box next to 'I agree to use electronic records and signatures' before clicking 'CONTINUE' within the DocuSign system.

### **Getting paper copies**

At any time, you may request from us a paper copy of any record provided or made available electronically to you by us. You will have the ability to download and print documents we send to you through the DocuSign system during and immediately after the signing session and, if you elect to create a DocuSign account, you may access the documents for a limited period of time (usually 30 days) after such documents are first sent to you. After such time, if you wish for us to send you paper copies of any such documents from our office to you, you will be charged a \$0.00 per-page fee. You may request delivery of such paper copies from us by following the procedure described below.

### **Withdrawing your consent**

If you decide to receive notices and disclosures from us electronically, you may at any time change your mind and tell us that thereafter you want to receive required notices and disclosures only in paper format. How you must inform us of your decision to receive future notices and disclosure in paper format and withdraw your consent to receive notices and disclosures electronically is described below.

### **Consequences of changing your mind**

If you elect to receive required notices and disclosures only in paper format, it will slow the speed at which we can complete certain steps in transactions with you and delivering services to you because we will need first to send the required notices or disclosures to you in paper format, and then wait until we receive back from you your acknowledgment of your receipt of such paper notices or disclosures. Further, you will no longer be able to use the DocuSign system to receive required notices and consents electronically from us or to sign electronically documents from us.

### **All notices and disclosures will be sent to you electronically**

Unless you tell us otherwise in accordance with the procedures described herein, we will provide electronically to you through the DocuSign system all required notices, disclosures, authorizations, acknowledgements, and other documents that are required to be provided or made available to you during the course of our relationship with you. To reduce the chance of you inadvertently not receiving any notice or disclosure, we prefer to provide all of the required notices and disclosures to you by the same method and to the same address that you have given us. Thus, you can receive all the disclosures and notices electronically or in paper format through the paper mail delivery system. If you do not agree with this process, please let us know as described below. Please also see the paragraph immediately above that describes the consequences of your electing not to receive delivery of the notices and disclosures electronically from us.

### **How to contact Central Community College:**

You may contact us to let us know of your changes as to how we may contact you electronically, to request paper copies of certain information from us, and to withdraw your prior consent to receive notices and disclosures electronically as follows:

To contact us by email send messages to: [carmentaylor@cccneb.edu](mailto:carmentaylor@cccneb.edu)

### **To advise Central Community College of your new email address**

To let us know of a change in your email address where we should send notices and disclosures electronically to you, you must send an email message to us at [carmentaylor@cccneb.edu](mailto:carmentaylor@cccneb.edu) and in the body of such request you must state: your previous email address, your new email address. We do not require any other information from you to change your email address.

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ii. send us an email to carmentaylor@cccneb.edu and in the body of such request you must state your email, full name, mailing address, and telephone number. We do not need any other information from you to withdraw consent.. The consequences of your withdrawing consent for online documents will be that transactions may take a longer time to process..

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- Until or unless you notify Central Community College as described above, you consent to receive exclusively through electronic means all notices, disclosures, authorizations, acknowledgements, and other documents that are required to be provided or made available to you by Central Community College during the course of your relationship with Central Community College.



**KEARNEY  
PUBLIC SCHOOLS**

# Emergency Operations Plan

Updated 2023/2024 school year



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## I. INTRODUCTION

### A. Purpose of the Plan

The purpose of the Kearney Public School District Emergency Operations Plan (EOP) is to identify and respond to incidents by outlining the responsibilities and duties of the Kearney Public School District and its employees. Developing, maintaining, and exercising the plan empowers employees in an incident to act quickly and knowledgeably. In addition, the plan educates staff, faculty, students, and other key stakeholders on their roles and responsibilities before, during, and after an incident. This plan provides parents and other members of the community with assurances that the Kearney School District has established guidelines and procedures to respond to threats, hazards, and incidents in an effective way.

The developed guidelines and procedures for dealing with existing and potential incidents are defined in the plan below. The basic plan and the functional and hazard-specific systems outline an organized systematic method to prevent, prepare for, respond to, and recover from incidents. Faculty and staff have been trained to assess the seriousness of incidents and respond according to these established procedures and guidelines.

Lastly, developing, maintaining, and exercising the School EOP increases Kearney Public School District's legal protection. Schools without established incident management procedures have been found liable for their absence of planning. While no set of policies eliminates the potential for legal problems, establishing procedures and guidelines on the best professional practices provides a margin of protection against liability.

### B. Scope of the Plan

The Kearney Public School District Emergency Operations Plan outlines the expectations of staff/faculty; roles and responsibilities; direction and control systems; internal and external communications plans; training and sustainability plans; authority and references as defined by local, tribal, state, and federal government mandates; common and specialized procedures; and, responses/recovery for specific hazards and vulnerabilities.

#### 1. Definitions

**Threats:** Threats include situations to harm students, personnel, and/or facilities. Threats usually include those things that we can control, such as active killer, bullying, and suicide. Threats may require an interagency response involving law enforcement and/or emergency services depending on the size and scope of the incident.

**Hazards:** Hazards include situations to harm students, personnel, and/or facilities. Hazards usually include those things that we cannot control, such as tornadoes, floods, and chemical spills. Hazards may require an interagency response involving law enforcement and/or emergency services depending on the size and scope of the incident.

**Incidents:** An incident is an occurrence that requires a response to protect life or property. An incident is something that we most likely cannot control, such as car accidents, pandemics, and illness. The superintendent/principal/building administrator shall have the authority to determine when an incident has occurred and to implement the procedures within this EOP.

#### 2. School Board Policy Statement

The Kearney Public School District Emergency Operations Plan operates within the overall framework of the Kearney Public School District Board policy.

## C. Situation Overview/Hazard Analysis Summary

### 1. [Appendix A](#): School Population

#### a. General Population

The current enrollment of Kearney Public School District for the school year 2023-24 is approximately 2,775 elementary-school students, 1,202 middle-school students, and 1,609 high-school students located in 15 buildings in the district. These students are supported by a committed staff and faculty consisting of:

Superintendent/Principal/Building Administrators  
Teachers  
Instructional Assistants  
Counselors, Social Workers, and Psychologists  
School Nurses/Health Assistants  
Custodians/Maintenance Personnel  
Office/Support staff  
Food Service/Cafeteria staff  
Other staff (School Resource Officers)

A master schedule of classes, locations, grade levels, and staff are provided to each classroom and is available in each building's main office, the scheduling is also stored digitally in the Infinite Campus platform. The staff contact list of the District Office is also located in [Appendix B](#): Phone Extension List of this plan.

#### b. Special Needs Population

Kearney Public School District is committed to the safe evacuation and transport of students and staff with special needs. The special needs population includes students/staff with:

- Students on the Autism Spectrum,
- Limited English proficiency,
- Blindness or visually impaired,
- Cognitive or emotional disabilities,
- Deaf or hard of hearing,
- Mobility/physical disabilities (permanent and temporary), and
- Medically fragile health (including asthma and severe allergies).

The district's current enrollment of students with special needs is approximately 1,050; however, this number will fluctuate. The Special Education Staff contact list of the District Office is located in [Appendix B](#): Phone Extension List. A master schedule for each building, of classes, locations, grade levels, and staff is available in each building's main office and is stored digitally in the Infinite Campus platform. Students and/or staff may require additional assistance if they are temporarily on crutches, wearing casts, using wheelchairs, etc.

## **2. District Information**

Kearney Public School District is located in the city limits of the city of Kearney and includes 18 buildings, 6 football/soccer fields, and 18 staff parking lots. All classes take place in 15 buildings; the administration building is located at 320 W 24th Street, Kearney NE. 6884

Annotated maps of the Kearney Public School District Buildings and Grounds are located in each school and are included in [Appendix C](#): Emergency Site Maps

Maps include evacuation routes, Shelter locations, Fire alarm pull stations, Fire hydrants, Fire extinguishers, First aid kits, AED (Automatic External Defibrillator), Hazardous materials storage. Utility shutoffs (Electricity, Gas, Water, HVAC)

Staff members should know these locations within their buildings.

Located in [Appendix D](#): Utility Company Contacts are the list of local utility companies and their contacts for additional assistance.

## **3. Hazard Analysis Summary**

The District is exposed to many hazards, all of which have the potential for disrupting the school community, causing casualties, and damaging or destroying public or private property.

The interior and exterior portions of all school buildings and school grounds are periodically assessed for potential hazards that may impact the site, the staff, and the students. The most recent risk assessment by ALICAP Insurance Company was completed in the fall of 2022. The summary is located in [Appendix E](#): Hazard Analysis Summary.

In addition, the table on the following page briefly discusses the District's high-priority hazards including flood, severe storm, fire, chemical, intruder, civil disturbance, and terrorism.

**Table 1. High-Priority Hazards**

<p><b>Intruder</b></p>	<p>While a hostile intruder incident has never occurred in the Kearney Public School District, the district, like any other, is vulnerable to intruders.</p> <p>The Kearney Public School District will: prepare by conducting lockdown and secure drills, provide training to student/staff, prevent by coordinated training with local law enforcement, have School Resource Officers presence in the buildings and conduct Security and Threat Assessment, and recover with evacuation/reunification training and plans and crisis response team support.</p>
<p><b>Flood</b></p>	<p>Flooding is a natural feature of the climate, topography, and hydrology of Kearney and its surrounding areas. Flooding predominates throughout the early spring due to melting snow, breakaway ice, and rainy weather.</p> <p>The Kearney Public School District will: prepare by observing potential flooding situations, prevent through cancellations and grounds work, and recover with remote learning, building repair, and crisis response team support.</p>
<p><b>Severe Storm</b></p>	<p>Kearney and its surrounding areas are vulnerable to severe local storms. The effects are generally building damage, transportation problems, and loss of utilities, but can vary with the intensity of the storm.</p> <p>The Kearney Public School District will: prepare by conducting drills and monitor weather events, prevent injury and damage through cancellations, late starts, student/staff training and maintenance of grounds, recover by having equipment and staff available to perform tasks to lessen the effects of severe local storms.</p>
<p><b>Fire</b></p>	<p>Fire hazards are a prevalent hazard.</p> <p>The Kearney Public School District will: prepare by conducting fire drills and training for students/staff, prevent through adherence to fire code requirements and coordination with the local fire department for training, and finally, recover with reunification plans and crisis response team support.</p>
<p><b>Chemical</b></p>	<p>Hazardous chemicals are used for a variety of purposes and are regularly transported through many areas in and around Kearney. Currently, hazardous chemicals are all used and stored on school grounds for both educational purposes and custodial, maintenance, and grounds work.</p> <p>The Kearney Public School District will: prepare by offering training in the use and handling of hazardous chemicals and conducting secure drills, prevent through the minimal storage of needed educational chemicals and those needed for custodial, maintenance, and grounds work, and recover with evacuation/reunification plans, clean-up plans and crisis response team support.</p>
<p><b>Pandemic</b></p>	<p>During the spring of 2020, the COVID-19 spread throughout the world affecting all areas including the City of Kearney. The Kearney Public School District is vulnerable to pandemic outbreaks.</p> <p>The Kearney Public School District will: prepare by updating its pandemic plan, work with the Two Rivers Health Department, provide preventative training and education to staff, students and shareholders, and recover by having communication plans and crisis response team support.</p>

## **4. Prevention, Preparedness, Response, and Recovery Overview**

Prevention includes actions to avoid a threat or intervene to stop a threat from occurring. It also includes activities to reduce the loss of life and property from controllable and noncontrollable disasters. Prevention aims to avoid or lessen the impact of a disaster and provides value to the public by creating safer communities. The Kearney Public School District is committed to taking proactive, prevention measures whenever possible to protect the safety and security of students and staff.

In addition, the District provides all adults, middle school and high school students identification badges. School visitor and security protocols have been enhanced. Staff are periodically trained in our safety and security procedures.

Preparedness is achieved and maintained through a continuous cycle of planning, organizing, training, equipping, exercising, evaluating, and taking corrective action. Ongoing preparedness efforts require coordination among all those involved in emergency management and incident response activities. The Kearney Public School District fosters preparedness at all levels including students, parents, teachers, staff and community partners. Examples of preparedness actions include maintaining this plan, following fire code requirements, conducting training, planning and implementing drills and exercises, etc.

Response is the capability necessary to stabilize an emergency once it has happened or is certain to happen in an unpreventable way using both systems, Incident Command System (ICS) and the Standard Response Protocol (SRP). The Kearney Public School District will establish a safe and secure environment to allow for the saving of lives and property and will facilitate the transition to recovery.

Recovery is the capability necessary to assist any school building impacted by an incident or emergency in restoring the health and well-being of students and the learning environment over the long-term. Successful recovery addresses the full range of psychological, emotional, and behavioral health needs associated with the disaster's impact and resulting recovery challenges. Individuals and families will be better situated to manage their recovery once their basic needs are met, such as shelter, food, and reunification with family and household pets or service and assistance animals. Successful recovery depends on all recovery stakeholders having a clear understanding of pre- and post- disaster roles and responsibilities.

### **D. Planning Assumptions and Limitations**

#### **1. Planning Assumptions**

Stating the planning assumptions allows the Kearney Public School District to deviate from the plan if certain assumptions prove not to be true during operations. The EOP assumes:

- The school community will continue to be exposed and subject to hazards and incidents described in the Hazard Analysis Summary, as well as lesser hazards and others that may develop in the future.
- A major disaster could occur at any time, and at any place. In many cases, dissemination of warning to the public and implementation of increased readiness measures may be possible; however, some emergency situations occur with little or no warning.
- A single site incident (e.g., fire, gas main breakage) could occur at any time without warning and the employees of the school affected cannot, and should not, wait for direction from local response agencies. Action is required immediately to save lives and protect school property.
- Following a major or catastrophic incident, the school may have to rely on its own resources to be self-sustaining for up to 72 hours.

- There may be a number of injuries of varying degrees of seriousness to faculty, staff, and/ or students. Rapid and appropriate response will reduce the number and severity of injuries.
- Outside assistance from local fire, law enforcement, and emergency managers will be available in most serious incidents. Because it takes time to request and dispatch external assistance, it is essential for the school to be prepared to carry out the initial incident response until responders arrive at the incident scene.
- Proper prevention actions, such as creating a positive school environment and conducting fire inspections, will prevent or reduce incident related losses.
- Maintaining the EOP and providing frequent opportunities for stakeholders (staff, students, parents, first responders, etc.) to exercise the plan can improve the school's readiness to respond to incidents.
- A spirit of volunteerism among school employees, students, and families will result in their providing assistance and support to incident management efforts.

## **2. Limitations**

It is the policy of the Kearney Public School District that no guarantee is implied by this plan of a perfect incident management system. As personnel and resources may be overwhelmed, the Kearney Public School District can only endeavor to make every reasonable effort to manage the situation, with the resources and information available at the time.

## **II . CONCEPT OF OPERATIONS**

This plan is based upon the concept that the incident management functions that must be performed by the school generally parallel some of their routine day-to-day functions. To the extent possible, the same personnel and material resources used for day-to-day activities will be employed during incidents. Because personnel and equipment resources are limited, some routine functions that do not contribute directly to the incident may be suspended. The personnel, equipment, and supplies that would typically be required for those routine functions will be redirected to accomplish assigned incident management tasks.

### **A. National Incident Management System (NIMS)**

The National Incident Management System (NIMS) is a set of principles that provides a systematic, proactive approach guiding government agencies at all levels, nongovernmental organizations, and the private sector to work seamlessly to prevent, prepare, respond, and recover from the effects of incidents, regardless of cause, size, location, or complexity, in order to reduce the loss of life or property and harm to the environment. This system ensures that those involved in incident response/recovery understand what their roles are and have the tools they need to be effective.

According to Homeland Security Presidential Directive 5 and the U.S. Department of Education, school districts are among local agencies that must adopt NIMS if they receive Federal grant funds. As part of its NIMS implementation, the Kearney Public School District participates in the local government's NIMS preparedness program and believes it is essential to ensure that response/recovery services are delivered to schools in a timely and effective manner.

The Kearney Public School District recognizes that staff and students will be first responders during an incident. Adopting NIMS enables staff and students to respond more effectively to an incident and enhances cooperation, coordination, and communication among school officials, first responders, and emergency managers.

The Kearney Public School District works with local government agencies to remain NIMS compliant. NIMS compliance for school districts includes completing the following:

- Adopt the use of the Incident Command System (ICS). Adopt the use of the NIMS and the use of SRP. Should a staff member desire more information about these, they can reference the ICS-100 web-based training as well as ICS-700, available free from FEMA.
- Participate in the local government's NIMS preparedness program and incorporate the school plan into the community EOP.
- Train and exercise the plan. Certain staff and students will participate in training and exercising the plan's procedures and hazard-specific incident plans.

### **B. Implementation of the Incident Command System (ICS)**

In a major emergency or disaster, The Kearney Public School District may be damaged or need to be evacuated, people may be injured, and/or other incident management activities may need to be initiated. These activities must be organized and coordinated to ensure efficient incident management. The Incident Command System (ICS) will be used to manage all incidents and major planned events.

The Superintendent or their designee will assume the position of Incident Commander for the District and may delegate the authority to another representative for the District, allowing them to direct all or some of the incident activities within the district's jurisdiction. An Emergency Operations Center (EOC) will be established at the District Level and will consist of a Liaison Officer, who will oversee operations of the EOC. An on-site Incident Commander will establish an incident command post (ICP) and provide an assessment of the situation to the EOC, identify incident management resources required, and direct the on-scene incident management activities from the ICP. If no Incident Commander is present at the onset of the incident, the most qualified individual will assume command until relieved by a qualified Incident Commander. If jurisdiction goes beyond that of the school district, then the Incident Commander will represent the school district as part of the ICP and support any logistics required for the mission.

### **C. Initial Response - [Standard Response Protocol \(SRP\)](#)**

**Hold:** means to hold in your classroom or area. Clear the halls. (No threat involved) Example would be a medical emergency.

**Secure:** is followed by the Directive: "Get Inside. Lock Outside Doors" and is the protocol used to safeguard students and staff within the building. (Threat is outside)

**Lockdown:** is followed by "Locks, Lights, Out of Sight" and is the protocol used to secure individual rooms and keep students quiet and in place. (Threat is close to or in the building)

**Evacuate:** is always followed by a location, and is used to move students and staff from one location to a different location in or out of the building. (Threat is inside)

**Shelter:** is always followed by a type and a method and is the protocol for group and self protection. (Threat is outside)

School personnel are usually first on the scene of an incident in a school setting. Staff and faculty are expected to take charge and manage the incident until it is resolved or command is transferred to someone more qualified and/or to an emergency responder agency with legal authority to assume responsibility. Staff will seek guidance and direction from local officials and seek technical assistance from state and federal agencies and industry where appropriate. The superintendent/principal or his/her designee is responsible for activating the School EOP, including common and specialized procedures as well as hazard-specific incident plans.

### **III. ORGANIZATION AND ASSIGNMENT OF RESPONSIBILITIES**

This section establishes the operational organization that will be relied upon to manage the incident and includes:

- A list of the kinds of tasks to be performed by position and organization.
- An overview of who does what task.

**GUIDANCE:** To be used if the principal, assistant principal, directors, superintendent is/are not able to manage all the aspects associated with an incident without assistance. The school relies on other key school personnel to perform tasks that will ensure the safety of students and staff during a crisis or critical incident. The Incident Command System (ICS) uses a team approach to manage incidents. It is difficult to form a team while a crisis or critical incident is unfolding. Roles should be pre-assigned based on training and qualifications. Each staff member and volunteer must be familiar with his or her role and responsibilities before an incident occurs.

School staff may be required to remain at school to assist in an incident. In the event that this School EOP is activated, staff will be assigned to serve within the Incident Command System based on their expertise, training and the needs of the incident.

#### **A. Principal/Directors/Superintendent**

The building principal/director/superintendent may serve as the Incident Commander or delegate that authority to a qualified individual. At all times, the building principal/director/superintendent retains the overall responsibility for the overall safety of students and staff. However, delegating the authority to manage the incident allows the building principal/director/superintendent to focus on policy-level activities and to interface with other agencies and parents. The building principal/director/superintendent shall coordinate between the District Office and the Incident Commander.

#### **B. Incident Commander**

The Incident Commander responsibilities include:

- Assume overall direction of all incident management procedures based on actions and procedures outlined in this EOP.
- Take steps deemed necessary to ensure the safety of students, staff, and other individuals.
- Determine whether to implement incident management protocols (i.e., Hold, Secure, Lockdown, Evacuate, Shelter), as described more fully in the functional systems in this document.
- Arrange for transfer of students, staff, and other individuals when safety is threatened by a disaster.
- Work with emergency services personnel. (Depending on the incident, community agencies such as law enforcement or fire department may have jurisdiction for investigations, rescue procedures, etc.)
- Keep the EOC informed of the situation.

### **C. Teachers**

Teachers shall be responsible for the supervision of students and shall remain with students until directed otherwise.

Responsibilities include:

- Attend to students with special and/or trauma needs.
- Supervise students under their charge.
- Take steps to ensure the safety of students, staff, and other individuals in the implementation of incident management protocols.
- Direct students in their charge to inside or outside assembly areas, in accordance with signals, warning, written notification, or intercom orders according to established incident management procedures.
- Give appropriate action command during an incident.
- Take attendance when class relocates to an outside or inside assembly area or evacuates to another location.
- Report missing students to the Incident Commander or designee.
- Execute assignments as directed by the Incident Commander or their supervisor.
- Obtain first aid services for injured students from the school nurse or person trained in first aid. Arrange for first aid for those unable to be moved.
- Render first aid if necessary. An Emergency Care Team will be trained and certified in first aid and CPR.

### **D. Instructional Assistants (Paraprofessionals)**

Responsibilities include:

- Assisting teachers as directed.
- Execute assignments as directed by the Incident Commander or their supervisor.

### **E. Counselors, Social Workers, and School Psychologists**

Counselors, social workers, and school psychologists provide assistance with the overall direction of the incident management procedures at the site.

Responsibilities include:

- Take steps to ensure the safety of students, staff, and other individuals in the implementation of incident management protocols.
- Direct students in their charge according to established incident management protocols.
- Render first aid if necessary.
- Assist in the transfer of students, staff, and other individuals when their safety is threatened by a disaster.
- Execute assignments as directed by the Incident Commander or their supervisor.

### **F. School Nurses**

Responsibilities include:

- Administer first aid or emergency treatment and medication as needed.
- Supervise administration of first aid by those trained to provide it.

- Organize first aid and medical supplies.

## **G. Custodians/Maintenance Personnel**

Responsibilities include:

- Survey and report building damage to the Incident Commander, Safety Director, or Director of Buildings and Grounds.
- Control main shutoff valves for gas, water, HVAC, and electricity, and ensure that no hazard results from broken or downed lines.
- Provide damage control and security as needed.
- Assist in the conservation, use, and disbursement of supplies and equipment.
- Keep Incident Commander or designee informed of the condition of school.

## **H. School Secretary/Office Staff**

Responsibilities include:

- Answer phones and assist in receiving and providing consistent information to callers.
- Provide for the safety of essential school records and documents.
- Execute assignments as directed by the Incident Commander or their supervisor.
- Provide assistance to the principal and Safety Team.
- Monitor radio emergency broadcasts.
- Assist with health incidents as needed, acting as messengers, etc.
- Gather attendance records from teachers for the Incident Commander.

## **I. Food Service/Cafeteria Workers**

Responsibilities include:

- Use, prepare, and serve food and water on a rationed basis whenever the feeding of students and staff becomes necessary during an incident.
- Execute assignments as directed by the Incident Commander or their supervisor.
- Prepare feeding opportunities beyond school based operations.

## **J. Bus Drivers**

Responsibilities include:

- Supervise the care of students if disaster occurs while students are in the bus.
- Transfer students to new locations when directed.
- Execute assignments as directed by the Incident Commander or their supervisor.
- Transport individuals in need of medical attention.

## **K. Other Staff (e.g., Itinerant Staff, Substitute Teachers)**

Responsibilities include:

- Reporting to the Incident Commander or Human Resources if requested or activated.

## **L. Students**

Responsibilities include:

- Cooperate during emergency drills and exercises, and during an incident.
- Learn to be responsible for themselves and others in an incident.
- Understand the importance of not being a bystander by reporting situations of concern.
- Develop an awareness of and associated prevention, preparedness, response, and recovery processes.
- Take an active part in school incident response/recovery activities, as age appropriate

## **M. Parents/ Guardians**

Responsibilities include:

- Follow all SRP procedures.
- Encourage and support school safety, violence prevention, and incident preparedness programs within the school.
- Participate in volunteer service projects for promoting school incident preparedness.
- Provide the school with requested information concerning the incident, early and late dismissals, and other related release information.
- Practice incident management preparedness in the home to reinforce school training and ensure family safety.
- Understanding their roles during a school emergency.
- Monitor school and community communications (school website, text notifications) for updates.
- Follow all requests and procedures regarding reunification of parents and students.

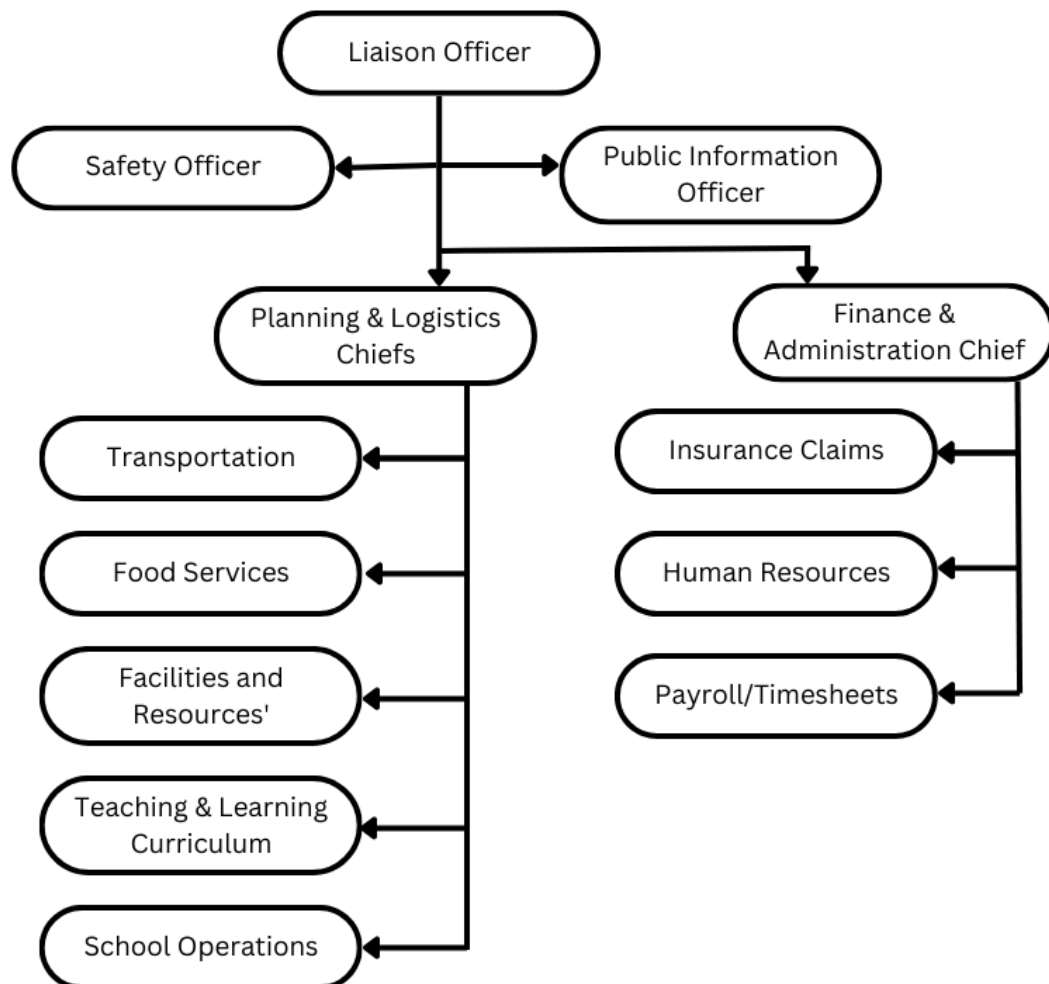
## IV. DIRECTION, CONTROL, AND COORDINATION

### A. Emergency Operations Center (EOC)

The Kearney Public School District may establish an Emergency Operations Center at the District Office. The center is where the coordination of information and resources to support incident management (on-scene operations) activities will take place.

The EOC sections of Planning, Logistics and Finance/Administration may be activated to support the response directed by the Operations section of the incident command. These sections will remain at the EOC under the direction of the Liaison Officer. An EOC Organizational Chart is located in [Appendix F: KPS ICS Building Organizational Charts slides 1 and 2](#). An example of the KPS Emergency Operations Center is shown in Figure 1.

**Figure 1. KPS Emergency Operations Center**



**1. Planning and Logistics:** Collects, evaluates, and disseminates information needed to measure the size, scope, and seriousness of an incident and to plan appropriate incident management activities. Supports incident management operations by securing and providing needed personnel, equipment, facilities, resources, and services required for incident resolution, coordinating personnel, assembling and deploying volunteer teams, and facilitating communication among incident responders. This function may involve a major role in an extended incident.

Duties may include:

- Assist Incident Commander in the collection and evaluation of information about an incident as it develops (including site map and area map of related events), assist with ongoing planning efforts, and maintain incident time log.
- Establish and oversee communications centers and activities during an incident and develop telephone trees for after-hours communication.
- Establish and maintain school and classroom preparedness kits, coordinate access to and distribution of supplies during an incident, and monitor inventory of supplies and equipment.
- Document all activities on [Appendix G](#): Chronological Log of Activities.

**3. Finance/Administration Section:** Oversees all financial activities including purchasing necessary materials, tracking incident costs, arranging contracts for services, timekeeping for emergency responders, submitting documentation for reimbursement, and recovering school records following an incident.

Additional duties may include:

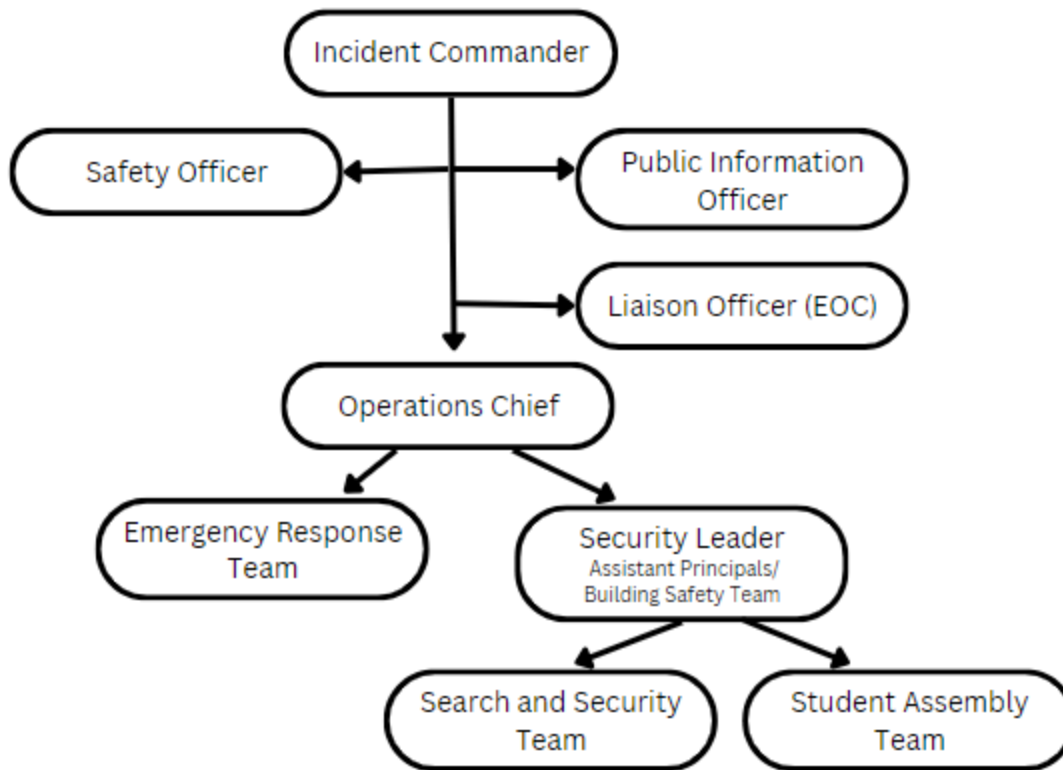
- Assume responsibility for overall documentation and recordkeeping activities; when possible, photograph or videotape damage to property.
- Develop a system to monitor and track expenses and financial losses, and secure all records.
- Schools have to track finances for loss and should track costs to the district.
- Document all activities on [Appendix G](#): Chronological Log of Activities.

## **B. School Incident Command System (ICS) for Standard Response Protocol Events**

To provide for the effective direction, control, and coordination of an incident, either single site or multi-incidents, the Kearney Public School EOP will be activated including the implementation of the Incident Command System (ICS). An ICS Organizational Chart is located in [Appendix F](#): KPS ICS Building Organizational Charts. An example of the KPS Incident Management Team is shown in Figure 2.

The KPS Incident Commander is delegated the authority to direct tactical on-scene operation until a coordinated incident management framework can be established with local authorities. The Safety Team, made up of the Safety Officer, Public Information Officer and Liaison Officer, is responsible for providing the Incident Commander with strategic guidance, information analysis, and needed resources.

**Figure 2. KPS Incident Management Team**



The KPS ICS is organized into the following functional areas:

**1. Incident Command:** Directs the incident management activities using strategic guidance provided by the Safety Team.

School-related responsibilities and duties include:

- Establish and manage the Command Post, establish the incident organization, and determine strategies to implement protocols and adapt as needed.
- Monitor incident safety conditions and develop measures for ensuring the safety of building occupants (including students, staff, volunteers, and responders).
- Coordinate media relations and information dissemination with the Public Information Officer.
- Develop working knowledge of local/regional agencies, serve as the primary on-scene contact for outside agencies assigned to an incident, and assist in accessing services when the need arises.
- Keep the Liaison Officer and other executives informed of the situation and decisions.
- Document all activities on [Appendix G](#): Chronological Log of Activities.

**2. Operations Chief:** Directs all tactical operations of an incident including implementation of response/recovery activities according to established incident management procedures and protocols, care of students, first aid, crisis intervention, search and rescue, site security, damage assessment, evacuations, and the release of students to parents.

Specific responsibilities include:

- Analyze school staffing to potentially develop a Parent-Student Reunification Plan; implement an incident action plan.
- Monitor site utilities (i.e., electric, gas, water, heat, ventilation/air conditioning) and shut off only if danger exists or directed by Incident Commander, and assist in securing the facility.
- Establish medical triage with staff trainees in first aid and CPR, provide and oversee care given to injured persons, distribute supplies, and request additional supplies from the Logistics Section.
- Provide and access psychological first aid services for those in need, and access local/regional providers for ongoing crisis counseling for students, staff and parents.
- Coordinate the rationed distribution of food and water, establish secondary toilet facilities in the event of water or plumbing failure, and request needed supplies from the Logistics Section.
- Document all activities on Appendix G: Chronological Log of Activities.

As needed, the types of Operations Teams described in the following table may be established within the Operations Section. Be aware that Assistant Principals and/or Building Safety Teams may oversee operations teams based upon the situation and the grade-level of school involved.

**Table 2 Operations Section Teams**

<b>Operations Team</b>	<b>Potential Responsibilities</b>
<b>Search and Security Team</b>	<p>The Search and Security Team will have different responsibilities during different Standard Response Protocol Events;</p> <ol style="list-style-type: none"> <li>1. During Secure, Lockdown, Shelter and Hold               <ol style="list-style-type: none"> <li>a. Ensure that the scene of the incident is appropriately managed for the protection of students and staff.</li> <li>b. If a crime or accident, manage the scene area to insure students and staff do not interfere with the emergency responders.</li> <li>c. Ensure that students and staff are kept away from the potential threat area until the location is released by emergency responders.</li> <li>d. Search in an orderly and pre-established sweep pattern to check classrooms, hallways, the media center, cafeteria, auditorium, gym and storage areas to:                   <ol style="list-style-type: none"> <li>i. Determine the location of all injured students and staff</li> <li>ii. Report their location to the emergency care team.</li> </ol> </li> </ol> </li> <li>2. During Evacuate               <ol style="list-style-type: none"> <li>a. Ensure that there is evidence that requires evacuation before students and staff leave the safety of the locked classroom.</li> <li>b. Ensure that students and staff are evacuated from the building and away from the threat area.</li> <li>c. Ensure that all students have left the building.</li> <li>d. Ensure that students with special needs are provided necessary transportation required to move students off-site.</li> </ol> </li> <li>3. Additional responsibilities</li> </ol>

	<ul style="list-style-type: none"> <li>a. Locating all utilities and turning them off, if necessary</li> <li>b. Securing and isolating danger (fire/hazmat)</li> <li>c. Assessing and notifying officials of fire/hazmat.</li> </ul> <p>4. The Search and Security Team will report information to Incident Command.</p>
<p><b>Emergency Response Team</b></p>	<p>The <b>Emergency Response Team</b> will be trained in basic first aid and CPR. If available the school nurse will be on the First Aid Team.</p> <ul style="list-style-type: none"> <li>1. Responsibilities <ul style="list-style-type: none"> <li>a. Administer First Aid <ul style="list-style-type: none"> <li>i. Provide emergency care utilizing appropriate First Aid, CPR, AED or emergency medications.</li> <li>ii. Determine if Emergency Medical Services should be called if not present.</li> <li>iii. Provide health information as needed to Emergency Medical Services personnel.</li> <li>iv. Triage students or staff if the situation warrants.</li> <li>v. Supervise administration of first aid by those trained to provide it.</li> <li>vi. Organize first aid and medical supplies.</li> <li>vii. Keep updated records of students' health conditions.</li> <li>viii. Administer medication as needed.</li> <li>ix. Document medical care provided. <ul style="list-style-type: none"> <li>1. Record information on injuries, first aid administered, and student transportation to hospital in <a href="#">Appendix H: Master Injury Report</a> <ul style="list-style-type: none"> <li>a. Injury reports completed by school district nurses can also be used to record injury information.</li> </ul> </li> </ul> </li> <li>b. Ensure that the following is at the emergency assembly area <ul style="list-style-type: none"> <li>i. First Aid Supplies</li> <li>ii. Student Health Conditions List</li> </ul> </li> <li>c. Liaison between the hospital and school/parent</li> </ul> </li> </ul> </li> </ul> <p>2. The Emergency Response Team will report information to Incident Command</p>
<p><b>Student Assembly Team</b></p>	<p>Student care in an event is among the most important tasks faced by schools. The Team will be led by an assistant principal (when available) and consist mostly of classroom teachers.</p> <ul style="list-style-type: none"> <li>1. Responsibilities <ul style="list-style-type: none"> <li>a. Accounting for the location of students, staff or volunteers</li> <li>b. Providing sanitation need</li> <li>c. Providing for food and water</li> <li>d. Classroom evacuation</li> </ul> </li> <li>2. The Team Leader responsibilities will include <ul style="list-style-type: none"> <li>a. Establishing evacuation sites for the building <ul style="list-style-type: none"> <li>i. An emergency evacuation sheltered relocation site <ul style="list-style-type: none"> <li>1. Should be within walking distance from your building</li> <li>2. Should be able to provide shelter for your entire student body</li> </ul> </li> </ul> </li> </ul> </li> </ul>

	<ul style="list-style-type: none"> <li>3. Should have controlled access to protect students from public/media</li> <li>4. Should have access to restroom facilities</li> <li>ii. An alternative emergency evacuation shelter site. <ul style="list-style-type: none"> <li>1. Same as the emergency shelter relocation site</li> </ul> </li> <li>iii. Preassigned Reunification site <ul style="list-style-type: none"> <li>1. The District has designated the following buildings as reunification sites: <ul style="list-style-type: none"> <li>a. Kearney High School</li> <li>b. Horizon Middle School</li> </ul> </li> <li>2. Reunification may also occur at the building itself.</li> </ul> </li> <li>b. The District Safety Coordinator will maintain site information and the building principals will maintain site contacts.</li> </ul>
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**C. Local Emergency Operations Plan (LEOP)**

The Kearney Public School District maintains a district Emergency Operations Plan (EOP) to address hazards and incidents in their district. The Kearney Public School District EOP has been developed to fit into the larger local county EOP in the case of a large-scale incident. Staff members that maintain and exercise the plan will be in frequent contact with the Buffalo County/Kearney City Emergency Management Department.

**D. Coordination With First Responders**

An important component of the Kearney Public School District EOP is agreement with various county agencies to aid timely communication. These agreements help coordinate services between the agencies and the Kearney Public School District.

**E. Evacuation Sites**

Each district building has a predetermined evacuation site. [Appendix I](#) lists each of the buildings and their evacuation site. If necessary, a Reunification exercise from an evacuation site will be run by district office staff in conjunction with the building staff.

## V. COMMUNICATIONS

Communication is a critical part of incident management. This section outlines The Kearney Public School District's communications plan and supports its mission to provide clear, effective internal and external communication between the school, staff, students, parents, responders, and media.

### A. Internal Communications

#### 1. Communication Between Staff/Faculty Members

Faculty and staff will be notified when an incident occurs and kept informed as additional information becomes available and as plans for management of the situation evolve. The following practices will be utilized to disseminate information internally when appropriate:

- **Intercom Announcements:** Periodic informational updates may occur as needed to notify staff and students of the status of a situation
- **Telephone Tree:** Using our phone messaging system, staff will be notified when needed during off-hours. [Appendix J: Alert Telephone Network 2022-23.doc](#)
- **Emergency Notification:** Urgent messages may be delivered through text, email or call using internal systems such as infinite campus, edlio and email.
- **Morning Faculty Meeting:** As appropriate, updated information about an incident will be presented at a morning meeting. Any new procedures for the day will also be reviewed at this time.
- **End-of-Day Faculty Meeting:** As appropriate, updated information and a review of the day's events will be presented at the end-of-day meeting. Staff will also have the opportunity to address any misinformation or rumors.

#### 2. Communication With the District Office

The Building Incident Commander (Principal or Designee) may contact the superintendent's office to communicate about the school's status/needs within the building. The Superintendent will designate a staff member(s) to monitor all communications.

### B. External Communications

Communicating with the larger school community begins before an incident occurs. In the event of an incident, parents, media, and first responders will require clear and concise messages from the Superintendent or Designee about the incident, what is being done about it, and the safety of the students and staff.

#### 1. Communication With Parents

Before an incident occurs, Kearney Public School District will:

- Develop a relationship with community agency's public information officers to develop procedures to disseminate information that is of the same focus.
- Develop a relationship with parents so that they trust and know how to access alerts and incident information.
- Inform parents about the school's Emergency Operations Plan, its purpose, and its objectives.
- Be prepared with translation services for non-English-speaking families and students with limited English proficiency.

During the incident, the Kearney Public School District will:

- Disseminate information via text messages, mass telephone messages, radio announcements, and/or emails to inform parents about exactly what is known to have happened.
- Implement the plan to manage phone calls and parents who arrive at school.
- Describe how the school and school district are handling the situation.
- Provide information regarding possible reactions of their children and ways to talk with them.
- Provide information regarding incident information.
- Inform parents and students when and where school will resume.

After an incident, Kearney Public School administrators may survey parents to gather feedback regarding the response to the situation.

## **2. Communication With Media**

The Public Information Officer or Designee will:

- Establish a Media Briefing Area either on campus or off campus
- Coordinate messages with the superintendent/principal and EOC.

All Kearney Public School District employees are to refer requests for information and questions to the designated Public Information Officer or Joint Information Center. Templates for statements/press releases to the media, including standard procedures and protocols, have been developed and are included in a shared Google Drive folder.

Media contacts at the major television, internet, and radio stations are maintained by the Public Information Officer (PIO), Superintendent or Designee. In the case of an incident, these media contacts will broadcast Kearney Public School District's external communications plans, including the information hotline for parents and guardians.

## **3. Handling Rumors**

In addressing rumors, the most effective strategy is to provide facts as soon as possible. To combat rumors, the District will:

- Develop a relationship with the community agency's public information officers to develop procedures to disseminate information that is of the same focus.
- Provide appropriate information to internal groups including administrators, teachers, students, custodians, secretaries, paraprofessionals, cafeteria workers, and bus drivers. These people are primary sources of information and likely to be contacted in their neighborhoods, grocery stores, etc.
- Hold a faculty/staff meeting before staff members go home to share pertinent information
- Designate and brief personnel answering calls to help control misinformation.
- Conduct briefings for community representatives directly associated with the school.
- Enlist the help of the media to provide frequent updates to the public, particularly providing accurate information where rumors need to be dispelled.
- Develop consistent statements as a response to possible questions.

After the immediate incident response period, the Kearney Public School District may conduct virtual/public meetings as needed. These meetings are designed to provide the opportunity for people to ask questions and receive accurate information.

#### 4. Communication With First Responders

The Incident Commander will maintain communication with first responders during an incident. Transfer of command will occur when first responders arrive on the scene to assume management of the incident under their jurisdiction. The Kearney Public School District will share the district's EOP with first responders to provide effective coordination and ease in transfer of command.

#### 5. Communication After an Incident (Recovery Process)

After the safety and status of staff and students has been assured, and emergency conditions have abated following an incident, Kearney Public Schools will communicate the plan to support the restoration of the school's educational programs. Defining mission-critical operations and staffing will be a starting point for the recovery process. Collecting and disseminating information will facilitate the recovery process.

The Administration may assign teams to:

- Conduct a comprehensive assessment of the physical and operational recovery needs.
- Assess physical security, data access, and all other critical services (e.g., plumbing, electrical).
- Examine critical information technology assets and personnel resources, and determine the impact on the school operations for each asset and resource that is unavailable or damaged.
- Document damaged facilities, lost equipment and resources, and special personnel expenses that will be required for insurance claims and requests for state and federal assistance.
- Provide detailed facilities data to the school district office so that it can estimate temporary space reallocation needs and strategies.
- Arrange for ongoing status reports during the recovery activities to: a) estimate when the educational program can be fully operational; and b) identify special facility, equipment, and personnel issues or resources that will facilitate the resumption of classes.
- Educate school personnel, students, and parents of available crisis counseling services.
- Apprise the Local Office of Emergency Management.

The school district will:

- Review the use of the ICS and identify areas for modification.
- Identify recordkeeping requirements and sources of financial aid for state and federal disaster assistance.
- Establish absentee policies for teachers/students after an incident.
- Establish an agreement with mental health organizations to provide counseling to students and their families after an incident.
- Develop alternative teaching methods for students unable to return immediately to classes: virtual classes, virtual meetings, videoconferencing, etc....
- Create a plan for conducting classes when facilities are damaged (e.g., alternative sites, half-day sessions, portable classrooms).

#### C. Communication Tools

Some common internal and external communication tools that the District may use include the following:

- **Landline Phone:** A designated school telephone number as a recorded "hotline" for parents to call for information during incidents. The goal is to keep other telephone lines free for communication with first responders and others. Calls may need to be forwarded to district office from the incident site

- **Cell phones:** These phones may be the only tool working when electric service is out; they are useful to faculty/staff enroute to or from a site.
- **Intercom phone systems:** Some staff may be trained to understand how to operate the intercom system.
- **Bullhorns and megaphones:** A battery-powered bullhorn may be part of the school's emergency to-go kit to address students and staff who are assembling outside the school. A bullhorn is located at the district office.
- **Two-way radio:** Two-way radios. Some staff will be trained to understand how to operate the two-way radios and may be used as needed in an emergency.
- **Computers:** If WiFi or Internet is available, a wireless laptop computer may be used for communication both within the school and to other sites. Email may be a useful tool for updating information for staff, other schools in an affected area and district office personnel.. An assigned staff member(s) will post information on the home page of the school and/or district website.
- **Alarm systems:** Most Kearney Public School buildings have alarms in place to notify students and staff of a potential problem.
- **Social Media:** Social Media communication such as Facebook, Twitter and other mediums can be used to update staff and the community in an affected area.

## **VI. ADMINISTRATION, FINANCE, AND LOGISTICS**

### **A. Agreements and Contracts**

If school resources prove to be inadequate during an incident, the Kearney Public School District may request assistance from local emergency services, other agencies, and industry in accordance with existing mutual aid agreements and contracts. Such assistance includes equipment, supplies, and/or personnel.

### **B. Recordkeeping**

#### **1. Administrative Controls**

The Kearney Public School District is responsible to manage the expenditure of funds and to provide reasonable accountability and justification for expenditures made to support incident management operations. These administrative controls will be done in accordance with the established local fiscal policies and standard cost accounting procedures.

#### **2. Activity Logs**

Assigned ICS building or district staff will maintain accurate Chronological Logs of Activities [Appendix G: Chronological Log of Activities](#) recording key incident management activities including:

- Basic documentation by each role or position responsibilities with time and completed by whom.
- Activation or deactivation of incident facilities.
- Significant changes in the incident situation.
- Major commitments of resources or requests from external sources.
- Issuance of protective action recommendations to the staff and students.
- Evacuations.
- Casualties.
- Containment or termination of the incident.

### **C. Incident Costs**

#### **1. Annual Incident Management Costs**

The associate superintendent or designee will be responsible for maintaining records summarizing the use of personnel, equipment, and supplies to obtain an estimate of annual incident response costs that may be used in preparing future school budgets.

#### **2. Incident Costs**

The associate superintendent or designee will maintain detailed records of costs for incident management and operations to include:

- Personnel costs, especially overtime costs.
- Equipment operations costs.
- Costs for leased or rented equipment.
- Costs for contract services to support incident management operations.
- Costs of specialized supplies expended for incident management operations.

These records may be used to recover costs from the responsible party or insurers or as a basis for requesting financial assistance for certain allowable response and recovery costs from the state and/or federal government.

#### **D. Preservation of Records**

In order to continue normal school operations following an incident, vital records must be protected. These include legal documents and student files as well as property and tax records. The likely causes of damage to records are fire and water; therefore, essential records should be protected accordingly (e.g., electronic, redundant backup, offsite electronic version).

## **VII. PLAN DEVELOPMENT, MAINTENANCE, AND DISTRIBUTION**

The KPS District Security Committee and the building principals share responsibility for the overall maintenance and revision of each school building's EOP within the District.

Each Building Safety Team is responsible for coordinating, training, and exercising the School EOP. Building Safety Teams are expected to make annual recommendations for revising and enhancing the plan to the District Security Committee.

Building Safety Teams will be asked to provide input regarding the EOP. They will receive information and training on procedures and protocols as identified within the EOP. In addition, they will be included in exercises, drills and debriefings to enhance the effectiveness of the response. In addition, school staff will be asked to provide input for future enhancements during trainings and when debriefing after an incident

The local school board and the superintendent are responsible for approving and promulgating this plan. Community fire/rescue, law enforcement, and emergency managers' input and recommendations will also be requested.

### **A. Approval and Dissemination of the Plan**

The District Security Committee will initiate the annual review of the District's EOP following the steps below. The Board of Education will then be asked to approve the plan.

- The District Security Committee will review and update the plan.
- Present the EOP Plan to the local school board for approval
- Distribute the plan. [Appendix K](#): Recording and Distributing the EOP

#### **1. Record of Changes**

Each update or change to the plan will be tracked on page 2 of this document. The record of changes will include: the change number, the date of the change, and the name of the person who made the change (the date the school board was informed/approved). The record of change will be in table format and maintained by the Director of Student Services and Safety. Changes will be done electronically to the EOP with emails sent out regarding the upcoming changes. Changes will be reviewed annually by the District Security Committee before approval by the school board.

#### **2. Record of Distribution**

Copies of plans and systems will be distributed to those tasked in this document. The record of distribution will be kept as proof that tasked individuals and organizations have acknowledged their receipt, review, and/or acceptance of the plan. The Director of Student Services and Safety will indicate the title and name of the person receiving the plan, the agency to which the receiver belongs, the date of delivery, and the number of copies delivered. [Appendix K](#): Recording and Distributing the EOP

### **B. Plan Review and Updates**

The basic plan and its systems will be reviewed annually by the District Security Committee, emergency management agency, law enforcement, school board, and others deemed appropriate by school

administration. The Director of Student Services and Safety will establish a schedule for annual review of planning documents.

The EOP will be updated based upon deficiencies identified during incident management activities and exercises and when changes in threat hazards, resources and capabilities, or school structure occur.

### **C. Training and Exercising the Plan**

**Drill:** The primary objective of a drill is for participants to build “muscle memory,” and practice an action to use in various events or situations. A secondary objective is for the people who are administering the drill to validate procedures, clarify roles, debrief with participants and identify operational process gaps. In the school safety context, it is critical to distinguish between drills and exercises. Drills are for staff and students (e.g., fire drill, tornado drill, lockdown drill, etc.) and are educational opportunities to practice a life skill.

**Exercise:** The overall learning objective of an exercise is to test response, capacity and resources across the system. An exercise often includes a description or enactment of an incident, depending on the type of exercise that’s being conducted. Exercises are broader in scope. These typically present a hypothetical emergency scenario (hurricane, earthquake, biochemical emergency, etc.) designed to encourage people to think quickly, work together, and apply lessons learned from drills. (e.g. safer route to an egress point).

**Tabletop Exercise:** is a roundtable session administered by a facilitator. Team members discuss their roles and share observations regarding a simulated emergency scenario. It is designed to test each team’s ability to refer and react to their role in the emergency plan, as well as their readiness to communicate with other teams as needed. These exercises usually last a few hours, and are highly valuable for identifying the unique threats in each community. A Tabletop Exercise differs from an Exercise in that it is done without the need for the physical environment.

**Functional Exercises:** typically focus on specific team members and/or procedures, and are often used to identify process gaps associated with multi-agency coordination, command and control. In a Functional Exercise, participants perform their duties in a simulated emergency environment.

**Full-scale Exercise:** Similar in execution to a functional exercise and as close to a real event as possible. It can include employees from various departments, community first responders, local businesses, and regulatory agencies. This type of exercise should utilize, to the extent possible, the actual systems and equipment that would be dispatched during a real event. From a duration stand-point, full-scale exercises often take place over the course of an entire business day.

Basic training and refresher training sessions will be conducted periodically for school personnel in coordination with local fire, law enforcement, and/or emergency managers.

Kearney Public School District EOP training will include:

- Vector Video/Online training for designated staff
- Hazard and incident awareness training for designated staff
- Orientation to the District EOP for designated staff
- First Aid and CPR/AED training for designated staff.
- Team training to address specific incident response or recovery activities, such as Parent-Student Reunification, Special Needs, and Relocation.

Drills will be conducted in accordance with Rule 10 and State law or more frequently. Fire Drills will be conducted at least once per month during the months of the regular scheduled school year. Exercises will occur at least annually. Records of the training provided including date(s), type of training, and participant roster will be maintained. Approved volunteers and community members may be incorporated into larger training efforts.

Records of Drills and Exercises will be kept in the Shared Google Drive: Safety Drills for each school building in the District. Each school building in the District will have access to those Drills and Exercises under the same name.

## VIII. AUTHORITIES AND REFERENCES

The following regulations are the State authorizations and mandates upon which this School EOP is based. These authorities and references provide a legal basis for incident management operations and activities.

### Rule 10

- 011.01B Each school system has a safety and security plan for the schools' in the system. The plan addresses the safety and security of students, staff and visitors. The plan is approved by the local governing body.
- 011.01C Each school system has a school safety committee which includes representatives of faculty, parents and the community. The committee meets at least annually to prepare and/or review safety and security plans and procedures including emergency plans and procedures.
- 011.01D The school system's safety and security plan(s) are reviewed annually by one or more persons not on the local school system safety committee and not an employee of the school system. The review will include a visit to school buildings to analyze plans, policies and procedures, practices and recommendations. Any recommendations made as a result of the analysis are forwarded to the head administrator and to the school safety committee to be considered in making revisions to the plan.

### 79-2,143. State school security director; appointment.

The position of state school security director is created within the State Department of Education. The Commissioner of Education shall appoint the director based on experience, knowledge, and skills in the field of school security.

### 79-2,144. State school security director; duties.(those included are specific to EOP)

The state school security director appointed pursuant to section 79-2,143 shall be responsible for providing leadership and support for safety and security for the public schools. Duties of the director include, but are not limited to:

- (1) Collecting safety and security plans, required pursuant to rules and regulations of the State Department of Education relating to accreditation of schools, and other school security information from each school system in Nebraska. School districts shall provide the state school security director with the safety and security plans of the school district and any other security information requested by the director, but any plans or information submitted by a school district may be withheld by the department pursuant to subdivision (8) of section 84-712.05;
- (4) Identifying deficiencies in school security based on the minimum standards adopted by the State Board of Education and making recommendations to school boards for remedying such deficiencies;
- (5) Establishing security awareness and preparedness tools and training programs for public school staff;
- (8) Establishing tornado preparedness standards which shall include, but not be limited to, ensuring that every school conducts at least two tornado drills per year;

GUIDANCE: Authority for this Plan is contained in:

- A. Public Law 81-920 (Federal Emergency Management Act of 1950) as amended;
- B. Public Law 93-288 (Disaster Relief Act of 1974) as amended by PL 100-707;
- C. Public Law 99-499 (Superfund Amendments and Reauthorization Act of 1986) as amended;
- D. 44 CFR, Part 302, Emergency Management: State and Local Emergency Management Assistance (EMA), October 2011, as amended;
- E. RRS Sections 81-829.36 to 81-829.75, Nebraska Emergency Management Act of 1996, as amended, Cum. Supp. 2002;

- F. Nebraska Administrative Code, Chapter 7; Nebraska Emergency Management Agency Title 67, July 21, 2001;
- G. Nebraska Revised Statutes 81-201 (Reissue 1996), 54-701 (reissue 1998 and Cum. Supp. 2002, and 54-1180 to 54-1182 (Reissue 1998 and Cum. Supp. 2002), (Nebraska Department of Agriculture's general response procedures); 2-1072 to 2-10, 117, the Plant Protection and Pest Act; and 54-847 to 54-863, (Reissue 1998) the Commercial Feed Act; 81-2,257 to 81-2,261 (Reissue 1996 and Cum. Supp. 2002), the Nebraska Pure Food Act; S2-3901 to 2-3911 (Reissue 1997 and Cum. Supp. 2002), the Nebraska Pasteurized Milk Law; 2-3913 to 2-3946 (Reissue 1997 and Cum. Supp. 2002), Manufacturing Milk Act;
- H. USC Title 21, section 134(a), (USDA response procedures for animal disease events);
- I. USC Title 7, sections 7701-7772, (USDA Plant Protection Act);
- J. 21 CFR, Parts 500-599 (Food, Drug, and Cosmetic Act);
- K. Homeland Security Presidential Directive (HSPD) 5 "Management of Domestic Incidents," 28 Feb. 2003;
- L. Presidential Policy Directive (PPD) 8 "National Preparedness" March 30, 2011;
- M. State of Nebraska, Executive Order 05-02, State Adoption of the National Incident Management System (NIMS), March 4, 2005.

# Functional Systems

**Note:**

**Functional Systems** address all-hazard critical operational functions, including:

- Common procedures.
- Specialized procedures.

Each functional system describes the policies, processes, roles, and responsibilities for that function.

All functional systems should address:

- Situations under which the procedures should be used.
- Who has the authority to activate the procedures.
- Specific actions to be taken when the procedures are implemented.

## Standard Response Protocol (SRP): Functional System

### I. PURPOSE

When all schools work from the same plan for an immediate response, success can be achieved in keeping our students, staff and visitors safe in all buildings and activities throughout the state. The statewide plan includes the use of a common language, common signage, common protocol, and when applied in all schools across the state, will provide the safest and most secure settings possible.

Weather events, fires, accidents, intruders and other threats to student safety are scenarios that are planned and trained for by school and district administration and staff. A statewide approach is necessary to enhance the preparation of all students, staff, and parents to respond immediately to any incident.

- For students, a common plan provides continuity of expectations and actions in any school and community setting throughout the state.
- For school staff, a common plan clarifies procedures and lends to simplified training and practice.
- The common language and protocols assist first responders with greater predictability throughout the duration of any incident.
- The expected procedures afford parents greater understanding of risk and can reduce the level of their stress.

In cases of an incident requiring a school to either hold, secure, lockdown, evacuate or shelter, the following procedures should be adhered to by students, staff, and parents.

### II. SCOPE

The Standard Response Protocol (SRP) is based not on individual scenarios but on the response to any given situation. Like the Incident Command System (ICS), SRP demands a specific vocabulary but also allows for greater flexibility. The premise is simple - there are five specific actions that can be performed during an incident.

**Hold:** means to hold in your classroom or area. Clear the halls. (No threat involved)

**Secure:** is followed by the Directive: "Get Inside. Lock Outside Doors" and is the protocol used to safeguard students and staff within the building. (Threat is outside)

**Lockdown:** is followed by "Locks, Lights, Out of Sight" and is the protocol used to secure individual rooms and keep students quiet and in place. (Threat is close to or in the building)

**Evacuate:** is always followed by a location, and is used to move students and staff from one location to a different location in or out of the building. (Threat is inside)

**Shelter:** is always followed by a type and a method and is the protocol for group and self protection. (Threat is outside)

A poster of the protocols will be posted throughout school buildings.

### **III. RESPONSIBILITIES**

To implement the Standard Response Protocol:

- Staff and students will undergo periodic training and participate in incident management training and drills.
- Staff and bus drivers assigned to work with special needs students will undergo in-depth training.
- Emergency responders and the District Security Committee will review and provide input into the plan.

# HOLD Protocol Guidance

Hold Protocol is in place when hazards or situations may be present in the building that do not need Lockdown procedures but require students and staff to remain in areas until the hazard or situation is resolved. These hazards could be but are not limited to; *emergency medical services being rendered, behavioral incidents that may be dangerous to students and staff, other temporary slip, trip or fall hazards that need to be corrected before students are allowed to pass (ie, water on the hallway floor).*

- A. The building principal or designee will give instructions to all staff before any Hold call is initiated that they will conduct the following instruction to their rooms' occupants and procedures:
  - a. When a HOLD call is initiated, all rooms will remain in their current positions and any occupants outside their rooms will return to their assigned rooms – hallways will be cleared for responders to have ease of access.
  - b. **Outside** - Outside activities will continue. Any access into the building will be done under the direction of staff after receiving approval from the building principal or designee.
  - c. **Classroom** - Classroom activities will continue as normal.
  - d. **Doors** - All doors will be closed and locked with access controlled by the classroom staff.
- B. **Announcements Components** - The principal will announce the following
  - a. **“Clear the Hallways and HOLD in your rooms or areas, there is (explain the hazard) and we need the hallways clear until the situation is resolved.”**
  - b. Once the situation has been resolved the building principal or designee will announce that normal procedures and classroom scheduling will continue.

# SECURE Protocol Guidance

Secure Protocol is in place when outside hazards or dangers may be present in the surrounding neighborhoods or school campus area. These hazards could be but are not limited to: *Police search warrants, wild animal sightings, emergency response team activity, dangerous persons sighting or hazardous material spills/exposure.*

- A. The Building Principal/Director or front office staff receives communication or determines there is an outside hazard or danger in the surrounding school campus area or neighborhoods.
- B. The Building Principal/Director or front office staff building director will make an announcement that may read as follows:
  - a. **“We are Securing the building, all staff and students are to come inside the building and remain inside until otherwise notified.”**
  - b. The Building Principal/Director or front office staff will direct staff in the main office on necessary measures to follow based upon the specific situation.
  - c. All building students and staff will enter the building and be accounted for by staff.
  - d. All activity inside the building will remain in normal school operation.
- C. The Building Principal/Director or front office staff will send out notification to all Staff under their supervision, including staff that do not maintain a full time presence in the building. (through text, phone, email, etc.). A message for Controlled Secure or Secure may read as follows:
  - a. **“The building has been placed in SECURE protocol, no one may enter or exit the building at this time.”**
- D. The Building Principal/Director and/or front office staff will maintain vigilance at all times and will control entrance and exit from the building.
  - a. Parents/students/staff who wish to enter after SECURE protocols have been activated need to be approved by the Building Principal/Director or the front desk staff.
    - i. Controlled Secure or Secure status will be dependent on the outside hazard.
    - ii. If the outside hazard is a chemical spill, the building may be sealed with no exiting or entrance.
  - b. Parents/staff who wish to exit the building after SECURE protocols have been activated will be advised of the danger before they leave the building. No student will be allowed to exit without a parent or staff member.
- E. SECURE protocols will be ended only after a confirmation agreement has been established between the District Office and the Building Principal/Director or front office staff.
  - a. City agencies may advise the building if it can return to normal operations, but this will only be approved by an agreement amongst the District Office and the Building Principal/Director.
  - b. Once SECURE protocols have ended, the Building Principal/Director or front office staff will announce that normal operations inside and outside the building are reestablished.
    - i. The Building Principal/Director or front office staff will send out notification to all Staff under their supervision that the SECURE protocols event has ended.
- F. The District Communications Director will work with the Building Principal/Director on message to parents and media regarding the SECURE protocol event.

# LOCKDOWN Protocol Guidance

Lockdown Protocol is initiated when there is a threat or hazard inside the school building. From parental custody disputes to intruders to an active assailant, Lockdown uses classroom and school security actions to protect students and staff from the threat. *Examples of Lockdown Protocol events include: Dangerous animal within the school building, Intruder, Angry or violent parent or student, Report of a weapon, Active assailant.*

- A. The principal and staff will ensure that exterior doors of the school buildings are locked.
- B. The principal and staff will ensure that doors held open by magnets are locked
- C. The principal and staff will ensure that classroom doors of the school building are closed and locked at all times.
- D. The Principal or staff members can activate Lockdown Protocols.
  - a. The building principal or other staff members can activate Lockdown Protocols. The following announcement will be said over the intercom if possible:
    - a. Lockdown! Locks, Lights, Out of Sight!**
    - b. Staff outside the front office can activate the Lockdown by notifying the front office of a Lockdown protocol event.
- E. The classroom teacher is responsible for implementing their classroom Lockdown Protocol.
  - a. Classroom emergency bags are available for situations like Lockdown.
- F. Students and Staff who are outside the classrooms when a Lockdown is announced should try to get into the closest available room with a door that can be secured.
  - a. In the event someone cannot get into a room before the doors are closed and locked, the student or staff member should attempt to exit the building or find a hiding place.
- G. Emergency responders will be dispatched to the school building.
  - a. Staff or students that are contacted by emergency responders will raise their hands and follow the directions of the emergency responders.
  - b. Emergency responders will go directly to the threat. Any staff or students that are injured or that need medical care will be attended to after the threat has been neutralized.
- H. Emergency responders will clear and secure the school building after the threat has been neutralized.
  - a. Staff and students should remain in their classrooms until released by emergency responders who will make visual contact with them in the rooms they are hiding in.
    - i. Directions such as Hold or Evacuate may be given by the emergency responder.
    - ii. No staff member or student should leave the classroom unless directed to do so by an emergency responder or if the threat has entered the room.
- I. Once the building has been turned over to the principal or front office staff by emergency responders, recovery activities will begin under the direction of Incident Command.

## EVACUATE Protocol Guidance

- A. Evacuate Protocols are called when there is a need to move people from one location to another. Most often, evacuations will be necessary when there is a hazard within the building that warrants leaving the building. *Evacuate Protocol events will include but are not limited to: heating/ventilation system failure, gas leak, bomb threat, and fire.*
- B. The building principal or front office staff receives communication and determines there is a hazard or danger that warrants an evacuation of the building for students and staff.
  - a. Once verified that there is a hazard, the building principal or front office staff will announce, several times, the following over the school building's intercom system.
    - i. **“Evacuate, Evacuate, there is a (hazard) at (location)”**
- C. Staff and Students will evacuate to their assigned assembly evacuation areas.
  - a. The building principal or front office staff will send out notification to all staff regarding the evacuation.
- D. Emergency responders will arrive and determine if it is safe to return or if formal evacuation to another location is required.
  - a. The District Office and building principal will be in correspondence with city officials regarding the issue and possibility of returning to the school building.
  - b. Once EVACUATE protocols have ended, the principal will announce that normal operations inside and outside the building will be reestablished and communicate with staff accordingly.
- E. The District Communications Director will work with the principal on crafting a message to parents and media regarding the EVACUATE protocol event.

# SHELTER Protocol Guidance

Shelter Protocol is in place when severe weather may be threatening the safety of the physical environment of the building. The hazards could be but are not limited to; *Tornado, High Winds, Hail, Hazardous Material events or other local hazards.*

- A. The Building Principal/Director or front office staff will monitor weather conditions or outside conditions that may trigger Shelter Protocol. Once the Building Principal/Director or front office staff receives communication or determines there is an outside hazard or danger, they will activate the Shelter protocol.
- B. The Building Principal/Director or front office staff building director will announce the following;
  - a. **“We have been notified that there is a (weather/hazardous event); go to your designated shelter areas”**
  - b. All building students and staff will go to their assigned shelter areas.
  - c. Staff will direct students to take the position of Tuck and Cover if the hazardous event affects the building.
- C. The Building Principal/Director or front office staff will maintain vigilance at all times and control entrance and exit from the building.
  - a. Parents/students/staff who wish to enter after SHELTER protocols have been activated may do so in order to find a shelter area.
  - b. Parents/staff who wish to exit the building or remove a student after SHELTER protocols have been activated will be advised of the danger before they are allowed to leave the building.
    - i. The Building Principal/Director will determine if it is safe to have staff retrieve a requested student.
    - ii. Parents/Guardians will remain in the main office area while staff retrieves the student.
    - iii. Students will be allowed to exit with a parent or guardian only.
- D. Shelter protocols will be ended only after confirmation agreement has been established between the District Office and the principal or front office staff.
  - a. District Office staff and the principal will collaborate with city officials regarding the appropriate time to conclude the Shelter.
  - b. Once Shelter protocols have ended, the principal or front office staff will announce that normal operations inside and outside the building are reestablished.
    - i. The principal or front office staff will communicate with staff that the SHELTER event has ended.
- E. The District Communications Director will work with the Building Principal/Director on a potential message to parents and media regarding the SECURE protocol event.

It is very important to remember that after a Shelter Protocol Event there may be damage or contamination to the building. Remaining in the building and the shelter area may be the safest place in the community. In extreme emergencies, the building should wait for emergency responders to evacuate the building or establish an Incident Command Center before students and staff leave the building. Recovery events may include the building going into SECURE or HOLD protocols until a plan can be established.

# IN AN EMERGENCY TAKE ACTION



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

### STUDENTS

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

### ADULTS

Close and lock door  
Business as usual  
Account for students and adults



## SECURE! Get inside. Lock outside doors.

### STUDENTS

Return inside  
Business as usual  
Monitored entry or controlled release of students as information increases

### ADULTS

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



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

### STUDENTS

Move away from sight  
Maintain silence  
Do not open the door

### ADULTS

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



## EVACUATE! (A location may be specified)

### STUDENTS

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

### ADULTS

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



## SHELTER! Hazard and safety strategy.

### STUDENTS

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

### ADULTS

Lead safety strategy  
Account for students and adults

## **Standard Reunification Method (SRM): Functional System**

### **I. Purpose of Reunification Method**

One critical aspect of crisis response is accountable reunification of students with their parents or guardians in the event of a school crisis or emergency. The Standard Reunification Method provides school safety teams and the District Security Committee with proven methods for planning, practicing and achieving a successful reunification.

Crisis recovery starts with the crisis, not after. Without a plan to reunite students and parents, more than just the mental health demands which accompany a crisis are ignored; the responsibility of the school and district in maintaining the chain of custody for every student can be lost. No school is immune to emergencies: fires, floods, tornadoes, blizzards, power outages, bomb threats, acts of violence -- this is just a short list of events that could initiate a release and/or reunification for a school or district.

### **II. Scope of Reunification Method**

Circumstances may occur at the school that require parents to pick-up their students in a formalized, controlled manner. The process of controlled release is called reunification and may be necessary due to situations like a significant weather event or power outage or may be due to a major crisis in other situations. The Standard Reunification Method will be utilized to make this process more predictable and less chaotic for all involved. Because a controlled release is not a typical end-of-the-school-day event, a process is in place to manage the situation. The process will be modified due to the peculiarities of an event and may occur at the school site, the building's designated evacuation site, or a different location.

The Kearney Public School District will use the Standard Reunification Method for reunification needs. In some cases, team members will be located at the Reunification Site while at other times some team members may be needed at the site of the incident and others at the reunification site.

#### The SRM Process Overview

The steps for a comprehensive reunification are as follows:

- Establish a reunification site
- Deliver the students to the staging area beyond the field of vision from parents/guardians
- Once students are on site, notify parents and the community
- Greeters direct parents/guardians to the check-in location and help them understand the process
- Parents/guardians complete Reunification Cards
- The Check-in staff collect the cards and direct parents to the reunification area
- Runners bring the student from the staging area to the reunification area
- Medical needs, crisis counseling, and police investigative areas will be formed as needed due to the specific situation
- The reunification team will attempt to connect all students in the staging area with their parent/guardian at the reunification area and then escort the family out of the building.

The Kearney Public School District will maintain a Reunification site map with guidelines for the two predetermined site areas:

1. [Appendix C](#): SRM Site Map
  - a. Horizon Middle School
  - b. Kearney First Baptist Church

### **III. Management of the Reunification Process**

District Office Staff will manage the reunification process. [Appendix L1](#) outlines District Office staff responsibilities and [Appendix L2](#) outlines the description of each title and task. District Office staff will be periodically trained on the reunification process and their specific role..

District transportation personnel and the Kearney Police Department have collaborated on the process for travel between the incident site school building and the reunification site. The Kearney Police Department has assigned officers the duty of managing school bus travel and providing support for District Office staff as they implement the reunification process.

# SRM Staging the

## STEP 1 ESTABLISH ONSITE INCIDENT COMMAND

The first step in staging for transport is establishing School Incident Command at the affected school. Integrating with Unified Command should be a priority.



**Priorities:** Student and staff safety and wellbeing  
Student and staff whereabouts and condition  
Assemble affected school command staff  
Integrate with Unified Command  
Joint Information Center established

**Objectives:** Safe transport of students and staff to reunification site

**Strategy:** The Standard Reunification Method

**Tactics:** Will be determined by the environment

## STEP 2 CLASSROOM EVACUATION

Classrooms are individually evacuated to the Secure Assembly Area. During a Police Led Evacuation, students and staff will be asked to keep their hands visible.



If it is a Police Led Evacuation after a Lockdown, each room will be cleared by Law Enforcement personnel. This process may take up to several hours. Teacher should take attendance in the classroom, prior to evacuation.

### STUDENTS WITH DISABILITIES

The Individuals with Disabilities Act mandates additional supports for students with special education needs in a school setting. These supports would also function to provide supervision and assistance to students with disabilities during emergency situations.



# SRM Actions and

## COMMUNITY ACTION PARENTS WILL BEGIN TO ARRIVE

Parents will be arriving at the impacted school. Often with a Lockdown event, adjoining schools will go into Lockout. Parents may be arriving at those schools as well.



## REUNIFICATION SITE MOBILIZE REUNIFICATION TEAM

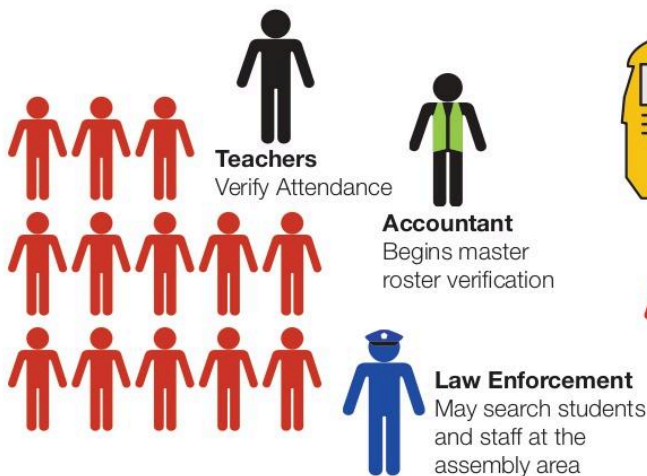
Contacting the Superintendent and determining the Reunification Site are among the first actions taken. If the site is another school, early release may be necessary.



# School for Transport

## STEP 3 SECURE ASSEMBLY AREA

At the Secure Assembly Area it is preferable that teachers stay with their students. If some teachers are unable to be at the Secure Assembly Area, doubling up classes with "Partner" teachers is appropriate.



## STEP 4 STUDENT AND STAFF TRANSPORT

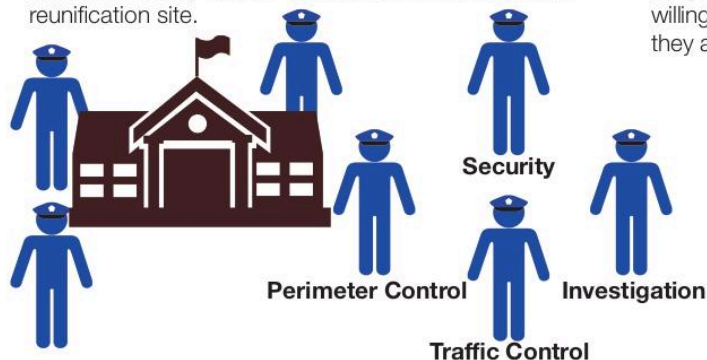
Students and staff board the bus and are transported to the Reunification Site. Buses having audio video systems can be utilized for further accountability by having students face the camera and state their name.



# Considerations

## LAW ENFORCEMENT SUPPORT AND INVESTIGATIONS

Regardless of criminal activity, law enforcement support will be necessary at both the impacted school and the reunification site.



## FIRE AND EMS CASUALTY CARE

If necessary, Fire and EMS will establish Casualty Collection, Triage and Transport areas. Many fire departments are also willing to assist in the transport and reunification process, if they are not actively responding to crisis.



## **CONTINUITY OF OPERATIONS (COOP) PLAN: Functional System**

### **I. PURPOSE**

The purpose of these Continuity of Operations Plan (COOP) is to ensure that there are procedures in place to maintain or rapidly resume essential operations within the school after an incident that results in disruption of normal activities or services to the school. Failure to maintain these critical services would significantly affect the education and/or service mission of the school in an adverse way.

### **II. SCOPE**

It is the responsibility of the Kearney Public School District officials to protect students, staff and visitors from incidents and restore critical operations as soon as it is safe to do so. This responsibility involves identifying hazards, threats, and incidents, and preparing for and responding to incidents while managing the recovery. These COOP procedures are written to address these responsibilities before, during, and after times of routine work schedules as they apply to the Kearney Public School District.

### **RESPONSIBILITIES**

The COOP plan outlines actions needed to maintain and/or rapidly resume essential academic, business, and physical services after an incident. The District relies on strong internal and external communication systems and partnerships with contractors and organizations to quickly recover following an incident.

## Essential Functions Performed by COOP Plan Personnel

Person Responsible	Actions		
<b>Superintendent</b>	<ul style="list-style-type: none"> <li>● Determine when to close schools and/or send students/staff to alternate locations.</li> <li>● Disseminate information internally to students and staff.</li> <li>● Communicate with parents, media, and the larger school community.</li> <li>● Identify a line of succession, including who is responsible for restoring which business functions for schools/districts.</li> <li>● Ensure systems are in place for rapid execution after an incident</li> </ul>		
<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%;">Primary Person: Jason Mundorf</td> <td style="width: 50%;">Phone/Email: 698-8000</td> </tr> </table>		Primary Person: Jason Mundorf	Phone/Email: 698-8000
Primary Person: Jason Mundorf	Phone/Email: 698-8000		
<b>Associate Superintendent and/or Directors</b>	<ul style="list-style-type: none"> <li>● Identify relocation areas for classrooms and administrative operations.</li> <li>● Create a system for registering students. (out of district or into alternative schools)</li> <li>● Brief and train staff regarding their additional responsibilities during a crisis.</li> <li>● Secure and provide needed personnel, equipment and supplies, facilities, resources, and services required for continued operations.</li> <li>● Re-evaluate the curriculum.</li> <li>● Identify strategies to continue teaching. (e.g., virtual instruction, providing tutors for homebound students, rearranging tests, etc.)</li> <li>● Ensure all students have electronic access and equipment.</li> </ul>		
<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%;">Primary Person: Dr. Chris Loofe</td> <td style="width: 50%;">Phone/Email: 698-8000</td> </tr> </table>		Primary Person: Dr. Chris Loofe	Phone/Email: 698-8000
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<b>Custodians/ Maintenance Personnel</b>	<ul style="list-style-type: none"> <li>● Work with local government officials and Superintendent/Principal to determine when it is safe for students and staff to return to the school buildings and grounds.</li> <li>● Manage the restoration of school buildings and grounds. (e.g., debris removal, repairing, repainting, and/or re-landscaping, etc.)</li> </ul>		
<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%;">Primary Person: Trent Bosard</td> <td style="width: 50%;">Phone/Email: 698-8255</td> </tr> </table>		Primary Person: Trent Bosard	Phone/Email: 698-8255
Primary Person: Trent Bosard	Phone/Email: 698-8255		
<b>Information Technology</b>	<ul style="list-style-type: none"> <li>● Maintain inventory.</li> <li>● Maintain essential records (and copies of records) including the school's insurance policy.</li> <li>● Ensure redundancy of records is kept at a different physical location.</li> <li>● Secure classroom equipment, books, and materials in advance.</li> <li>● Restore administrative and recordkeeping functions such as payroll, accounting, and personnel records.</li> <li>● Retrieve, collect, and maintain personnel data.</li> <li>● Provide accounts payable and cash management services.</li> </ul>		
<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%;">Primary Person: Troy DeHaven</td> <td style="width: 50%;">Phone/Email: 698-8014</td> </tr> </table>		Primary Person: Troy DeHaven	Phone/Email: 698-8014
Primary Person: Troy DeHaven	Phone/Email: 698-8014		

<b>Counselors, Social Workers, School Psychologists</b>	<ul style="list-style-type: none"> <li>● Establish academic and support services for students and staff/faculty.</li> <li>● Implement additional response and recovery activities according to established protocols.</li> <li>● Maintain continual contact with families and students that need assessment.</li> </ul>
Primary Person: Tanya Holouback	
Phone/Email: 698-8074	
<b>School Nurses</b>	<ul style="list-style-type: none"> <li>● Assist families with medical questions and concerns.</li> <li>● Connect families/students with medical services.</li> <li>● Replenish first aid supplies and emergency medication as needed.</li> </ul>
Primary Person: Shanna Gillming	
Phone/Email: 698-8080	
<b>Food Service /Cafeteria Workers</b>	<ul style="list-style-type: none"> <li>● Determine how transportation and food services will resume.</li> <li>● Establish food security for any student.</li> </ul>
Primary Person: Kate Murphy	
Phone/Email: 698-8130	
<b>Teachers</b>	<ul style="list-style-type: none"> <li>● Develop Continuity of Learning Plan for students.</li> <li>● Virtual Education (web-based, electronic)</li> <li>● Provide educational feedback on completed student work.</li> <li>● Maintain continual contact with families and students.</li> <li>● Continue the learning environment as best possible.</li> <li>● Communicate with counselors any concerns on the well-being of students.</li> </ul>
Primary Person Sara Paider/Clint Edwards :	
Phone/Email: 698-8000	
<b>Transportation</b>	<ul style="list-style-type: none"> <li>● Assist in the distribution of food/lunches.</li> <li>● Assist in the distribution of educational equipment and supplies.</li> <li>● Assist in transportation of people as needed.</li> </ul>
Primary Person: Dr. Jason Sutton	
Phone/Email: 698-8260	
<b>Emergency Management</b>	<ul style="list-style-type: none"> <li>● Assist the school with any needs. (i.e., state or federal agencies)</li> <li>● Coordinate using NIMS and ICS.</li> <li>● Coordinate personnel to assist in setting up structure.</li> </ul>
Primary Person: Darrin Lewis	
Phone/Email: 308-233-3225	

<b>Law Enforcement</b>	<ul style="list-style-type: none"> <li>● Maintain the security of off site location.</li> <li>● Set up traffic flow at an off site location.</li> <li>● Provide traffic control at the off site location.</li> </ul>
Primary Person: J.C. Small	
Phone/Email: 308-224-0432	
<b>Parents</b>	<ul style="list-style-type: none"> <li>● Support the educational Continuity of Learning Plan provided by schools.</li> <li>● Provide an environment at home conducive to learning.</li> <li>● Provide support and encouragement to children for their continued learning.</li> <li>● Procure food security if needed.</li> </ul>
<b>Students</b>	<ul style="list-style-type: none"> <li>● Follow the educational Continuity of Learning Plan provided by the school.</li> <li>● Maintain communication with teacher(s).</li> </ul>

District office staff and other select personnel will undergo periodic training on executing the COOP procedures. Training will be designed to inform each participant of his/her responsibilities during implementation of COOP procedures.

Order of Succession

Order of Succession within the Kearney Public School District will be determined by the Superintendent of the District or their designee. The Order of Succession of the Superintendent, during an emergency situation, will be assigned to the Associate Superintendent until the School Board of the District meets for official assignment of that duty.

Delegation of Authority

Delegation of Authority within the Kearney Public School District will be determined by the Superintendent or their designee. The Delegation of Authority of the Superintendent, during an emergency situation, will be assigned to the Associate Superintendent until the School Board of the District meets for official assignment of that duty.

**A. Activation and Relocation**

The superintendent or designee will determine when to activate and implement the COOP procedures and make the decision to relocate to the alternate site. Authority for activation may be delegated. The activation may occur with or without warning. The superintendent or designee will activate the COOP procedures whenever it is determined the school is not suitable for safe occupancy or functional operation. The principal will also notify the district office and provide contact information for the relocation.

**B. Alert, Notification, and Implementation Process**

Each Building will be notified of the activation of COOP procedures and be provided situation information, as available. Parents/guardians will be alerted and notified as important information becomes available in accordance with the EOP communications plan.

### **C. Relocation Sites**

Due to the access of multiple buildings within the District, building relocations will generally occur at other district facilities. These sites will be determined by the Superintendent or designee.

### **D. Alternate Facilities and Strategy**

For each alternate facility, the essential resources, equipment, and software that will be necessary for resumption of operations at the site will be identified and plans developed for securing those resources.

#### Interoperable Communications/Backup Sites

Parents/guardians, staff and students will be notified using one of the notification systems implemented by the Kearney Public School District. The type of communication system used will be determined by the Superintendent or designee and in accordance with the EOP communications plan.

#### Vital Records and Retention File

Information technology will maintain and continue vital records and retention through steps and guidance directed through the KPS Information Technology Disaster Recovery Plan.

#### Human Capital Management

Employees responsible for essential functions are cross-trained. Identified special needs employees are provided Americans with Disabilities Act (ADA) accommodation and guidance in their responsibilities as well as the assistance that may be provided by coworkers in event of an incident. A coworker may assist the individual, in the appropriate capacity, to an area of safety. All personnel are also encouraged to plan for their families' well-being before a disaster strikes.

During recovery from an emergency, Human Capital Management will convene at the district office and develop Human Capital Operations for continual operations.

## **RECOVERY: PSYCHOLOGICAL FIRST AID (PFA) AS ACCESSED THROUGH THE FOLLOWING PROGRAMS: YOUTH MENTAL HEALTH FIRST AID TRAINING (YMHFA), VERBAL INTERVENTION TRAINING (VI), VECTOR TRAINING AND CRISIS TEAM TRAINING**

### **I. PURPOSE**

These procedures have been developed to provide emotional support to students and staff impacted by trauma at school or in the community. The Kearney Public School District has established a Crisis Team to provide the support and guidance to students and staff impacted by trauma at school or in the community. [Appendix M: Crisis Team](#)

Following a traumatic event or incident, the following outcomes should be possible through the implementation of programs such as YMHFA, VI, Vector and the Crisis Team to assist students, staff, and their families in the healing process.

- To establish a positive connection with students and staff members in a non-intrusive, compassionate manners.
- To enhance immediate and ongoing safety and provide physical and emotional comfort.
- To calm and orient emotionally overwhelmed or distraught students and staff.
- To help students and staff members identify their immediate needs and concerns.
- To offer practical assistance and information to help students and staff members address their immediate needs and concerns.
- To connect students and staff members as soon as possible to social support networks, including family members, friends, coaches, and other school or community groups.
- To empower students, staff, and families to take an active role in their recovery, by acknowledging their coping efforts and strengths, and supporting adaptive coping.
- To make clear your availability and (when appropriate) link the student and staff to other relevant school or community resources such as school counseling services, peer support programs, after-school activities, tutoring, primary care physicians, local recovery systems, mental health services, employee assistance programs, public-sector services, and other relief organizations.

Schools will organize safety initiatives based on the four-part emergency management cycle. The four-part emergency management cycle includes:

#### **A. Prevention phase**

Schools assess and address building security, the safety and integrity of facilities, the culture and climate of schools, and the need for secondary prevention mental health programs.

#### **B. Preparedness phase**

Schools facilitate a rapid, coordinated, and effective response in the event of an actual emergency by taking the following steps:

- Refining emergency management plans and emergency procedures in collaboration with key members of the emergency response community (e.g., fire and police departments, disaster services, and public health).
- Periodically reviewing and reinforcing emergency plans and procedures with staff, students and parents.

- Defining building-level and district-level Incident Command System (ICS) structures.
- Implementing staff training on various topics, including parent-student reunification.
- Conducting emergency simulations in collaboration with outside agencies.
- Developing and regularly updating a list of providers

### C. Response phase

Action is taken to effectively contain and resolve an emergency and to decrease the potential for such an emergency to escalate. During this phase, the school executes the emergency operations plan and emergency procedures and initiates preliminary activation of the Crisis Team. Although the response phase may have a clear ending point for emergency response agencies, the transition into the fourth phase, recovery, may be less distinct.

### D. Recovery phase

Steps are taken to assist students, staff, and their families in the recovery process and to restore educational operations in schools. This phase involves conducting damage assessments and making repairs, implementing business continuity plans, and addressing grief and stress reactions. The very early stages of the recovery phase (hours or days after an emergency) are the most appropriate time to deliver Crisis response. Depending on the nature of the incident, recovery may be a long-term process.

## II. Scope

Crisis counseling is most effective immediately following the incident (e.g., from one hour to a couple of weeks after an event). In some circumstances, assuming the safety of students and staff has been ensured, counseling can be initiated while an incident is still occurring, such as in shelter or lockdown situations.

PFA is intended for students, school personnel, and their families who have been exposed to a disaster or other emergencies. Whether an emergency occurs on school grounds or in the community at large, schools serve as a central location for professionals to assist children, families, school personnel, and school partners.

The following procedures outline steps to be taken by staff/students following a trauma, a serious injury or death, and/or a major incident impacting the community. Mental health professionals available in the school community should participate in the development, implementation, and evaluation of the School EOP as it relates to this system.

- 1. Contact and Engagement:** To initiate contacts or to respond to contacts by students and staff in a non-intrusive, compassionate, and helpful manner.
- 2. Safety and Comfort:** To enhance immediate and ongoing safety, and provide physical and emotional comfort.
- 3. Stabilization:** To calm and orient emotionally overwhelmed or disoriented students and staff.
- 4. Current Needs and Concerns:** To identify immediate needs and concerns, gather additional information and tailor it to schools' interventions to meet these needs.
- 5. Practical Assistance:** To offer practical help to students and staff in addressing immediate needs and concerns.
- 6. Connection with Social Supports:** To help establish brief or ongoing contacts with primary support persons or other sources of support, including family, friends, teachers, and other school and/or community resources.
- 7. Information on Coping:** To provide information about stress reactions and coping to reduce distress and promote adaptive functioning.
- 8. Linkage with Collaborative Services:** To link students and staff with available services needed at the time or in the future.

These core actions of Psychological First Aid through current KPS programs constitute the basic objectives of providing early assistance within hours, days, or weeks following an event.

### **III. RESPONSIBILITIES**

To implement the recovery of psychological healing procedures:

- Staff will undergo training to learn how to recognize signs of trauma through the Vector Training.
- Members of the Psychological First Aid Team (PFA) / Crisis Response Team will undergo in-depth training to learn how to assist in managing trauma.
- Mental health experts may review and provide input into the plan.
- Parents and guardians will be offered tips on how to recognize signs of trauma.

### **IV. SPECIALIZED PROCEDURES**

The following procedure may be implemented by staff and faculty when directed by the principal/director or when deemed appropriate by the situation.

#### **Immediately Following a Serious Injury or Death and/or Major Incident:**

- Convene a staff meeting to discuss how the situation is being handled and to discuss what resources are available to staff, students, and families. Other debriefing meetings may occur at later times as needed.
- Set up support rooms with Crisis/PFA team guidance.
- Encourage teachers to read the script about the incident and allow students to openly discuss feelings, fears, and concerns shortly after the incident. Avoid specific details of the incident, just basic facts. Any students who are excessively distraught should be referred to the Crisis/PFA Team.

#### **Hospital/Funeral Arrangements:**

- Provide staff with information regarding visitation and/or funeral arrangements (time, location, customs) when available.
- Support the staff and students that attend the funeral.
- Designate staff person(s) to visit the hospital and/or attend the funeral to represent the school.

#### **Post-Incident Procedures:**

- Allow for changes in normal routines or schedule to address injuries or death(s); however, recommend students and staff return to their normal routine as soon as possible after the funeral.
- Follow up with students and staff who receive counseling and refer them to outside mental health professionals as needed.

## GLOSSARY OF TERMS

**Command Staff:** A group of incident personnel that the Incident Commander or Unified Command assigns to support the command function at an Incident Command Post. Command staff often include a Public Information Officer, a Safety Officer, and a Liaison Officer, who have assistants as necessary. Additional positions may be needed, depending on the incident.

**COOP:** The purpose of Continuity of Operations (COOP) procedures is to ensure that there are procedures in place to maintain or rapidly resume essential operations within the school after an incident that results in disruption of normal activities or services to the school. Essential functions include business services (payroll and purchasing), communication (internal and external), computer and systems support, facilities maintenance, safety and security, and continuity of teaching and learning.

**Drill:** A coordinated, supervised activity usually employed to validate a specific operation or function in a single agency or organization. Drills are commonly used to provide training on new equipment, develop or validate new policies or procedures, or practice and maintain current skills. During drills, school personnel and community partners (i.e., first responders, local emergency management staff) use the actual school grounds and buildings to practice responding to a scenario.

**Emergency Operations Center (EOC):** An EOC is a facility from which staff provide information management, resource allocation and tracking, and/or advanced planning support to personnel on scene or at other EOCs (e.g., a state center supporting a local center).

**Emergency Operations Plan (EOP):** (formerly called Safety Plan) An ongoing plan for responding to a wide variety of potential threats and hazards.

**Exercise:** An instrument to train for, assess, practice, and improve performance in prevention, protection, response, and recovery capabilities in a risk-free environment. Exercises can be used for testing and validating policies, plans, procedures, training, equipment, and interagency agreements; clarifying and training personnel in roles and responsibilities; improving interagency coordination and communications; improving individual performance; identifying gaps in resources; and identifying opportunities for improvement.

**Evacuate:** is always followed by a location, and is used to move students and staff from one location to a different location in or out of the building. (Threat is inside)

**Hazards:** Hazards include situations to harm students, personnel, and/or facilities. Hazards usually include those things that we cannot control, such as tornadoes, floods, and chemical spills. Hazards may require an interagency response involving law enforcement and/or emergency services depending on the size and scope of the incident.

**Hold:** means to hold in your classroom or area. Clear the halls. (No threat involved)

**Incident:** An incident is an occurrence that requires a response to protect life or property. An incident is something that we most likely cannot control, such as car accidents, pandemics, and illness. The superintendent/principal/building administrator shall have the authority to determine when an incident has occurred and to implement the procedures within this EOP.

**Incident Command System (ICS):** A standardized on-scene emergency management construct specifically designed to provide an integrated organizational structure that reflects the complexity and demands of single or multiple incidents, without being hindered by jurisdictional boundaries. ICS is the combination of facilities,

equipment, personnel, procedures, and communications operating within a common organizational structure, designed to aid in the management of resources during incidents. It is used for all kinds of emergencies and is applicable to small as well as large and complex incidents. ICS is used by various jurisdictions and functional agencies, both public and private, to organize field-level incident management operations.

**Incident Management:** The broad spectrum of activities and organizations providing effective and efficient operations, coordination, and support applied at all levels of government, utilizing both governmental and nongovernmental resources to plan for, respond to, and recover from an incident, regardless of cause, size, or complexity.

**Local Emergency Operations Plan (LEOP):** The School EOP has been developed to fit into the larger local county or local EOP in the case of a large-scale incident. Staff members that maintain and exercise the plan are in frequent contact with the County/City Emergency Manager and the County/City Emergency Management Department.

**Lockdown:** is followed by "Locks, Lights, Out of Sight" and is the protocol used to secure individual rooms and keep students quiet and in place. (Threat is close to or in the building)

**Memorandum of Understanding (MOU) Agreement:** A written or oral agreement between and among agencies/organizations and/or jurisdictions that provides a mechanism to quickly obtain assistance in the form of personnel, equipment, materials, and other associated services. The primary objective is to facilitate the rapid, short-term deployment of support prior to, during, and/or after an incident.

**National Incident Management System:** A set of principles that provides a systematic, proactive approach guiding government agencies at all levels, nongovernmental organizations, and the private sector to work seamlessly to prevent, protect against, respond to, recover from, and mitigate the effects of incidents, regardless of cause, size, location, or complexity, in order to reduce the loss of life or property and harm to the environment.

**Prevention:** The capabilities necessary to avoid, prevent, or stop a threatened or actual act of terrorism. For the purposes of the prevention framework called for in PPD-8, the term "prevention" refers to preventing imminent threats.

**Psychological First Aid (PFA):** Psychological First Aid for Schools (PFA) is an evidence-informed intervention model to assist students, families, school personnel, and school partners in the aftermath of an emergency. PFA is designed to reduce the initial distress caused by emergencies, and to foster short- and long-term adaptive functioning and coping.

**Psychological First Aid/Crisis Team:** The school team that assists in carrying out the PFA plan.

**Public Information:** Processes, procedures, and systems for communicating timely, accurate, and accessible information on an incident's cause, size, and current situation; resources committed; and other matters of general interest to the public, responders, and additional stakeholders (both directly affected and indirectly affected).

**Recovery:** The capabilities necessary to assist communities affected by an incident to recover effectively.

**Response:** The capabilities necessary to save lives, protect property and the environment, and meet basic human needs after an incident has occurred.

**Risk:** The potential for an unwanted outcome resulting from an incident, event, or occurrence, as determined by its likelihood and the associated consequences.

**Section Chiefs:** The General Staff consists of the Operations, Planning, Logistics, and Finance/Administration Section Chiefs. These individuals are responsible for the functional aspects of the incident command structure. The Incident Commander activates these section chiefs as needed. These functions default to the Incident Commander until a section chief is assigned. The section chiefs may have one or more deputies as necessary.

**Secure:** is followed by the Directive: "Get Inside. Lock Outside Doors" and is the protocol used to safeguard students and staff within the building. (Threat is outside)

**Shelter:** is always followed by a type and a method and is the protocol for group and self protection. (Threat is outside)

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

**SRP:** Standard Response Protocol: The SRP is based on four actions, Lockout, Lockdown, Evacuate, and Shelter. In the event of an emergency, the action and appropriate direction will be called on the PA system. (new version not on website yet).

**Tabletop Exercises:** Tabletop exercises are small-group discussions that walk through a scenario and the courses of action a school will need to take before, during, and after an emergency to lessen the impact on the school community. This activity helps assess the plan and resources, and facilitates an understanding of emergency management and planning concepts.

**Threat:** Threats include situations to harm students, personnel, and/or facilities. Threats usually include those things that we can control, such as active killer, bullying, and suicide. Threats may require an interagency response involving law enforcement and/or emergency services depending on the size and scope of the incident.

Appendix A: School Population

Building Report Not Current Year 2024-2025															
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School	Grade Level														Total
	PK	KG	01	02	03	04	05	06	07	08	09	10	11	12	
Kearney Education Center	163														163
Bryant Elementary		29	42	44	50	41	41								247
Buffalo Hills Elementary		43	47	39	44	43	47								263
Central Elementary		41	45	43	52	45	47								273
Emerson Elementary		38	20	35	42	32	33								200
Glenwood Elementary		18	16	15	24	22	20								115
Kenwood Elementary		61	58	69	64	60	73								385
Meadowlark Elementary		60	59	72	63	73	68								395
Northeast Elementary		50	56	72	72	62	72								384
Park Elementary		39	33	43	50	42	49								256
Windy Hills Elementary		35	41	37	48	40	46								247
Horizon Middle School								224	225	217					666
Sunrise Middle School								182	179	183					544
Kearney High School											397	417	375	382	1,571
Hanny Arram Center for S									1	7	11	11	20	51	101
<b>Total Count of Students</b>	<b>163</b>	<b>414</b>	<b>417</b>	<b>469</b>	<b>509</b>	<b>460</b>	<b>496</b>	<b>406</b>	<b>405</b>	<b>407</b>	<b>408</b>	<b>428</b>	<b>395</b>	<b>433</b>	<b>5,810</b>

This report includes students that completed the end of the school year and their resident school is not NA1.

## Appendix B:Phone Extension List

<b>KPS Administrative offices- 310 West 24th street</b>	<b>698-8000</b>	<b>6600</b>	<b>Bryant Elementary- 1611 Avenue C</b>		
Fax	698-8001	6601	Raelena Oblinger, Secretar	698-8190	5000
Marci Oschner, Secretary	698-8000	6600	Dustin Mitchell, Principal	698-8191	5001
			Fax	698-8192	5002
<b>Superintendent-Jason Mundorf</b>	<b>698-8003</b>	<b>6603</b>	Media Center, Gretchen Albers	698-8194	5004
Jeanne Lightle, Secretary	698-8002	6602	Counselor, Valerie Nigro	698-8193	
			Social Worker, Logann Collin	708-9624	
<b>Associate Superintendent/Finance Director- Dr. Chris Loofe</b>	<b>698-8006</b>	<b>6606</b>	<b>Buffalo Hills Elementary- 6110 11th Ave</b>		
JoAnne Sawyer, Classified Payroll	698-8008	6608	Anna Rich, Secretary	698-8290	5100
Jenae Dahlstedt, General Accounts Payable	698-8009	6609	Jen True, Principal	698-8291	5101
Michelle Bond, Certified Payroll and activity accounts	698-8007	6607	Fax	698-8292	5102
			Media Center, Gretchen Albers	698-8294	5104
<b>PK-5 Education- Sara Paider</b>	<b>698-8021</b>	<b>6621</b>	Counselor, Jennifer Riedel	698-8293	
Kirstin Kirkland, Secretary	698-8010	6610	Social Worker, Morgan Bird	293-5508	
			<b>Central Elementary- 300 West 24th st.</b>		
<b>6-12 Education- Clint Edwards</b>	<b>698-8020</b>	<b>6620</b>	Mikki Tye, Secretary	698-8040	5200
Kirstin Kirkland, Secretary	698-8010	6610	Teresa Schnoor, Principal	698-8041	5201
			Fax	698-8045	5205
<b>Student Services, Safety &amp; Security- Jeff Schwartz</b>	<b>698-8005</b>	<b>6605</b>	Media Center, Gretchen Alber	698-8044	5204
Kirstin Kirkland, Secretary	698-8010	6610	Counselor, Teresa Corde	698-8043	
Shanna Schulte	698-8010	6610	Social Worker, Jessica Gras	627-6917	
<b>CLASS Act, Pam Hill</b>	<b>698-8048</b>	<b>6641</b>	<b>Emerson Elementary- 2705 Avenue E</b>		
			Carrie Findley, Secretary	698-8270	5300
<b>Enrollment, Sarah Larsen</b>	<b>698-8029</b>	<b>6629</b>	Meredith Johnson, Principal	698-8271	5301
			Fax	698-8273	5303
<b>Foundation Director, Lisa Parish</b>	<b>698-8030</b>	<b>6630</b>	Media center, Cassie Spivey	698-8272	5302
Chloe Dakan, Administrative Assistant	698-8008	6608	Counselor, Ginny Klingelhoef	698-8275	
			Social Worker, Lori McArthur	293-5507	
<b>Communications Director- Tori Stofferson</b>	<b>698-8028</b>	<b>6628</b>	<b>Glenwood Elementary- 8105 9th Ave.</b>		
			Anqie Holmes, Secretary	698-8240	5400
<b>Grant Writer, Mark Whitacre</b>	<b>698-8031</b>	<b>6631</b>	Tracy Schall, Principal	698-8242	5402
			Fax	698-8244	5404
<b>Human Resources-Melissa Herrmann, Director</b>	<b>698-8011</b>	<b>6611</b>	Media Center, Tracy Schall	698-8241	5401
Dellene Bosard, Certified	698-8013	6613	Counselor, Jennifer Riede	698-8293	
Becky Noetzelman, Classified	698-8012	6612	Social Worker, Morgan Bird	293-5508	
			<b>Kenwood Elementary- 915 16th Ave.</b>		
<b>KCLC- Michelle Arehart, Director</b>		<b>6644</b>	Saralyn Fedderson, Secretary	698-8200	5900
Allison Morris, Administrative Assistant	698-8053	6643	Michelle Dutcher, Principal	698-8201	5901
			Fax	698-8202	5902
<b>Merryman-Denise Christensen, Director</b>	<b>698-8052</b>	<b>5206</b>	Media center, Mary Roesler	698-8204	5904
Conference room	698-8056	8297	Counselor, Mary Fruhling	698-8205	
			Social Worker, Logann Collin	708-9624	
<b>Nurses</b>			<b>Meadowlark Elementary- 1010 East 53rd St.</b>		
Shanna Gillminq-KHS, Transition, Arram Center	440-1191		Lisa Rademacher, Secretary	698-8210	6000
Sara Chapman-Gomez- HMS, FAC, PK, BH, WH	325-2574		Mark Stute, Principal	698-8211	6001
Mallory Dougherty- SMS, GW, ML, EM	930-591-3172		Fax	698-8215	6005
Meqan Braden- BR, CN, NE, KW, KEC	440-1012		Media Center, Lynn Stewar	698-8212	6002
			Counselor, Karmen Scharff-Sears	698-8213	
<b>Social Workers</b>			Social Worker, Lori McCollough	627-6783	
Logann Collin	402-726-1113		<b>Northeast Elementary- 910 East 34th St.</b>		
Annie Zulkoski		6311	Amy Hewitt, Secretary	698-8230	6100
Lori McArthur	698-8270		Cathy Gundersen, Principal	698-8236	6106
Niki Peterson		5894	Fax	698-8235	6105
Korena Nolan	698-8111		Media Center, Kelly Melson	698-8232	6102
Jessica Gras	612-568-8452		Social Worker, Jessica Gras	627-6917	
Morgan Bird	913-788-1137		<b>Park Elementary- 3000 7th Ave</b>		
Lori McCollough	402-765-8196		Deb Stoker, Secretary	698-8280	6200
			Chance Waqqoner, Principal	698-8281	6201
<b>Special Education- Melisa Dobish, Director</b>	<b>698-8019</b>	<b>6619</b>	Fax	698-8283	6203
Kris Farias, secretary	698-8017	6617	Media center, Cassie Spivey	698-8284	6204
Stacey Gibreal, Secretary	698-8018	6618	Counselor, Deb Merz & Julia Bott	698-8282	
Fax	698-8035	6635	Social Worker, Lori McCollough	627-6783	
Program Coordinator, Melinda Reid	698-8024	6624	<b>Windy Hills Elementary- 4211 20th Ave</b>		
Program Coordinator, Shawna Strong	698-8025	6625	Darcy Week, Secretary	698-8220	6500
Behavioral Interventionist, Morgan Walker	698-8023	6623	Jason Calahan, Principal	698-8221	6501
Psychologists	698-8049		Fax	698-8224	6504

			Media Center, Patricia Heins	698-8222	6502
Technology- Troy DeHaven, Director	698-8027	6627	Counselor, Julie Bott	698-8225	
Stefanie Nuhfer	698-8014	6614	Social Worker, Lori McCollough	627-6783	
Translator, Pauls Gaasch	698-8039	6639			
District Media Services- Tracy Schall, Director	698-8294	5104			

Horizon Middle School- 915 West 35th st.			KearneyHigh School- 2702 West 11th		
Mariah Dillon, Secretary	698-8120	5500	Lisa Cline, Secretary	698-8060	5700
Amber Lewis, Principal	698-8140	5520	Robbie Samuelson, Secretary		5763
Bill Schmidt, Assistant Principal	698-8141	5521	Fax	698-8061	5701
Attendance Office, Reesa Bebb	698-8142	5522	Jeff Ganz, Principal.	698-8062	5702
Fax	698-8143	5523	Palmola Mena-Werth, Assistant Principal	698-8069	5709
Art- Yochum		5537	Ty Swarm, Assistant Principal	698-8068	5708
Cafeteria	698-8129	5509	Hayley Mentzer, Assistant Principal	698-8063	5703
Computer- Teahon	698-8123	5503	Activities Director, Ryan Hoque	698-8066	5761
Counselor's Office- Rothermich..	698-8124	5504	Activities Secretary, Sue Higgins	698-8066	5760
Counselor- Howard...	698-8126	5506	Activities Fax...	698-8118	5707
Counselor- Estes	698-8132	5512	Attendance Office	698-8065	5705
Custodian	698-8127	5507	Cafeteria	698-8086	5726
ELL- Tacha		5536	Career Center, Chelsea Jacobitz	698-8082	5772
FaCS- Josior...		5544	Counseling Office (5769), (5770)	698-8073	
Interventionists- Kruzer (5554), Morroe (5571)			Counselor, Holoubeck	398-8074	5714
Orchestra- Nebesniak (5589) Peterson (5590)	698-8139		Counselor, Boyd	698-8075	5715
Media Center- Eatherton	698-8130	5533	Counselor, Ferguson	698-8076	5716
Music-Bean (5595), Glandon (5596)	698-8138	5518	Counselor, Zimmerman...	698-8077	5717
Nurse-	698-8131	5511	Custodial Office	698-8085	5725
Resource- Jones (5525) , DeBord (5570), Piper (5572)			ELL, Childress...	698-8090	5730
Social Worker-	698-8133	5513	Health Room.	698-8080	5774
Special Ed- Lomax (5593), Peterson (5592)			Media Center, Stephanie Green	698-8083	5777
World Language- Schulte (5547), Prickett (5549)			MTSS Coordinator, Jesse Florang	698-8064	5704
Sunrise Middle School- 4611 Ave N			Resource Office...	698-8070	5710
Secretary...	698-8150	6300	SPED.....	698-8060	
Mark Johnson, Principal...	698-8153	6303	Teammates...	698-8065	5764
Erin Jones, Assistant Principal	698-8154	6304	Social Worker, Peterson...	698-8060	5894
Attendance Office	698-8151	6301	Teen Net, Frost.....	698-8081	5721
Fax.....	698-8152	5302	Training Room...	698-8087	5727
-----			Translator, Ortitz.....	698-8089	5729
Activity Period Director, Whitefoot		6345	Bright Futures at KEC- 1511 5th Ave 698-8050		
Art	698-8164	6314	Julie Tye, Secretary.....	698-8046	5600
Cafeteria	698-8181	6331	Megan Schmidt, Principal....	698-5058	5606
Counselors office- Ostrander...	698-8155	6305	Fax	698-8054	
Counselor- Wolmeldorf...	698-8156	6306	Preschool Teacher, Amber Neben	Press 1, 4	
Counselor- Estes...		6348	Preschool Teacher, Brandi Dorsey	Press 1, 1	
Computer/Business- Kitzleman	698-8163	6313	Preschool Teacher, Janelle Kowalek	Press 1, 2	
Custodian- Vasquez	698-8180	6330	Preschool Teacher, Lindsie Thiems	Press 1, 3	
FaCS-Longmore	698-8164	6314	Preschool Teacher, Megan Chamberlin	Press 1, 7	
Industrial Technology-	698-8164	6314	Toddler Program, Krystal Reynolds.	Press 1, 6	
Media Center- Haqan	698-8166	6316	Toddler Program, Holli Ourada	698-8051	
Modern Language-	698-8176	6326	Social Worker, Morqan Bird..	293-6591	
Music-	698-8177	6327	Special Education Birth to aqe 5	698-8050	
Nurse-	698-8168	6318	Speech/Language Pathologist, Kathrin Sindt	Press 2, 1	5614
PE- Anderson, Hagan	698-8162	6346	Speech/Language Pathologist, Leisa McConnell	Press 2, 3	5616
Resource-	698-8179	6329	Speech/Language Pathologist, Sara Langan	Press 2, 4	5617
Special Ed- Kwiatkowski	698-8182	6332	Special Education Teacher, Amy Springer	Press 2, 2	5615
Special Ed- Daake, Hasebauer, Palu	698-8175	6325	Special Education Teacher, Amy Otto	Press 2, 5	5618
Special Ed-	698-8178	6328	Special Education Teacher, Carol Kenton.	Press 2, 6	5620
Team 6-3-	698-8169	6319	Transition- 1007 W 20th Street		
Team 6-4-	698-8170	6320	Londyn Ruppercht	913-956-9414	
Team 7-3- ..	698-8171	6321	Hanny Arram Center for Success- 3907 6th Ave		
Team 7-4-	698-8172	6322	Amy Phy, Secretary	698-8111	6900
Team 8-3- .	698-8173	6323	Jason Owens, Principal	698-8111	6901
Team 8-4...	698-8174	6324	Project Search.	708-8046	
Transportation- 1011 West 20th St					
Dr. Jason Sutton, Director	698-8260	6410			
Dorene Sandstrom, Coordinator	698-8261	6411			
Fax	698-8263				

<b>Facilities- 417 E 6th St.</b>						
Denise Valentine, Secretary	698-8255	6405				
Trent Bosard, Director	698-8250	6400				
Carl Bredahl, Operations Manager	698-8254	6404				
Dan Wheeler, Facilities Manager	698-8252	6402				
Fax	698-8256					
<b>Bearcat Diner, Kate Murphy, Director</b>	<b>698-8160</b>	<b>6310</b>				
Zoey Barger, Administrative Assistant	698-8158	6308				
Tavis Riskowski, systems Analyst.	698-8159	6309				
Fax	698-8001					

## Appendix C: Emergency Site Maps:

Emergency Site Maps will be inserted in the plan for each building that the EOP is in.

## Appendix D: Utility Company Contacts

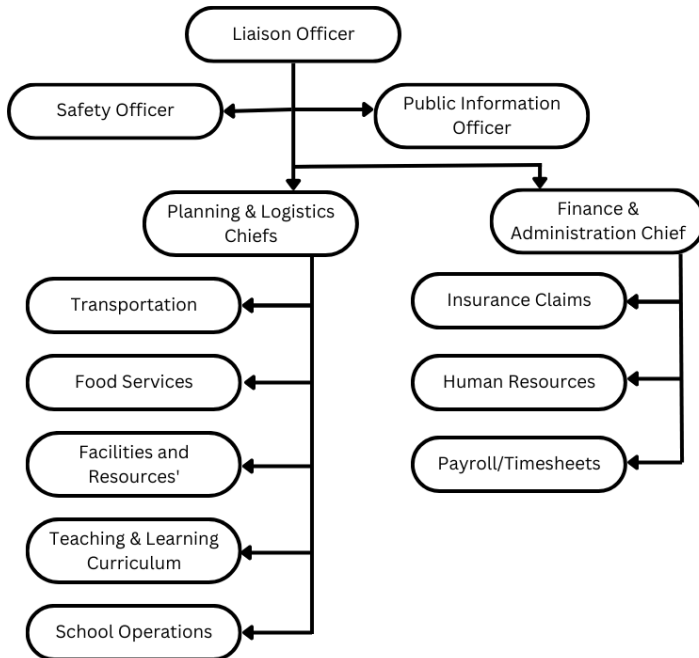
Utility Type	Company Name	Phone Number	Contact
Water/Sewer	City of Kearney	308-233-3242 After Hours: 308-237-2104	John Grimes, Water/Sewer Supervisor
Sanitation	City of Kearney	308-233-3206	Steve Hart, Sanitation Supervisor
Gas	NorthWestern Energy	800-245-6977	
Electric	Nebraska Public Power	877-275-6773	
Utilities	Administration and Service Repair	308-233-3268 After Hours: 308-237-2424	Tony Jelinek, Director of Utilities Sarah Sawin, Assistant Director of Utilities

## Appendix E: Hazard Analysis Summary

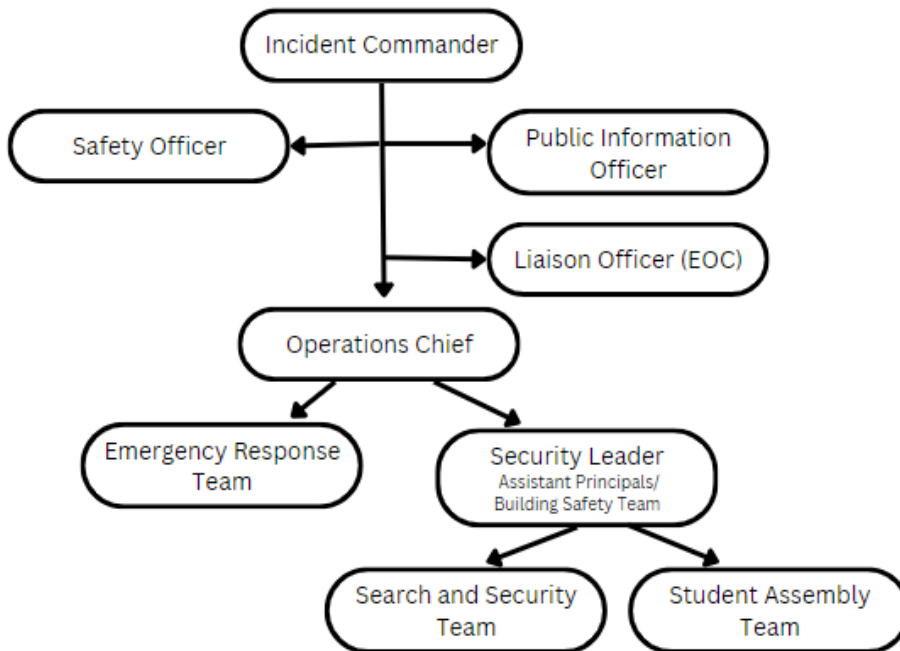
Hazard Analysis Summary will be inserted for each building that the EOP is in.

Appendix F: KPS ICS Building Organizational Charts : School Building will insert their ICS chart

**KPS Emergency Operations Center**



**KPS Incident Management Team**







## Appendix I: List of evacuation sites for each school building

### Kearney High School

1. CCC
2. Berean Church

### Hanny Arram Center for Success

1. YMCA
2. Baptist Church
3. E-Free Church

### Horizon Middle School

1. First Baptist Church

### Sunrise Middle School

1. Buffalo County Fairgrounds

### Bright Futures Preschool

1. Mount Carmel Home

### Bryant Elementary

1. Faith Methodist

### Buffalo Hills Elementary

1. Heritage Bank

### Central Elementary

1. Whittier
2. Public Library

### Emerson Elementary

1. First Lutheran Church

### Glenwood Elementary

1. Tyler and Keely Backemeyers Shed
2. Molly Palmer Garage

### Kenwood Elementary

1. Peterson Senior Center

### Meadowlark Elementary

1. Good Shepherd Ev.Lutheran Church

### Northeast Elementary

1. Living Faith Fellowship Church

### Park Elementary

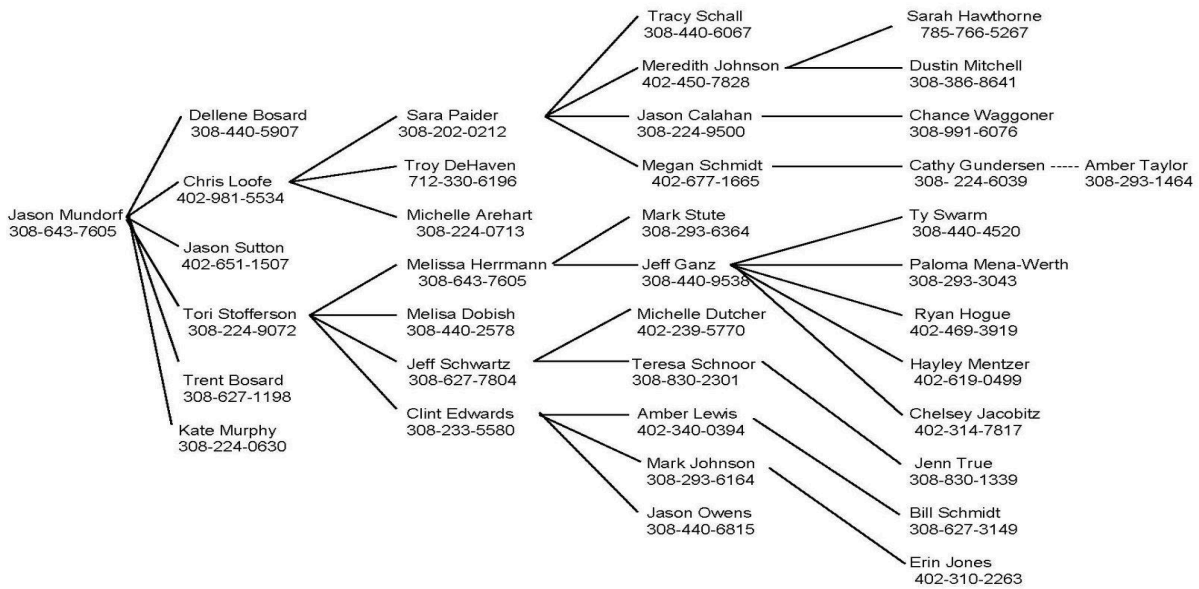
1. Harmon Park Rec/Community Center

### Windy Hills Elementary

1. Lighthouse Daycare

Appendix J:

2024-2025 Kearney Public Schools **Back-up** Emergency Calling Chain



Listed above is the **back-up** communications system that will be used if schools will be closed or starting late because of weather conditions or any other type of emergency, in the event that the automated messaging system is **not** functioning. If you are unable to reach someone on your chain, please proceed to make the calls for that person.

The closing information will be provided to the following media:

KGFV	KOLN-KGIN (10/11)	KHGI (NTV) 13
KRVN	KSNB (4)	KKPR

**\*Note - Administrators are expected to report for duty on inclement weather days, if they can get to work safely.**

The following people and places should be contacted any time school is dismissed for bad weather:

**Jason Mundorf -**

Matt Rogers -  
Kearney Catholic

Roger Peterson -  
City Public Works

Cell - 308-627-4035  
234-2610

Cell - 308-627-4611  
233-3247

KGFV  
KRVN  
NTV (13)  
KOLN (10-11)  
KHAS (5)  
KKPR

237-2131 ("Mark Twain")  
308-698-2100  
743-2494 or (800) 657-2150 (use "Beach Boys")  
1-402-473-1957 (Personal School Code - 190)  
(Password - 1900)  
1-402-463-1322 (use code word "Frosty")  
236-9900 or 234-6786 (use "Snowflake")

**Chris Loofe -**

Good Samaritan Day Care 865-2716  
St. Luke's Child Care 236-6951  
Faith Christian Church 236-8744  
or 279-1913  
Zion Lutheran Office 234-3410  
Tony Splittgerber Cell - 293-0168



## **The Standard Reunification Method (SRM)**

Circumstances may occur at the school that require parents to pick-up their students in a formalized, controlled manner. The process of controlled release is called reunification and may be necessary due to situations like a significant weather event or power outage or may be due to a major crisis in other situations. The Standard Reunification Method will be utilized to make this process more predictable and less chaotic for all involved. Because a controlled release is not a typical end-of-the-school-day event, a process is in place to manage the situation. The process will be modified due to the peculiarities of an event and may occur at the school site, the building's designated evacuation site, or a different location.

The Kearney Public School District will use the Standard Reunification Method for reunification needs. In some cases, team members will be located at the Reunification Site while at other times some team members may be needed at the site of the incident and others at the reunification site.

### The SRM Process Overview

The steps for a comprehensive reunification are as follows:

- Establish a reunification site
- Deliver the students to the staging area beyond the field of vision from parents/guardians
- Once students are on site, notify parents and the community
- Greeters direct parents/guardians to the check-in location and help them understand the process
- Parents/guardians complete Reunification Cards
- The Check-in staff collect the cards and direct parents to the reunification area
- Runners bring the student from the staging area to the reunification area
- Medical needs, crisis counseling, and police investigative areas will be formed as needed due to the specific situation
- The reunification team will attempt to connect all students in the staging area with their parent/guardian at the reunification area and then escort the family out of the building.

## DISTRICT OFFICE ASSIGNMENTS

TITLE	SUPERVISOR	STAFF	TASK
Incident Commander	Jason Mundorf	Jeff Schwartz	Call for reunification; set incident objectives; district spokesperson
Public Information Officer	Tori Stofferson		Coordinates with the Incident Commander and Operations Director regarding media and district communication
Operations Director	Jeff Schwartz		Oversee reunification process and communicate logistical needs with incident commander and reunification leaders
Logistics Manager	Trent Bosard	Building Custodian	Site Set-up/facility needs
Staging Area Manager	On-Site Assistant Principal	On-site staff as needed	Prepare for reunification team arrival; prepare for student/staff arrival and oversee staging area during reunification
Transportation Director	Jason Sutton	District bus drivers	Coordinates pick-up at incident site and drop-off at reunification site
Exterior Operations Director	Clint Edwards		Greet parents as they arrive. Work in conjunction with KPD to direct people to entrance and the check-in area
Parent Check-in Director	Melissa Herrmann	1st Floor Staff, Accountants, Building Secretaries	Organize staff to accept parents via grade level/alphabet; give top portion of card to Accountants, verify and direct to reunification area
Greeters	Melissa Herrmann	1st Floor Staff	Greet parents and distribute cards
Checkers	Melissa Herrmann	1st Floor Staff	Accept cards; check ID, check IC, share with accountant
Accountants	Sarah Larsen,		Confirm information and send

	Kirstin Kirkland		parent to reunification area
Reunion Area Director	Sara Paider	2nd Floor Staff	Oversee reunions of students with parents; confirm student wants to go with person; dismiss; categorize cards
Runners	Mark Whitacre	Incident school staff not supervising students	Coordinate process for students to reunite with parents; tell Counseling Director of missing students
Counseling Director	Missy Dobish	School Psychs	Coordinate quiet place for grief/conflict counseling
First Aid	RNs	Medical Response Teams	Area determined by Reunion Area Director. Await medical needs as brought to them by the Staging Area Manager or Reunion Area Director
Police	KPD		Area determined by Reunion Area Director, Operations Director and KPD. Interviews conducted in this area.
Reunification Teachers	Reunification Principal		Follow direction of Staging Manager; keep students together and roster in hand
Historian	Jenae Dahlstedt		Document event with pictures and accounts; assist General Administration Director
Interpreter	Paula Gaasch		Provide parents with language services at check-in
Call Center Director	Marci Oschner		Get calls diverted to district office; take phone calls and partner with PIO on messaging
Food Service Director	Kate Murphy	Building cooks	Work with Operations Director to determine food and drink needs and distribution
SROs	JC Small		Positioned at strategic locations to support staff
General Administration Director	Chris Loofe		Document costs; manage conflict; work with Operations Director; fill-in as needed

## REUNIFICATION ASSIGNMENT OF RESPONSIBILITIES

**1. Incident Commander:** The superintendent will call for reunification. The superintendent may serve as the incident commander or delegate that authority to a qualified individual. At all times, the superintendent retains overall responsibility for decision-making and the safety of all students and staff. However, delegating the authority to manage the incident allows the superintendent to focus on districtwide duties and interfacing with other agencies and community leaders.

**2. Public Information Officer:** Manages the dissemination of public information regarding reunification operations. Prepares communications with parents, staff, media and other district communication at the direction of the Incident Commander.

**3. Operations Director:** Communicates with the Incident Commander and oversees the reunification process. Will solve short-term and long-term problems as they develop. Distributes badges and assignments and ensures understanding of each leader's task. Delegates responsibilities to others due to absences or unfilled roles.

**4. Logistics Manager:** Prepares facility for reunification; site set-up and tear-down are your responsibilities. Work with the operations chief to meet the facility/supply needs associated with each area of the building and campus devoted to the reunification

**5. Staging Area Manager:** The on-site employee devoted to making sure the facility is as prepared as possible for the arrival of district reunification team members and then students and staff. This person prepares the staging area and coordinates the drop-off of students with the Transportation Director. The next focus is to keep order and organization in the staging area and to keep students with their assigned teacher until reunification occurs.

**6. Transportation Director:** Will receive a phone call from district office and then communicate with district bus drivers to mobilize and go to school of the incident. Will oversee travel to the reunification site and connect with the Staging Area Manager to coordinate drop-off. May need drivers to make multiple trips so coordination with Operations Director and Police is important.

**7. Exterior Operations Director:** Will facilitate all aspects of operations on the outside of the reunification site and direct parents to the appropriate area of the school; Will watch for people going directly to staging area entranceways or reunion area entranceways and communicate with SROs as needed. Will assist the Parent Check-In Director as feasible.

**8. Parent Check-In Director:** Will work with Operations Director and General Administration Director to oversee parent check-in. Will assign inside greeters to meet parents at the entranceway. Will assign checkers to collect cards and review them in IC. Will work with accountants to complete the process with 100% accuracy. Will direct parents to the reunion area. Will manage conflict with parents so that the checkers and accountants can keep the process moving.

**9. Greeters:** Will meet parents near the entranceway and distribute cards. Should have cards, pens and clipboards available. Will attempt to keep parents calm and patient during the check-in process

**10. Checkers:** Will sit in uniformed manner, by grade-level or alphabetically, in order to coordinate a smooth in-take of cards. Will call parents forward, check the card with IC data for accuracy, tear the card on the blue line, and give the large portion of the card to the accountants..

**11. Accountants:** Will verify the name and demographics and place the large portion of the card in the box. Will signal the parent to go to the reunion area.

**12. Reunion Area Director:** Will organize the area in coordination with the Operations Director and Staging Area Manager. Will coordinate with the Counseling Director, police department, and First Aid area for separate and organized areas. Will meet with the Runners to discuss the plan to reunite. Will handle conflicts in this area as they arise.

**13. Runners:** Will work with Reunion Area Director and Staging Area Manager to coordinate the connection of the student with the parent. Will take the smaller piece of the card from the parent and place in the box to meet 100% accuracy goal

**14. Counseling Director:** Will oversee the counseling of parents that do not have a student at the reunification site, were injured, missing, need police intervention, etc...School psychs will be positioned in specific areas to meet with these parents for consultation.

**15. First Aid:** Will be near the staging area and serve as an area for students needing medical attention and overseen by a district nurse.

**16. Police:** Will have an area near the staging area to meet with students and/or parents regarding the incident.

**17. Reunification Teachers:** Classroom teachers from the incident building will ride the bus to the reunification site and then sit with their assigned students in the staging area. They will have their student roster and be prepared to state who is absent for the day, reunited, missing, etc...

**18. Historian:** Takes pictures and notes of the reunification area and process for the purpose of collecting evidence and documenting the details of the event.

19.**Interpreter:** Is available for language needs with a focus on the check-in area. The interpreter should report to the Parent Check-in Director.

20.**Call Center Director:** Will make sure calls are routed to the district office. Will remain at district office and accept calls as they arrive, working in conjunction with the PIO to share pertinent information at that moment in time.

21.**Food Service Director:** Will report to the Operations Director regarding food needs and availability. Will use the reunification site kitchen and lunchroom or other areas to coordinate food for students and staff at the reunification site. Will log food used and organize receipts for purchases made during the reunification process and communicate with the General Administration Director as needed.

22.**School Resource Officers:** Will coordinate with the Operations Director to position SROs throughout the reunification area, especially in the parent check-in area. Will respond to conflict and other problems as needed.

23.**General Administration Director:** Will document costs associated with the event. Will manage major conflicts as requested by the Operations Director. Will serve to fill critical roles due to a staff absence..

## Kearney Public Schools Crisis Response Team Members 2023-24

(Updated 7/5/2023)

Jen Palser	308-440-4261 (cell)	698-8134 (HMS) <i>Leader</i>
Rylan Cheney	404-322-3135 (cell)	698-8150 (SMS)
Jesse Florang	308-440-3778 (cell)	698-8023 (Admin)
Shantel Eatherton	308-627-5699 (cell)	698-8134 (HMS)
Steph Maaske	308-440-5311 (cell)	698-8060 (KHS)
Jackie Arens	308-386-8084 (cell)	698-8060 (KHS)
Kyle Heilbrun	308-641-8725 (cell)	698-8111 (Arram)
Tori Stofferson	308-224-9072 (cell)	698-8028 (Admin)
Alyssa Prosocki	402-469-0689 (cell)	698-8060 (KHS)
Scott Nannen	402-366-7060 (cell)	698-8290 (BH)
Michael Livingston	308-627-2184 (cell)	698-8060 (KHS)
Megan Buerer	308-293-2928 (cell)	698-8299 (Kenwood)
Paloma Mena-Werth	308-293-3043 (cell)	698-8060 (KHS)

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Jeff Schwartz	(308) 627-7804	698-8005 (Admin)
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***Admin Liaison***

Melisa Dobish	308-440-2578 (cell)	698-8019 (Admin)
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***Admin Liaison***      308-236-2063 (home)

\*\*\*(The Incident Log Record Book should be kept by the leader and updated by the team after each incident.)

Community RelationsAddressing the BoardPhilosophy

It is the wish of the board of education to provide for citizen input at board of education meetings. The board recognizes the need for openness to the suggestions and ideas of all concerned citizens.

The board also believes it is necessary to provide an orderly agenda so that meetings can be conducted in an atmosphere conducive to a well-thought out decision-making process.

Time for Public Input

A time will be provided at or near the beginning of the board of education's action agenda to recognize citizens who wish to address the board of education.

If the item is a new item that is not on the agenda, the board of education may refer the item to some future agenda for consideration.

If the item relates to an item on the agenda, the speaker may give such input on that item at the time provided for recognition of the public.

Items of Discussion

Only items on the written board agenda will be discussed by the board at any meeting. Additional items may be placed on the agenda at the request of the superintendent or a board member, provided such item is added to the agenda not less than 24 hours prior to the meeting.

To Speak to an Item on the Agenda

1. Stand during the public participation period (first action agenda item) and be recognized by the presiding officer.
2. State your name and address.
3. State the subject about which you wish to speak.
4. Your name will be placed under that subject on the agenda and you may speak immediately, or at the time the item comes up for discussion.

To Speak to an Item Not on the Agenda

5. Stand during the public participation period and be recognized by the presiding officer.
6. State your name and address.
7. No action will be taken by the board on items brought up during public participation period. If action is desired, the subject should be placed on the agenda of a future meeting.

Time Limit for Speakers

A time limit of five minutes per speaker will be allowed. Not more than a total of twenty minutes will be allowed for the presentation of any specific topic. These time limits may be changed by a majority of the board members voting to extend the time for a specific topic or speaker.

Conduct and Remarks Out of Order

Undue interruption or other interference with the orderly conduct of business cannot be allowed. Defamatory or abusive remarks are always out of order. A speaker's privilege of address may be terminated if he or she persists in improper conduct or remarks.

Charge, Complaints, or Challenges

At a public meeting of the board, no person shall orally initiate charges or complaints against individual employees of the district or challenge instructional materials used in the district. All such charges, complaints, or challenges shall be presented to the superintendent or board in writing, signed by the complainant. All such charges, if presented to the board directly, shall be referred to the superintendent for investigation and report.

Circulation of Materials

Any written or printed material to be circulated at a board meeting must be submitted to the superintendent at least 5 days prior to the regularly scheduled meeting. This material will be transmitted to the members of the board for their disposition.

Legal Reference: 84-1411  
84-1412

Public meetings; notice; place  
Public meetings; memorandum; abstracts;  
permitted

Policy adopted: 8/14/17

KEARNEY PUBLIC SCHOOLS  
KEARNEY, NEBRASKA

## Instruction

### High Ability Learners

Innovative programs and pilot programs or studies must have the approval of the Superintendent or appropriate Director.

Learners with high ability shall be identified in the academic areas of math, language, and reading. Identification of learners in grades 3-8 with high ability in the specified areas shall be based on the criteria listed below. Students meeting any one of the following criteria shall be identified as high ability learners.

- 97th percentile or above on the Spring Measures of Academic Process (MAP) Language assessment
- 97th percentile or above on the Spring (MAP) Mathematics assessment
- 97th percentile or above on the Spring (MAP) Reading assessment

A listing of students who meet the district criteria for learners of high ability and their area of high ability shall be made available to classroom teachers, by school district administration, within the first thirty (30) days of each school year.

Within the first thirty (30) days of each school year, the school district administration shall notify parents or guardians of identified high ability.

The administration shall implement the district wide plan for learners with high ability, as such plan is modified from time to time, in accordance with applicable laws and regulations.

## Students

### High Ability Learners

The Board of Education recognizes that the student population includes students with exceptional academic abilities.

Learners with high ability shall be identified in the academic areas of math, language, and reading. Identification of learners in grades 3-8 with high ability in the specified areas shall be based on the criteria listed below. Students meeting any one of the following criteria shall be identified as high ability learners.

- 97th percentile or above on the Spring Mathematics assessment administered by the district.
- 97th percentile or above on the Spring Reading assessment administered by the district.

A listing of students who meet the district criteria for learners of high ability and their area of high ability shall be made available to classroom teachers, by school district administration, within the first thirty (30) days of each school year. New students to the district will be accepted into the district's (HAL) program after providing evidence of scoring at the 97<sup>th</sup> percentile or higher on the previous district's summative assessment in previous years. New applications for the (HAL) program will be reviewed with acceptance or denial into the program communicated by district administration. Final determination will be made by the Superintendent and/or his/her designee.

Within the first thirty (30) days of each school year, the school district administration shall notify parents or guardians of identified high ability.

The administration shall implement the district wide plan for learners with high ability, as such plan is modified from time to time, in accordance with applicable laws and regulations.

Legal Reference:       Neb. Rev. Stat. §§ 79-1106 to 79-1108.03  
                              NDE Rule 3

Policy adopted: 8/14/17  
                  revised: 8/14/23

KEARNEY PUBLIC SCHOOLS  
KEARNEY, NEBRASKA

## Students

### Option Enrollment

#### A. Process to Option In

For a student to attend Kearney Public Schools as an option enrollment student, the student's parent or legal guardian must submit an application to the Board of Education of the Kearney Public School District between September 1 and March 15 for enrollment during the following and subsequent school years (the "application period").

Upon receipt of an application, the Superintendent or the Superintendent's designee shall provide the resident school district, or if the student attends a different district as an option student, the option district with the name of the applicant on or before April 1. When an application is submitted after March 15, under the approved waiver criteria (first time kindergarten student or a sibling in KPS), acceptance decisions will be returned within sixty days of submission.

The application deadline will not be waived by the School District for application to option into the Kearney Public Schools, except in the following circumstances:

1. Siblings: The application deadline will be waived where the application is for a student who is the sibling of a student attending Kearney Public Schools as of the time the application filed. A "sibling" for this purpose means a child who resides in the same household on a permanent basis with a student who is currently attending the School District and who has the same natural or adoptive parent or who is a stepbrother or stepsister.
2. Kindergarten: The application deadline will be waived where the application is for a student who is seeking to enroll and attend the Kindergarten grade level provided the application was filed on or before June 1 prior to the first semester of the next school year.
3. Release Approval: For the foregoing exceptions, the application must contain a release approval from the resident district or, if the student attends a different district as an option student, the student's current option district.
4. Other Conditions: The waiver of the deadline in the above circumstances does not require acceptance of the application, as such application may be rejected for reasons other than late filing.

#### B. Rejection of Applications; Reasons

1. Capacity: An option enrollment application shall be rejected in the event the capacity of a program, class, grade level, or school building operated by the School District would be exceeded by acceptance of the application, and an option enrollment application shall be rejected in the event the application is for enrollment in a program, class, grade level, or school building which has been declared unavailable to option students due to lack of capacity.

The Director of Special Education shall review on a case-by-case basis all option applications for students that would receive or could be eligible to receive special education or related services. If the Director or designee determines that the District does not have the capacity to provide the student with the appropriate services and accommodations, then the Director or designee shall send a denial notice to the parent(s) or guardian(s) and include a description of services and accommodations that the District does not have the capacity to provide.

2. Timeliness: An option enrollment application shall be rejected in the event the application is not filed on or before the March 15<sup>th</sup> immediately preceding the school year in which enrollment is sought, and the filing deadline has not been waived.

3. Previous Option Enrollment: An option enrollment application shall be rejected in the event the student has exhausted their option enrollments in other school districts, as determined by state law.
4. Other Reasons: An option enrollment application may be rejected in the event the Superintendent, the Superintendent's designee, or the School Board determines: The application is not submitted on a form prescribed by the State Department of Education, is not completely and accurately filled in, is not received within the time required by law, or any additional information requested to be supplied is not supplied to the School District within the time lines indicated; or in the event acceptance of the application is not required by law. Matters which are legally prohibited from being considered as standards for acceptance or rejection of applications (including "previous academic achievement, athletic or extracurricular ability, disabilities, proficiency in the English language, or previous disciplinary proceedings" and further including, without limitation, race, national origin, and gender) shall not be considered as reasons for acceptance or rejection.
  - a. **Other Standards for Acceptance or Rejection of Option Enrollment Applications.** In addition to the numeric and programmatic capacity standards outlined above, the school district shall not accept an option student when acceptance of the student:
    - i. Would increase the operating costs of the school district, such as by requiring the hiring of new staff or contracting with outside entities to provide services to the student;
    - ii. Would require the procurement of new equipment, technology, or furnishings;
    - iii. Would cause or require the rearrangement of caseloads for staff and contracted professionals;
    - iv. Is reasonably deemed by appropriate school staff to pose a potential risk to the health or safety of students or staff;
    - v. May pose a risk of adversely affecting the quality of educational services being provided

C. Priority of Acceptance

Priority shall be accorded in the following order: (1) first, to those applications required to be given priority by law, (2) second, to those with a sibling in attendance at Kearney Public Schools, with priority within this group being given to those who had earliest filed applications, and (3) third to those without an option student sibling in attendance at Kearney Public Schools, with priority within this group to those who had earliest filed applications.

Filing date determinations are made by the Superintendent, or the Superintendent's designee. In the event applications within a group are received at the same or substantially the same time, priority as between such same-date applications shall be determined on the basis of random drawing.

D. Determination of Capacity

The School Board will determine and set, on an annual basis, the maximum number of option enrollment applications the School District will accept in any program, class, grade level or school building 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 may declare a program, class or school unavailable to option students due to lack of capacity. Such determinations may be made in the form of an Appendix "1" to this Policy. The

determination and declaration made for any school year shall continue in effect for the next and subsequent school years unless otherwise determined and/or declared. The capacity for special education services shall be determined on a case-by-case basis as determined by the Director of Special Education or designee.

#### E. Releases for Options Out

Provisions for Release -

A request for release of a resident student of or option student currently attending Kearney Public School District who submits an enrollment option application after March 15 or any other statutory deadline will be granted only on the following conditions:

1. Kindergarten: A release will be granted where the application is for a student who is seeking to enroll and attend the Kindergarten grade level provided the application was filed on or before June 1 prior to the first semester of the next school year.
2. Siblings: A release will be granted where the application would allow the student to attend the same school as a sibling. A "sibling" for this purpose means a child who resides in the same household on a permanent basis with a student who is currently enrolled in the option district and who has the same natural or adoptive parent or who is a stepbrother or stepsister.
3. Educational Programming: A release will be granted where the needs of the student require the District to obtain additional staffing or equipment and it is in the best interest of the District and the student to enroll in the option district. The determination of whether this condition is met shall be made by the Superintendent or the Superintendent's designee.
4. No Pending Expulsion: The deadline shall not be waived if the administration is considering or has recommended expulsion of the student at the time the application is filed, and the administration determines it is appropriate to complete the expulsion process.

The Superintendent or the Superintendent's designee is hereby authorized to execute such releases on behalf of the School Board and the School District.

#### F. Notification of Acceptance or Rejection

In the case of an application to option enroll into the Kearney Public School District, the Superintendent or the Superintendent's designee shall notify, in writing, the parent or legal guardian of the student and the resident school district or, if the student is an option student attending a different district, that option district whether the application is accepted or rejected on or before April 1 or, in the case of an application submitted after March 15, within sixty days after submission.

If an option enrollment application or a request for release is rejected by the Kearney Public School District, the Superintendent or the Superintendent's designee shall provide written notification to the parent or guardian stating the reasons for the rejection and the process for appealing such rejection to the State Board of Education. Such notification shall be sent by certified mail.

#### G. Status of Option Student

A student who is admitted under the enrollment option program shall be treated as a resident student, and in such regard shall be required to provide such enrollment information and documentation as is required for enrollment of other students (e.g., certified birth certificate and evidence of physical examination, visual evaluation and immunization), shall be required to be enrolled on a full-time basis, and shall be required to adhere to student conduct rules. The building assignment for an option student, as well as classroom and grade level assignments, shall be determined by the administration.

An option student shall not be entitled to transportation except as required by law. Transportation or

transportation reimbursement will be provided only in the following circumstances:

1. The Kearney Public School District may, upon mutual agreement with the parent or legal guardian of an option student, provide transportation to the option student on the same basis as provided for resident students. The school district may charge the parents of each option student transported a fee sufficient to recover the additional costs of the such transportation.
2. Option students who qualify for free lunches are eligible for either free transportation or transportation reimbursement from the option school district. The District's policy is that the District selects which service (transportation or reimbursement) is to be provided to students.
3. For option students receiving special education services, the transportation services required in the student's Individualized Education Plan shall be provided by the resident school district.

H. Information Regarding Schools, Programs, Policies and Procedures.

As part of the option enrollment program, the administration shall make information about the Kearney Public Schools and its school, programs, policies and procedures available to all interested persons and shall have a copy of the option enrollment policy and regulations available on the Kearney Public Schools website.

Legal Reference:       Neb. Rev. Stat. Sections 79-232 to 79-246

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KEARNEY PUBLIC SCHOOLS  
KEARNEY, NEBRASKA