

**Regular Monthly Meeting of the Kearney  
Public Schools Board of Education  
Monday, December 8, 2025 5:30 PM  
2nd Floor Staff Development Room,  
Administration Building  
320 W 24th Street  
Kearney, NE 68845**

**1. Routine Business -**

1.A. Holiday Music Provided by Horizon Middle School Under the Direction of Victoria Glandon -

1.B. **Call to Order -**

1.C. **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.

1.D. **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.

1.E. **Pledge of Allegiance -**

1.F. **Roll Call -**

1.F.I. Excuse Absent Board Member -

Move to excuse absent Board member \_\_\_\_\_ from the meeting.

1.G. **Approval of the Agenda -**

Move to approve the agenda for the meeting, as presented.

**2. Recognitions -**

2.A. Recognition of Victoria Glandon, Horizon Middle School Music Teacher, on Receiving the 2026 NFHS Middle School Outstanding Music Educator Award -

**3. Presentations -**

3.A. Presentation by Emily Davidson, 7th Grade Teacher at Horizon Middle School, on the LEAP Program -

3.B. K-12 Financial Literacy Presentation -

3.C. Annual "State of the Schools" Report -

3.D. Construction Update -

4. **Public Participation/Comment -**

Board meetings must 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.

5. **Board Reports -**

5.A. Follow-up Report from the NASB Annual Education Conference -

6. **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.

6.A. Approval of Minutes of the November 10, 2025 Regular Meeting, and the December 3, 2025 Committee of the Whole Meeting -

6.B. Approval of the December 2025 Claims -

6.C. Approval of the December 2025 Financial Reports -

6.D. Acceptance of the Kearney High School Booster Club Annual Self-Audit Report for the 2024-2025 School Year -

6.E. Acceptance of the Windy Hills Elementary Parent Advisory Committee Annual Self-Audit Report for the 2024-2025 School Year -

6.F. Acceptance of the Kearney High School Theatre Boosters Annual Self-Audit Report for the 2024-2025 School Year -

6.G. Set the Date of the January Winter Retreat Meeting of the Board of Education as January 26, 2026, 6:00-9:00 PM -

6.H. Second and Final Reading Approval of Revised 2000 Section of Board Policies -

6.I. Second and Final Reading Approval of Board Policy 5410 Wand Detectors -

7. **Regular Agenda - Personnel -**

7.A. Acceptance of Resignations and Retirements -

The resignation of Jennifer Palser, 7th grade teacher at Horizon Middle School, effective the end of the 2025-2026 school year.

Move to accept, with regret, the resignations and retirements as presented.

7.B. Approval of the Employment of Certificated Staff -

Claire Nelson, MA, Step 3, 1.0 FTE, 7-12 counselor at Kearney High School; Camryn McPhillips, BA, Step 4, 1.0 FTE, 4th grade teacher at Northeast Elementary School and Lilyan Lam, BA, Step 3, 1.0 FTE, 1st grade teacher at Kenwood Elementary School, for the 2026-2027 school year.

Move to employ the certificated staff at Kearney Public Schools for the 2026-2027 school year as presented.

8. **Regular Agenda - Business -**

9. **Regular Agenda - Miscellaneous -**

9.A. Approval of Drew Blessing, Amanda Smallcomb and Dr. Jason Mundorf to attend the NASB Legislative Advocacy Conference in Washington, D.C. April 26-29, 2026

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Move to approve Drew Blessing, Amanda Smallcomb and Dr. Jason Mundorf to attend the NASB Legislative Advocacy Conference in Washington, D.C., April 26-29, 2026

9.B. Approve a change in Kearney High School Graduation Requirements to Increase Personal Finance from a 5-Credit Requirement to a 10-Credit Requirement with the Course Taken During the Junior or Senior Year Beginning with the Incoming Freshmen Class of 2026-2027 -

Move to approve a change in Kearney High School graduation requirements to increase personal finance from a 5-credit requirement to a 10-credit requirement with the course taken during the junior or senior year beginning with the incoming freshmen class of 2026-2027 and approve the first reading of Board Policy 5204, as presented.

9.C. Approve Algebra 1 and Spanish 1 as High School Credits for Courses Taken During the 8th Grade Year at either Horizon or Sunrise Middle Schools -

Move to approve Algebra 1 and Spanish 1 as high school credits for courses taken during the 8th grade year at either Horizon or Sunrise Middle Schools.

9.D. First Reading Approval of Revised 3000 Section of Board Policies -

Revised 3000 Section of Board Policies: 3000 Concept and Roles in Business and Non-Instructional Operations; 3110 Preparation of Budget Document; 3110.1 Budget Planning; 3110.2 Transfer of Money Between Funds; 3110.3 Budget Administration; 3110.4 Fund Balance Reporting; 3210 Every Student Succeeds Act & Federal Grant Programs; 3220 Tuition Fees; 3230 Sale and Disposal of School Property; 3250 Gifts, Grants and Bequests; 3260 Establishment and Maintenance of Activity Fund and Student Fee Fund; 3270 Investing of Surplus Funds; 3280 Depository; 3290 Internal Controls; 3310 Purchasing Guides; 3310.1 Quantity Purchasing: Standardization of Supplies and Equipment; 3310.2 Vendors' Representatives; 3310.3 Leasing; 3320 Inventory Control; 3330 Contracting for Services; 3340 Monthly Board Approval of Bills; 3350 Staff Travel and Reimbursement Information; 3400 System of Accounts; 3410 Periodic Financial Reports; 3420 Treasurers' Report; 3430 Audit; 3440 Monies in School Buildings; 3500 Operations and Maintenance of Plant; 3510 Safety/Security of School Plant: Operations and Maintenance; 3520 Video Surveillance; 3530 Risk Management and Safety Committee; 3540 Building Security - Keys and Fobs; 3550 Vandalism; 3560

Insurance; 3570 Bonding of Employees; 3600 Transportation Purpose(s); 3610 Transportation: Responsibilities: Superintendent and Board of Education; 3700 Child Nutrition Programs; 3710 Lunchroom Responsibilities: Principals; 3720 School Lunch Costs; 3730 Procurement Plan - School Food Authorities; 3885 Electronic Records Management and Disposition; 3900 Designated District Representative for ESU 10 Services

Move to approve the first reading of the revised board policies, as presented.

9.E. Approval of the Superintendent's Contract Commencing July 1, 2026 -

Move to approve the Superintendent's contract commencing July 1, 2026.

10. **Closed Session -**

Move to enter into a closed session for the purpose of conducting a strategy session in regard to negotiations for the 2026-2027 school year.

11. **Return to Open Session -**

12. **Next Meeting -**

The next regular meeting of the Kearney Public Schools Board of Education will be held on January 12, 2026 at 5:30 P.M. in the Staff Development Room in the Administration Building at 320 West 24th St, Kearney, NE 68845.

13. **Adjournment -**

Move to adjourn the meeting.

**Regular Monthly Meeting of the Kearney Public Schools Board of Education**  
**Kearney Public Schools Board of Education**  
**Monday, November 10, 2025 at 5:30 PM**  
**2nd Floor Staff Development Room, Administration Building**  
**320 W 24th Street**  
**Kearney, NE 68845**

**1. Routine Business**

**1.A. Call to Order**

President Icenogle called the meeting to order at 5:30 PM.

**1.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.

**1.C. Board Meeting Decorum Expectations**

**1.D. Pledge of Allegiance**

**1.E. Roll Call**

Attendance Taken at 5:31 PM.

Amy Barth: Present

Drew Blessing: Present

Niki Deeds: Present

Paul Hazard: Present

John Icenogle: Present

Amanda Smallcomb: Present

1.E.I. Excuse Absent Board Member

**1.F. Approval of the Agenda**

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

Amy Barth: Yea, Drew Blessing: Yea, Niki Deeds: Yea, Paul Hazard: Yea, John Icenogle:

Yea, Amanda Smallcomb: Yea

Yea: 6, Nay: 0

**2. Recognitions**

**2.A. Recognition of Park Elementary School being named a Blue Ribbon School**

- Taylor Peters, principal of Park Elementary, shared the school's achievement of being named a Blue Ribbon School by the US Department of Education. The award recognized the school's academic excellence, consistent academic growth, and strong commitment to closing achievement gaps.
- Mrs. Peters highlighted the collaborative teaching practices, positive school culture, and data-driven instruction used at Park Elementary.
- The school celebrated the award with a special day, including sugar cookies and bounce houses, reflecting the pride and joy of the school community.

## 2.B. Recognition of Deb Schauer for Receiving the Champion for Disability Employment Award from the Nebraska VR, a State Agency within the Department of Education

- Sara Paider, KPS Special Education Director, introduced Deb Schauer and recognized her as the recipient of the Champion for Disability Employment award from Nebraska VR, a state agency within the Department of Education. Mrs. Schauer was honored for her outstanding commitment to the Project SEARCH program, which supports students with disabilities in developing valuable job skills.
- Mrs. Paider also noted that Mrs. Schauer dedicated 30 years to KPS as a special education teacher.
- Mrs. Schauer shared that the program's first intern secured employment within just one month of Project SEARCH launching. She invited the community to visit the program and to volunteer to help interview the interns to help them gain familiarity and confidence for future job interviews.

## 2.C. Resolution of Support of Military Students and Families

- President Icenogle read a resolution to support military students and families, emphasizing the unique needs of military children. The resolution aims to establish a trained point of contact to support military families and connect them to community and school resources.

Move to adopt the resolution of support for military families in Kearney Public Schools. This motion, made by Paul Hazard and seconded by Drew Blessing, Passed.

Amy Barth: Yea, Drew Blessing: Yea, Niki Deeds: Yea, Paul Hazard: Yea, John Icenogle: Yea, Amanda Smallcomb: Yea  
Yea: 6, Nay: 0

## 3. Presentations

### 3.A. Presentation by Michelle Dutcher, Kenwood Elementary School Principal, on their Partnership with Brookestone Gardens

- Michelle Dutcher, principal of Kenwood Elementary, discussed the partnership with Brookstone Gardens to foster intergenerational relationships. The partnership involves fifth-grade leaders reading with residents, enjoying social activities, and participating in events like bingo and crafts.
- Mrs. Dutcher expressed interest in expanding the program to include high-ability learners and individuals from the Peterson Center.

### 3.B. Announcement of "American Education Week"

- President Icenogle announced that next week, November 17-21, 2025, is American Education Week.
- On Tuesday, November 18th, Kearney Public Schools and UNK will co-host a reception for new staff members and members of the community at UNK from 4:00 to 5:30 PM. Other activities will be conducted in the school buildings to observe this special week.

### 3.C. Construction Update

- Kent Cordes with BD Construction gave an update on the construction projects continuing throughout the district.

## 4. Public Participation/Comment

## 5. Board Reports

## 6. Consent Agenda

Move to approve the items on the Consent Agenda, as presented. This motion, made by John Icenogle and seconded by Niki Deeds, Passed.

Amy Barth: Yea, Drew Blessing: Yea, Niki Deeds: Yea, Paul Hazard: Yea, John Icenogle: Yea, Amanda Smallcomb: Yea

Yea: 6, Nay: 0

6.A. Approval of Minutes of the October 13, 2025, Regular Meeting and the November 5, 2025, Committee of the Whole Meeting of the Board of Education

6.B. Approval of the November 2025 Claims

6.C. Approval of the November 2025 Financial Reports

6.D. Acceptance of the Meadowlark Elementary Parent Advisory Committee Annual Self-Audit Report for the 2024-2025 School Year

6.E. Acceptance of the Northeast Elementary Parent Advisory Committee Annual Self-Audit Report for the 2024-2025 School Year

6.F. Acceptance of the Bryant Elementary Parent Advisory Committee Annual Self-Audit Report for the 2024-2025 School Year

6.G. Second and Final Reading Approval of Revised 1000 Section of Board Policies

6.H. Approval of Kearney High School FCCLA Trip to the National Leadership Conference, July 6-10, 2026, in Washington, D.C.

## 7. Regular Agenda - Personnel

7.A. Acceptance of Resignations and Retirements

- Dr. Melissa Herrmann, Director of Human Resources, announced the resignations and retirements, noting the significant tenure represented among many of these departing employees.

Move to accept, with regret, the resignations and retirements as presented. This motion, made by Drew Blessing and seconded by Amy Barth, Passed.

Amy Barth: Yea, Drew Blessing: Yea, Niki Deeds: Yea, Paul Hazard: Yea, John Icenogle: Yea, Amanda Smallcomb: Yea

Yea: 6, Nay: 0

7.B. Approval of the Employment of Certificated Staff

- Dr. Herrmann shared that Rosa Lopez Moore will be leading the TLC program at Kenwood Elementary School. She is the first KTOM student to come full circle through the program, and it is very exciting seeing its impact come to fruition.
- Rosa is also very enthusiastic about stepping into this role.

Move to employ the certificated staff at Kearney Public Schools for the 2026-2027 school year as presented. This motion, made by Amanda Smallcomb and seconded by Paul Hazard, Passed.

Amy Barth: Yea, Drew Blessing: Yea, Niki Deeds: Yea, Paul Hazard: Yea, John Icenogle: Yea, Amanda Smallcomb: Yea  
 Yea: 6, Nay: 0

## 8. Regular Agenda - Business

### 9. Regular Agenda - Miscellaneous

#### 9.A. Approval of the Kearney High School Choral Department Performance Tour

- Clayton Moyer, music teacher at Kearney High School, presented the proposed performance tour for the choral department, including Austria, Slovenia, and Italy. The tour would involve 40-55 students and include performances in various locations, including St. Mark's Basilica and the Youth in Music Festival.
- The students going on the trip will start the process of obtaining their passports and fundraising to cover all of their expenses.

Move to approve the KHS Choral Department performance tour of Austria, Slovenia and Italy from May 27-June 5, 2027, with no direct cost incurred by the school district. This motion, made by Drew Blessing and seconded by Paul Hazard, Passed.

Amy Barth: Yea, Drew Blessing: Yea, Niki Deeds: Yea, Paul Hazard: Yea, John Icenogle: Yea, Amanda Smallcomb: Yea  
 Yea: 6, Nay: 0

#### 9.B. First Reading Approval of Revised 2000 Section of Board Policies

- Superintendent Mundorf introduced the first reading of the revised 2000 section of board policies, which includes updates to administrative roles, job descriptions, and evaluation procedures.

Move to approve the first reading of the revised board policies, as presented. This motion, made by John Icenogle and seconded by Amanda Smallcomb, Passed.

Amy Barth: Yea, Drew Blessing: Yea, Niki Deeds: Yea, Paul Hazard: Yea, John Icenogle: Yea, Amanda Smallcomb: Yea  
 Yea: 6, Nay: 0

#### 9.C. First Reading Approval of Board Policy 5410 Wand Detectors

- Dr. Mundorf reviewed the proposed new policy and the implementation of wand detectors in schools, highlighting their importance in enhancing building safety.

- Jeff Schwartz, Director of Student Services and Safety, commented on the importance of clear communication regarding the wand detectors with parents and staff.

Move to approve the first reading of Board Policy 5410, as presented. This motion, made by Amanda Smallcomb and seconded by Amy Barth, Passed.

Amy Barth: Yea, Drew Blessing: Yea, Niki Deeds: Yea, Paul Hazard: Yea, John Icenogle: Yea, Amanda Smallcomb: Yea

Yea: 6, Nay: 0

#### 9.D. Approval of the 2026-2027 School Calendar

- Dr. Mundorf presented the proposed 2026-2027 school calendar, detailing the start and end dates, holidays, and professional development days. The calendar has gone through a process of review by various groups and committees.

Move to approve the 2026-2027 school calendar as presented. This motion, made by John Icenogle and seconded by Amanda Smallcomb, Passed.

Amy Barth: Yea, Drew Blessing: Yea, Niki Deeds: Yea, Paul Hazard: Yea, John Icenogle: Yea, Amanda Smallcomb: Yea

Yea: 6, Nay: 0

#### 9.E. Conduct a Performance Evaluation of the Superintendent

- Board members expressed their appreciation for Superintendent Mundorf's leadership, communication, and forward-thinking approach. They also acknowledged the challenges of balancing day-to-day operations with long-term planning and the importance of teamwork and collaboration.
- Dr. Mundorf emphasized that the district's success relies on teamwork, not just the superintendent, highlighting the importance of a proactive and forward-thinking board. He praised the board for making difficult but beneficial decisions and expressed deep gratitude for the dedication and talent of district leaders, school staff, and teachers, recognizing their collective effort in making the schools a great place to learn, work, and live.

### 10. Closed Session

- The Board moved to closed session at 6:27 PM.

Move to enter closed session for the purpose of conducting a performance evaluation of the Superintendent, and to prevent needless injury to the reputation of the person, and if the person has not requested a hearing. This motion, made by John Icenogle and seconded by Drew Blessing, Passed.

Amy Barth: Yea, Drew Blessing: Yea, Niki Deeds: Yea, Paul Hazard: Yea, John Icenogle: Yea, Amanda Smallcomb: Yea

Yea: 6, Nay: 0

### 11. Return to Open Session

- The Board returned to open session at 7:38 PM.

## 12. Next Meeting

## 13. Adjournment

- Meeting was adjourned at 7:39 PM.

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

Amy Barth: Yea, Drew Blessing: Yea, Niki Deeds: Yea, Paul Hazard: Yea, John Icenogle: Yea, Amanda Smallcomb: Yea

Yea: 6, Nay: 0

## Notice of Meeting

This meeting was publicized in the Kearney Hub on November 6, 2025; radio stations KGFW and KKPR; and KSNB and KHGI T.V.

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Drew Blessing, Secretary

**Special Committee of the Whole Meeting of the Kearney Public Schools Board of  
Education  
Kearney Public Schools Board of Education  
Wednesday, December 3, 2025 at 5:00 PM  
1st floor Administration Building Conference Room  
320 W 24th Street  
Kearney, NE 68845**

**1. Call to Order**

President Icenogle called the meeting to order at 5:07 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 5:08 PM.

Niki Deeds: Absent

Paul Hazard: Absent

Amy Barth: Present

Drew Blessing: Present

John Icenogle: Present

Amanda Smallcomb: Present

Excuse absent board members Mrs. Deeds and Mr. Hazard. This motion, made by John Icenogle and seconded by Amanda Smallcomb, Passed.

Niki Deeds: Absent, Paul Hazard: Absent, Amy Barth: Yea, Drew Blessing: Yea, John Icenogle: Yea, Amanda Smallcomb: Yea

Yea: 4, Nay: 0, Absent: 2

**5. Approval of Agenda**

**6. Public Participation/Comment**

**7. Agenda**

7.A. Presentation of the 2024-2025 District Financial Audit Report

7.B. Preview of the December 8, 2025 Regular Meeting Agenda

7.B.I. Holiday Music Provided by Horizon Middle School Under the Direction of Victoria Glandon

7.B.II. Recognition of Victoria Glandon, Horizon Middle School Music Teacher, on Receiving the 2026 NFHS Middle School Outstanding Music Educator Award

7.B.III. Presentation by Emily Davidson, 7th Grade Teacher at Horizon Middle School, on the LEAP Program

7.B.IV. Presentation by Erikka Rhodes, Hanny Arram Center for Success JAG Teacher, Mid-Year JAG Program Update

7.B.V. K-12 Financial Literacy Presentation

7.B.VI. Annual "State of the Schools" Report

7.B.VII. Construction Update

7.B.VIII. Follow-up Report from the NASB Annual Education Conference

7.B.IX. Acceptance of the Kearney High School Booster Club Annual Self-Audit Report for the 2024-2025 School Year

7.B.X. Acceptance of the Windy Hills Elementary Parent Advisory Committee Annual Self-Audit Report for the 2024-2025 School Year

7.B.XI. Set the Date of the January Winter Retreat Meeting of the Board of Education as January 26, 2026, 6:00-9:00 PM

7.B.XII. Second and Final Reading Approval of Revised 2000 Section of Board Policies

7.B.XIII. Second and Final Reading Approval of Board Policy 5410 Wand Detectors

7.B.XIV. Acceptance of Resignations and Retirements - Jennifer Palser

7.B.XV. Approval of the Employment of Certificated Staff - Claire Nelson, Camryn McPhillips, Lilyan Lam

7.B.XVI. Approval of the Superintendent's Contract Commencing July 1, 2026  
Attendance Update Taken at 6:19 PM.

Niki Deeds: Present

7.B.XVII. Closed Session for the Purpose of Conducting a Strategy Session in Regard to Negotiations for the 2026-2027 School Year  
Paul Hazard joined the meeting virtually at 7:17 PM.

7.C. Review of Student Advisory Council Comments & Suggestions

7.D. Review of the 3000 Section of Board Policies

7.E. Discuss the KHS south parking lot, access road, and turf replacement projects to determine whether to move forward in these areas.

7.F. Discuss a Potential Change in Financial Literacy Courses at KHS

7.G. Discuss the Potential of Middle School Credits

7.H. Discuss Vape Detectors

7.I. Winter Retreat Topics

## 8. Adjournment

Adjourned at 9:48 pm

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

Paul Hazard: Absent, Amy Barth: Yea, Drew Blessing: Yea, Niki Deeds: Yea, John Icenogle:  
Yea, Amanda Smallcomb: Yea  
Yea: 5, Nay: 0, Absent: 1

Notice of Meeting

This meeting was publicized in the Kearney Hub on November 29, 2025; radio stations KGFW  
and KKPR; and KSNB and KHGI T.V.

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Drew Blessing, Secretary

**KEARNEY PUBLIC SCHOOLS DISTRICT #7****CLAIMS TO BE PAID IN DECEMBER 2025****PUBLICATION OF CHECKS**

<b>VENDOR</b>	<b>DESCRIPTION</b>	<b>AMOUNT</b>
Acer Service Corporation	Repairs & Maintenance Services Chromebook Mainte	\$ 1,037.90
Adventure Enterprises LLC	Transportation Charges Regular Education Transpo	\$ 881.57
Adventure Enterprises LLC	Other Technical Servc Athletic Administration	\$ 1,216.43
AGParts Worldwide, Inc.	Repairs & Maintenance Services Chromebook Mainte	\$ 548.90
All City Garage Door LLC	Repairs & Maintenance Services Maintenance Of Bu	\$ 664.00
All Makes Office Equipment Co of Lincoln	Furniture and Fixtures Care & Upkeep of Grounds	\$ 10,268.55
Allo Communications LLC	Purchased Service Telephone Technology	\$ 583.63
Alyssa Clay	Travel Coordinator	\$ 29.96
Alyssa King	Supplies Resource	\$ 95.53
Amazon Capital Services	Supplies Regular Instruction	\$ 401.08
Amazon Capital Services	Supplies Regular Instruction	\$ 869.75
Amazon Capital Services	Supplies Regular Instruction	\$ 670.03
Amazon Capital Services	Supplies Regular Instruction	\$ 150.00
Amazon Capital Services	Supplies Regular Instruction	\$ 88.02
Amazon Capital Services	Supplies Regular Instruction	\$ 34.68
Amazon Capital Services	Supplies Regular Instruction	\$ 19.98
Amazon Capital Services	Supplies Regular Instruction	\$ 17.99
Amazon Capital Services	Supplies Regular Instruction	\$ 71.70
Amazon Capital Services	Supplies Regular Instruction	\$ 34.68
Amazon Capital Services	Supplies Regular Instruction	\$ 34.68
Amazon Capital Services	Supplies Regular Instruction	\$ 20.98
Amazon Capital Services	Supplies Regular Instruction	\$ 134.17
Amazon Capital Services	Supplies Regular Instruction	\$ 561.69
Amazon Capital Services	Supplies Regular Instruction	\$ 1,952.56
Amazon Capital Services	Supplies Regular Instruction	\$ 89.76
Amazon Capital Services	Supplies Regular Instruction	\$ 469.83
Amazon Capital Services	Explore Regular Instruction	\$ 705.36
Amazon Capital Services	Supplies Math	\$ 63.86
Amazon Capital Services	Supplies Science	\$ 1,456.01
Amazon Capital Services	Supplies Science	\$ 39.12
Amazon Capital Services	Supplies Science	\$ 41.70
Amazon Capital Services	Supplies PE	\$ 209.97
Amazon Capital Services	Supplies Art	\$ 322.60
Amazon Capital Services	Supplies Art	\$ 411.01
Amazon Capital Services	Supplies Art	\$ 121.04
Amazon Capital Services	Supplies Vocal Music	\$ 17.50
Amazon Capital Services	Supplies Orchestra	\$ 30.77
Amazon Capital Services	Supplies Wood Shop	\$ 509.19
Amazon Capital Services	Supplies PLTW	\$ 231.37
Amazon Capital Services	Supplies FCS	\$ 70.00
Amazon Capital Services	Supplies Early Childhood	\$ 2,127.45
Amazon Capital Services	Supplies Coordinator	\$ 53.53
Amazon Capital Services	Supplies Transition	\$ 92.73
Amazon Capital Services	Supplies Resource	\$ 238.33
Amazon Capital Services	Supplies Behavior Disorder	\$ 512.61
Amazon Capital Services	Supplies Guidance Services	\$ 95.42

Amazon Capital Services	Supplies Health Services	\$	9.98
Amazon Capital Services	Supplies OT Related Services	\$	186.64
Amazon Capital Services	Library References Library	\$	23.37
Amazon Capital Services	Library References Library	\$	40.49
Amazon Capital Services	Periodicals Library	\$	203.93
Amazon Capital Services	Supplies AudioVisual	\$	350.26
Amazon Capital Services	Supplies Technology	\$	267.24
Amazon Capital Services	Supplies Communications	\$	188.76
Amazon Capital Services	Supplies Office of the Principal	\$	778.71
Amazon Capital Services	Supplies Office of the Principal	\$	263.71
Amazon Capital Services	Supplies Office of the Principal	\$	25.99
Amazon Capital Services	Supplies Office of the Principal	\$	580.25
Amazon Capital Services	Supplies Office of the Principal	\$	269.54
Amazon Capital Services	Supplies Office of the Principal	\$	11.97
Amazon Capital Services	Supplies Fiscal Services	\$	36.59
Amazon Capital Services	Supplies Care and Upkeep of Grounds	\$	363.13
Amazon Capital Services	Tires and Parts Non Student Vehicles	\$	589.20
Amazon Capital Services	Supplies High Ability Learners	\$	50.54
Amazon Capital Services	Supplies High Ability Learners	\$	13.29
Amazon Capital Services	Supplies State Early Childhood	\$	2,322.77
Amazon Capital Services	Supplies Sixpence Home 1	\$	2,444.84
Amazon Capital Services	Supplies	\$	469.99
Amazon Capital Services	Supplies IDEA Base & E/P	\$	47.02
Amazon Capital Services	Supplies IDEA Base & E/P	\$	39.99
Amazon Capital Services	Supplies Fed Vocational&Applied Tech Ed(Perkins)	\$	2,099.98
Amazon Capital Services	Miscellaneous Expenditure Wish List	\$	279.00
Amazon Capital Services	Supplies Basketball Girls	\$	26.09
Amazon Capital Services	Supplies Wrestling Boys	\$	290.15
Amazon Capital Services	Miscellaneous Expenditure Boys Wrestling	\$	89.88
Amazon Capital Services	Supplies Wrestling Girls	\$	24.90
Amazon Capital Services	Miscellaneous Expenditure Cheerleaders	\$	485.21
Amazon Capital Services	Miscellaneous Expenditure Construction Tech Fund	\$	183.39
Amazon Capital Services	Miscellaneous Expenditure Culinary Arts	\$	51.98
Amazon Capital Services	Miscellaneous Expenditure Art Shared Elementar	\$	196.92
Amazon Capital Services	Miscellaneous Expenditure Donations Misc	\$	482.53
Amazon Capital Services	Miscellaneous Expenditure Media Lost Library B	\$	48.60
Amazon Capital Services	Miscellaneous Expenditure Music Band	\$	101.16
Amazon Capital Services	Miscellaneous Expenditure Music Shared Element	\$	144.35
Amazon Capital Services	Miscellaneous Expenditure Playground Equipment	\$	53.77
Amazon Capital Services	Miscellaneous Expenditure Pop Fund	\$	214.53
Amazon Capital Services	Miscellaneous Expenditure Principal	\$	46.95
Amazon Capital Services	Miscellaneous Expenditure Principal	\$	19.99
Amazon Capital Services	Miscellaneous Expenditure Principal	\$	43.26
Amazon Capital Services	Miscellaneous Expenditure Principal	\$	169.99
Amazon Capital Services	Miscellaneous Expenditure Principal	\$	274.12
Amazon Capital Services	Miscellaneous Expenditure PTO Donations	\$	357.75
Amazon Capital Services	Miscellaneous Expenditure Student Activity Accou	\$	182.41
Amazon Capital Services	Miscellaneous Expenditure Student Activity Accou	\$	1,036.09
Amazon Capital Services	Miscellaneous Expenditure Student Activity Accou	\$	270.57
Amazon Capital Services	Miscellaneous Expenditure Student Activity Accou	\$	356.23
Amazon Capital Services	Miscellaneous Expenditure Student Council	\$	95.94

Amazon Capital Services	Miscellaneous Expenditure Wellness	\$	106.43
Amazon Capital Services	Miscellaneous Expenditure 5th Grade Safety Patro	\$	37.78
Amazon Capital Services	Miscellaneous Expenditure Wrestling Boys	\$	24.99
Amazon Capital Services	Supplies	\$	699.26
Amber Taylor	Employee Training and Development Services	\$	179.18
Amber Taylor	Mileage Paid to Staff	\$	234.64
Amber Taylor	Supplies Behavior Disorder	\$	43.17
American Red CrossHealth & Safety Svcs	Professional Services Pro Development Human Re	\$	72.00
Amy Denny.	Supplies Regular Instruction	\$	232.00
Amy Haskett	Mileage Paid to Staff	\$	71.96
Amy Haskett	Mileage Paid to Staff	\$	143.43
Amy Helleberg	Professional Services Sixpence Community Grant	\$	125.00
Amy Otto	Mileage Paid to Staff	\$	31.22
Amy Springer	Mileage Paid to Staff	\$	61.11
Amy Springer	Mileage Paid to Staff	\$	118.72
Apple Inc	Supplies Technology	\$	314.07
Apple Inc	Supplies Technology Related	\$	149.99
Apple Inc	Miscellaneous Expenditure Music Band	\$	329.00
Apple Market	Supplies FCS	\$	280.87
Arnolds Motor Supply 88593/102634	Supplies Care and Upkeep of Grounds	\$	53.60
Aubrey Kroll	Professional Services Sixpence Community Grant	\$	225.00
Audioville Live Sound & Lighting	Miscellaneous Expenditure SAB Student Advisory	\$	500.00
Austin Lutkemeier	Other Technical Services Basketball Girls	\$	125.00
Awards Unlimited	Supplies Golf Boys	\$	85.50
Awards Unlimited	Supplies Tennis Girls	\$	260.80
Awards Unlimited	Supplies Track Boys Track/Boys	\$	2,564.90
Awards Unlimited	Supplies Soccer Boys	\$	223.46
Awards Unlimited	Miscellaneous Expenditure Unified Sports	\$	171.00
Awards Unlimited	Miscellaneous Expenditure Boys Wrestling	\$	49.50
B E Publishing	Supplies Regular Instruction	\$	842.06
B&H Photo Video	Supplies Journalism	\$	1,235.40
Baker & Hostetler LLP	Contracted Legal Services Legal Services	\$	16,608.00
Bear Frame & Alignment	Vehicle Repair Reg. Ed. Transp. Maintenance	\$	1,550.00
Bev Larsen	Miscellaneous Expenditure TennisBoys	\$	110.00
Bill Dutton	Other Technical Servic Athletic Administration	\$	124.00
Bimbo Bakeries USA	Food	\$	4,139.74
Black Squirrel Enterprises, LLC	Miscellaneous Expenditure Athletic Administratio	\$	2,108.30
Black Squirrel Enterprises, LLC	Miscellaneous Expenditure Cross Country/Boys	\$	1,130.00
Blick Art Materials II	Supplies Art	\$	2,175.55
Blick Art Materials II	Supplies Art	\$	448.40
Blick Art Materials II	Supplies Art	\$	3,218.99
Bomgaars Supply Inc	Supplies Care and Upkeep of Grounds	\$	161.51
Boogaarts Food Store	Supplies FCS	\$	36.63
Brenda Kenkel	Mileage Paid to Staff	\$	23.80
Brian Gutchewsky	Miscellaneous Expenditure	\$	419.30
Broc Howard	Miscellaneous Expenditure Track Boys	\$	95.03
BSN Sports, LLC	Supplies Football	\$	1,098.55
BSN Sports, LLC	Supplies Wrestling Boys	\$	206.06
Buffalo Graphics and Decals LLC	Supplies Football	\$	225.00
Builders HowTo Warehouse	Supplies Industrial Art	\$	604.15
Builders HowTo Warehouse	Supplies Industrial Art	\$	427.28

Builders HowTo Warehouse	Supplies Maintenance of Buildings	\$	227.74
Builders HowTo Warehouse	Supplies Care and Upkeep of Grounds	\$	21.74
C & I Equipment, LLC	Rentals of Equipment and Vehicles Maintenance of	\$	940.00
Carlie Schlender	Professional Services Boys Wrestling	\$	100.00
Carol Kenton	Mileage Paid to Staff	\$	66.01
Carol Kenton	Mileage Paid to Staff	\$	77.14
Carolina Biological Supply	Supplies Science	\$	257.08
Casey Sorensen	Transportation Charges Vocal Music	\$	400.00
Cash from NebraskaLand National Bank	Driver License/Criminal History	\$	20.35
CashWa Distributing	Food	\$	136,997.82
Cassie Houser	Mileage Paid to Staff	\$	61.32
Cassie Houser	Travel Coordinator	\$	680.09
CDW Government	Professional Services Technology	\$	-
CDW Government	Technology Software Technology	\$	17,724.00
CDW Government	Supplies Technology	\$	271.56
Cengage Learning Gale	AudioVisual Materials	\$	8,375.06
Charter Communications	Supplies Regular Instruction	\$	46.94
Charter Communications	Supplies Office of the Principal	\$	37.44
Charter Communications	Other Communication Regular Education Transporta	\$	33.75
Chesterman Co.	Supplies Concessions	\$	2,322.80
Chesterman Co.	Miscellaneous Expenditure Student Council	\$	848.00
Chesterman Co.	Miscellaneous Expenditure Student Council	\$	266.10
Chesterman Co.	Food	\$	5,748.50
City of KearneyFuel Dept	Vehicle Gasoline Non Student Vehicles	\$	3,054.78
City of KearneyFuel Dept	Vehicle Gasoline Regular Education Transportatio	\$	6,647.22
City of KearneyFuel Dept	Vehicle Gasoline School Age Sped Transportation	\$	560.07
City of KearneyFuel Dept	Vehicle Gasoline School Age Sped Transportation	\$	-
City of KearneyFuel Dept	Vehicle Gasoline School Age Sped Transportation	\$	-
City of KearneyFuel Dept	Vehicle Gasoline School Age Sped Transportation	\$	-
City of KearneyFuel Dept	Vehicle Gasoline	\$	587.16
City of KearneyFuel Dept	Vehicle Gasoline School Age Sped Transportation	\$	334.81
City of KearneyFuel Dept	Vehicle Gasoline School Age Sped Transportation	\$	-
City of KearneyFuel Dept	Vehicle Gasoline School Age Sped Transportation	\$	638.19
City of KearneyFuel Dept	Vehicle Gasoline School Age Sped Transportation	\$	251.13
City of KearneyFuel Dept	Vehicle Gasoline School Age Sped Transportation	\$	392.38
City of KearneyFuel Dept	Vehicle Gasoline School Age Sped Transportation	\$	-
City of KearneyFuel Dept	Vehicle Gasoline School Age Sped Transportation	\$	454.58
City of KearneyFuel Dept	Vehicle Gasoline School Age Sped Transportation	\$	21.90
City of KearneyFuel Dept	Vehicle Gasoline School Age Sped Transportation	\$	-
City of KearneyFuel Dept	Vehicle Gasoline Construction Tech Fund	\$	53.00
City of KearneyFuel Dept	Vehicle Gasoline	\$	300.39
City of KearneyWater,Sanitn,Sewer Dept	Garbage	\$	10,026.87
Class Act	Supplies	\$	58.18
Cody Dvorak	Miscellaneous Expenditure Football	\$	240.00
Cody Dvorak	Miscellaneous Expenditure FBLA	\$	122.50
Cody Dvorak	Miscellaneous Expenditure Softball	\$	65.00
Cody Dvorak	Miscellaneous Expenditure Cheerleaders	\$	3,021.00
Cody Dvorak	Supplies Office of the Principal	\$	212.00
College Board NY	Miscellaneous Expenditure	\$	198.00
Colorado/West Equipment Inc	Tires and Parts Reg. Ed. Transp. Maintenance	\$	1,343.13
Colorado/West Equipment Inc	Tires and Parts Sped Transportation Maintenance	\$	109.68

Columbus High School	Miscellaneous Expenditure	\$	973.00
Column Software PBC	Advertising Fiscal Services	\$	80.37
Comfort Suites Grand Island	Miscellaneous Expenditure Golf Girls	\$	738.50
Comfy Bowl Inc	Miscellaneous Expenditure Construction Tech Fund	\$	95.00
Community Products LLC	Supplies Sixpence Community Grant	\$	3,456.00
Construction Rental Kearney	Supplies Office of the Principal	\$	300.00
Construction Rental Kearney	Rentals of Equipment and Vehicles Maintenance of	\$	110.00
Cooperative Producers Inc	Vehicle Gasoline Regular Education Transportatio	\$	2,874.65
Cooperative Producers Inc	Vehicle Gasoline School Age Sped Transportation	\$	428.57
Copycat Printing Inc	Advertising Communications	\$	17.60
Cornhusker Cleaning Supply.	Supplies Regular Education Transportation	\$	83.52
COSNE	Dues and Fees	\$	25.00
Culligan Of Kearney	Supplies Office of the Principal	\$	107.12
Cynthia Bernal	Miscellaneous Expenditure	\$	41.40
Danielle Burkett	Professional Services Sixpence Community Grant	\$	225.00
Dan's Sanitation Inc	Garbage Operations of Buildings	\$	132.47
Dan's Sanitation Inc	Garbage IDEA Base & E/P	\$	0.28
DAS State Accounting Central Finance	Purchased Service Telephone Technology	\$	610.74
Dawson Public Power District	Electricity Operations of Buildings	\$	373.29
Dawson Public Power District	Electricity IDEA Base & E/P	\$	0.79
Dee Westcott	Mileage Paid to Staff	\$	60.06
Demco Inc	Supplies Library	\$	114.12
Demco Inc	Supplies Library	\$	117.80
Demco Inc	Supplies Library	\$	217.00
Dennys Marquez	Professional Services Sixpence Home 1	\$	131.60
Desirae Nunez	Professional Services Sixpence Community Grant	\$	350.00
Desiree John	Mileage Paid to Staff	\$	49.28
Desiree John	Mileage Paid to Staff	\$	50.05
Deterdings	Supplies Care and Upkeep of Grounds	\$	837.98
Dietze Music House of Lincoln Inc	Miscellaneous Expenditure Playground Equipment	\$	64.35
Dietze Music House of Lincoln Inc	Supplies Vocal Music	\$	32.12
Dietze Music House of Lincoln Inc	Supplies Vocal Music	\$	69.36
Discount School Supply	Supplies Sixpence Community Grant	\$	493.96
Displays2Go	Supplies Office of the Principal	\$	99.85
Divas at Kearney Floral Co.	Miscellaneous Expenditure FFA	\$	234.50
Domino's Pizza	Food	\$	4,236.75
DuttonLainson Company	Supplies Maintenance of Buildings	\$	750.00
Eakes Office Solutions	Rentals of Equipment and Vehicles Regular Instru	\$	13,029.46
Eakes Office Solutions	Supplies Regular Instruction	\$	2,127.89
Eakes Office Solutions	Supplies Regular Instruction	\$	100.85
Eakes Office Solutions	Supplies Regular Instruction	\$	9.59
Eakes Office Solutions	Supplies Regular Instruction	\$	13.59
Eakes Office Solutions	Supplies Science	\$	8.60
Eakes Office Solutions	Supplies Technology	\$	150.00
Eakes Office Solutions	Supplies Office of the Principal	\$	1,476.90
Eakes Office Solutions	Supplies Regular Education Transportation	\$	187.80
Echo Group Inc.	Supplies Maintenance of Buildings	\$	47.89
Ed Hemenway	Professional Services Care & Upkeep of Grounds	\$	1,927.00
Edupoint Educational Systems	Professional Services Technology	\$	2,062.50
Elevated Catering, LLC	Miscellaneous Expenditure	\$	1,275.00
Elevated Catering, LLC	Miscellaneous Expenditure	\$	720.00

Enid Hansen	Professional Services	\$	150.00
Erin Small	Professional Services Sixpence Community Grant	\$	146.44
ESU 10	Supplies Regular Instruction	\$	140.00
ESU 10	Employee Training and Development Services	\$	300.00
ESU 10	Sped Tuition/Agencies Supervision	\$	343.80
ESU 10	Employee Training and Development Services	\$	300.00
ESU 10	Employee Training and Development Services	\$	150.00
ESU 10	Sped Tuition/Agencies Contracted Services	\$	4,448.63
ESU 10	Employee Training and Development Services	\$	150.00
ESU 10	Sped Tuition/Agencies Speech Pathology & Audiolo	\$	4,156.74
ESU 10	Sped Tuition/Agencies PT Related Services	\$	6,245.34
ESU 10	Sped Tuition/Agencies Visually Handicapped	\$	7,946.20
ESU 10	Dues and Fees Instruction & Curriculum Developme	\$	20.00
ESU 10	Dues and Fees Instruction & Curriculum Developme	\$	20.00
ESU 10	Dues and Fees	\$	20.00
ESU 10	Subawards/SubContracts \$25,000 or less	\$	2,624.63
ESU 10	Subawards/SubContracts \$25,000 or less	\$	3,924.08
ESU 5	Employee Training and Development Services	\$	300.00
Ethan Kowalek	Professional Services Boys Wrestling	\$	150.00
Expression Wear Inc	Miscellaneous Expenditure Advertising	\$	727.00
Fastenal Company	Supplies Maintenance of Buildings	\$	21.22
Father Flanagan's Boys' Home	Pupil Services Contracted Services	\$	5,720.00
Father Flanagan's Boys' Home	Professional Services Instruction & Curriculum D	\$	4,578.30
FCCLA Herndon	Supplies	\$	140.00
Fearless Ink Custom Apparel, Inc	Miscellaneous Expenditure	\$	812.00
Fiber Platform LLC	Purchased Service Telephone Technology	\$	3,073.66
First Aid Supplies Online Inc	Supplies Health Services	\$	2,334.74
Follett Content Solutions LLC	Library References Library	\$	2,508.39
Follett Content Solutions LLC	Library References Library	\$	138.79
Follett Content Solutions LLC	Library References Library	\$	494.27
Follett Content Solutions LLC	Library References Library	\$	186.45
Follett Content Solutions LLC	Periodicals Library	\$	587.99
Fremont High School	Dues and Fees	\$	100.00
Frontier	Professional Services Regular Instruction	\$	245.43
Frontier	Professional Services Regular Instruction	\$	13.64
Frontier	Professional Services Regular Instruction	\$	13.63
Frontier	Purchased Service Telephone Fiscal Services	\$	1,954.58
Full Compass Systems Ltd	Supplies	\$	1,557.20
Game One	Miscellaneous Expenditure Basketball Girls	\$	3,843.89
Game One	Miscellaneous Expenditure Basketball Girls	\$	131.88
Gartner & Associates Co Inc	Supplies Maintenance of Buildings	\$	196.00
General Parts LLC	Supplies Maintenance of Buildings	\$	1,157.15
General Parts LLC	Supplies Care and Upkeep of Grounds	\$	546.54
George H Finley	Other Technical Servic Athletic Administration	\$	124.00
Good Samaritan foundation	Supplies Sixpence Home 1	\$	60.00
Gopher	Supplies PE	\$	701.60
Graczyk Lawn & Landscape	Lawn Services Care & Upkeep of Grounds	\$	5,400.00
Graczyk Lawn & Landscape	Snow Services Care & Upkeep of Grounds	\$	5,500.00
Graham Tire	Professional Services Care & Upkeep of Grounds	\$	122.00
Grand Island Northwest	Miscellaneous Expenditure	\$	220.00
HD Supply Formerly Home Depot Pro	Supplies Operations of Buildings	\$	3,158.09

Heartland Championships LLC	Miscellaneous Expenditure Cheerleaders	\$	660.00
Heath Keim	Employee Training and Development Services	\$	1,176.75
Heritage Water Services Inc.	Professional Services Care & Upkeep of Grounds	\$	955.00
High Plains Pizza Hut, Inc	Food	\$	3,904.86
High Point Networks, LLC	Supplies Technology	\$	6,738.84
Hiland Dairy Foods	Food	\$	32,049.44
Hobart Sales & Service E.F. Incorporated	Supplies Maintenance of Buildings	\$	108.66
Hobby Lobby Stores Inc	Supplies Regular Instruction	\$	68.21
Hobby Lobby Stores Inc	Supplies FCS	\$	51.59
Hobby Lobby Stores Inc	Supplies Art	\$	20.20
Hobby Lobby Stores Inc	Supplies Art	\$	41.94
Hobby Lobby Stores Inc	Supplies FCS	\$	24.32
Hoehner Turf Irrigation	Lawn Services Care & Upkeep of Grounds	\$	1,800.00
Holmes Plumbing & Htg	Supplies Maintenance of Buildings	\$	113.62
Holmes Plumbing & Htg	Supplies Care and Upkeep of Grounds	\$	348.04
Hometown Leasing	Rentals of Equipment and Vehicles Regular Instru	\$	10,786.59
Hugh D Stewart	Repairs & Maintenance Services Non Student Vehic	\$	898.37
HyVee Accounts Receivable	Supplies FCS	\$	182.38
HyVee Accounts Receivable	Supplies Sixpence Home 1	\$	1,908.72
Imagine Learning, Inc.	Technology Software Regular Instruction	\$	825.00
Imagine Learning, Inc.	Supplies Resource	\$	250.00
Intellicom	Professional Services Technology	\$	3,222.00
Intellicom	Supplies Technology	\$	3,113.37
J Spot Services LLC	Professional Services Care & Upkeep of Grounds	\$	400.00
J W Pepper & Son Inc	Supplies Vocal Music	\$	55.29
J W Pepper & Son Inc	Supplies Vocal Music	\$	37.98
J W Pepper & Son Inc	Supplies Band	\$	147.84
Jackson Kinsella	Professional Services Boys Wrestling	\$	150.00
Jacob Consbruck	Travel Regular Instruction	\$	135.00
Jacob Oertle	Miscellaneous Expenditure Wrestling Boys	\$	86.88
Jacqueline Kalkwarf	Miscellaneous Expenditure FBLA	\$	252.70
Jagger Methe	Professional Services	\$	150.00
Janelle Pittz	Professional Services Sixpence Community Grant	\$	225.00
Jason Mundorf	Mileage Paid to Staff	\$	513.80
Jeremy Canada	Other Technical Services Basketball Girls	\$	125.00
Jersie Hermanson	Other Technical Services Basketball Girls	\$	125.00
Jesse Florang	Employee Training and Development Services	\$	324.59
Jill Bauer	Mileage Paid to Staff	\$	40.67
Joel Ferebee	Other Technical Services Basketball Girls	\$	125.00
Johnstone Supply	Supplies Maintenance of Buildings	\$	1,558.75
Johnstone Supply	Supplies Care and Upkeep of Grounds	\$	449.45
Joseph Airola	Professional Services Boys Wrestling	\$	150.00
Joseph Roeder	Professional Services	\$	150.00
JROTC Dog Tags Inc	Supplies	\$	916.15
Julie Lewis	Miscellaneous Expenditure Volleyball	\$	37.15
Kaplan Early Learning Company	Supplies Sixpence Community Grant	\$	4,298.95
Kassandra Sabah	Mileage Paid to Staff Fiscal Services	\$	11.20
Kassi Richards	Professional Services Sixpence Community Grant	\$	225.00
Kaylee Harris	Professional Services Sixpence Community Grant	\$	250.00
Kaylei Becker	Miscellaneous Expenditure FBLA	\$	144.18
Kearney Ace Hardware	Supplies Care and Upkeep of Grounds	\$	73.86

Kearney Ag & Auto Repair Inc	Vehicle Repair Non Student Vehicles	\$	4,986.72
Kearney Ag & Auto Repair Inc	Vehicle Gasoline Non Student Vehicles	\$	1,399.16
Kearney Ag & Auto Repair Inc	Vehicle Repair Sped Transportation Maintenance	\$	115.86
Kearney Ag & Auto Repair Inc	Vehicle Repair Sped Transportation Maintenance	\$	114.18
Kearney Ag & Auto Repair Inc	Vehicle Repair Sped Transportation Maintenance	\$	394.32
Kearney Ag & Auto Repair Inc	Vehicle Repair Sped Transportation Maintenance	\$	138.94
Kearney Ag & Auto Repair Inc	Vehicle Repair Sped Transportation Maintenance	\$	85.71
Kearney Ag & Auto Repair Inc	Vehicle Repair Sped Transportation Maintenance	\$	336.41
Kearney Ag & Auto Repair Inc	Vehicle Repair	\$	991.23
Kearney Area Solid Landfill City Of Kear	Miscellaneous Expenditure Construction Tech Fund	\$	36.76
Kearney Area Solid Landfill City Of Kear	Professional Services Care & Upkeep of Grounds	\$	798.82
Kearney PowerSports	Repairs & Maintenance Services	\$	455.53
Kearney PowerSports	Vehicle Repair Non Student Vehicles	\$	239.21
Kearney Public Schools Foundation AP	Supplies	\$	660.01
Kearney Towing & Repair Center Inc	Vehicle Repair Non Student Vehicles	\$	95.00
Kearney Winlectric Co	Supplies Maintenance of Buildings	\$	1,661.64
Kearney Winnelson	Supplies Maintenance of Buildings	\$	1,261.74
Kellee Vornhagen	Employee Training & Development Perkins	\$	619.32
Kellee Vornhagen	Mileage Paid to Staff	\$	238.00
Kelly Supply Co	Supplies Maintenance of Buildings	\$	234.58
Kelly Supply Co	Supplies Care and Upkeep of Grounds	\$	56.83
Kelsey Roth	Employee Training and Development Services	\$	121.97
KeyBank	Building Acquisitions and Improvements	\$	46,679.93
KHS Band Boosters	Other Technical Services	\$	6,900.00
KHS Band Boosters	Supplies	\$	154.96
Kidwell	Professional Services Technology	\$	9,950.00
Kidwell	Supplies Technology	\$	4,282.50
Kidwell	Professional Services Maintenance of Buildings	\$	5,660.00
KnowBe4, Inc.	Technology Software Technology	\$	6,348.00
KPS Foundation	Miscellaneous Expenditure	\$	1,000.00
Kristina Traver	Miscellaneous Expenditure	\$	32.30
Lakeshore Lrng Materials	Supplies Sixpence Community Grant	\$	22,970.20
Lanette Puccini	Professional Services Sixpence Community Grant	\$	125.00
Learning AZ	Supplies Resource	\$	135.41
Legacy Outdoor Advertising LLC	Miscellaneous Expenditure Music Band	\$	244.27
Leisa McConnell	Mileage Paid to Staff	\$	171.22
Leisa McConnell	Mileage Paid to Staff	\$	304.50
Leisa McConnell	Mileage Paid to Staff	\$	109.20
Liberty Hardwoods Inc	Miscellaneous Expenditure Industrial Tech Wood	\$	1,990.70
Lincoln Journal Star	Advertising Fiscal Services	\$	99.00
Lincoln Marriott Cornhusker Hotel	Miscellaneous Expenditure	\$	354.00
Lincoln Marriott Cornhusker Hotel	Miscellaneous Expenditure DECA	\$	488.00
Lincoln Northeast High School	Miscellaneous Expenditure	\$	239.21
Linda Crandall	Professional Services	\$	150.00
Lori Keller	Mileage Paid to Staff	\$	8.40
Luke Sutherland	Mileage Paid to Staff	\$	35.42
Mailgun Technologies Inc	Technology Software Technology	\$	325.00
Mariah Eikenhorst	Professional Services Sixpence Community Grant	\$	125.00
Masters True Value	Supplies Operations of Buildings	\$	18.99
Masters True Value	Supplies Maintenance of Buildings	\$	51.76
Masters True Value	Supplies Care and Upkeep of Grounds	\$	658.59

Masters True Value	Repairs & Maintenance Services Non Student Vehic	\$	68.69
Masters True Value	Supplies Regular Education Transportation	\$	47.48
Masters True Value	Tires and Parts Reg. Ed. Transp. Maintenance	\$	8.36
Matheson TriGas Inc	Supplies Machine Shop	\$	683.98
Matheson TriGas Inc	Supplies Care and Upkeep of Grounds	\$	768.90
McGraw Hill School Education Holdings LL	Supplies Resource	\$	546.53
McGraw Hill School Education Holdings LL	Supplies Speech Pathology & Audiology	\$	57.50
Mead Lumber Co	Miscellaneous Expenditure Construction Tech Fund	\$	-
Mead Lumber Co	Miscellaneous Expenditure Construction Tech Fund	\$	118.13
Megan Braden	Mileage Paid to Staff	\$	138.53
Menards Kearney	Supplies Industrial Art	\$	102.37
Menards Kearney	Supplies Wood Shop	\$	201.86
Menards Kearney	Miscellaneous Expenditure Construction Tech Fund	\$	39.99
Menards Kearney	Miscellaneous Expenditure Drama	\$	216.16
Menards Kearney	Supplies One Act One Act Play	\$	58.86
Menards Kearney	Miscellaneous Expenditure One Act Play	\$	491.40
Menards Kearney	Miscellaneous Expenditure Construction Tech Fund	\$	308.66
Menards Kearney	Supplies Science	\$	51.14
Menards Kearney	Supplies Industrial Art	\$	156.34
Menards Kearney	Supplies Wood Shop	\$	186.27
Menards Kearney	Supplies Operations of Buildings	\$	255.45
Menards Kearney	Supplies Maintenance of Buildings	\$	162.49
Menards Kearney	Supplies Care and Upkeep of Grounds	\$	405.98
Menards Kearney	Supplies Regular Education Transportation	\$	105.79
Metal Doors & Hardware Co	Supplies Maintenance of Buildings	\$	792.00
Midwest Connect	Postage Early Childhood	\$	7.80
Midwest Connect	Postage Supervision	\$	8.71
Midwest Connect	Postage Office of the Principal	\$	593.77
Midwest Connect	Postage Office of the Principal	\$	134.73
Midwest Connect	Postage Office of the Principal	\$	93.39
Midwest Connect	Postage Office of the Principal	\$	11.48
Midwest Connect	Postage Office of the Principal	\$	14.04
Midwest Connect	Postage Office of the Principal	\$	46.57
Midwest Connect	Postage Office of the Principal	\$	8.96
Midwest Connect	Postage Office of the Principal	\$	4.68
Midwest Connect	Postage Office of the Principal	\$	16.05
Midwest Connect	Postage Office of the Principal	\$	4.99
Midwest Connect	Postage Office of the Principal	\$	186.25
Midwest Connect	Postage Office of the Principal	\$	0.78
Midwest Connect	Postage Fiscal Services	\$	197.58
Midwest Connect	Postage Maintenance of Buildings	\$	1.56
Midwest Connect	Postage Regular Education Transportation	\$	0.78
Midwest Connect	Miscellaneous Expenditure Athletic Administratio	\$	75.28
Midwest Connect	Postage	\$	10.92
Midwest Turf & Irrigation	Supplies Care and Upkeep of Grounds	\$	2,898.50
Misko Sports	Miscellaneous Expenditure Wish List	\$	1,080.00
Misko Sports	Uniforms	\$	120.00
Modern Cleaners and Drapery	Miscellaneous Expenditure Drama	\$	81.25
Moonlight Embroidery & Screen Print	Supplies Wrestling Girls	\$	250.00
Moonlight Embroidery & Screen Print	Miscellaneous Expenditure Drama	\$	268.00
Moonlight Embroidery & Screen Print	Miscellaneous Expenditure Wrestling Boys	\$	1,103.75

Moonlight Embroidery & Screen Print	Miscellaneous Expenditure Wrestling Girls	\$	240.00
Moonlight Embroidery & Screen Print	Miscellaneous Expenditure Mock Trial	\$	191.00
Moonlight Embroidery & Screen Print	Miscellaneous Expenditure Wrestling Girls	\$	540.00
Morgan Walker	Mileage Paid to Staff	\$	46.55
Morris Press & Office Supplies	Supplies Office of the Principal	\$	175.00
n2y, LLC	Tech Supplies Behavior Disorder	\$	132.28
Natasha Hahn	Travel Art	\$	84.00
National Insurance Marketing Brokers LLC	Professional Services Pro Development Human Re	\$	2,101.50
NCSANebraska Council of School Admin	Dues and Fees Office of the Principal	\$	1,466.00
NCSANebraska Council of School Admin	Dues and Fees Office of the Principal	\$	205.00
NCSANebraska Council of School Admin	Employee Training and Development Services	\$	734.00
Nebraska Art Teachers Association	Employee Training Office of the Principal	\$	145.00
Nebraska Choral Directors Association	Miscellaneous Expenditure Music Choral Student	\$	575.00
Nebraska Choral Directors Association	Supplies Vocal Music	\$	200.00
Nebraska Music Education Assoc	Supplies Orchestra	\$	30.00
Nebraska Public Power District	Electricity	\$	59,005.37
Nebraska Safety Center	Professional Services Regular Education Transpor	\$	500.00
Noah Mastel	Other Technical Servic Athletic Administration	\$	124.00
Norfolk High School	Dues and Fees	\$	225.00
Northwestern Energy	Natural Gas	\$	4,416.55
NSAA	Miscellaneous Expenditure	\$	2,151.50
NSAA	Miscellaneous Expenditure	\$	474.28
Omaha Marriott Downtown	Travel Coordinator	\$	1,194.00
Omaha Marriott Downtown	Travel Pyschologist	\$	796.00
Omaha Marriott Downtown	Travel Board of Education	\$	728.00
Omaha Marriott Downtown	Employee Training and Development Services	\$	122.00
One Source	Professional Services Pro Development Human Re	\$	362.45
PEP CO, Inc.	Professional Services Care & Upkeep of Grounds	\$	885.00
Perry Swarm	Professional Services Boys Wrestling	\$	150.00
Phi Beta Mu Int Bandmasters Fraternity	Employee Training and Development Services	\$	25.00
Platte Valley Communications	TechnologyRelated Hardware Maintenance of Build	\$	1,300.00
PowerSchool	Technology Software Human Resources	\$	7,834.75
Prairie View Roofing & Development LLC	Repairs & Maintenance Services Maintenance Of Bu	\$	1,925.00
Premier Rental Purchase	Supplies Regular Instruction	\$	399.00
Premier Rental Purchase	Supplies Technology	\$	369.00
Proquest LLC	AudioVisual Materials AudioVisual	\$	2,152.52
Qdoba Mexican Grill	Miscellaneous Expenditure Music Band	\$	2,233.30
Quill Corporation	Supplies Regular Instruction	\$	10.96
Quill Corporation	Supplies Fiscal Services	\$	70.66
Raghad Elfawal	Advertising	\$	120.00
Rapid Consulting LLC	Other Communication Maintenance of Buildings	\$	81.94
Raven Stewart	Mileage Paid to Staff	\$	30.73
Reading with TLC	Supplies Early Childhood	\$	107.93
Reanna Paige Moore	Professional Services Sixpence Community Grant	\$	125.00
Rhonda Moseley	Mileage Paid to Staff	\$	26.60
RockIT Event Pros LLP	Supplies	\$	1,108.86
Rubye Jeannette Baker	Professional Services Sixpence Community Grant	\$	225.00
Rutt's Heating & Air Conditioning Inc	Repairs & Maintenance Services Maintenance Of Bu	\$	3,520.65
Sadie Uhing	Mileage Paid to Staff Fiscal Services	\$	262.78
Sara Langan	Mileage Paid to Staff	\$	93.80
Sara Langan	Mileage Paid to Staff	\$	16.73

Sarah Alvanado	Professional Services Sixpence Community Grant	\$	125.00
Scholastic Book Fairs	Miscellaneous Expenditure	\$	164.92
School Nutrition Association	Dues and Fees	\$	171.50
School Pride	Miscellaneous Expenditure Wrestling Boys	\$	35.00
School Social Work Association of Ne	Dues and Fees	\$	75.00
Scott Krause	Supplies Wrestling Boys	\$	47.38
Shane Smith	Other Technical Servic Athletic Administration	\$	124.00
Shanna Schulte	Postage Fiscal Services	\$	56.30
Shelia Sanford	Mileage Paid to Staff	\$	64.63
Sheridan Swotek	Supplies Agriculture	\$	115.34
SherwinWilliams	Supplies Maintenance of Buildings	\$	179.09
Shiffler Equipment Sales Inc OHIO	Supplies Regular Instruction	\$	1,042.23
SignGlasses LLC	Contracted Educational Hearing Handicapped	\$	2,100.00
Smiling Faces Academy, Inc.	Professional Services Sixpence Home 1	\$	1,515.00
Smiling Faces Academy, Inc.	Professional Services Sixpence Community Grant	\$	1,822.60
Sodexo, Inc & Affiliates	Miscellaneous Expenditure Board of Education	\$	460.98
SOS Portable Toilets, Inc	Professional Services Cross Country/Boys	\$	710.00
Soundtrap US Inc	Supplies Vocal Music	\$	784.00
SpartanNash Family Fresh	Supplies FCS	\$	330.55
Spracklin Chiropractic	Drug Testing Regular Education Transportation	\$	180.00
Spracklin Chiropractic	Physicals Regular Education Transportation	\$	100.00
Stelling Brass & Winds	Miscellaneous Expenditure Music Band	\$	3,091.83
Stelling Brass & Winds	Supplies Band	\$	6,918.62
Stelling Brass & Winds	Miscellaneous Expenditure Music Band	\$	4,602.38
Stepping Stones Group LLC	Contracted Educational Contracted Services	\$	7,150.00
Stepping Stones Group LLC	Contracted Educational	\$	7,150.00
Summer Lukasiewicz	Professional Services	\$	221.00
Taylor Lebsock Churchill	Professional Services Sixpence Community Grant	\$	225.00
Taylor Runge	Travel Pyschologist	\$	377.91
Terri Bruntz	Professional Services Sixpence Community Grant	\$	225.00
The Lockmobile	Professional Services Care & Upkeep of Grounds	\$	27.50
The Lockmobile	Supplies Care and Upkeep of Grounds	\$	314.75
Thrasher Inc.	Repairs & Maintenance Services Maintenance Of Bu	\$	12,845.14
Tiffany Stoiber	Professional Services	\$	150.00
Tisha Thacker	Dues and Fees Swimming	\$	50.00
Tools to Grow, Inc	Tech Supplies OT Related Services	\$	66.99
Trade Well Pallet Inc.	Supplies Care and Upkeep of Grounds	\$	1,870.00
Trane	Repairs & Maintenance Services Maintenance Of Bu	\$	846.25
Trane	Supplies Maintenance of Buildings	\$	1,018.29
Ty Schall	Miscellaneous Expenditure TennisBoys	\$	1,000.00
Tyler Technologies Inc	Technology Software Fiscal Services	\$	4,740.00
Tyler Technologies Inc	Professional Services Regular Education Transpor	\$	2,460.00
ULINE	Supplies Care and Upkeep of Grounds	\$	720.45
UNICO	Miscellaneous Expenditure	\$	400.00
US Bank Cardmember Service	Supplies Regular Instruction	\$	4,088.28
US Bank Cardmember Service	Supplies Regular Instruction	\$	59.88
US Bank Cardmember Service	Supplies English	\$	330.00
US Bank Cardmember Service	Supplies Math	\$	100.00
US Bank Cardmember Service	Supplies Industrial Art	\$	1,367.82
US Bank Cardmember Service	Supplies Art	\$	198.00
US Bank Cardmember Service	Travel	\$	1,015.86

US Bank Cardmember Service	Supplies Vocal Music	\$	153.08
US Bank Cardmember Service	Dues and Fees Vocal Music	\$	649.00
US Bank Cardmember Service	Dues and Fees Orchestra	\$	106.00
US Bank Cardmember Service	Transportation Charges Band	\$	178.07
US Bank Cardmember Service	Supplies Band	\$	37.44
US Bank Cardmember Service	Supplies FCS	\$	26.34
US Bank Cardmember Service	Dues and Fees Transition	\$	188.00
US Bank Cardmember Service	Travel Supervision	\$	22.74
US Bank Cardmember Service	Supplies Resource	\$	102.00
US Bank Cardmember Service	Supplies Behavior Disorder	\$	79.61
US Bank Cardmember Service	Supplies Guidance Services	\$	89.99
US Bank Cardmember Service	Transportation Charges Drama	\$	24.50
US Bank Cardmember Service	Employee Training and Development Services	\$	6,654.58
US Bank Cardmember Service	Employee Training and Development Services	\$	2,980.46
US Bank Cardmember Service	Employee Training and Development Services	\$	811.08
US Bank Cardmember Service	Supplies Library	\$	14.62
US Bank Cardmember Service	Technology Software Technology	\$	1,723.18
US Bank Cardmember Service	Travel Executive Administration	\$	152.24
US Bank Cardmember Service	Miscellaneous Expenditure Executive Administrati	\$	166.43
US Bank Cardmember Service	Advertising Communications	\$	746.33
US Bank Cardmember Service	Dues and Fees Office of the Principal	\$	320.00
US Bank Cardmember Service	Professional Services Pro Development Human Re	\$	180.00
US Bank Cardmember Service	Dues and Fees Human Resources	\$	99.00
US Bank Cardmember Service	Rentals of Equipment and Vehicles Maintenance of	\$	330.00
US Bank Cardmember Service	Supplies Maintenance of Buildings	\$	1,221.20
US Bank Cardmember Service	Tires and Parts Non Student Vehicles	\$	1,879.58
US Bank Cardmember Service	Professional Services Regular Education Transpor	\$	2,502.35
US Bank Cardmember Service	Travel Regular Education Transportation	\$	343.64
US Bank Cardmember Service	Travel Sixpence Home 1	\$	5,432.79
US Bank Cardmember Service	Employee Training & Development Perkins	\$	1,270.20
US Bank Cardmember Service	Supplies Fed Vocational&Applied Tech Ed(Perkins)	\$	2,962.99
US Bank Cardmember Service	Travel Activities Director	\$	70.20
US Bank Cardmember Service	Other Technical Servic Athletic Administration	\$	58.65
US Bank Cardmember Service	Travel Athletic Admin Pass Thru	\$	877.68
US Bank Cardmember Service	Miscellaneous Expenditure Athletic Administratio	\$	21.39
US Bank Cardmember Service	Miscellaneous Expenditure Advertising	\$	34.75
US Bank Cardmember Service	Supplies Tennis Boys	\$	828.51
US Bank Cardmember Service	Supplies Wrestling Boys	\$	101.56
US Bank Cardmember Service	Miscellaneous Expenditure Boys Wrestling	\$	28.83
US Bank Cardmember Service	Supplies Wrestling Girls	\$	101.54
US Bank Cardmember Service	Supplies Baseball	\$	874.13
US Bank Cardmember Service	Miscellaneous Expenditure Bearcat Design/Corner	\$	1,185.47
US Bank Cardmember Service	Miscellaneous Expenditure Cheerleaders	\$	125.00
US Bank Cardmember Service	Miscellaneous Expenditure Construction Tech Fund	\$	666.95
US Bank Cardmember Service	Other Technical Services DECA	\$	48.02
US Bank Cardmember Service	Miscellaneous Expenditure DECA	\$	295.00
US Bank Cardmember Service	Miscellaneous Expenditure Drama	\$	290.00
US Bank Cardmember Service	Miscellaneous Expenditure FBLA	\$	291.30
US Bank Cardmember Service	Miscellaneous Expenditure FCCLA	\$	84.00
US Bank Cardmember Service	Other Technical Services FFA	\$	55.14
US Bank Cardmember Service	Miscellaneous Expenditure FFA	\$	957.72

US Bank Cardmember Service	Dues and Fees HOSA	\$	624.00
US Bank Cardmember Service	Miscellaneous Expenditure Key Club	\$	288.00
US Bank Cardmember Service	Miscellaneous Expenditure Media Library	\$	1,215.47
US Bank Cardmember Service	Miscellaneous Expenditure Music Band	\$	521.99
US Bank Cardmember Service	Miscellaneous Expenditure Music Music Honor So	\$	1,676.00
US Bank Cardmember Service	Miscellaneous Expenditure Music Vocal	\$	110.00
US Bank Cardmember Service	Other Technical Services One Act Play	\$	73.62
US Bank Cardmember Service	Other Technical Services Skills USA	\$	76.37
US Bank Cardmember Service	Miscellaneous Expenditure STRIV TV	\$	511.74
US Bank Cardmember Service	Miscellaneous Expenditure Volleyball	\$	2,368.63
US Bank Cardmember Service	Miscellaneous Expenditure Basketball Girls	\$	706.20
US Bank Cardmember Service	Miscellaneous Expenditure Golf Boys	\$	4,385.07
US Bank Cardmember Service	Miscellaneous Expenditure	\$	96.66
US Foods Inc	Food	\$	2,359.00
Ventris Learning LLC	Supplies Regular Instruction	\$	301.00
Verizon Wireless	Purchased Service Telephone	\$	39.94
Verne Simmonds Company	Supplies Maintenance of Buildings	\$	228.74
Vestis	Uniforms Operations of Buildings	\$	1,676.74
Vestis	Uniforms Regular Education Transportation	\$	95.56
Victoria du Preez	Professional Services Sixpence Home 1	\$	29.89
VVS, Inc	Supplies Regular Instruction	\$	667.98
Wade Finley	Other Technical Servic Athletic Administration	\$	124.00
Walmart Community BRC	Supplies	\$	5,620.57
Walmart Community BRC	Supplies Behavior Disorder	\$	75.42
WILKINS ArchitectureDesignPlanning	Architect	\$	8,814.00
WILKINS ArchitectureDesignPlanning	Architect	\$	2,024.00
Wooly Learning Inc	Miscellaneous Expenditure Spanish Club	\$	378.10
WPS Western Psychological Services	Supplies Psychologist	\$	88.00
WPS Western Psychological Services	Supplies OT Related Services	\$	580.80
Wyhe's Choice Fundraising	Miscellaneous Expenditure Music Band	\$	6,471.50
Wyhe's Choice Fundraising	Miscellaneous Expenditure Music Band	\$	5,347.50
Wyhe's Choice Fundraising	Miscellaneous Expenditure Music Vocal	\$	6,070.50
Yandas Music	Miscellaneous Expenditure Music Band	\$	1,176.84
Yandas Music	Miscellaneous Expenditure Music Orchestra	\$	52.00
Yandas Music	Miscellaneous Expenditure Drama	\$	1,100.00
Yandas Music	Supplies Band	\$	258.14
Yandas Music	Supplies Technology	\$	4,309.94
York High School	Miscellaneous Expenditure	\$	115.00
Zane Blumenkamp	Professional Services	\$	150.00

**SPECIAL BUILDING FUND and QCPUF**

**CLAIMS TO REPORT FOR DECEMBER 2025**

<b>VENDOR</b>	<b>DESCRIPTION</b>		<b>AMOUNT</b>
All City Garage Door LLC	Construction Services	\$	592.33
All City Garage Door LLC	Construction Services	\$	592.33
All City Garage Door LLC	Construction Services	\$	592.33
All City Garage Door LLC	Construction Services	\$	592.33
All City Garage Door LLC	Construction Services	\$	592.33
All City Garage Door LLC	Construction Services	\$	592.33
All City Garage Door LLC	Construction Services	\$	592.34
All City Garage Door LLC	Construction Services	\$	592.34
All City Garage Door LLC	Construction Services	\$	592.34

BD Construction	Building Acquisitions and Improvements	\$ 5,752.46
BD Construction	Construction Services	\$ 557,523.06
BD Construction	Construction Services	\$ 197,920.49
BD Construction	Construction Services	\$ 29,134.43
BD Construction	Construction Services	\$ 29,134.43
BD Construction	Construction Services	\$ 29,134.43
BD Construction	Construction Services	\$ 29,134.43
BD Construction	Construction Services	\$ 29,134.43
BD Construction	Construction Services	\$ 29,134.43
BD Construction	Construction Services	\$ 13,263.92
BD Construction	Construction Services	\$ 29,134.43
BD Construction	Construction Services	\$ 29,134.43
BD Construction	Construction Services	\$ 29,134.43
BOKF, National Association	Redemption of Principal	\$ 6,572,984.06
Latitude Signage + Design	Construction Services	\$ 1,025.00
MidState Engineering and Testing Inc	Construction Services	\$ 17.77
MidState Engineering and Testing Inc	Construction Services	\$ 17.77
MidState Engineering and Testing Inc	Construction Services	\$ 17.78
MidState Engineering and Testing Inc	Construction Services	\$ 17.78
MidState Engineering and Testing Inc	Construction Services	\$ 17.78
MidState Engineering and Testing Inc	Construction Services	\$ 17.78
MidState Engineering and Testing Inc	Construction Services	\$ 17.78
MidState Engineering and Testing Inc	Construction Services	\$ 17.78
MidState Engineering and Testing Inc	Construction Services	\$ 17.78
Nebraska Solar Providers LLC	Other Equipment	\$ 47,778.04
Trane	Construction Services	\$ 42,690.50
Trane	Construction Services	\$ 17,222.00
Trane	Construction Services	\$ 17,222.00
Trane	Construction Services	\$ 17,222.00
Trane	Construction Services	\$ 17,222.00
Trane	Construction Services	\$ 17,222.00
Trane	Construction Services	\$ 17,222.00
Trane	Construction Services	\$ 10,455.00
Trane	Construction Services	\$ 17,222.00
Trane	Construction Services	\$ 17,223.00
Trane	Construction Services	\$ 17,223.00
WILKINS ArchitectureDesignPlanning	Construction Services	\$ 8,223.33
WILKINS ArchitectureDesignPlanning	Construction Services	\$ 8,223.33
WILKINS ArchitectureDesignPlanning	Construction Services	\$ 8,223.34
WILKINS ArchitectureDesignPlanning	Construction Services	\$ 287.33
WILKINS ArchitectureDesignPlanning	Construction Services	\$ 287.33
WILKINS ArchitectureDesignPlanning	Construction Services	\$ 287.33
WILKINS ArchitectureDesignPlanning	Construction Services	\$ 287.33
WILKINS ArchitectureDesignPlanning	Construction Services	\$ 287.33
WILKINS ArchitectureDesignPlanning	Construction Services	\$ 287.34
WILKINS ArchitectureDesignPlanning	Construction Services	\$ 287.34
WILKINS ArchitectureDesignPlanning	Construction Services	\$ 287.34
WILKINS ArchitectureDesignPlanning	Construction Services	\$ 287.34

## TREASURER'S REPORT

### General Account - NebraskaLand National Bank Month Ending November 30, 2025

#### Per Bank

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NebraskaLand Bank	November 30, 2025	\$	16,299,679.14
Less Outstanding Checks		\$	(38,997.30)
Less Outstanding Other Disbursements		\$	(3.70)
Plus Outstanding Deposits		\$	15,434,734.37
Adjustment			
Ending Balance		\$	<u>31,695,412.51</u>

#### Per Books

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Beginning Balance	November 30, 2025	\$	39,733,134.58
Plus Receipts		\$	2,585,221.22
Less Expenditures		\$	(10,622,943.29)
Less Returned Checks			
Adjustment		\$	-
Voided Checks		\$	-
Ending Book Balance	November 30, 2025	\$	<u>31,695,412.51</u>

**Flex Spending Account Balance**

**\$32,686.25**

## School District 7

### Fund Balances

Fiscal Year: 2025-2026

Month: November  
 Year: 2025  
 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	\$27,399,059.20	\$16,154,765.83	(\$21,168,821.80)	\$0.00	\$22,385,003.23	\$23,340,400.48	(\$955,397.25)
02	Depreciation Fund	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
03	Employee Benefit Fund	\$48,081.40	\$0.00	\$0.00	\$0.00	\$48,081.40	\$48,081.40	\$0.00
05	Activities Fund	\$2,882,623.51	\$1,065,919.94	(\$960,711.90)	\$0.00	\$2,987,831.55	\$2,991,575.41	(\$3,743.86)
06	School Nutrition Fund	\$1,729,774.04	\$1,138,534.40	(\$1,394,743.14)	\$0.00	\$1,473,565.30	\$1,547,461.21	(\$73,895.91)
07	Bond Fund	\$10,816,261.93	\$2,339,051.28	\$0.00	\$0.00	\$13,155,313.21	\$13,155,313.21	\$0.00
08	Special Building Fund	\$10,951,614.69	\$1,259,740.87	(\$5,819,111.35)	\$0.00	\$6,392,244.21	\$6,392,244.21	\$0.00
09	Qualified Capital Fund	\$5,349,835.59	\$343,160.74	(\$2,615,326.36)	\$0.00	\$3,077,669.97	\$3,077,669.97	\$0.00
10	Coop Fund	\$97,978.34	\$26,561.41	(\$31,482.97)	\$0.00	\$93,056.78	\$96,185.66	(\$3,128.88)
12	Student Fee Fund	\$362,401.62	\$49,575.30	(\$74,827.55)	\$0.00	\$337,149.37	\$337,567.44	(\$418.07)
<b>Grand Total:</b>		<b>\$59,637,630.32</b>	<b>\$22,377,309.77</b>	<b>(\$32,065,025.07)</b>	<b>\$0.00</b>	<b>\$49,949,915.02</b>	<b>\$50,986,498.99</b>	<b>(\$1,036,583.97)</b>

End of Report

## FY26 KPS Revenue and Expense Report Compared to Budget

DATE: November 2025

Percent of FY Completed

25.00%

		TOTAL				TOTAL			
	<u>FY 2026</u>	<u>BUDGET</u>	%	<u>FY 2025</u>		<u>FY 2026</u>	<u>BUDGET</u>	%	<u>FY 2025</u>
<b><u>GENERAL FUND</u></b>					<b><u>SCHOOL NUTRITION FUND</u></b>				
Revenue:	\$16,154,765.83	\$72,901,916.00	22%	\$21,253,408.64	Revenue:	\$1,138,534.40	\$3,537,682.00	32%	\$1,111,020.20
Expense:	<u>\$21,168,821.80</u>	\$83,872,392.00	25%	\$21,392,941.88	Expense:	<u>\$1,394,743.14</u>	\$5,068,263.00	28%	\$1,352,485.39
Net:	-\$5,014,055.97				Net:	-\$256,208.74			
 					<b><u>BOND FUND</u></b>				
100 Supt.	\$138,166.36	\$250,000.00	55%	\$115,731.54	Revenue:	\$2,339,051.28	\$7,144,000.00	33%	\$2,319,217.80
103 Comm	\$10,189.47	\$100,000.00	10%	\$8,271.19	Expense:	<u>\$0.00</u>	\$18,119,848.00	0%	\$6,518,080.81
211 Dir PK-5	\$61,949.03	\$400,000.00	15%	\$70,462.06	Net:	\$2,339,051.28			
220 Sped	\$186,709.68	\$1,200,000.00	16%	\$199,686.26	<b><u>BUILDING FUND</u></b>				
230 Media	\$0.00	\$29,000.00	0%	\$3,430.46	Revenue:	\$1,259,740.87	\$5,957,882.00	21%	\$315,666.11
240 Dir SS&S	\$62,295.71	\$750,000.00	8%	\$60,164.92	Expense:	<u>\$5,819,111.35</u>	\$19,769,231.00	29%	\$1,623,309.39
270 Dir 6-12	\$92,326.25	\$1,200,000.00	8%	\$359,555.08	Net:	-\$4,559,370.48			
310 Personnel	\$91,341.20	\$275,000.00	33%	\$114,807.70	<b><u>QCPUF FUND</u></b>				
320 Technology	\$191,522.09	\$1,750,000.00	11%	\$353,774.40	Revenue:	\$343,160.74	\$1,729,125.00	20%	\$592,366.99
400 Principals	\$322,388.69	\$1,041,000.00	31%	\$344,237.90	Expense:	<u>\$2,615,326.36</u>	\$6,946,615.00	38%	\$3,002,269.99
510 Finance	\$730,428.73	\$4,030,522.83	18%	\$1,006,138.52	Net:	-\$2,272,165.62			
550 Facilities	\$602,174.52	\$4,000,000.00	15%	\$1,354,347.64	<b><u>COOP FUND</u></b>				
560 Utilities	\$264,379.02	\$1,000,000.00	26%	\$251,837.51	Revenue:	\$26,561.41	\$250,000.00	11%	\$131,468.69
570 Transport.	\$206,828.89	\$400,000.00	52%	\$105,970.11	Expense:	<u>\$31,482.97</u>	\$327,285.00	10%	\$83,747.93
910 Payroll	\$17,710,003.82	\$65,391,869.17	27%	\$16,638,691.58	Net:	-\$4,921.56			
931 Substitutes	\$465,774.90	\$2,000,000.00	23%	\$385,621.95	<b><u>STUDENT FEE FUND</u></b>				
941 Overtime	<u>\$32,343.44</u>	<u>\$55,000.00</u>	59%	<u>\$20,213.06</u>	Revenue:	\$49,575.30	\$200,000.00	25%	\$23,227.51
	\$21,168,821.80	\$83,872,392.00	25%	\$21,392,941.88	Expense:	<u>\$74,827.55</u>	\$570,381.00	13%	\$61,870.07
<b><u>DEPRECIATION FUND</u></b>					<b><u>TOTAL REVENUE</u></b>				
Revenue:	\$0.00	\$0.00 -		\$0.00	\$22,377,309.77	\$95,903,731.40	23%	\$26,560,228.80	
Expense:	<u>\$0.00</u>	\$0.00 -		\$315,498.48	<b><u>TOTAL EXPENSES</u></b>				
Net:	\$0.00				\$32,065,025.07	\$139,222,096.40	23%	\$35,933,603.40	
 					<b><u>EMP. BENEFIT FUND</u></b>				
Revenue:	\$0.00	\$48,081.40	0%	\$0.00					
Expense:	<u>\$0.00</u>	\$48,081.40	0%	\$0.00					
Net:	\$0.00								
 					<b><u>ACTIVITIES FUND</u></b>				
Revenue:	\$1,065,919.94	\$4,135,045.00	26%	\$813,852.86					
Expense:	<u>\$960,711.90</u>	\$4,500,000.00	21%	\$1,583,399.46					
Net:	\$105,208.04								

Bearcat Diner Financial Statement for Month Ending November 2025

<b>Receipts:</b>		<b>Budget</b>	<b>Month End</b>	<b>Year-to-Date</b>	<b>% of Budget</b>	<b>2024-2025%</b>
Federal Reimbursement	\$	1,631,713.83	\$ 279,871.15	\$ 483,267.45	29.62%	38.58%
Sale of Lunches -Pupils	\$	9,500,000.00	\$ 150,701.49	\$ 492,897.00	5.19%	36.20%
Other Income	\$	38,500.00	\$ 559.89	\$ 4,034.77	10.48%	37.81%
District Support				\$ -		
<b>Total:</b>	\$	2,640,213.00	\$ 431,132.53	\$ 729,910.71	27.65%	37.59%
<b>Expenditures:</b>						
Salaries/Fringe	\$	2,262,628.92	\$ 267,623.79	\$ 267,623.79	11.83%	31.31%
Food Items	\$	2,239,717.94	\$ 182,045.21	\$ 592,177.06	26.44%	33.67%
Equipment	\$	216,000.00	\$ -	\$ 15,194.38	7.03%	41.29%
Supplies,Repairs and Other	\$	76,750.00	\$ 1,104.62	\$ 10,297.44	13.42%	21.40%
<b>Total:</b>	\$	2,532,467.94	\$ 183,149.83	\$ 617,668.88	24.39%	32.59%
<b>Revenue Over/Under Expenses</b>			\$ (19,641.09)	\$ (102,117.74)		
<b>Beginning Balance</b>	\$	2,358,125.00		\$ (102,117.74)		
<b>Ending Balance</b>	\$	2,358,125.00				\$ 1,729,774.04
<b>Federal Money Due</b>			\$ 279,871.15			
<b>Accounts Receivable &lt; \$50.00</b>			\$ (75,165.46)			
<b>Accounts Receivable &gt; \$50.00</b>			\$ (6,964.56)			

**Annual Board Report**  
**Kearney Bearcat Boosters**  
**Report as of Year Ended August 31, 2025**

**Per Checking Account:**

First National Bank #597072	9/1/2024	\$ 126,613.86
Plus: Revenues		28,608.82
Less: Expenditures		<u>(57,099.43)</u>
Checking Account Ending Balance		<u>\$ 98,123.25</u>

**Summary of Revenues and Expenditures:**

Checking account balance on	9/1/2024	\$ <u>126,613.86</u>
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Revenue September 1, 2024 - August 31, 2025

Program ads (net of printing cost)	5,524.24
Membership dues	1,875.00
Donations	2,124.08
Interest income - checking account	1,137.61
Fund raising (net of expenses):	
Volleyball tournament	6,375.00
Concessions	1,287.51
Golf tournament	6,776.00
Bottled water sponsorship	2,000.00
Tailgate parties	1,011.38
Other fund raising	498.00
Total revenues	<u>28,608.82</u>

Expenditures September 1, 2024 - August 31, 2025

Equipment & improvements	35,000.00
Scholarships	9,000.00
Awards & gifts	155.04
Bond	133.00
Nonprofit registration	28.00
Postage & box rent	221.20
Domain names	90.72
Checks printed & office supplies	73.03
Publicity - newspaper, radio, promotions	4,318.38
Spirit - sports team reimbursements	6,629.86
Other KPS support	1,450.20
Total expenditures	<u>57,099.43</u>

Checking account balance on	8/31/2025	<u>\$ 98,123.25</u>
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**PTO Budget Report**  
**Windy Hills Elementary School**  
**December 9, 2024**

**Historical Balances:**

<b><u>Month</u></b>	<b><u>Statement Balance</u></b>		
August	\$11,174.38		
September	\$8,651.93		
October	\$7,186.89		
November	\$6,466.63		
December	\$14,384.63	(actual balance is \$500 higher due to pending deposit)	

**Money Spent:**

<b><u>Date</u></b>	<b><u>Recipient</u></b>	<b><u>Reason</u></b>	<b><u>Amount</u></b>
8-19-24	Sayler Screenprinting	T-Shirts	\$460.87
9-10-24	Barney Insurance	Insurance	\$395.00
9-11-24	Jennifer Goff	Teacher reimbursment	\$49.96
9-11-24	Alicia Bauer	Teacher gifts	\$56.63
9-11-24	Darcy Week	Disney +	\$150.14
9-20-24	CopyCat	Staff Notepads	\$16.05
9-24-24	Nicole Langrud	Cookies for PT conference	\$219.41
9-25-24	Fitness Finders	Marathon Club	\$84.74
9-27-24	Jenna Atwood	PT meals	\$367.95
9-27-24	Lindsey Connot	PT meals	\$578.44
9-30-24	Jenna Atwood	PT meals	\$138.37
10-3-24	Target	Parent Teacher Conference	\$22.76
10-7-24	Office Max	Ink and paper	\$29.95
10-16-24	Buffalo Hills PTO	Marathon treats	\$49.93
10-16-24	Kearney Area Children's Museum	1/2 Rental cost	\$150.00
10-17-24	Target	Marathon treats	\$7.48
10-30-24	Target	Marathon treats	\$33.55
11-5-24	Target	Marathon treats	\$38.46
<b>12-9-24</b>	<b>Total Money Spent</b>		<b>\$2,849.69</b>

**Money Received:**

<b><u>Date</u></b>	<b><u>Reason</u></b>	<b><u>Amount</u></b>
10-16-24	T-Shirt Sponsorships	\$60.00
10-28-24	Interest	\$0.52
11-8-24	T-Shirt Sponsorships	\$7,925.00
12-7-24	T-Shirt Sponsorships	\$500.00
<b>12-9-24</b>	<b>Total Money Received</b>	<b>\$8,485.52</b>

# Annual Board Report KHS Theatre Boosters

Report as of Year Ending 2024 (September 1, 2024 - August 31, 2025)

## Per Bank Statement

First National Bank of Omaha	9/1/24	\$11,389.11
Plus Deposits		\$4,248.75
Plus Interest		\$0
Less Expenditures		\$4,920.61
Less Outstanding Checks		\$0
Statement Ending Balance	8/31/25	<u>\$10,717.25</u>

## Per Check Register

Balance of September 1, 2024	\$11,389.11
<b>Revenue Collected September 1, 2024 to August 31, 2025</b>	
Membership Dues	\$30.00
"The Lion, The Witch and The Wardrobe" Cookie/Novelty/Candy Sales	\$1,034.30
Bowlarama Fundraiser	\$755.00
"Seussical" Cookie/Novelty/Candy Sales	\$2,429.45
<b>Total Deposits</b>	<b>\$4,248.75</b>
<b>Disbursements September 1, 2024 to August 31, 2025</b>	
Booster T-Shirts	\$61.00

**"The Lion, The Witch and The Wardrobe"**

Dress Rehearsal Dinner \$207.57

Water \$43.92

Advertising \$300.00

Strike Meal \$268.71

**Give Where You Live** \$38.69

**State Thespian Festival** \$1,150.00

**Cabaret** \$64.94

**Concession Stand Equipment** \$1,355.08

**"Seussical"**

Dress Rehearsal Dinner \$392.39

Photography \$100.00

Advertising \$503.38

Strike Meal \$434.93

**Total Disbursements** \$4,920.61

Ending Balance August 31, 2025 \$10,717.25

**ARTICLE 2**

**ADMINISTRATION**

**SERIES 2000**

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## Administration

### Concept and Roles in Administration

The administration of this school system is responsible for the direction, coordination and control of students and staff in their efforts to reach educational goals adopted by the board within the guidelines established by board policy, law and employee agreements.

### Functional Principle of Administration

- A) The organization of the school staff shall be unified and directed by a single executive head – the Superintendent of Schools.

The Superintendent of Schools shall be the chief executive officer of the Kearney Public Schools. As chief executive officer of the Kearney Public Schools, the Superintendent shall have general oversight of the school system. The Superintendent shall be responsible for the efficient operation of the system in all its divisions. The Superintendent shall also exercise those duties which are mandated by the statutes and those which are specifically designated in the Policies and Regulations of the Kearney Public Schools as duties of the Superintendent.

- B) Staff organization shall be based upon a functional analysis of the services to be rendered by the school system.
- C) The Board of Education recognizes the following services or functions within the school system:
1. Policy making and legislation – functions of the Board of Education carried on with the aid of the Superintendent of Schools.
  2. Administration – a function of the administrators on all levels of the school system, unified and coordinated through the office of the Superintendent of Schools.
  3. Instruction – a service performed by teachers, counselors and librarians aided by administrative and certificated employees and their assistants.
  4. Plant operation, maintenance, construction, and transportation – functions under the direction of the Superintendent of Schools and his designee.
  5. Business affairs, to include accounting, secretarial, and clerical – services performed by secretaries, clerks, accountants, and others under the direction of the Superintendent of Schools.
- D) All administrators will be members of the leadership council, are expected to function as an effective administrative team, and shall be called upon from time to time to make reports to the board of education

Legal Reference:	79-549	Board of education; control pupils entitled to attend schools
	79-590	Board of education; selection of officers; rules and regulations; compensation

Policy adopted: 8/14/17

Revised:

KEARNEY PUBLIC SCHOOLS  
KEARNEY, NEBRASKA

AdministrationElection of Administrative Personnel

All administrative positions shall be authorized by the Board of education upon the recommendation of the Superintendent. All administrators shall be properly certified so as to conform with standards established by the Nebraska State Board of Education and shall have such training and experience as deemed appropriate by the Superintendent. Unless otherwise indicated, administrators are assigned, supervised, and evaluated by the Superintendent.

In each contract year, the Superintendent shall, by November 1st of such contract year, notify the Board President in writing if the Superintendent desires to extend this contract for one additional year. If the Superintendent does not notify the Board President in writing by November 1st, then this contract shall not be extended and shall end on the final day of the existing contract, unless both parties otherwise agree.

If the Superintendent timely submits a request to extend this contract for one additional year, then the Board shall have until December 15th of such contract year to decide whether to extend the contract. If the board votes to extend the contract for one year, or if the Board takes no action by December 15th, then this contract shall automatically be extended by one contract year. If the Board decides against extending the contract, then the contract will not extend and will automatically end on the last day of the existing contract.

Date of Adoption: \_\_\_\_\_

KEARNEY PUBLIC SCHOOLS  
KEARNEY, NEBRASKA

Administration

Job Descriptions

The Superintendent shall work with the Director of Human Resources in the preparation and maintenance of job descriptions for categories of employees, according to acceptable personnel practice.

It is important for structured decision making that the job description for each position be descriptive of the actual functions of the position.

All job descriptions will be housed with the Director of Human Resources and available for review upon request.

Policy adopted: 8/14/17  
Revised:

KEARNEY PUBLIC SCHOOLS  
KEARNEY, NEBRASKA

## Administration

### Evaluation Certificated Administrative Personnel

#### 1. Objectives

The Board recognizes that the roles of a school superintendent, principal, assistant principal, and other certificated administrative personnel of the School District (hereinafter collectively referred to as "Administrators") are varied and complex requiring an appraisal process that accurately measures performance and provides support for the continued growth and improvement of the Administrator. The general job description and an evaluation instrument with performance standards for each administrative position shall be promulgated under the direction of the Superintendent, approved by the Board of Education, and provided to the affected Administrator. The appraisal process for each Administrator and administrative position shall serve these purposes:

- a. To raise the quality of administration and educational service to the children of our community.
- b. Clarify for the Administrators their respective role in the school system as seen by the Board.
- c. Clarify for all Board members the role of the administration and the immediate priorities among each Administrator's responsibilities.
- d. Develop harmonious working relationships between the Board, administrative supervisors, and each Administrator.
- e. Aid the individual Administrator to grow professionally.

The evaluation of administrative performance is intended to be a cooperative and continuing process designed to improve the quality of the educational program.

#### 2. General Procedures

The formal Administrator appraisal is based primarily upon the procedures and processes defined below. The procedures provide for a consistent and equitable appraisal of important aspects of the Administrator's duties and responsibilities. They do not, however, specifically include the total range of expectations of the effective performance of the administrative duties of each administrative position or the Administrator assigned to such position. As a result, additional data and information related to the respective administrative role may be utilized to generate a comprehensive appraisal.

#### 3. Appraisal Cycle

Administrators with three or fewer years of administrative experience in the District will be observed and evaluated at least once each semester, except the Superintendent, who shall be observed and evaluated by the Board of Education once each semester in the first contract year of employment, and once per year each contract year thereafter. Administrators with more than three years of administrative experience in the District will be evaluated at least once each school year. Observations and evaluations of greater frequency or number than required may be conducted and made at the request of the Administrator or in the discretion of the appraiser.

The appraisal cycle and appraisal process for a permanent Administrator is intended for the direction of the responsible appraiser. A failure to complete evaluations within the designated cycle or in the manner directed by this policy shall not give the permanent Administrator rights, but may be addressed in evaluating the responsible appraiser's performance.

The entire instructional period for Administrators cannot be defined in terms of an instructional period and shall be satisfied by the actual observation of an Administrator's work for no less than fifty (50) minutes (cumulative) during the time periods being evaluated.

#### 4. Appraisal Process

The appraisal process is the responsibility of the Administrator and the Administrator's immediate supervisor as determined by the Board of Education and/or the Superintendent, provided that the supervisor of the Superintendent shall be the Board of Education. In the event the responsible appraiser has not initiated the appraisal process within the time or in the manner required, the Principal has the responsibility to timely notify the responsible appraiser.

Performance standard categories set forth in the evaluation instrument for each administrative position, as adopted and amended from time-to-time, shall serve as the basis for the informal job-target-based formative appraisal and the formal summative appraisal. During the formal summative appraisal, data is collected as required to provide a basis for appraising the performance categories. Data collection may include, but is not limited to, surveys (formal or informal information gathering from staff, students, parents, community members, and other Administrators), statistics received by routine reports; statistics generated by reports specifically designed for the appraisal; review of sample written materials of the Administrator (such as, for example, a principal's evaluations of teachers) and observations of performance. The Administrator may be assigned responsibility to assist with data collection and shall have the duty to provide such assistance as is requested.

The collected data along with the professional opinions of the responsible appraiser shall serve as the basis for the final appraisal report.

#### 5. Final Formal Summative Evaluation

The appraisal process culminates in a final formal summative evaluation. The final formal summative evaluation consists of a rating of each performance category identified in the evaluation instrument, identification of whether the Administrator's performance meets or does not meet district standards of performance, a list of deficiencies in the Administrator's performance, suggestions and plans for improvement to assist the Administrator in overcoming such deficiencies, and follow-up evaluations as appropriate in order to correct performance below district standards. As a professional, the Administrator may be assigned responsibility to provide suggestions for improvement plans or similar job growth strategies and shall have the duty of complying with such requests. Further, in the event improvement plans or other similar performance measures are implemented, the Administrator shall have the duty to comply with such plans. The Administrator is expected to be cooperative, professional, and to exhibit a willingness to improve performance and to accept the constructive criticisms and suggestions of the appraiser.

## Administration

### Line of Authority

Each teacher or other employee of the School District shall be under the general direction of the Superintendent, but shall be under the immediate supervision of the building Principal or other designated supervisor.

### The Principalship

1. The elementary and secondary schools shall be under the direct administrative and supervisory control of the designated principals.
2. Principals shall perform all duties pertaining to their positions under the immediate supervision of the Superintendent or his or her designee.

AdministrationStaff Handbooks

The Superintendent shall have the authority to establish staff handbooks. The handbooks may define the duties of all school employees; define responsibilities, duties and policies concerning the relation of personnel to the administration, the community and the students; shall list the responsibilities of the administration to the staff together with staff welfare measures; shall list general policies pertaining to students and may contain other information that the superintendent deems relevant. If there is any conflict between staff handbooks and Board Policy, Board Policy will supersede staff handbooks.

All staff may be furnished or be provided access to a handbook at the beginning of each school year. Should a circumstance present itself that is not covered by the provisions of the staff handbook applicable to a specific employee, reference should be made to Board policy.

Policy adopted: 8/14/17

Revised:

KEARNEY PUBLIC SCHOOLS  
KEARNEY, NEBRASKA

## Administration

### Administrative Action in Absence of Policy

If a situation demanding a decision is not covered by an existing law, policy, or by regulations, the Superintendent or the Superintendent's designee is empowered to make the decision deemed best in the Superintendent's or the Superintendent's designee's professional judgment.

Decisions made in the absence of needed policy shall be reported to the Board and, when appropriate, the Superintendent shall develop recommended policy to deal with similar matters in the future.

### Administrative Actions in Emergencies

In any crises or emergency circumstances, the immediate concern is securing the safety and welfare of students and staff. A second priority, if appropriate, will be the securing and salvaging of property. The superintendent of schools will be in charge of administering and monitoring any emergency event, except that if the situation is confined to a particular building, the principal will be in charge with the superintendent of schools advising on necessary decisions. Once the nature of the emergency is determined and the immediate concerns for students and staff are addressed, the superintendent of schools will, in no particular order:

1. Alert board members.
2. Decide whether or not to convene or postpone school, with attendant adjustments in transportation and activity schedules.
3. Determine the need to involve other agencies and/or officials (e.g., police, fire and emergency personnel, counseling services, insurance representatives). All administrators will maintain an accessible, emergency phone list.
4. Notify students, staff, and patrons via appropriate media.

Inclement Weather: In the event of bad weather, or other circumstance in which the safety of students would be endangered by attending school, the superintendent of schools will make the decision to cancel or delay the start of school and whether or not staff are to report for duty. When school is canceled, ordinarily all after-school activities will be canceled. Any decision to the contrary must have the superintendent of school's permission and include provision for communicating with all affected parties in a timely manner. Weather information will be sought from current weather station reports and consultation with the transportation director and other area superintendents. The decision to cancel school will be made as early as possible. A system will be developed to alert the staff, and the superintendent of schools shall inform appropriate television and radio stations and request that they make the appropriate announcement to the local media. The board of education will determine in the spring whether time missed for inclement weather or other emergency school closings should be made up.

Fire, Tornado, Gas Leaks: Principals shall keep current drill and evacuation plans, to include alternate location/s, and publish them in staff and student handbooks. Teachers will post said plans in their classrooms and educate students on their implementation.

Student or Staff Deaths: When notice is received of a student or staff death, the involved administrators will inform and consult with the Superintendent. Ordinarily school will be convened; however, appropriate modifications in daily school activities which are sensitive to the incident will be made. Further, if deemed necessary, a crisis intervention team will be made available, in conjunction with school counseling services, to provide assistance to students and staff. Substitute teachers will be employed if deemed appropriate. School officials will attempt to balance funeral accommodations with the need to convene school with minimal disruption.

Policy adopted: 8/14/17  
Revised:

KEARNEY PUBLIC SCHOOLS  
KEARNEY, NEBRASKA

## Wand Detectors

To ensure that school buildings remain safe and free from dangerous objects, the Board of Education hereby authorizes the use of handheld metal detectors or similar devices (such as wands and sensors) to conduct lawful searches, including reasonable, and non-intrusive screenings of students, staff, and visitors on school grounds, in a school vehicle, or at a school activity. The following procedures will be implemented for handheld metal detectors and similar devices at Kearney Public Schools:

1. Prior to any student being screened by a metal detector or similar devices, the District will provide written notice to all students and parents about the possible use of handheld metal detectors in school. Said notice will be included in the student handbook and will be available upon request.
2. District staff who have been trained or are authorized to use a metal detector or similar device may conduct screenings based on reasonable suspicion. Trained staff may include administrators, safety/security personnel, and other designated staff members as approved by the Superintendent or designee.
3. District staff, to include Director of Student Services & Safety and/or Building Administrators, may participate in training on the use of hand-held metal detectors provided by the district Safety Coordinators or law enforcement.
4. Any individual subject to a metal detector screening must bring their personal belongings (coat, backpack, purse, gym bag, and the like) to the location where the screening will be performed. Said items may be subject to a metal detector screening, but personal belongings will not be opened or searched without reasonable suspicion.
5. All persons subject to a metal detector screening are required to remove any metal or dangerous objects from their person and/or personal belongings prior to the screening. After removing any such metal or dangerous objects, the person will be subjected to the metal detector screening.
6. If the metal detector activates during a screening, then such a person will be subject to additional screening and/or further search by District personnel or law enforcement.
7. Any person found to be in possession of a firearm or other dangerous weapon will be immediately removed from school grounds and may be subject to arrest and/or disciplinary action pursuant to applicable law and Student Code of Conduct.
8. Any student who refuses to submit to a search consistent with these procedures may be subject to a search of his/her personal and belongings, and any other appropriate disciplinary action by school administration. Other persons (such as visitors) who refuse to submit to a search consistent with these procedures may be refused entry and escorted off school grounds immediately. Visitors or other individuals who refuse to comply may be denied entry and escorted from the premises.
9. Individuals found to be in possession of other unauthorized items (such as drugs) will be subject to disciplinary action, referral to law enforcement, and/or immediate removal from school grounds.
10. No student will be subjected to a metal detector screening based on any impermissible discriminatory or unlawful reason.
11. Nothing in this Policy shall preclude or preempt any Individualized Education Plan, 504 Plan, or other legal requirements under the applicable special education laws.

12. Nothing in this Policy precludes or limits the District from conducting other lawful searches or activities in an effort to keep school safe and free from dangerous weapons.
13. The use of a wand detector could be a part of a student's safety plan.

#### Searches of Lockers and Other Types of Searches

In accordance with state and federal law, school administrators are authorized to conduct searches of students and their property as well as property of the district in order to enforce compliance with statutes, policies and rules. A search may be conducted for reasons that include, but are not limited to, safety, health and discovery of the violation of a statute, policy, or rule. To ensure that school buildings remain safe and free from dangerous objects, the Board of Education hereby authorizes the use of handheld metal detectors to conduct lawful searches of students on school grounds, in a school vehicle, or at a school activity. Students are not permitted to bring any authorized objects to school.

| Policy adopted: \_\_\_\_\_

KEARNEY PUBLIC SCHOOLS  
KEARNEY, NEBRASKA

**LAM, LILYAN**

**BA/ Step 3**

**1<sup>st</sup> Grade Teacher**

**Kenwood Elementary School**

Lilyan Lam will earn her BA from UNK in December with an endorsement in Eled K-6. She student taught at Buffalo Hills Elementary and will be a para at Buffalo Hills second semester. Lily will be a 1<sup>st</sup> grade teacher at Kenwood Elementary starting the fall of 2026.

**MCPHILLIPS, CAMRYN**

**BA+27/ Step 4**

**4th Grade Teacher**

**Northeast Elementary School**

Camryn McPhillips earned her BA from UNK with an endorsement in Eled K-6. In December, she will graduate with her Masters in Curriculum and Instruction. Her experience includes 4<sup>th</sup> grade teacher at Lexington Public Schools. The spring semester of 2023, she student taught at Meadowlark Elementary and from 2020-2022 she was a sped para in the life skills room at Horizon Middle School. Camryn will be a 4th grade teacher at Northeast Elementary starting the fall of 2026.

**NELSON, CLAIRE**

**MA/ Step 3**

**Counselor**

**Kearney High School**

Claire Nelson earned her BA from UNK. In May, she will graduate with her Masters with an endorsement in School Counseling 7-12. Her experience includes counselor at Lexington Public Schools. She completed her counseling internship at Kearney High the fall of 2024. Claire will be a counselor at Kearney High School starting the fall of 2026.





Participation –

Only students who meet the graduation requirements established by this policy will be allowed to participate in the graduation ceremony.

**ARTICLE 3 BUSINESS**

**SERIES 3000**

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BusinessConcept and Roles

The board recognizes that money and money management comprise the foundational support of the whole school program. To make that support as effective as possible, the board intends

1. To encourage advance planning through the best possible budget procedures,
2. To explore all practical sources of ~~dollar income revenue~~,
3. To guide the expenditure of funds so as to extract the greatest educational returns,
4. To expect top-quality accounting and reporting procedures,
5. To maintain the necessary level of unit expenditure needed to provide high quality education within the ability of the community to pay, and
6. To ensure the proper use of taxpayer funds.

Legal Reference: 79:1084

Board of education; budget; tax; levy;  
Publication of expenditures; duty of  
county board

Policy adopted: 8/14/17  
Revised:

KEARNEY PUBLIC SCHOOLS  
KEARNEY, NEBRASKA

Business

Preparation of Budget Document

The Superintendent or Director of Finance shall make the tentative budget available for public inspection and arrange for a public hearing on the tentative budget as required by law. At least one public hearing shall be held regarding the tentative budget prior to the final action by the Board. Notice and time of such hearing, together with a summary of the proposed budget statement, shall be publicized as required by law.

Legal Reference:	79-1084	Board of education; budget; tax; levy; publication
	13-504	of expenditures; duty of county board
	13-506.1	Budget statement contents
		Proposed budget; notice; hearing; adoption;
		certify to board; exceptions

Policy adopted: 8/14/17

Revised:

KEARNEY PUBLIC SCHOOLS  
KEARNEY, NEBRASKA

Business

Budget Planning

1. The Superintendent, with the assistance of the ~~budget committee~~ Board Committee of the Whole, shall direct the preparation of the school budget annually for the fiscal year beginning September 1 and ending August 31. Income and expenditure estimates shall be based upon the following:

- A. Past experience.
- B. State guidelines, legal spending limitations, and other statutes and regulations.
- C. Other projection techniques.

2. The annual budget preparation shall be compatible with the long-range aims of the school district. In addition, the Superintendent or Director of Finance, in preparing the budget, shall consider the priorities as established by the board for the total school program and shall equalize the educational opportunities offered at the school.

3. The specific manner in which the annual budget shall be compiled shall be at the discretion of the Superintendent. However, the budget shall contain the following:

- A. The beginning fund balance for each fund.
- B. Estimated receipts.
- C. Estimated expenditures.
- D. Estimated ending fund balance.

4. A report of the anticipated budget position shall be presented to the board early in each calendar year. At this time the board will establish guidelines for the development of the budget. The tentative budget shall then be developed for the board review, modification and approval prior to the budget hearing.

5. The Superintendent or Director of Finance shall each year, prior to the preparation of the budget, establish a program evaluation to determine the staffing and budgeting needs of the District ~~budget plan~~. The budget plan shall take into consideration all items of expenditure requests in relationship to the total school program, and shall be mindful of equalizing the educational opportunities at each level. In the budget plan prepared for the Board Committee of the Whole, the Superintendent or Director of Finance will direct board budget priorities.

~~6. In preparing the annual budget for the board, the Superintendent shall give to the school principals and staff the information necessary for them to assess adequately the availability of funds and to relate funds available to the Superintendent's budget plan.~~

~~The principals will, based upon the availability of funds and the school's budget plan, submit budget recommendations to the Superintendent. Each principal's recommendations and requests will be evaluated according to the budget plan, then accepted or rejected for inclusion into the proposed budget. The Superintendent will convey or make available the Superintendent's decisions to the principal and staff prior to developing the final document.~~

Legal Reference:	79-1084	Board of education; budget; tax; levy; publication
	79-1091	of expenditures; duty of county board
	13-502 TO 13-514	Class III district; fiscal year
		Budget statement contents
		Proposed budget; notice; hearing; adoption;
		certify to board; exceptions

Policy adopted: 8/14/17  
Revised:

KEARNEY PUBLIC SCHOOLS  
KEARNEY, NEBRASKA

Business

Transfer of Money ~~Between and Interfund Loans Funds~~

All transfers of funds between the ~~major classifications~~ General Fund and the Depreciation Funds of the budget shall be according to law and upon approval of the Board. The Board may make transfers of monies between the ~~various items within the~~ General Fund and the Depreciation Fund without a re-hearing on the budget.

Monies may be borrowed from the General Fund ~~one fund~~ into another fund as allowed by law as long as such funds are replaced as soon as revenues are available.

Legal Reference:                      Neb. Rev. Stat. 13-501 to 13-513

Policy adopted: 8/14/17  
Revised:

KEARNEY PUBLIC SCHOOLS  
KEARNEY, NEBRASKA

Business

Budget Administration

After the budget has been adopted, the Superintendent and Director of Finance shall be responsible for the proper use of the budget by all personnel. The Superintendent and Director of Finance shall establish and operate budget controls for all schools and departments and shall ensure that the administration of the budget is in conformity with the legal requirements as well as the policies and actions of the Board.

Policy adopted: 8/14/17  
Revised:

KEARNEY PUBLIC SCHOOLS  
KEARNEY, NEBRASKA

## Business

### Fund Balance Reporting

Fund balance classification shall be recorded in accordance with governmental accounting standards as promulgated by the Governmental Accounting Standards Board (GASB), including GASB #54.

The order of spending and availability of the fund balance shall be to reduce funds from the listed areas in the following order: restricted, committed, assigned, and unassigned. Negative amounts shall not be reported for restricted, committed, or assigned funds.

Fund Balance shall mean the gross difference between governmental fund assets and liabilities reflected on the balance sheet. Governmental fund assets are those of the General Fund, Special Revenue Funds, Debt Service Funds, and Capital Project Funds.

The fund balance of the general fund finances most functions in the District. The fund balance of the general fund shall mean the gross difference between general fund assets and liabilities reflected on the balance sheet.

The five classifications of governmental fund balances are as follows:

1. Non-spendable fund balance means the portion of the gross fund balance that is not expendable (such as inventories) or is legally earmarked for a specific use (such as the self-funded reserves program).  
  
Examples of non-spendable fund balance reserves for which fund balance shall not be available for financing general operating expenditures include: inventories, prepaid items, deferred expenditures, long-term receivables, and outstanding encumbrances.
2. Restricted fund balance includes amounts constrained to a specific purpose by the provider, such as a grantor. Examples of restricted fund balances include: child nutrition programs, technology programs, construction programs, and resources from other granting agencies.
3. Committed fund balance means that portion of the fund balance that is constrained to a specific purpose by the Board. Examples include: potential litigation, claims, and judgments and activity funds.
4. Assigned fund balance means that portion of the fund balance that is spendable or available for appropriation but has been tentatively earmarked for some specific purpose by the Superintendent or designee. Such plans or intent may change and may never be budgeted, or may result in expenditures in future periods of time. Examples include: insurance deductibles program start-up costs; and other legal uses.
5. Unassigned fund balance includes amounts available for any legal purpose. This portion of the total fund balance in the general fund is available to finance operating expenditures.

3011.3110.4(b)

The unassigned fund balance shall be the difference between the total fund balance and the total of the non-spendable fund balance, restricted fund balance, committed fund balance, and assigned fund balance.

Legal Reference: Governmental Accounting Standards Board Statement #54

Policy adopted: 8/14/17

Revised:

KEARNEY PUBLIC SCHOOLS  
KEARNEY, NEBRASKA

Business

Every Student Succeeds Act & Federal Grant Programs

It is the policy of the District to comply with the Every Student Succeeds Act (ESSA) and federal grant programs in which the District participates.

1. Authority to Sign Applications. The Superintendent is authorized to sign applications for any of the ESSA formula grants on behalf of the District and may delegate such authority to other administrators in the Superintendent's discretion. The Superintendent shall submit such applications as determined appropriate so long as acceptance of the funds does not include conditions contrary to the policies of the Board of Education.
2. Supplement not Supplant. Federal funds shall be used to supplement, not supplant the amount of funds or services available from non-federal sources, in compliance with the requirements of federal law. ESSA funds shall not be used to provide services otherwise required by law to be made available.
3. Equitable Allocation. Federal funds shall be used in a manner to ensure equitable allocation of resources. Staff are to be assigned and curriculum materials and instructional supplies are to be distributed to the schools in such a way that equivalence of personnel and materials is ensured among the schools in compliance with the requirements of federal law.
4. Maintenance of Effort. The District shall maintain fiscal effort related to ESSA programs in compliance with the requirements of federal law.
5. Resources. The procurement of resources related to the ESSA programs, including contracts and purchase or service agreements for such program, shall be in accordance with the district's written procedures for purchasing and contracting. Purchase orders and invoices shall indicate an appropriate record of expenditures. All equipment purchased with federal funds, including those used in nonpublic and other facilities, shall be appropriately identified, inventoried, and when no longer useful to the program, properly disposed. Resources such as staff, materials and equipment funded by Title I and IDEA shall be used only for children participating in the program.
6. Maintenance of Records. Records of all federal financial and program information shall be kept for a minimum of 5 years after the start date of the project.
7. Identification of Eligible Children. The Superintendent and the designees shall implement an appropriate process to identify children eligible for services provided under federal programs.
8. Coordination of Services. Title I and IDEA services shall be coordinated and integrated with the regular classroom, with other agencies providing services and with other federal, state and local programs.

9. Standards and Expectations. Students receiving services in Title I are held to the same standards and expectations as all other students.
10. Assessments. Students receiving services in Title I are assessed with the regular population without accommodations.
11. Parents Right to Know. At the beginning of each school year, if the District receives Title I funding, the District shall notify the parents of each student attending any school receiving Title I funds that the parents may request, and the District will provide the parents on request (and in a timely manner), information regarding the professional qualifications of the student's classroom teachers, including at a minimum, the following:
  - (A) Whether the student's teacher—
    - (i) Has met State qualification and licensing criteria for the grade levels and subject areas in which the teacher provides instruction;
    - (ii) Is teaching under emergency or other provisional status through which State qualification or licensing criteria have been waived; and
    - (iii) Is teaching in the field of discipline of the certification of the teacher.
  - (B) Whether the child is provided services by paraprofessionals and, if so, their qualifications.
12. Testing Opt-Out. At the beginning of each school year, if the District receives Title I funding, the District shall notify the parents of each student attending any school receiving Title I funds that the parents may request, and the District will provide the parents on request (and in a timely manner), information regarding any State or District policy regarding student participation in any State or District assessments, including the District's policy and procedure on the parental right to opt the child out of such assessment(s). The District shall also make widely available through public means (including by posting in a clear and easily accessible manner on the District's website) information on each State or District assessment, including:
  - (A) The subject matter assessed;
  - (B) The purpose for which the assessment is designed and used;
  - (C) The source of the requirement for the assessment;
  - (D) The amount of time students will spend taking the assessment, and the schedule for the assessment; and
  - (E) The time and format for disseminating results.
13. Language Instruction Programs. At the beginning of each school year, if the District receives Title I funding, the District will implement an effective means of outreach to parents of English learners to inform the parents regarding how the parents can—
  - (A) Be involved in the education of their children; and
  - (B) Be active participants in assisting their children to:
    - (i) Attain English proficiency;
    - (ii) Achieve at high levels within a well-rounded education; and
    - (iii) Meet the challenging State academic standards expected of all students.

The District will also inform parents of an English learner identified student of opportunities to participate in various school programs, as set forth in ESSA.

14. Other Requirements. The Superintendent shall take or cause other staff to take such action as required by law for the District to maintain compliance with ESSA and specific ESSA grant programs in which the District participates.
15. Certification Regarding Debarment, Suspension and Ineligibility. The District will endeavor to ensure that all contracts and purchase orders reimbursed using federal funds will include the following “suspension and disbarment” language:

To the best of its knowledge and belief, the contractor or any of its principals are not presently debarred, suspended, proposed for debarment or otherwise declared ineligible for the award of contracts by any Federal agency by the inclusion of the contractor or its principals in the current “LIST OF PARTIES EXCLUDED FROM FEDERAL PROCUREMENT OR NONPROCUREMENT PROGRAMS” published by the U.S. General Services Administration Office of Acquisition Policy.

The prospective lower tier participant shall provide immediate written notice to the District if at any time the prospective lower tier participant learns that its certification was erroneous when submitted or has become erroneous by reason of changed circumstances. Should the prospective lower tier participant enter into a covered transaction with another person at the next lower tier, the prospective lower tier participant agrees by accepting this agreement that it will verify that the person with whom it intends to do business is not excluded or disqualified.

Notwithstanding anything to the contrary, all persons or entities contracting with the District with any reimbursement using federal funds shall be bound by this certification and shall fully abide by and comply with the same.

Legal Reference: Every Student Succeeds Act

Policy adopted: 8/14/17  
revised: 8/13/18  
revised:

KEARNEY PUBLIC SCHOOLS  
KEARNEY, NEBRASKA

Business

Tuition Fees

Tuition charges will be set by ~~the board in June each year~~ the student fee amounts determined annually by the Board of Education and be based upon one hundred percent (100%) of the actual costs per pupil plus estimated increased costs and in accordance with state law. Actual costs each year can be obtained from the business office.

Students who fail classes and are required to take summer school classes out of the district shall be expected to pay their own tuition and travel expenses. If Kearney Public Schools provides summer school instruction, the tuition charges shall be based upon the actual costs incurred in operation and will not be intended to provide a financial profit for the district.

Special Education

~~Special education tuition rates are established on the basis of program costs.~~

~~Tuition may be paid at the semester, annually, or for the summer program. The school district will send a statement. Payments will be calculated on a daily rate basis.~~

~~Students enrolled on a tuition basis through contracts with other school systems or agencies are entitled to all program benefits provided by the district including assessments, consultations and evaluations, unless otherwise agreed upon by both contracting parties.~~

~~Transportation or housing costs for non-residents will not be assumed by the school district. Transportation services may be provided on a contractual basis with other schools or agencies if they can't be served through the district's normal transportation route.~~

Legal Reference:       79-215                   Nonresident student; admission; tuition; persons exempt  
                              79-2,127

Policy adopted: 8/14/17  
Revised:

KEARNEY PUBLIC SCHOOLS  
KEARNEY, NEBRASKA

Business

Sale and Disposal of School Property

The Superintendent is authorized and directed to dispose of books, furniture, equipment, real estate, and other property that is obsolete or no longer needed for school operations. Any sale of school property valued at \$80,000 or more is contingent on approval by the vote of at least two-thirds of the members of the Board of Education at a regular meeting.

Such disposal may be by private sale, auction, trade-in, or by taking bids and selling to the highest or most responsible bidder.

The following procedures shall be followed for an auction or when taking bids:

1. The intention to sell shall be publicized, via school newsletter, a weekly memo, a bulletin posting, a newspaper advertisement, or other means suitable to the value and nature of the property.
1. Real estate will be sold to the highest bidder, except that a minimum acceptable price may be established prior to bidding.
1. Items which are offered for sale in an approved manner which are not sold after a reasonable period of time may be considered to have no value and may be disposed of as determined by the Superintendent and reported to the Board of Education.

Property that has little or no value shall be discarded or recycled as appropriate. No school employee shall take such property for their personal use, even if the item has been placed in the trash, without the express approval of the administration.

Legal Reference:

79-10,114 Class III, IV and VI districts; property; how to dispose of; proceeds of sale; use

Policy adopted: 8/14/17

Revised:

KEARNEY PUBLIC SCHOOLS  
KEARNEY, NEBRASKA

Business

Rental of Property

The superintendent of schools, acting for the board, may rent school facilities and designated equipment for community education and other community activities as long as such community usage does not interfere with school activities and proof of appropriate insurance is provided.

Legal Reference:        79-1013                      School district property; sale; how conveyed

Policy adopted: 8/14/17

KEARNEY PUBLIC SCHOOLS  
KEARNEY, NEBRASKA

Business

Gifts, Grants and Bequests

The board may accept on behalf of and for the school district any bequest or gift of money or property for a purpose deemed by the board to be suitable and to utilize such money or property so designated.

The superintendent of schools shall set up criteria to be met in the acceptance of gifts and the procedure for examining and evaluating offers of gifts to the district.

All gifts shall be given to the school district as a whole and not to a particular school. Upon the donor's request and at the discretion of the board, the gift may be used in a particular school.

~~Any gifts presented to the school district must be accompanied by a letter from the donor for official action and recognition by the board of education.~~

To be acceptable, a gift must satisfy the following criteria:

1. Have a purpose consistent with those of the school.
2. Be offered by a donor acceptable to the board.
3. Will not begin a program which the board of education would be unwilling to take over when the gift or grant funds are exhausted.
4. Will not bring unreasonable or hidden costs to the school system such as staff increases, ongoing unreasonable maintenance costs, staff training costs or recurring operating costs.
5. Place no restrictions on the school program.
6. Will not be inappropriate or harmful to the best education of the pupils.
7. Will not imply endorsement of any business or product deemed inappropriate.
8. Will not be in conflict with any provision of the school code or public law.

All gifts, grants and bequests shall become school district property. A letter of appreciation signed by the president or chairman of the board and by the superintendent of schools shall be sent to a donor.

Legal Reference: 79-520 Board of education; compensation

Policy adopted: 8/14/17  
Revised:

KEARNEY PUBLIC SCHOOLS  
KEARNEY, NEBRASKA

Community Relations

Trespassing

Restrictions on the use of school buildings and grounds may be implemented by administrative action. The Board gives all district and building administrators and their designees full power and authority to implement and enforce restrictions on access to school property and to issue no trespassing commands and stay away/no trespassing letters. Such action shall be taken consistent with constitutional and other legal rights.

All district and building administrators and their designees shall have full power and authority to direct any individual or group, or members of the media, to leave school grounds and stay away where such individual or group has:

1. Failed to comply with identification or check-in procedures,
2. Registered as sex offender;
3. Are determined by such administrators or designees to not have a legitimate school purpose to be on school grounds, or
4. Are determined by such administrators or designees to present a risk to the safety of building users or a risk of disruption to the educational program, including without limitation, registered sex offenders.

A refusal to leave or stay away as directed will be considered trespassing and shall be reported by the administrators or their designees to proper law enforcement authorities.

Legal Reference:       Neb. Rev. Statute 28-520 – 28-522

Policy adopted: 8/14/17

Revised:

KEARNEY PUBLIC SCHOOLS  
KEARNEY, NEBRASKA

Business

Establishment and Maintenance of Activity Fund and Student Fee Fund

Activity funds are authorized by the board of education. With such approval, each school shall have the option of having no less than one activity account. In addition, Kearney Public Schools shall have a student fee fund in compliance with the Public Elementary and Secondary Student Fee Authorization Act. It is recognized that secondary schools will normally have a number of activity accounts, usually one for each of the clubs, classes and school-sponsored organizations. Each of these accounts will be accounted for separately. Transfer of money from one account to another shall not occur without the consent of the principal/~~sponsors and as appropriate, the membership of the groups involved~~. It shall be considered a violation of board of education policy to maintain any school-related funds other than those established as above. All school activity funds and student fee funds shall be maintained by the central office and under the official regulations of the director of finance. These funds shall be subject to the annual school audit. The student fee fund (1) shall be kept separate from all other funds; (2) shall not be funded with tax dollars; (3) shall contain only money collected form students for extra-curricular activity fee, post-secondary education, summer school or night school; ~~and, (6) shall be expended only for purposes for which it was collected from students.~~

Exception to the above policy regarding school-related funds will be made when the funds are officially maintained and managed by organized parent groups including booster clubs. For initial formal recognition by the board of education, a parent group shall present its plans and purposes to the board of education. Once recognized by the board of education, that group may act within the scope of its stated plans and purposes. Exception to the latter provision shall be in those cases where action by the parent group would affect student time, district obligation, or in any way imply support for a commercial or political effort.

Groups not officially recognized by the board of education will not be permitted use of school facilities without payment of normal rental fees, nor will they be permitted the use of any of the school's human or facility resources for projects or money-making activities.

An annual internal self-audit shall be required and a report of the same submitted to the board of education. This report shall include a description and value of properties purchased for or donated to the school. A signed verification by an officer of the organization indicating that the accounts have been examined and found to be correctly maintained shall also be required. A failure to meet the self-audit requirements could result in withdrawal of parent group recognition. An audit will not be required for groups that use the school's accounting system for 100% of the funds received and expended.

Another exception to the funds that must be maintained by and under central office regulations shall be the faculty courtesy fund. The faculty courtesy funds are to be defined as those monies raised by voluntary faculty contributions to maintain coffee, "get well," etc. fund.

Legal reference: 79-2,135

Policy adopted: 8/14/17  
Revised:

KEARNEY PUBLIC SCHOOLS  
KEARNEY, NEBRASKA

Business

Investing of Surplus Funds

Whenever this School District has accumulated a surplus of any funds in excess of its current needs or has accumulated a fund for the payment of bonds and the money in such fund exceeds the amount necessary to pay the principal and interest of any such bonds which become due during the current year, the Board of Education of this School District hereby authorizes and directs the Treasurer or the Director of Finance as ex officio treasurer of this School District, to buy, sell, invest, or reinvest such funds in securities, the nature of which individuals of prudence, discretion and intelligence acquire or retain in dealing with the property of another, which the Board of Education hereby determined to be government guaranteed securities, agencies, and instrumentalities of the U.S. government, and CD's with pledged securities from the government (i.e. GNMA's, FMNA's, Treasury Notes, Treasury Bills, and CD's with pledged securities from the government). Such investments may be in such securities directly or through funds which hold such securities. Investments may also be made in any other securities or through funds which hold any such other securities as are specifically authorized and approved by the Board of Education prior to such investment.

The Treasurer or Director of Finance as ex officio treasurer of this School District shall be and are hereby authorized and directed to administer and take all necessary action to carry out the provisions of this policy. The Treasurer or the Director of Finance as ex officio treasurer of the School District are further hereby authorized to seek assistance from financial consultants from time to time to evaluate investments and to render opinions and give direction regarding any investments, compliance with the Prudent Man Rule, and the terms of this policy. Interest received on any such investments shall be credited to the fund from which the money was taken to make the investment.

Legal reference: 79-1043

Policy adopted: 8/14/17  
Revised:

KEARNEY PUBLIC SCHOOLS  
KEARNEY, NEBRASKA

Business

Depository

The Treasurer of the Board or Director of Finance shall deposit the funds received in a bank situated within the boundaries of the district.

The depository bank or banks shall be, from time to time, designated by the Board by formal resolution. Such designation may be withdrawn at any time by the Board by formal resolution entered upon its records.

If there is no bank within the district, or if the bank refuses or neglects to make application as a depository, the Board may designate any bank that is a state bank or national bank within the state.

Legal reference:       Neb. Rev. Stat. § 77-2350 and 77-2350.1

Policy adopted: 8/14/17  
Revised:

KEARNEY PUBLIC SCHOOLS  
KEARNEY, NEBRASKA

Business

Internal Controls

The District will develop and maintain internal control procedures as required by law and in accordance with sound fiscal monitoring practices that will ensure appropriate oversight of state and federal funds. The following internal control procedures will be utilized for all federal grants:

Generally: If the District receives federal awards, grants, or other funds, the District will:

- (a) Establish and maintain effective internal control over the federal award that provides reasonable assurance that the District manages the federal award in compliance with federal statutes, regulations, and the terms and conditions of the federal award. The District will endeavor to develop and align these internal controls consistent with the "Standards for Internal Control in the Federal Government" issued by the Comptroller General of the United States or the "Internal Control Integrated Framework" issued by the Committee of Sponsoring Organizations of the Treadway Commission (COSO);
- (b) Comply with the U.S. Constitution, federal statutes, regulations, and the terms and conditions of the federal award;
- (c) Evaluate and monitor the District's compliance with statutes, regulations and the terms and conditions of federal award;
- (d) Take prompt action when instances of noncompliance are identified including noncompliance identified in audit findings; and
- (e) Take reasonable cybersecurity and other measures to safeguard protected personally identifiable information and other information the federal awarding agency, or pass-through entity, designates as "sensitive" or the District considers sensitive, consistent with applicable federal, state, and local laws regarding privacy and responsibility over confidentiality.

Management requirements: The District will manage equipment (including replacement equipment), whether acquired in whole or in part under a federal award, until the District disposes of such equipment. The District will, as a minimum, meet the following requirements:

- 1) Maintain property records of the equipment (including equipment description, serial number or other identification number, source of funding, acquisition date, and the like);
- 2) Maintain a physical inventory procedure, with an inventory occurring at a minimum of every two (2) years;
- 3) Implement a control system to ensure safeguards for preventing property loss, damage, or theft;
- 4) Continue to develop and implement adequate maintenance procedures for the equipment;
- 5) Continue to develop and implement sales and disposition procedures for the equipment to ensure the highest possible return; and

- 6) All equipment, whether acquired in whole or in part under a federal award, with a current fair market value of \$10,000 or less (per unit) may be retained, sold, or otherwise disposed of in accordance with the Board's Sale and Disposal of Property Policy.

All equipment, whether acquired in whole or in part under a federal award, with a current fair market value in excess of \$10,000 (per unit), may only be sold or otherwise disposed of in accordance with the provisions of 2 C.F.R. § 200.313(e)(2)-(3).

Procurement: The District will use its own documented procurement procedures which reflect applicable State, local, and tribal laws and regulations, provided that the procurements conform to applicable Federal law and the requirement standards imposed by law, including:

- 1) A procedure for micro-purchases (Under ~~\$1540,000~~);
- 2) A procedure for simplified acquisition thresholds (between ~~\$1540,000~~ to ~~\$350250,000~~);
- 3) A procedure for sealed bids; (over ~~\$350250,000~~);
- 4) A procedure for competitive proposals; (with an explanation for why sealed bids were not accepted if over ~~\$350250,000~~) and;
- 5) A procedure for noncompetitive bids.

Contract Terms: All contracts funded (in whole or in part) by federal funds and/or federal awards must contain the following terms or, via this Policy, the following terms are required and incorporated into any such contracts:

1. An assurance that minority business enterprises and labor surplus area firms are used, when possible;
2. An Anti-Lobbying clause for all contracts, including an Anti-Lobbying Certification, for contracts exceeding \$100,000;
3. A Suspension and Debarment clause;
4. A provision for termination for cause and for convenience, including the manner by which it will be affected and the basis for settlement;
5. A clause that addresses administrative, contractual, or legal remedies in instances where contractors violate or breach contract terms, and a provision for sanctions and penalties;
6. For contracts in excess of \$150,000, a clause addressing the Clean Air Act and the Federal Water Pollution Control Act;
7. A provision maintaining contract oversight to ensure that contractors perform in accordance with the terms, conditions, and specifications of their contracts or purchase orders;
8. A provision addressing the District's conflict of interest policies; and
9. A requirement that the contractor maintains records related to the contracted work.

Federal Interest Reporting: The District will follow the required federal interest reporting and recording requirements, if applicable, for any real property or improvement interest financed, in whole or in part, with federal funds.

Record Retention: Financial records, supporting documents, statistical records, and all other related records pertinent to a federal award will be retained for a period of three (3) years from the date of submission of the final expenditure report or, for Federal awards that are renewed quarterly or annually, from the date of the submission of the quarterly or annual financial report, respectively, as reported to the federal awarding agency or pass-through entity in the case of a sub-recipient; or as otherwise specified by the federal award or federal law.

For all other records, the District will retain such records for the length of time as required by law.

Suspension and Debarment: The District will not contract with any entity or individual who has been debarred, suspended, or otherwise excluded from or ineligible for participation in federal assistance programs or activities. Before entering into a contract regarding a federal award, the District will either: (1) verify that a vendor has not been debarred, suspended or otherwise excluded via SAM.gov, (2) collect a verification from that vendor; or (3) add a clause to the contract with the vendor. The District will maintain a copy of said verification or documentation.

Financial Management: The District will maintain financial management systems to account for the federal funds, including records documenting compliance with federal statutes, regulations, and the terms and conditions of the federal award. These records will be sufficient to permit the District to prepare reports required by general and program-specific terms and conditions; and the tracing of funds to a level of expenditures adequate to establish that such funds have been used according to the Federal statutes, regulations, and the terms and conditions of the Federal award. The financial management system will provide for the following:

- 1) Identifying all of the federal awards received and expended and the federal programs under which they were received;
- 2) Ensuring that accurate, current, and complete disclosure of the financial results of each federal award or program are maintained in accordance with reporting requirements;
- 3) Maintaining records and documentation that sufficiently identify the amount, source, and expenditure of funds for federally-funded activities;
- 4) Ensuring effective controls over accountability and safeguards for all funds, property, and other assets;
- 5) Comparing actual expenditures with budget amounts for each federal award;
- 6) Ensuring payments of federal funds are made in accordance with applicable law, including 2 CFR § 200.305; and
- 7) Determining the allowability of costs in accordance with applicable law and the conditions of the federal award.

Program Income: The District will consult with the federal awarding agency and refer to the applicable law and federal program terms and conditions to determine how to account for, deduct and otherwise handle income from federal programs.

Cost Sharing or Matching: For all federal awards, any shared costs or matching funds and all contributions, including cash and third-party in-kind contributions, must be accepted as part of the District's cost sharing or matching, when such contributions meet all of the following criteria:

- 1) Are verifiable from the District's records;

- 2) Are not included as contributions for any other Federal award;
- 3) Are necessary and reasonable for accomplishment of project or program objectives;
- 4) Are allowable under the applicable Cost Principles requirements;
- 5) Are not paid by the Federal Government under another Federal award, except where the federal statute authorizing a program specifically provides that Federal funds made available for such program can be applied to matching or cost sharing requirements of other Federal programs;
- 6) Are provided for in the approved budget when required by the federal awarding agency; and
- 7) Conform to other provisions of the law or terms and conditions of the federal award, as applicable.

Compensation: Compensation for personal services includes all remuneration for services of employees rendered during the period of performance under the federal award, including, but not limited to wages, salaries, and fringe benefits. Costs of compensation may be allowable under federal law and the federal grant to the extent that they satisfy the following requirements:

- 1) Is reasonable for the services rendered; and
- 2) Conforms to the established written expectations of the District, as applied consistently to both Federal and non-Federal activities.

If the District intends to charge compensation to federal awards, such charges will be based on records that accurately reflect the work performed, and will:

- 1) Be supported by a system of internal control which provides reasonable assurance that the charges are accurate, allowable, and properly allocated;
- 2) Be incorporated into the official records of the District;
- 3) Reasonably reflect the total activity for which the employee is compensated by the District, not exceeding 100% of compensated activities;
- 4) Encompass both federally-assisted and all other activities compensated by the District on an integrated basis, but may include the use of subsidiary records as defined in the District's written procedures;
- 5) Comply with the established accounting policies and practices of the District; and
- 6) Differentiate and account for the distribution of the employee's salary or wages among specific activities or cost objectives if the employee works on more than one (1) Federal award; a Federal award and non-Federal award; an indirect cost activity and a direct cost activity; two (2) or more indirect activities which are allocated using different allocation bases; or an unallowable activity and a direct or indirect cost activity.

Any leave and/or fringe benefits charged to a federal award must satisfy all criteria set forth in 2 C.F.R. § 200.431(b) and/or (c).

Budget estimates will generally not be used to support charges to Federal awards but may be used for interim accounting purposes.

**Federal Funds for Construction Projects:** If the District is granted the authority to use federal funds for a construction project, the District will follow the Davis-Bacon and Related Acts, including the payment of "prevailing wages" to those who work on the job site, as well as the contractor bonding requirements.

Capitalization and Depreciation: The District will follow the rules for selected items of cost at 2 C.F.R. Part 200, Subpart E, when charging these specific expenditures to a federal grant. When applicable, District staff will check costs against the selected items of cost requirements to ensure the cost is allowable. In addition, federal, state, or program-specific rules, including the terms and conditions of the award, may deem a cost as unallowable and District personnel shall follow those requirements. The following rules of allowability apply to equipment and other capital expenditures:

- A. Capital expenditures for general purpose equipment, buildings, and land are unallowable as direct charges, except with the prior written approval of the federal awarding agency or pass-through entity.
- B. Capital expenditures for special purpose equipment are allowable as direct costs, provided that items with a unit cost of \$10,000 or more have the prior written approval of the federal awarding agency or pass-through entity.
- C. Capital expenditures for improvements to land, buildings, or equipment which materially increase their value or useful life are unallowable as a direct cost except with the prior written approval of the federal awarding agency or pass-through entity.
- D. Allowability of depreciation on buildings, capital improvements, and equipment shall be in accordance with 2 CFR § 200.436 and 2 CFR § 200.465.
- E. When approved as a direct cost by the federal awarding agency or pass-through entity under Sections A - C, capital expenditures will be charged in the period in which the expenditure is incurred, or as otherwise determined appropriate and negotiated with the Federal awarding agency.
- F. If the District is instructed by the federal awarding agency to otherwise dispose of or transfer the equipment, the costs of such disposal or transfer are allowable.
- G. Any depreciation will be computed, charged, and recorded in a manner consistent with federal regulations and any requirements of the federal awarding agency.

Maintaining Records: Financial records, supporting documents, statistical records, and all other District records pertinent to a federal award must be retained for the minimum period time as required by federal law or the terms of the federal awarding agency, whichever is longer in time.

Conflict of Interest: No District employee, agent, or Board Member with a real or apparent conflict of interest may participate in the selection, award, or administration of a contract supported by or with federal funds. A "conflict of interest" includes, but is not limited to, a financial or other interest in or a tangible personal benefit from federal funds that would directly or indirectly benefit either (1) the employee, agent, or board member; (2) any member of their immediate family; or their spouse or partner, or (3) an organization that employs or is about to employ those individuals. District employees, agents, and Board Members may only accept gratuities, favors, or anything of monetary value from federally funded contractors in accordance with the District's Conflict of Interest Policy. Any District employee, agent, or Board Member who knowingly violates these terms may be subject to discipline, up to and including termination of employment and/or referral for possible criminal prosecution.

Unexpected or Extraordinary Circumstances: For all federal awards, if the District does not currently have in place a sufficient policy that addresses extraordinary circumstances, such as those caused by COVID-19, the District may amend or create a policy at a later date in order to put emergency contingencies in place for federal and non-federal similarly situated employees. If the conditions exist for charges to be made to the federal grant, then charges may also be made to any non-federal sources that are used by the District in order to meet a matching requirement. The District will take other steps to comply with federal award requirements in the event of unexpected or extraordinary circumstances.

Travel Costs: Travel costs (including transportation, lodging, subsistence, and related items) incurred by an employee who travels on official business for a federal award may only be charged to the federal award on an actual cost basis, a per diem or mileage basis, or on a combination of the two, provided the method used is applied to an entire trip and not to selected days of the trip. The District will ensure that the method used will be consistent with the method normally allowed in similar circumstances in the District's other travel and Board Policies. Any travel costs charged directly to a federal award must be documented to justify that (1) the individual's participation is necessary for the federal award and (2) the costs are reasonable and consistent with the District's travel costs and expectations. All travel costs must be reasonable and not in excess of what the District typically allows for other travel. All reasonable rates and amounts will be consistent with the rates and amounts established under 5 U.S.C. 5701-11.

Legal Reference: 2 C.F.R. § 200.303.

Legal Reference: 2 C.F.R. §§ 200.313 & 200.303.

Legal Reference: 2 C.F.R. §§ 200.317 through 200.326. Cross-Reference: Policies 3130 & 3131.

Legal Reference: 2 CFR § 200.319(d); 2 CFR § 200.321; 2 CFR § 200, Appendix II(I); 2 CFR § 200, Appendix II(H); 2 CFR § 200, Appendix II(B); 2 CFR § 200, Appendix II(A); 2 CFR § 200, Appendix II(G); 2 CFR § 200.318(b); 2 CFR § 200.318(c)(1); 2 CFR § 200.318(i); 2 CFR § 200.324(a); 2 CFR § 200.324(b).

Legal Reference: 2 CFR §§ 200.310-200.313.

Legal Reference: 2 C.F.R. § 200.333, 2 C.F.R. § 200.34 & 34 C.F.R. § 81.31.

Legal Reference: 2 C.F.R. § 200.213.

Legal Reference: 2 C.F.R. § 200.307.

Legal Reference: 2 C.F.R. § 200.306.

Legal Reference: 2 C.F.R. §§ 200.430 & 200.431.

Legal Reference: 40 U.S. Code § 3141, et seq; 2 C.F.R. § 200.326

Legal Reference: 2 C.F.R. §§200.436 & 200.439.

Legal Reference: 2 C.F.R. §§ 200.112 & 200.318.

Legal Reference: 2 C.F.R. § 200, et seq.

Legal Reference: 2 C.F.R. § 200.475

Policy adopted: 7/11/22  
revised: 1/13/25  
revised: 8/11/25  
revised: 10/13/25  
revised:

KEARNEY PUBLIC SCHOOLS  
Kearney, Nebraska

Community Relations

Trespassing

Restrictions on the use of school buildings and grounds may be implemented by administrative action. The Board gives all district and building administrators and their designees full power and authority to implement and enforce restrictions on access to school property and to issue no trespassing commands and stay away/no trespassing letters. Such action shall be taken consistent with constitutional and other legal rights.

All district and building administrators and their designees shall have full power and authority to direct any individual or group, or members of the media, to leave school grounds and stay away where such individual or group has:

1. Failed to comply with identification or check-in procedures,
2. Registered as sex offender;
3. Are determined by such administrators or designees to not have a legitimate school purpose to be on school grounds, or
4. Are determined by such administrators or designees to present a risk to the safety of building users or a risk of disruption to the educational program.; ~~including without limitation, registered sex offenders.~~

A refusal to leave or stay away as directed will be considered trespassing and shall be reported by the administrators or their designees to proper law enforcement authorities.

Legal Reference: Neb. Rev. Statute 28-520 – 28-522

Policy adopted: 8/14/17  
revised: \_\_\_\_\_

KEARNEY PUBLIC SCHOOLS  
KEARNEY, NEBRASKA

Business

Purchasing Guides

The Director of Finance shall ensure that all purchases are made in the interest of economy and efficiency. Where necessary, standards and procedures shall be established to accomplish the following policies of the Board of Education:

1. Requisitions for supplies, materials, equipment and services will be submitted to the Finance Department by principals or ~~Directors department heads on the forms provided~~. A purchase order will be necessary for any additional purchases made or items purchased for previewing during the year. Any individual or organization purchasing items without permission from the principal will be expected to pay for the item. No school employee is permitted to charge anything to the school district or buy any supplies for the school without a purchase order.

3. For purchases of \$80,000 and above, the Director of Finance shall obtain written quotes which shall be opened in conformity with any applicable laws. The Board retains the right to determine the responsibility of the bidders, ~~and shall award the contract to the lowest responsible bidder meeting specifications, be the bidder a member or apart from the local community.~~

4. Any school employee who orders any supplies or equipment outside of that which has been included in the annual budget and without written authorization of the principal or superintendent shall be personally liable for payment for the supplies or equipment purchased.

5. The district need not comply with the bidding requirements if the District purchases property from the Nebraska State Purchasing Bureau, so long as the Nebraska State Purchasing Bureau competitively bid the purchase of property.

6. Notwithstanding anything to the contrary, no employee may enter into any agreement or understanding on behalf of the District that may financially benefit the employee, member of the employee's immediate family, or a business with which the employee is associated, unless the Board of Education approves such contract or arrangement in advance.

7. Credit Card Purchasing Program -

A. The Board of Education authorizes the Director of Finance to contract with one or more financial institutions, card-issuing banks, credit card companies, charge card companies, debit card companies, or third-party merchant banks capable of operating a purchasing card program on behalf of the District.

B. The Board of Education delegates to the Director of Finance: (a) the determination of the type of purchasing card or cards to be utilized in the District's purchasing card program; and (b) the determination of which employees shall be approved or disapproved to be assigned a purchasing card in the District's purchasing card program. The Director of Finance shall submit the approved names to the Board, from time to time.

C. The District's purchasing card program may only be utilized for the purchase of goods and services for and on behalf of the District. No officer or employee of the District shall use a purchasing card for any unauthorized use.

D. An itemized receipt for purposes of tracking expenditures shall accompany all purchasing card purchases. In the event that a receipt does not accompany an authorized cardholder's purchase, the Director of Finance shall temporarily or permanently suspend said cardholder's purchasing card privileges.

E. Upon the termination or suspension of employment of an individual using a purchasing card, the Director of Finance shall immediately close such individual's purchasing card account and said employee shall immediately return the purchasing card.

Legal reference:

Neb. Rev. Stat. 13-610  
Neb. Rev. Stat. Sec. 49-1401, et seq

Policy adopted: 8/14/17  
revised: 8/12/19  
revised: 7/8/24  
revised:

KEARNEY PUBLIC SCHOOLS  
KEARNEY, NEBRASKA

Business

Quantity Purchasing: Standardization of Supplies and Equipment

~~To help achieve both quality control and the price advantages of quantity purchasing, the administration is encouraged to set specifications for goods and services as needed.~~

~~Product specifications will be written in a manner that will minimize vendor misinterpretation, and yet be in the vernacular of the trade.~~

~~Specifications will be sufficiently broad to permit competition while retaining the desired level of quality. In all cases, the dominant factor should be quality.~~

~~Nothing in this policy will prevent the administration from deviating from it when, in its judgment, circumstances warrant.~~

~~Policy adopted: 8/14/17~~

~~KEARNEY PUBLIC SCHOOLS  
KEARNEY, NEBRASKA~~

Business

Vendors' Representatives

The sale of merchandise within schools or on school grounds by employees, agents or representatives of commercial or business firms is prohibited unless otherwise provided for by an exclusive contract with the Board of Education. The use of teachers' or principals' time during the school day by agents or salesmen to display wares or canvass for sales prospects is forbidden.

Representatives of textbook publishers and of other firms selling instructional materials or other products used in the normal business operation of the district may at times be excepted from this prohibition by arrangement with the superintendent.

Business

Leasing

When inadequate space exists for the proper function of the educational program or for administrative needs, the Board of Education may use funds to lease additional space, as permitted by law. When the Board determines that space within its buildings is in excess of that required for the proper functioning of the educational program or for administrative needs, the Board may lease space to another party as permitted by law, providing the business of the leasing party does not distract from the reputation, education, or administration of the schools.

Business

Inventory Control

An inventory of equipment (non-technology) valued at \$5,000 (single unit) shall be maintained by the Superintendent or designee and shall serve the functions of property control and determination of necessary insurance coverage. Inventory shall be taken at least every 2 years to maintain accuracy of records. Personal property brought into the district will become district property unless the individual who brings such property notifies the principal or director of the property. Damages and losses of inventory will be billed back to the department.

Business

Contracting for Services

Contractual services which by their nature are not adapted to award by competitive bidding, such as contracts for the services of individuals possessing a high degree of professional skill, where the ability or fitness of the individual plays an important part, are not subject to bid but are subject to approval by the Board of Education.

Every contract for services to be provided to Kearney Public Schools will use a federal immigration verification system to determine the work eligibility status of new employees physically performing services within the State of Nebraska. Such requirement shall be deemed to be included and a part of the terms of every contract for services with the School District, including, but not limited to, oral contracts.

For any company that submits a bid or proposal for any technology-related product or service, and before entering into any contract with any company for any technology-related product or service, the company must certify that: (1) the company is not a scrutinized company (as defined by law); (2) the company will not subcontract with any scrutinized company for any aspect of performance of the contemplated contract; and (3) any products or services to be provided do not originate with a scrutinized company. The District will not knowingly enter into any contract with any scrutinized company.

Legal Reference:       Neb. Rev. Stat. 4-114

Policy adopted: 8/14/17  
revised: 7/8/24  
revised:

KEARNEY PUBLIC SCHOOLS  
KEARNEY, NEBRASKA

Business

Monthly Board Approval of Bills

The ~~superintendent~~ Director of Finance shall ~~cause to be~~ maintained the books and records of the district in auditable form. The ~~superintendent~~ Director of Finance shall ~~cause to be~~ prepared all fiscal reports, keep necessary records to adequately control ~~adequately~~ the financial transactions of the district, and prepare financial statements.

~~Financial statements will be prepared~~ The Director of Finance, under the direction of the superintendent, ~~will prepare financial statements that are also~~ and submitted to the board. At a regularly scheduled meeting of the Board of Education, the administration shall present a list of bills for which payment is due, for the approval of the Board of Education. Supporting documents to verify payment shall be available for review upon request. All fiscal reports shall be filed with the county, state, or federal agencies, as required.

The Treasurer of the Board shall submit a monthly reconciliation to the Board which shall include:

1. Balances
2. Receipts
3. Disbursements
4. Investments

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At a regularly scheduled meeting of the Board of Education, the administration shall present a list of bills for which payment is due, for the approval of the Board of Education. Supporting documents to verify payment shall be available for review upon request.

Legal Reference: 79-588 Treasurer; records and reports required; delivery upon expiration of office

Policy adopted: 8/14/17  
Revised:

KEARNEY PUBLIC SCHOOLS  
KEARNEY, NEBRASKA

**Staff Travel and Reimbursement Information:** In-state and out-of-state travel procedures and reimbursement forms. It is the intent of the Kearney Public Schools ("District") to provide reimbursement to employees for pre-approved expenditures incurred by them while traveling on behalf of the District.

**District Required Travel:**

In order to be fair and equitable to the employee, it is the intent of the District that employees be fully reimbursed for pre-approved allowable expenditures incurred as a result of required District travel. Required travel includes travel at the direction of the Board, Superintendent, or immediate supervisor. Travel that is an integral part of an individual position is also considered to be required travel.

**Employee Requested Travel:**

At the discretion of the traveling employee's supervisor, travel expenditures requested by an employee that will benefit the District may be pre-approved at a rate reflecting full reimbursement or a reimbursement level less than 100% of the eligible expenditures in order to maximize District dollars. Travel related to conference attendance will be considered employee requested.

As political entities, all expenditures of the District are a matter of public record. That implies that at any time, any District taxpayer, the State Auditor's Office, or the Department of Education may make a request to access the District's expenditure records, including employee reimbursements. Because the taxpayers have entrusted the District with the use of their dollars, it is important that all expenditures are based on a fiscally conservative approach. The reimbursement practice and procedure has been developed on such an approach. Employees traveling on District business are encouraged to keep this in mind as they plan for and incur expenditures in the course of their work and as they interact with the Finance Office staff to receive reimbursement.

One of the functions of the Finance Office is to assure that expenditures are in line with District guidelines and sound accounting practices. The following guidelines for travel reimbursement, and review by the Finance staff of actual expenditures, should be viewed as a method used to assure that the typical taxpayer would agree that their tax dollars are spent wisely and appropriately. Expenditures should enhance the education provided to students and also the daily business operations of the District.

This practice and procedure has been developed based on provisions contained in Nebraska State Statutes, Federal guidelines, and common business and accounting procedures. The District will reimburse staff members for eligible expenses incurred while traveling on District business to the extent that those expenditures were pre-approved by the employee's supervisor (e.g. Building principal or Department Head) and/or the Superintendent. For any reimbursements to be made from a grant program, the grant program director must also pre-approve the expenditures. If the reimbursement will be made from grant funds, it is the responsibility of the staff member requesting reimbursement to review any grant specific requirements to make sure that the expenditures are allowable within the grant as well as District practice and procedure. If there is a conflict between grant requirements and District practice and procedure, the stricter provision prevails.

Employees should not make travel arrangements until all necessary approvals have been received. Any employee making arrangements prior to obtaining the necessary written approval will be financially liable for the arrangements if the travel request is denied. If air transportation will be utilized in the travel arrangements, please follow District guidelines.

The District reimburses expenditures through the use of a Request for Reimbursement Form. If the expenditures pertain to a conference/activity attended by the employee, staff may obtain the Request for Reimbursement Form from their building administrative assistant or by requesting one from the Finance office. The Request for Reimbursement Form must be signed by the individual staff member, approved by the supervisor, and have appropriate budget coding indicated before being forwarded to the Finance Office for processing.

~~Original itemized receipts are required as support for all reimbursed expenditures.~~

Examples of acceptable receipts include:

~~Conference Registration – copy of the actual registration form detailing the agenda and registration fee along with an original receipt of payment and/or a copy of the method of payment.~~

~~Lodging – the original itemized hotel/motel bill listing daily charges.~~

~~Meals – itemized restaurant receipt. Receipts are not required for per diem reimbursement of meals and incidental expenses. When meals are included in the registration fee or provided as part of an event, the corresponding per diem amount shall be deducted from the reimbursement.~~

~~Air Travel – The booking of air travel is to be arranged through the District.~~

~~Ground Transportation – original receipt of payment or car rental agreement arranged by District.~~

Occasionally, an employee may incur expenditures while traveling that were not submitted for pre-approval or exceed the pre-approved amounts. At the discretion of the employee's supervisor, such expenses may be reimbursed as long as the expenditure meets District guidelines. Employees incurring expenditures that have not been pre-approved or exceed pre-approved amounts should be aware that incurring the expense does not guarantee reimbursement.

Employees attending a conference/activity are encouraged to have the District pay the registration fee to the sponsoring organization directly. This allows the District to take advantage of possible reductions in registration fees for group attendance. In order for the District to make direct payment of the conference registration, the request and supporting documentation should be received by the Finance Office at least ten working days prior to the desired date of payment. If attendance at a conference/activity cannot be pre-planned to allow for the ten-day period, contact the Finance Office to see if other arrangements can be made to allow the District to still make direct payment of the registration fee.

Staff members are encouraged to take advantage of potential "early-registration" discounts. However, it is the responsibility of each staff member to assure that the **Conference Attendance Request Form** has been approved prior to paying for registration. Any employee making arrangements prior to obtaining the necessary written approval will be financially liable for the arrangements if the travel

request is denied. ~~This form can be found on the KPS website under Staff Links and Employee Forms.~~

If an employee requests reimbursement for a conference/activity registration, a copy of the actual registration form detailing the agenda and registration fee along with an original receipt of payment and/or a copy of the method of payment should be provided as support of the payment.

Expenses incurred by staff while attending a conference may be reimbursable as long as they meet District guidelines and have not been included in the conference registration fee.

Lodging expenses may either be directly billed to the District by the hotel/motel after the employee's stay or ~~authorized on a district credit card, paid for by the employee and claimed as a reimbursable expense.~~ Fully itemized lodging receipts must be provided in order to ensure compliance with the Local Government Miscellaneous Expenditures Act.

The District will only pay for, ~~or reimburse staff members for,~~ the actual nights of lodging necessary while traveling on District business. This will normally include the night prior to a conference/activity if the conference/activity start time does not reasonably allow for travel on the initial day and any nights during the conference/activity. The night of the close of the conference/activity may be paid/reimbursed based on the adjournment time and distance to be traveled or if transportation is not available.

~~**Payment by employee submitted for reimbursement:** If the employee pays for lodging and claims reimbursement, the original itemized hotel/motel bill must be submitted to document the expense. The District will reimburse staff for the nightly room charge, applicable taxes, parking (if traveling by automobile), internet access charges (to the extent the access charges are reasonable and is required by the staff members immediate supervisor), and room service (to the extent that the cost, when added to the other meals for the day, does not exceed the daily meal allowance). Personal expenses such as telephone calls, movie/game rentals, health room fees, laundry/dry cleaning, safe rental, etc. are not reimbursable.~~

**Direct bill to the School District:** At the time of making a reservation, an employee may inquire if the hotel/motel will directly bill the District. If the hotel/motel requires a copy of the sales tax-exempt certificate, please have them contact the Finance Office at 308-698-8009. If the employee elects to have the hotel/motel bill the District directly, only the nightly room charge and applicable taxes may be included on the bill submitted by the hotel/motel. To prevent duplicate payment, the employee must pay for any personal expenses, parking, business phone calls, and room service at checkout. Any items paid for by the employee that qualify and are pre-approved for reimbursement, may then be submitted for reimbursement.

**Inclusion in the Conference/Activity Registration:** In rare instances, lodging costs may be included in the conference/activity registration. Such lodging expenses may be reimbursed or paid directly by the District. However, in these instances, the employee's supervisor should make certain that this arrangement is the most economical and/or practical.

In general, reimbursement or direct payment for lodging will be based on the single room rate. In instances where lodging is shared and 100% reimbursement is pre-approved, each employee may be reimbursed for their portion of the shared room charge not to exceed the single room rate. In instances

where less than 100% reimbursement is approved, each employee may be reimbursed their actual room costs up to the pre-approved % of the single room rate. Since a copy of the original hotel/motel bill will need to be submitted by one of the employees sharing a room, a notation should be made on the reimbursement request indicating the individuals involved to allow cross-referencing of the reimbursement requests. If a hotel/motel room is shared with an employee's family member, the employee is responsible for any room charges in excess of the single rate or pre-approved percentage of the single rate. At no time will reimbursement be greater than the cost of the room.

If the employee does not utilize the hotel/motel as reserved, the employee is responsible for canceling the reservation. The District will not reimburse an employee for expenses incurred as a result of not canceling a reservation.

Meals, including non-alcoholic beverages, may be reimbursed for each day, or portion of the day, that a staff member is away from his/her office on District business ~~and for which an overnight stay is required. The employee may claim only the actual amount of the cost of meals, including tips, up to the meal and incidental expense rate for the locality of travel. The employee will be reimbursed on a per diem basis for meals. The following guidelines will be used in determining the reimbursement amount.~~

**Meals included in Conference Registration or Meals for the Days of Actual Travel:** The following guidelines may be used to determine the portion of the daily allowance to be deducted if a meal is included in the conference registration or a reasonable reimbursement for individual meals for days of travel: The amounts listed below are subject to change based on current reimbursement rates. These rates will be reviewed annually and the information can be found on the KPS website under Staff Links and Employee Forms.

~~The per diem rate will be prorated at 75% for the first and last days of travel. These rates apply to personal or district credit card use.~~

<u>In State Travel Meal Allowance</u>	<u>Out of State Travel Meal Allowance</u>
Breakfast <del>\$10.00 20%</del> <u>\$20.00</u>	Breakfast <del>\$14.00 23%</del> <u>\$25.00</u>
Lunch <del>\$15.00 30%</del> <u>\$22.00</u>	Lunch <del>\$16.00 27%</del> <u>\$27.00</u>
Dinner <del>\$25.00 50%</del> <u>\$33.00</u>	Dinner <del>\$30.00 50%</del> <u>\$38.00</u>
Daily Total <del>\$50.00 100%</del> <u>\$75.00</u>	Daily Total <del>\$60.00 100%</del> <u>\$90.00</u>
Gratuity <del>18% max</del> <u>Included in per meal/daily total</u>	Gratuity <del>18% max</del> <u>Included in per meal/daily total</u>

~~As an example: if a conference registration includes a \$20 evening banquet, then \$40 would be a reasonable guideline for breakfast and lunch. (\$60 - \$20 = \$40).~~

~~The following departure or return times may also be used as a reference for reimbursable meal expenditures on the days in which travel occurs.~~

~~Breakfast - When an employee leaves for overnight travel at or before 6:00 a.m., breakfast may be reimbursed.~~

~~Lunch—When an employee leaves for overnight travel at or before 11:00 a.m. or returns from overnight travel at or after 2:00 p.m., lunch may be reimbursed.—~~

~~Dinner—When an employee leaves for overnight travel at or before 4:00 p.m. or returns from overnight travel at or after 7:00 p.m., dinner may be reimbursed.—~~

~~The times listed above should not include the time taken for the meal.—~~

~~To prevent duplicate reimbursement, the Request for Reimbursement should not include meal expenditures for other staff members. In an instance where one itemized receipt reflects two or more staff member's meals, copies of the receipts will be accepted. A notation should be made on each employee's receipt copy indicating the other staff member's name so that the Request for Reimbursement may be cross-referenced to avoid a delay in reimbursement due to the lack of an original receipt. A charge slip alone is not considered to be an acceptable receipt.—~~

~~**Note:** State statute specifically states that only non-alcoholic beverages may be paid for by public entities. Therefore, the District will not reimburse employees for alcoholic beverages.—~~

~~For clarification regarding specific meal reimbursement situations, call 308-698-8009.—~~

**Air Travel:** Air travel shall only be authorized when it is more economical than ground transportation. In the determination of the most economical method of transportation, the impact on productive work time may be taken into consideration. If a staff member elects to travel by a method other than the one determined to be the most economical, the employee will be reimbursed at the lesser amount. If the employee elects to travel by car when the commercial air travel rate is determined to be more economical no additional en route expenses will be paid.

Unless an employee is traveling with a group of students or other arrangements have been approved by the Board of Education Office and the Superintendent, air travel for employees must be booked through the District. This process allows the District to directly pay for the airfare and avoids a large out-of-pocket expenditure for the employee. In order to assure that the ticket is issued properly, the employee must submit documentation from their supervisor indicating approval of travel. ~~**Note:** in any situation in which approval has been given for booking air travel directly as opposed to utilizing the District, employees should not make travel arrangements until all necessary approvals have been received. Any employee making arrangements prior to obtaining the necessary written approval will be financially liable for the arrangements if the travel request is denied.—~~

Although the District will book flights for a family member accompanying an employee on travel, the employee is responsible for payment to the travel agency/airline at the time of booking. This ensures that family members' expenses are not included in the travel expenditures paid directly by the District. Any arrangements made to extend the stay for personal vacation time that result in an increase in fare must be reimbursed to the District prior to departure.

All fares paid directly by the District or reimbursed to an employee will be based on the coach fare, if such seating is available, at the time of booking. A request for reimbursement of airfare must be supported by an airline invoice/receipt indicating individual(s) traveling, dates, destinations, and cost along with a copy of the method of payment showing the payment was made by the employee. A boarding pass alone is not considered to be an acceptable receipt.

If a previously arranged flight needs to be changed or canceled, contact the Finance office at 308-698-8009. All airline tickets purchased (or reimbursed) by the District for employee travel are District property. Therefore, if the travel plans are canceled after a paper ticket has been issued to the

employee; the paper ticket must be returned to the Finance office. If an electronic ticket has been issued for the employee and the travel plans are canceled, notify the Finance office. When returning tickets to the Finance office, the employee and supervisor should provide an explanation for the cancellation of the travel plans.

**Use of Personal Automobile:** An employee may be reimbursed for use of their personal automobile while traveling on District business at the rate provided for in State Statute as of the beginning of the current school fiscal year. When possible, employees are encouraged to carpool. When carpooling, only the driver is eligible for mileage reimbursement.

The Request for Reimbursement must reflect the allowable miles traveled. Any miles of a personal nature, such as for sightseeing, should not be included. Prior to payment, the mileage claim may be compared to city-to-city mileage charts to determine reasonableness.

**In-District Travel with Personal Automobile:** See chart below for what qualifies and what does not qualify for mileage reimbursement. Pursuant to state law and the Nebraska Department of Administrative Services, mileage will be reimbursed at “the prevailing standard mileage rate as established by the IRS through its Revenue Procedures.” Please note that the rate may change during the school year. Use the mileage reimbursement form found on the KPS website under Staff Links and Employee Forms.

<b><u>Reimbursable In-District Travel</u></b>	<b><u>Non-Reimbursable In-District Travel</u></b>
Job assignments at multiple buildings	Professional Learning Sessions in multiple buildings
Student Assistance Team meetings	Department/Staff meetings
504 meetings	Activities / Coaching responsibilities
IEP / MDT meetings	Extra duty assignments
Home Visitation meetings	Activity rehearsals
Equipment Deliveries	Activity training / summer conditioning
Directed by Supervisor to pick up or deliver something	
Parent Teacher Conferences at multiple buildings	

**Rental of Automobile:** A rental car may be approved for traveling employees when other means of transportation are unavailable, more costly, or impractical.

Prior to authorizing the rental of a car, other means of local transportation must have been explored and are either not available, more costly, or impractical based on the business needs of

the trip. Other means of local transportation to be considered should include: airport shuttles provided to & from the hotel/motel, the walking distance required if staying at a hotel/motel away from the conference/activity location, local buses, taxis, etc. To avoid any question of cost allocation, no personal use of an authorized rental car (for example: sightseeing) will be allowed while traveling on District business.

In instances where a rental is authorized by the traveling employee's supervisor, the most economical, usually an economy or compact size, car should be rented. Employees are encouraged to refuel the rental car before returning it to the rental company since fees charged for refueling generally exceed the average per gallon rate at a gas station. Fuel for a rental car should be paid for by the employee and submitted for reimbursement from the District.

In those instances, in which car rental has been authorized, the physical damage and liability insurance offered by the rental company should be purchased. The need to purchase the insurance, along with the cost of fuel and any potential parking expenses should be a consideration in determining the most economical form of ground transportation.

**Use of District-Owned Cars/Vehicles:** Employees desiring to use District-owned vehicles for transportation must submit a Request for Use of District-Owned Vehicle to the secretary in the Transportation Department. In instances in which use of a District-owned vehicle is authorized, no personal use of the vehicle is allowed. Mileage reimbursement is not applicable in this situation.

**Other Types of Ground Transportation and Miscellaneous Transportation Expenses:** The District may reimburse employees for other reasonable and necessary ground transportation such as cab fare, shuttle fare, etc. In addition, reimbursement may be made for necessary parking and toll charges incurred while traveling on District business. The original receipt of payment should support the Request for Reimbursement. Fines incurred for parking and traffic violations are not reimbursable.

If an employee is involved in an accident while on District business, the accident should be reported to the local police, the car rental company - if the car is a rental, the employee's insurance company - if the car is employee owned, and the Finance Office 308-698-8009. If an accident involves a District vehicle, the transportation office should be contacted at 308-698-8261.

Staff may be reimbursed for other expenditures made on behalf of the District. These miscellaneous expenditures include, but are not limited to: instructional or instructional support materials, supplies, business telephone calls/faxes, internet access charges when reasonable and required by the immediate supervisor, etc. The original receipt or a copy of the method of payment should support the Request for Reimbursement.

The following other types of items are examples of items that would also not be eligible for reimbursement:

- Personal entertainment such as movies, theater tickets, etc.
- Personal items such as magazines, books, etc.
- Sightseeing expenses
- Spouse or family member expenses incurred if accompanying the employee
- Alcohol or alcoholic beverages

~~Meal expenditures beyond a reason based on normal living standards and a conservative fiscal approach to the use of District resources~~

- ~~● Expenditures for snacks, unless the snack is in place of a specific meal~~
- Internet access for personal use
- Mileage beyond a reasonable level based on city to city map mileage.
- Excess baggage charges
- Mileage to and from the airport (replacing mileage to and from work)

Travel advances for employee expenditures are not allowed by the District. To minimize the dollar amount of expenditures for which employees may need to seek reimbursement, employees are encouraged to utilize the methods outlined above that allow for direct payment by the District of conference/activity registration, air fare, and lodging. Reimbursement of expenditures can generally be made immediately following the next Board meeting following the time the approved Request for Reimbursement is received by the Finance Office provided the necessary receipts/documentation are included.

All employee travel expenditures to be paid for from the District's General Fund should only be submitted for reimbursement through the District's Finance Office. In accordance with the Nebraska Department of Education Rule 2, a Student Activity Fund cannot be used to reimburse an employee for travel expenditures, which are then submitted for General Fund reimbursement to the Student Activity Fund.

To avoid reimbursement delay due to misplaced or lost receipts, employees are encouraged to submit the Request for Reimbursement and supporting receipts within 2 weeks after the conference/activity. Please staple all supporting documentation to the Request for Reimbursement form.

To assure that reimbursement is made from the school fiscal year in which the expense was incurred, a Supervisor signed Request for Reimbursement and all supporting documentation must be submitted to the Finance Office by the 20th of each month.

Although this practice and procedure has been designed to cover many circumstances that may arise while traveling, circumstances may arise for which this practice and procedure is silent or, due to the specific situation, appears to create an unintentional financial burden on the employee. Alternative reimbursement procedures may be allowed if pre-approved by the Superintendent in instances in which this practice and procedure is silent or appears to result in an unintentional financial burden for the traveling employee.

Policy adopted: 5/13/2024

Revised:

KEARNEY PUBLIC SCHOOLS  
KEARNEY, NEBRASKA

Business

System of Accounts

The accounting systems and procedures for the school district shall be set up so as to conform to best business practice and existing guides from the state department of education. The superintendent and business staff will be expected to confer with appropriate specialists of the state department of education, school district auditors, and any other knowledgeable persons or groups in achieving that objective.

It is understood by the board that support for the purposes of the school shall be a prime objective of the accounting systems and procedures.

Reimbursement from petty cash funds to authorized personnel for minor items purchased for school use, will be documented as follows:

1. Cash receipt containing the following information:
  - a. Name and address of vendor
  - b. Date of purchase
  - c. Description of items
  - d. Unit cost
  - e. Total cost
  - f. Acknowledgement of cash payment received
  - g. Signature of purchaser
2. A copy of the petty cash voucher, identifying the purchase to which related, and signed by the person receiving reimbursement.

Replenishment of petty cash funds will be based up the value of authenticated vouchers supporting the request.

Requests for establishment of petty cash funds will originate with school principals and may be addressed to the director of finance.

The principal of each school having a petty cash fund will reconcile expenditures to balance and deliver funds remaining in the account and vouchers documenting purchases to the business office prior to the end of each fiscal year.

Legal Reference: 79-318 State Board of Education; powers; duties  
79-526 District boards; schools; supervision and control

Policy adopted: 8/14/17

Revised:

KEARNEY PUBLIC SCHOOLS  
KEARNEY, NEBRASKA

Business

Periodic Financial Reports

~~The superintendent shall cause to be maintained the books and records of the district in auditable form. The superintendent shall cause to be prepared all fiscal reports, keep necessary records to control adequately the financial transactions of the district, and prepare financial statements.~~

~~Financial statements will be prepared under the direction of the superintendent and submitted to the board.~~

~~All fiscal reports shall be filed with the county, state, or federal agencies, as required.~~

Legal Reference: ~~79-526~~ District boards; schools; supervision and control

Policy adopted: 8/14/17 ~~KEARNEY PUBLIC SCHOOLS~~  
~~KEARNEY, NEBRASKA~~

Business

Treasurer's Report

The Treasurer shall submit a monthly reconciliation to the Board which shall include:

1. Balances
2. Receipts
3. Disbursements
4. Investments

Legal Reference: 79-588 Treasurer; records and reports required;  
delivery upon expiration of office

Policy adopted: 8/14/17 KEARNEY PUBLIC SCHOOLS  
KEARNEY, NEBRASKA

Business

Audit

An audit of the accounts of the school district shall be made annually by a certified public accounting firm selected by the Board. The audit examination shall be conducted in accordance with generally accepted auditing standards, shall comply with the current rules and regulations approved by the State Board of Education, and shall include all funds over which the Board has direct or supervisory control.

Legal Reference: 79-1089

Class II, III, IV, V and VI district; audit by public accounting or certified public accountant; rules and regulations

Policy adopted: 8/14/17  
Revised:

KEARNEY PUBLIC SCHOOLS  
KEARNEY, NEBRASKA

## Business

### Monies in School Buildings

All monies collected shall be receipted and accounted for and directed without delay to the proper location of deposit.

In no case shall monies be left overnight in schools except in safes provided for safekeeping of valuables<sup>2.7</sup> and even then no more than a few dollars should be so kept. All banks handling school dollars shall provide for making bank deposits after regular banking hours in order to avoid leaving money in school overnight.

### Cash Receipts

All receipt books shall be under the control of the director of finance. The receipt books shall be made in duplicate and press numbered. An inventory of the receipt books shall be kept showing the first and last numbers of the forms issued and shall be added to as additional books are received or printed. A record of the disposition of every receipt book shall be kept showing the date and to whom it was given.

Receipts are issued to each person who turns in funds. These funds include: rental of school property, telephone funds, refunds for personal calls, library fines, lost books, instrument rentals, damages to school property, sale of shop material, etc.

The receipts are to be issued in duplicate, one copy forwarded to the accounting office and one copy to the person from whom the money was received. An explanation should be made on the receipt as to the purpose for which these funds were received.

Teachers are urged not to leave money in their desks when they are not present. The school is not responsible for thefts. Teachers who collect school money should turn it in at the office immediately or be responsible for it themselves.

### Handling of Money

1. Whenever a teacher collects money from a student for school purposes, the payment shall be recorded in the official records of the organizations.
2. Money must not be left in rooms at any time. Responsibility for theft or loss must be taken by the teacher and student organizations.
3. ~~Teachers~~ All Staff should never leave valuables where they become a temptation to ~~students others~~. ~~Teachers should encourage students also to follow this rule.~~
4. Receipts should always be given to students.
5. An order must be secured from the principal before contracting to spend any money of any organization for any purpose.

Business

Operation and Maintenance of Plant

~~The board expects operation and maintenance of school plant and equipment to set high standards of safety, to promote the health of pupils and staff, to reflect the moral and cultural aspirations of the community at its best, and to support environmentally the efforts of the staff to provide a good education.~~

~~Legal Reference: 79:1084 Board of education; budget; tax; levy;  
Publication of expenditures; duty of  
county board~~

~~Policy adopted: 8/14/17 KEARNEY PUBLIC SCHOOLS  
KEARNEY, NEBRASKA~~

Business

Safety/Security of School Plant: Operation and Maintenance

The board will adhere to all local, state and federal laws pertaining to school safety and security including students, staff and property and directs the administration to develop and maintain a ~~safety/security handbook-~~ Emergency Operations Plan to be reviewed and approved annually by the Board of Education.

Orientation sessions, in-service development activities, supervisory review, bulletins and manuals and other communications with operation and maintenance personnel and their supervisors shall stress the paramount importance of safety.

Policy adopted: 8/14/17  
Revised:

KEARNEY PUBLIC SCHOOL  
KEARNEY, NEBRASKA

## Business

### Video Surveillance

1. Purpose. The Board authorizes the use of video cameras and other passive electronic measures (such as motion detectors) for the purposes of ensuring the health, welfare and safety of staff, students and visitors, safeguarding District facilities and equipment, and maintaining student discipline and an appropriate educational and work environment.
2. Placement. Video cameras and similar devices are authorized to be used on school facilities, school vehicles and other places within the control of the District. The locations in which the devices will be placed and the times the devices will be in use are to be determined by the Superintendent or the Superintendent's designee consistent with the purposes set forth in this Policy. The devices shall not be placed or operational in locations in which individuals have a high expectation of privacy, such as restrooms and locker rooms.
3. Notice. Notice of the fact that video surveillance cameras are being utilized shall be given through appropriate mechanisms, such as by posting signs in the building entry and other locations and by including a notice in the student-parent and staff handbooks.
4. Viewing Monitors and Video Recordings. Monitors used to view video recordings are to be located and positioned such that only authorized personnel are able to see the images on the monitors. Only authorized personnel shall be allowed to view recorded video. Authorized personnel for these purposes are: school administrators, school staff members with a direct involvement with the recorded contents of the specific video recording and employees or agents responsible for the technical operations of the system (for technical purposes only).

School administrators may allow law enforcement officers to view monitors and recorded video when such is consistent with school security and discipline and consistent with law.

Students and parents shall not be permitted to view the monitors. Students and parents shall not be permitted to view recorded video except where the individual student is the focus of the recorded video. In limited circumstances, the Superintendent or designee shall allow for video surveillance to be reviewed based on Principal recommendations.

5. Use of Video Recordings. Video records may be used as a basis for student or employee disciplinary action and for making reports to law enforcement.
6. Maintaining Video Recordings. The District shall comply with all applicable state and federal laws related to record maintenance and retention of video recordings. Video recordings that contain personal information shall be securely stored and, when such recordings are no longer needed or required to be maintained, shall be properly disposed of or erased.
7. Maintaining the Integrity of the Video Surveillance System. The ~~building principals~~ Director of Technology shall be responsible for periodically checking the video surveillance systems ~~within their building~~ to ensure ~~it is they are~~ operating properly. Students or staff who vandalize, damage, disable, or render inoperable surveillance cameras or equipment, or use the video surveillance system in a manner that is not consistent with the purposes set forth in this Policy, shall be subject to appropriate disciplinary action (up to and including expulsion, for a student, and termination, for a staff member) and referral to appropriate law enforcement authorities.

Legal Reference: Family Educational Rights and Privacy Act, 20 U.S.C. § 1232(g) (34 C.F.R. Part 99) State Records Administrator Guidelines: Schedule 10: Records of Local School Districts (Feb. 1989) Schedule 24: Local Agencies General Records (March 2005) Electronic Imaging Guidelines (March 2

Policy adopted: 8/14/17

Revised:

KEARNEY PUBLIC SCHOOL  
KEARNEY, NEBRASKA

Business

Risk Management and Safety Committee

Kearney Public Schools is committed to providing and maintaining a safe and healthy work environment. The administration is to make the safety of employees an integral part of the management function. Each employee is to make safety an integral part of their duties by following established safety regulations and procedures, assisting in accident prevention activities by reporting any job-related injury to the administration immediately, reporting unsafe conditions immediately, and providing suggestions to eliminate accidents and injuries. Failure to follow safety rules may lead to disciplinary action up to and including termination.

Safety and health management is the ultimate responsibility of the Board. Functional authority for continued development and implementation of health and safety is hereby delegated to the Superintendent or the Superintendent's designee.

The Superintendent or designee is to establish and maintain the Safety Committee or committees as required by law. The Safety Committee(s) shall be made up of members, hold meetings, and perform such functions as required by law. The Safety Committee(s) shall adopt and maintain an effective written Injury Prevention Program for the School District. The Superintendent or the Superintendent's designee is delegated authority and responsibility as required or allowed by law over such Injury Prevention Program.

Management shall participate in the Safety Committee(s), in safety education and training, the establishment of safety rules, policies and procedures as provided in Board policy, the School District's written Injury Prevention Program, and as otherwise provided by law. The Superintendent shall ensure that records of safety law compliance and workplace injuries are created and retained as required by law.

Legal Reference:           Neb. Rev. Stat. " 48-443 to 48-445

Policy adopted: 8/14/17  
Revised:

KEARNEY PUBLIC SCHOOLS  
KEARNEY, NEBRASKA

## Business

### Building Security — Keys and Fobs

Responsibility for control of all keys and fobs used by district employees is placed with the building principal, the designated central office administrator, or the director of buildings and grounds. Requests for permanent issuance of keys and fobs shall be made only in those instances where the employee needs a key or fob in order to carry out his or her normal activities necessitated by the responsibilities of the position the employee holds. When a need for a particular key or fob is of a temporary nature, a key or fob may be issued on that basis and, if issued, must be returned immediately following termination of the need for its use.

Keys or fobs shall be issued only through the office of each principal, the office of the designated central office administrator, or the offices of the director of buildings and grounds, food service and transportation. A check-out form identifying the key or fob and the room(s) or building(s) which it opens shall be signed by the person to whom the key is issued. This form shall be held in a permanent file. A copy of the form will be returned to the employee only after the return of the key.

Each building principal, the designated central office administrator, and the director of buildings and grounds shall set up a key and fob control system for keys and fobs issued for use in their building(s) or area(s) of responsibility.

The employee issued a key or fob shall be responsible for its safekeeping. Replacement of lost or stolen keys or fobs or requests for duplicate keys or fobs will be authorized only by the ~~director~~ Director of buildings and grounds Facilities. The board of education prohibits the replacement or duplication of keys or fobs except by the designated person.

Keys or fobs are to be used only by the authorized district employees and are never to be loans to unauthorized persons. The greatest care shall be exercised in the safekeeping of master and sub-master keys. Master keys are never to be loaned or made available for use by others.

Policy adopted: 8/14/17

Revised:

KEARNEY PUBLIC SCHOOLS  
KEARNEY, NEBRASKA

Business

Vandalism

It is the policy of the school district to pursue prosecution to the fullest extent of the law when acts of vandalism are committed. Restitution to the district to cover expenses of repairs or replacement, including labor, is expected in cases of vandalism.

BusinessInsurance

The board is responsible for approved plans for carrying insurance on every school building, including contents, ~~boilers and~~ machinery, and on all school buses and other property under control of the board, or title to which is vested in the board, except as exceptions may be authorized under regulations of the state board.

Liability Insurance

This school district shall purchase all needed liability insurance to the extent permitted, or otherwise not restricted, by law. The board does not wish to withhold relief to injured parties by taking refuge in the doctrine of governmental immunity.

Legal Reference: 79-516

School district; power to indemnify;  
Liability insurance; purchase

Policy adopted: 8/14/17  
Revised:

KEARNEY PUBLIC SCHOOLS  
KEARNEY, NEBRASKA

Business

Bonding of Employees -

Blanket Fidelity Bond

All school district employees who handle funds shall be covered for \$100,000 under a blanket fidelity bond.

Treasurer Bond

The District Treasurer shall give a bond or equivalent insurance coverage payable to the School District in such amount as required by law and determined appropriate by the Board of Education. The Board of Education may require that other school officials whose duties require the handling of funds be bonded or obtain insurance coverage. The cost of such bonds or equivalent insurance coverage shall be paid by the School District.

Legal Reference: 11-103

Nebraska Statutes 79-586 & 79-589

Policy adopted: 8/14/17  
Revised:

KEARNEY PUBLIC SCHOOLS  
KEARNEY, NEBRASKA

Business

Transportation Purpose(s)

The school district will provide transportation for students to and from school. Present general board policy provides for transportation of students who live more than four miles from school.

In cases where transportation is needed outside the four-mile limit, but it is not considered feasible to furnish bus transportation, contracts may be established with parents for furnishing transportation.

The ~~superintendent of schools~~ Director of Transportation is asked will administer the operation so as to:

1. Provide for maximum safety of pupils.
2. Supplement and reinforce desirable pupil behavior patterns
3. Assist handicapped pupils appropriately
4. Make the time spent in a school bus, to the extent possible, contribute to the education of each rider.
5. Provide transportation within the four-mile limit to the extent that available space permits on established bus routes.
6. Achieve appropriate economy in operation.

Legal Reference: 79-611  
79-605  
NDE Rule 91

Policy adopted: 8/14/17  
Revised:

KEARNEY PUBLIC SCHOOLS  
KEARNEY, NEBRASKA

## Business

### Transportation: Purposes

Approved bus routes and schedules will be published within the school district prior to the start of school, and will be posted throughout the school year as follows:

1. In school buses to which they pertain
2. ~~On school bulletin boards, for buses servicing the school in which posted~~
3. In the office of the Director of Transportation
4. ~~Media~~

Copies of approved bus routes and schedules will be furnished all administrators at the beginning of each school year. Additional new routes or revised routes will be communicated to administrators as requested.

When permanent changes in routing or scheduling of buses becomes necessary during the school year, such changes will be ~~published and posted in sufficient time shared~~ to alert all pupils affected before the change is placed in effect. This (regulation) is not applicable to temporary changes made necessary by the exigencies of weather, construction, or other irregularities interrupting normal service.

The responsibility of the principal for the safety and discipline of pupils is delegated to the bus driver when pupils are loading or unloading at points not immediately adjacent to the school, and while in transit.

Breaches of discipline reported to the principal or Director of Transportation by the bus driver will be investigated with consequences administered through collaborative decision-making with the Director of Transportation and Principal. The discipline consequences or action steps will be reported by the bus driver ~~will be reported~~ by the principal to the responsible parent or guardian. Repeated misbehavior will be a reason to suspend or cancel the transportation privilege.

To insure even distribution of loads and delivery of pupils to the designated school, pupils will board only the bus to which assigned. Bus drivers will not permit debarkation at any point between embarkation and schools they serve.

Permission to leave a school bus at any point other than ~~at~~ the point at which any given pupil daily boards and leaves the bus can be granted only by the Director of Transportation or principal and then only in response to the written request of the parent or guardian. ~~Requests of this nature may be delivered to the bus driver by the parent for delivery to the principal.~~

It is the parental responsibility to pay for damage to school buses when such damage is the result of vandalism.

Use of school buses for educational field trips, athletic trips, transportation of music or choral groups, summer school programs, or for other school-related activities should be scheduled at the earliest practical date consistent with pre-event planning, and in no instance less than ~~ten (10)~~ fourteen (14) days before the event occurs.

Dates for regularly scheduled athletic contests are established early in the school year. A summary of transportation needed should be furnished to the Director of Transportation at the time schedules are approved.

~~Ten-Fourteen~~ days prior to the date on which transportation will be required, the principal or athletic director of the school concerned will submit a "Request for Transportation Service" to the Director of Transportation, listing the following information:

1. Place to which the buses will report
2. Date and time transportation will be needed
3. Destination
4. Number to be transported
5. Will buses be:
  - a. Released at destination
  - b. Required to wait for return trip
  - c. Released and requested to return at a specified time
6. Event for which transportation is needed
7. Name of teacher in charge of group
- ~~8. Will driver require lunch~~

School bus and van drivers are to be qualified and licensed as prescribed by law. The operation of school buses by persons other than qualified and licensed individuals is forbidden.

School buses will not be used for non-school purposes or by non-school groups unless approved by the Superintendent or designee.

Non-school personnel enroute to athletic events, will not be transported in school buses unless approved by the Superintendent or designee.

School vehicles used during the summer must be for a ~~sponsor~~ school-sponsored activity and paid for by a school district budget account or have received Board of Education approval.

The use of personal vehicles by staff to transport students is not allowed. The principal is responsible for providing a chaperone or escort aboard each bus used for field trip purposes and for instructing teachers, chaperones, or others designated as escorts (may include parents or volunteers), in pupil discipline and conduct to be observed while in transit and until pupils are returned to school or parental control.

~~Food may not be eaten on school buses and vans during regular routes.~~—When extended field trips require absence during the lunch period, the teacher conducting the trip will make provision for a place where lunch may be eaten and ascertain that the bus driver has been provided lunch. Lunches prepared for field trips by school lunchroom personnel will be paid for at the established rate.

~~The following charges will be paid by the principal of the sponsoring school when school buses are used in connection with extracurricular activities:~~

- ~~1. An amount determined annually by the superintendent or his or her designee to cover bus expenses, plus~~
- ~~2. An amount calculated to cover the district's cost of the driver's salary and related benefits.~~

Rule adopted: 8/14/17

Revised:

KEARNEY PUBLIC SCHOOLS  
KEARNEY, NEBRASKA

## Business

### Transportation: Responsibilities: Superintendent and Board of Education

The responsibility for administering the transportation program in the district shall rest with the superintendent or his/her designee who shall adhere to all applicable laws and regulations

### School Board and Superintendent Responsibilities

The responsibility for administering the transportation program in the district shall rest with the superintendent or his/her designee who shall adhere to all applicable laws and regulations.

Inasmuch as Nebraska school laws do not specifically state the policies under which the school board is obligated to provide transportation, the following rule will prevail, but may be changed at any time as a result of board action.

1. Comply with all Nebraska Statutes and State Department of Education rules and regulations.
2. Bus routes shall be designated to transport pupils as efficiently as possible to a given location and from established pickup points.
3. Provide vehicles which meet or exceed the "Nebraska Minimum Standards Governing School Transportation Vehicles."
4. Bus transportation will be provided for field trips or activities which are considered to be a part of the regular educational program of the school. Students are expected to board the same mode of transportation for the trip home unless written parental or guardian permission is granted.
5. When establishing bus routes the following factors will be considered:
  - a. Routes will be laid out on hard-surfaced roads whenever possible.
  - b. The bus will not enter a private drive for the purpose of picking up a student unless homeowner permission is provided.
  - c. Routes should be established to carry the maximum number of pupils as efficiently as possible.
6. Out-of-district students may be considered for contracting of transportation services.

### Safe Pupil Transportation Plan

The superintendent or his/her designee shall establish a Safe Pupil Transportation Plan setting forth the District's plan for safe transportation to students being transported in pupil transportation vehicles.

1. Weapons – Upon becoming aware of a weapon aboard a pupil transportation vehicle, the driver will make every attempt to:
  - A. Radio transportation dispatch and notify them of the situation if possible. If not possible, the driver will make every attempt to telephone dispatch from a cellular telephone or from the nearest safe haven location. Examples of a safe haven include, but are not limited to, any school building site, emergency service station (law enforcement or fire department), community service agency, etc.
  - B. Pull vehicle over to a safe and secure area.
  - C. ~~Confiscate weapon (if it does not jeopardize student or driver safety).~~
  - D. Give description of weapon and participating parties to dispatch.
  - E. Dispatch will immediately notify appropriate law enforcement agencies and school administration.
  
2. Pupil behavior – Students are expected to follow student conduct rules while in a pupil transportation vehicle. The pupil transportation driver is responsible for controlling behavior which affects safety and for reporting rule violations to school administration. In the event a student's behavior jeopardizes safety, the driver will make every attempt to:
  - A. First seek to resolve incident through discussion with the student(s) involved.
  - B. Radio transportation dispatch and notify them of the situation if possible. If not possible, the driver will make every attempt to telephone dispatch from a cellular telephone or from the nearest safe haven location.
  - C. Activate emergency flashers
  - D. Bring vehicle to a safe stop. Seek to resolve the incident, using physical force only as necessary to protect students or yourself.
  - E. Report and document discipline problems to the school administrator on a Bus Conduct Report/Incident Form.
  
3. ~~Terroristic~~-threats – A person commits a terroristic threat if the person threatens to commit a crime of violence with the intent to terrorize another or with the intent of causing evacuation of a building, place of assembly or facility of public transportation or in reckless disregard of the risk of causing such terror or evacuation. Upon becoming aware of a terroristic threat relating to a pupil transportation vehicle, the driver will make every attempt to:
  - A. Radio transportation dispatch and notify them of situation if possible. If not possible, the driver will make every attempt to telephone dispatch from a cellular telephone or from the nearest safe haven location.
  - B. Make every attempt to keep passengers calm (this may mean complying with the terrorist).
  - C. Dispatch will immediately notify appropriate law enforcement agencies and school administration.
  - D. Driver should wait for instructions from dispatch if possible.
  
4. Severe weather – Upon becoming aware of severe weather while aboard a pupil transportation vehicle, the driver will make every attempt to:
  - A. Radio transportation dispatch and notify them of situation if possible. If not possible, the driver will make every attempt to telephone dispatch from a cellular telephone or from the nearest safe haven location.
  - B. Return to the school if less than five minutes away and follow the directions of the school administrator.
  - C. If more than five minutes away from school, go to the nearest school and follow the directions of the school administrator.
  - D. If more than five minutes away from the nearest school or there is immediate danger, get to the nearest basement or underground shelter with all students.

- E. If there is no shelter and there is immediate danger the driver and passengers are to follow evacuation procedures and get everyone off the vehicle into the nearest ditch or culvert at least 100 feet away from the vehicle.
5. Hazardous materials – Upon becoming aware of a hazardous material aboard a pupil transportation vehicle, the driver will make every attempt to:
    - A. Radio transportation dispatch and notify them of situation if possible. If not possible, the driver will make every attempt to telephone dispatch from a cellular telephone or from the nearest safe haven location.
    - B. Pull vehicle over to safe and secure areas.
    - C. Give description of hazardous materials in question to dispatch.
    - D. Dispatch will immediately notify appropriate law enforcement and school administration.
    - E. Driver should wait for instructions from dispatch if possible.
  6. Medical emergencies – Upon becoming aware of a medical emergency aboard a pupil transportation vehicle, the driver will make every attempt to:
    - A. Radio transportation dispatch and notify them of situation if possible. If not possible, the driver will make every attempt to telephone dispatch from a cellular telephone or from the nearest safe haven location.
    - B. Dispatch will immediately notify appropriate medical agencies and school administration.
    - C. Driver should follow instructions from dispatch, school officials, and parents when such information can be obtained quickly enough. If not available, follow emergency first aid procedures.
    - D. Only if necessary, the driver should move passengers only enough to get them out of danger of traffic or fire. If moved, the driver and aide are to keep them where placed until a medical agency arrives, unless a parent has taken charge of their child.
    - E. Driver should try to keep student passengers as calm as possible.
  7. Procedures in the event of mechanical breakdowns of the vehicle – Upon becoming aware of a mechanical breakdown aboard a pupil transportation vehicle, the driver will make every attempt to:
    - A. Pull vehicle over to safe and secure area if possible.
    - B. Radio transportation dispatch and notify them of situation if possible. If not possible, the driver will make every attempt to telephone dispatch from a cellular telephone or from the nearest safe haven location.
    - C. Activate emergency flashers and place warning flares/reflectors in accordance with safety guidelines, if not in secure area.
    - D. Driver should try to keep student passengers as calm as possible.
    - E. Dispatch will arrange for assistance and a relief vehicle if needed.
  8. Procedures in the event the drop-off location is uncertain or appears unsafe to leave students:
    - A. Radio transportation or otherwise communicate with dispatch to notify them of the situation if possible.
    - B. Release children only if an adult responsible for the children is present. If not, keep children who are to be released in the vehicle, continue the route, and return children who were to be released to the school.
    - C. Dispatch will notify appropriate law enforcement agencies and school administration, if appropriate, given the circumstances.

9. Documentation under Safe Pupil Transportation Plan. Each pupil transportation driver is required to complete and submit to the school administration a bus conduct report or incident report involving the pupil transportation vehicle operated by the driver or any pupils transported on it. Documentation is to include the occurrence of any of the following events: weapons, student behavior which affects safety, terroristic threats, severe weather, hazardous materials, or medical emergencies. Documentation of such events shall be completed and submitted as soon as practicable after the incident.
10. Transportation of unsafe items. Drivers shall not permit pupil transportation vehicles to transport any items, animals, materials, weapons or look-a-like weapons or equipment which in any way would endanger the lives, health or safety of the children or other passengers and the driver. Look-a-like weapons associated with a school sponsored or approved activity may be transported only with written permission of a school administrator. Any items that would break or could produce injury if tossed about inside the pupil transportation vehicle when involved in an accident or sudden stop shall be secured.
11. Supplemental information. A copy of this plan shall be placed in each pupil transportation vehicle, kept at each school building, and made available upon request. Supplemental information with respect to operational and procedural guidelines used to administer this plan can be found in the District's safety and security plan adoption pursuant to 92 NAC10 and in the Nebraska Department of Education Pupil Transportation Guide.

#### Special Transportation for Exceptional Children

The school district shall provide transportation services to special education students in accordance with Nebraska Rule 51 guidelines.

#### Maintenance of Transportation Equipment

The school shall cause all school buses, whether or not owned by the district or school, to be inspected before school opens in the fall and each eighty (80) days thereafter during the year when school is in session. Inspection shall be made by a qualified motor vehicle mechanic, ~~appointed by the school board, and approved by the superintendent.~~

Policy adopted: 8/14/17  
Revised:

KEARNEY PUBLIC SCHOOLS  
KEARNEY, NEBRASKA

BusinessChild Nutrition Programs

Current regulations provide:

1. Free or reduced price meals will be provided for all pupils who qualify on the basis of financial need.
2. There shall be no discrimination in the furnishing of meals.
3. The anonymity of pupils receiving assistance under this policy shall be protected. The names of these pupils will be treated in a confidential manner.
4. Requests for free meals or reduced price meals which have been denied may be appealed to the superintendent or his or her designee.
5. Records of students receiving assistance will be kept in the food service office. A monthly report will be submitted to the district office where records for audit purposes will be maintained.
6. Eligibility for assistance will be determined on the basis of income and family size according to federal guidelines.
- ~~7. If school authorities feel that a family's financial situation has changed, and the student is no longer eligible for free or reduced price meals, a hearing procedure will be used by the superintendent to challenge the continued eligibility. In the event of such a challenge, the family will be given a reasonable period of time in advance of the hearing to review the information on which the challenge is based. The pupil will continue to receive free or reduced price meals until the conclusion of the hearing procedure.~~

Rule adopted: 8/14/17

Revised:

KEARNEY PUBLIC SCHOOLS  
KEARNEY, NEBRASKA

BusinessLunchroom Responsibilities: Principals

The principal of the school shall be responsible for the conduct of pupils in the lunchroom, scheduling lunch services so that they are available at the most advantageous time, furnishing custodial services, and furthering the educational program that lunchroom operations make possible. The same rules and discipline procedures apply in the lunchroom as in the rest of the building.

~~The quantity and frequency of free meals, granted to those who assist in lunchroom responsibilities, has a significant impact upon the financial resources of the school lunch program.~~

~~The number of students assigned to assist in the kitchen area, in exchange for a free meal, is to be determined jointly by the building principal and the food service manager.~~

~~Any lunchroom duty assignment which may result in the granting of a free meal is to be made solely on the basis of the impending food service workload and not upon assumed financial need of the student's family.~~

Legal Reference: 79-526

District board; schools; supervision  
and control

Policy adopted: 8/14/17

Revised:

KEARNEY PUBLIC SCHOOLS  
KEARNEY, NEBRASKA

Business

School Lunch Costs

The cost of lunches will be based on the cost for preparation and serving of food, cost for components of the meal neither federally donated commodities nor covered by subsidy, cost for replacement of expandable items, plus a charge for depreciation of equipment.

The price for school lunches will be fixed at a level calculated to encourage total participation in the program and within the ability of the majority of parents to pay.

The District will not use a debt collection agency to collect or attempt to collect, directly or indirectly, debts due or assessed to be owed for outstanding debts on a school lunch or breakfast account of any student. Nor will the District assess or collect any interest, fees, or other monetary penalties for outstanding debts on a school lunch or breakfast account of any student.

Policy adopted: 8/14/17  
revised: 7/8/24  
revised:

KEARNEY PUBLIC SCHOOLS  
KEARNEY, NEBRASKA

## Business Operations

### Procurement Plan – School Food Authorities

The following procurement policy statement shall govern all purchasing activities that relate to any aspect of the National School Lunch and Breakfast Programs. This statement is meant to provide guidance to our personnel and vendors on acceptable and/or required procurement practices. Our goal is to fully implement all required and recommended procurement rules, regulations and policies set forth in 2 CFR 200, 7 CFR parts 210, 3016 and 3019, and by the State Agency.

### **Procurement Policy**

The purchasing procedure to be followed shall be determined by the anticipated total annual expenditure on items related to the food service program:

- When the annual total for food service program related items is less than ~~\$250~~ \$350,000 (simplified acquisition threshold), per procurement event or in aggregate purchases, this organization will follow the informal simplified acquisition threshold procedures.
- When the annual total for food service program related items is greater than ~~\$250~~ \$350,000 (simplified acquisition threshold) per procurement event or in aggregate purchases, this organization will follow the Formal Competitive Solicitation Procedures.

### Micro-Purchase Procedures

Micro-Purchases may be used for single purchases under ~~\$40~~ \$15,000 made with a vendor [2 CFR 200.320(a)].

Prices will be reviewed for reasonableness [2 CFR 200.320(a)].

Purchases will be spread equitably among all qualified sources [2 CFR 200.320(a)].

### Simplified Acquisition Threshold Procedures

For purchases made below the simplified acquisition threshold, simplified acquisition threshold procedures will be utilized to purchase necessary goods and services. When simplified acquisition threshold procedures are used, this organization will take the following steps:

1. Contact a reasonable number of qualified vendors
2. Write specifications for goods and services.
3. Document each vendor's quoted price (ex. log sheet)
4. Select the company that provides the lowest, most responsive, and responsible bid
5. Document supplier who was awarded the quote
6. Manage orders by confirming product and prices match quote

### Formal Competitive Solicitation Procedures

For purchases made in excess of the simplified acquisition threshold, a Formal Competitive Solicitation will be conducted. When Formal Competitive Solicitation Procedures are used, this organization will take the following steps:

1. Prepare an Invitation for Bid ("IFB") or Request for Proposal ("RFP") document specifically addressing the items to be procured
  - a. Include detailed specifications
  - b. Ensure price will be most heavily weighted

2. Publicly announce and advertise the bid/proposal at least 21 calendar days prior to bid opening
  - a) Announcements will include the date, time and location in which bids will be opened
3. Determine the most responsive and responsible bid/proposal by using the selection criteria set forth in the bid/proposal document
  - a) Responsible bidders will be those whose bid/proposal conform to all of the terms, conditions and requirements of the IFB/RFP
  - b) Responsible bidders will be those who are capable of performing successfully under the terms and conditions of the contract.
4. Award the contract
  - a) To the most responsive and responsible bidder based on the criteria set forth in the IFB/RFP
  - b) At least two weeks before program operations begin
  - c) If a protest is received, it must be handled in accordance with 7 CFR 210.21
5. Retain all records pertaining to the formal competitive bid process for a period of five years plus the current year

(Note: If the simplified acquisition threshold established in the sponsor's procurement policy statement is less than \$~~250~~ 350,000, the smaller bid threshold will govern.)

#### Procurement Summary

This organization incorporates the following elements into the Procurement Policy Statement, as required by 2 CFR 200 and 7 CFR parts 210, 3016 and 3019.

- A. Competition: We shall demonstrate our goods and services are procured in an openly competitive manner. Competition will not be unreasonably restricted. [7 CFR 210.21(c)(1)] [2 CFR Part 200.319(a)(1-7)]
- B. Comparability: We recognize for true competition to take place, we must maintain reasonable product specifications to adequately describe the products to be purchased and the volume of planned purchases based upon pre-planned menu cycles. 2 CFR 200.319(a)(6)
- C. Documentation: We shall maintain for the current year and the preceding three years all materials that will serve to document our policies and procedures. [2 CFR 200.318(i)]
- D. Code of Conduct: This program shall be governed by the attached Code of Conduct and it shall apply to all personnel, employees, directors, agents, officers, volunteers or any person(s) acting in any capacity concerning the food service procurement program. [2 CFR 200.318(c)(1)]
- E. Contract Administration: Purchases shall be checked or verified by designated staff to assure that all goods and services are received and prices verified. All invoices and receipts shall be signed, dated, and maintained in the documentation file. [2 CFR Part 200.318(b)]

F. General Requirements:

1. Small, minority, veteran-owned and women's businesses enterprises and labor surplus firms are used when possible. [2 CFR 200.321]
2. Ensure compliance with the Buy American Provision when purchasing food (7 CRF 210.21(d))
3. A cost or price analysis in connection with every procurement action in excess of the simplified acquisition threshold including contract modifications. [2 CFR 200.323(a)]
4. Documented Procurement Procedures and activities will be maintained. [2CFR 200.318(a)]

G. Duties of Food Service Supervisor:

1. Plan the goods or services needed for the school food service program for the school year based on planned menus through needs assessment, forecasting, and budgeting
2. Develop written specifications for food/supplies needed. Include details such as descriptions and product requirements (e.g. packaging, weight, pack size, etc.) for needed goods and services
3. Compare product specifications among all vendors/contractors. ~~Information for prices obtained from grocery stores, farmer's markets, etc.~~
4. Make procurement awards based on the lowest and best vendor's response as determined by quality, availability, service, and price
5. Place and confirm orders with vendors or make plans to purchase the required items
6. Work with vendors on a fair and equal basis.
7. Conduct an in-house procurement review once per year.

Policy adopted: 9/10/18  
revised: 8/12/19  
revised: 8/11/25  
revised:

KEARNEY PUBLIC SCHOOLS  
KEARNEY, NEBRASKA

## Business

### Interschool Mail Delivery System

A mail delivery system shall be maintained within the district in order that in-district communications and communications from outside sources may be delivered to the intended recipient in the most practicable way.

The use of district mail facilities and personnel for the distribution of materials and communications shall be restricted mainly to those materials and communications that further the educational purposes of the district and professional educational organizations. The superintendent may, by regulation, authorize certain exceptions without defeating the intent of this policy.

No political or commercial materials shall be distributed through the district's interschool mail system, unless received through the United States mail.

Business

Electronic Records Management and Disposition

1. General Standard. Records should generally be organized, managed, retained and disposed of in accordance with law and the Secretary of State's schedules for retention and disposition of public records.

2. Records Officer. The Superintendent is hereby designated as the records officer of the school district for purposes of this policy. Any questions about the type or category of a record or the required retention period for it should be addressed to the records officer.

3. Electronic Messages. Electronic messages are communications using an electronic system for the conduct of school district business internally, between other state and local government agencies, and with parents, students, patrons and others in the outside world. These messages may be in the form of e-mail, electronic document exchange (electronic fax), and electronic data interchange (EDI). In this policy, the terms electronic messages and e-mail are used, depending on the context, to mean the same thing. The school district's electronic system in which records are collected, organized, and categorized to facilitate preservation, retrieval, use, and disposition is as follows:

- a. End-User Management. End-user means anyone who creates or receives electronic messages on the school district's electronic system. Electronic messages are generally expected to be managed on the messaging server(s). In addition, some messages may be managed on the end-user's workstation. Each end-user is responsible for organizing, managing and disposing of records that are part of his or her electronic messaging account.
- b. Categories for Retention. Electronic messages fall within three categories: (1) transitory messages; (2) records with a less than permanent retention period; and (3) records with a permanent retention period. End-users are to organize, store, retain and dispose of electronic messages according to these three categories. This means determining which electronic messages require long-term retention, determining who is responsible for making this decision, and establishing storage and disposition requirements for electronic messages.
  - i. Transitory messages. Transitory messages include copies posted to several persons and casual and routine communications similar to telephone conversations. For example, as determined on an individual case-by-case basis by the end-user, transitory messages include certain embryonic materials, notes or drafts; unwanted and unneeded "junk" mail; "personal" mail for employees not related to school business; unsolicited sectarian, religious, partisan, political or commercial messages, or political advertising or advertisements promoting particular personal or religious beliefs, a specific ballot question, or controversial topics or positions. There is no retention requirement for transitory messages. Employees sending or receiving such communications may delete them immediately without obtaining approval.

- ii. *Less than permanent retention records.* These records are governed by the retention period for equivalent hard copy records as specified in the approved records retention and disposition schedules. These records should be converted to hard copy (printed) or an electronic format which can be retrieved and interpreted (downloaded) for the legal retention period. Employees creating or receiving such communications may delete or destroy the records only according to the applicable retention schedule. Questions relating to the retention or destruction of these records should be referred to the records officer.
  - iii. *Permanent/archival retention records.* These are records scheduled for transfer to the Nebraska State Historical Society (NSHS). Decisions relating to such records should be made by the records officer in consultation with NSHS, and the State Records Administrator about either transferring the records or maintaining them in the agency of origin. If the transfer decision is made, the method, frequency and format of the transfer should be determined cooperatively by the records officer, the NSHS, and the State Records Administrator.
- c. Electronic Storage Limitations. The district's computer systems have storage limitations. Server quotas are established and enforced. Users are expected to manage their electronic messages to comply with the system quotas. Other automated management may also be utilized to best manage district storage. Such personal and automated management should include regular deletion of both received and sent messages. End-users are instructed that electronic messages that are required to be maintained beyond what can remain in the mail system should be converted to hard copy (printed) or an electronic format which can be retrieved and interpreted (downloaded) for the legal retention period. The retention period for the particular record is the best indicator of which storage medium or format to choose.
- d. Proper Use of Electronic Messages.
  - i. Non-Discrimination. Electronic messaging is not permitted to be used to promote discrimination on the basis of sex, disability, race (including skin color, hair texture and protective hairstyles), color, religion, veteran or military status, national or ethnic origin, age, marital status, pregnancy, childbirth or related medical condition, sexual orientation or gender identity, or other protected status; promote sexual harassment; or to promote personal, political, or religious business or beliefs.
  - ii. Permissible Use. Electronic messaging is to be used only for purposes that are consistent with the mission of the school district. Electronic messaging is not permitted to be used for personal purposes except for: incidental, intermittent or occasional use which does not interfere with performance of duties as determined by the administration, use that is authorized pursuant to an individual use agreement, and use that represents a form of the employee's compensation. Electronic messaging is not permitted to be used for personal financial gain or for the purpose of campaigning for or against the nomination or election of a candidate or the qualification, passage, or defeat of a ballot question.

Electronic messaging is not permitted to be used for purposes of assisting a non-profit organization except when and to the extent such use serves a school purpose or facilitates school district business.

- iii. Conduct. Employees shall not read electronic messages received by another employee when there is no school purpose for doing so, **or** send electronic messages under another employee's name without the employee's consent or administrative authorization.
- iv. Other Regulations. Electronic messaging is subject to all requirements of the school district's "Internet Use and Safety" Policy and may be monitored and accessed at any time without prior notice. The school district has complete authority to regulate all electronic messaging. Electronic messaging is a privilege and not a property right and is not a public forum. Electronic messaging is made available subject to all board policy and regulations, these regulations, building guidelines, use agreements, handbook provisions, and all administrative orders or directives as issued from time to time.

#### 4. Electronic Records –

All books, papers, documents, reports, and records kept by the District may be retained as electronic records. Minutes of the meetings of the Board of Education may be kept as an electronic record.

#### 5. Litigation Holds -

When litigation against the District or its employees is filed or threatened, the District will take all reasonable action to preserve all documents and records that pertain to the issue. Such action will in particular be taken when the litigation may be filed in federal court or otherwise subject to federal rules of discovery.

As soon as the District is made aware of pending or threatened litigation, a litigation hold directive will be issued by the records officer or designee. The directive will be given to all persons suspected of having records that may pertain to the litigation issue.

The litigation hold directive overrides any records retention schedule that may otherwise call for the disposition or destruction of the records until the litigation hold has been lifted. E-mail and computer accounts of separated employees that have been placed on a litigation hold will be maintained by the records officer until the hold is released.

Employees who receive notice of a litigation hold are to preserve all records that pertain to the litigation issue. This includes preserving electronic messages that would otherwise be deleted by the computer system; such messages are to be converted by the recipients of the litigation hold to hard copy (printed) or electronic format which can be retrieved and interpreted (downloaded) for the duration of the litigation hold.

No employee who has been notified of a litigation hold may alter or delete an electronic or other record that falls within the scope of the hold. Violation of the litigation hold may subject the employee to disciplinary actions, up to and including dismissal, as well as personal liability for civil and/or criminal sanctions by the courts or law enforcement agencies.

6. Settlement Agreements -

A public written or electronic record of all settled claims shall be maintained.

The record for all such claims settled in the amount of fifty thousand dollars (\$50,000) or more (or one percent of the total annual budget of the School District, whichever is less) shall include a written executed settlement agreement. The settlement agreement shall contain a brief description of the claim, the party or parties released under the settlement, and the amount of the financial compensation, if any, paid by or to the School District or on its behalf. Any such settlement agreement shall be included as an agenda item on the next regularly scheduled public meeting of the School Board for informational purposes or for approval if required.

Any such settled claim or settlement agreement shall be a public record. Nonetheless, specific portions of the record may be withheld from the public to the extent permitted or provided by statute.

The foregoing does not apply to claims made in connection with insured or self-insured health insurance contracts.

Legal Reference:       Neb. Rev. Stat. §§ 84-712 through 84-712.09  
                              Neb. Rev. Stat. §§ 84-1201 to 84-1227  
                              State Records Administrator Guidelines:  
                                  Schedule 10: Records of Local School Districts (Feb. 1989)  
                                  Schedule 24: Local Agencies General Records (March 2005)  
                                  Electronic Imaging Guidelines (March 2003)

Policy adopted: 8/14/17  
                  revised: 8/10/20  
                  revised:

KEARNEY PUBLIC SCHOOLS  
KEARNEY, NEBRASKA

Business

Designated District Representative for ESU 10 Services

The Superintendent of Schools is the designated representative of this school district for purposes of indicating the approval or disapproval of the school district of proposals of core services offerings and the use of the property tax levy of the educational service unit of which the school district is a member.

Legal Reference:       Neb. Rev. Stat. ' 79-1242  
                                  NDE Rule 84

Policy adopted: 8/14/17  
Revised:

KEARNEY PUBLIC SCHOOLS  
KEARNEY, NEBRASKA

## CONTRACT OF EMPLOYMENT WITH SUPERINTENDENT

**THIS CONTRACT** is made by and between the Board of Education of the **Buffalo County School District Number 10 - 7, a/k/a Kearney Public Schools**, hereinafter referred to as “the Board,” and **Jason Mundorf**, hereinafter referred to as “the Superintendent.”

**WITNESSETH:** That in accordance with action taken by the Board, as recorded in the minutes of the Board meeting held on the 8th day of December, 2025, the Board agrees to employ the Superintendent, and the Superintendent agrees to accept such employment, subject to the following terms and conditions:

**1. Term of Contract.** This Contract is for a term of three (3) years beginning on the 1st day of July, 2026, and expiring on the 30th day of June, 2029. A “contract year,” for purposes of this Contract, shall be from July 1st to June 30th.

**2. Renewal and Rollover.** This Contract may be extended in one (1) year increments under the terms of this Paragraph. An extension will extend the Contract for one additional contract year (July 1st through June 30th), unless otherwise agreed to in writing by both parties. Neither party is obligated to extend this Contract. Any extension under this Contract must occur as follows:

a. Superintendent's Request to Extend. In each contract year, the Superintendent shall, by November 1st of such contract year, notify the Board President in writing if the Superintendent desires to extend this Contract for one additional year. If Superintendent does not notify the Board President in writing by November 1st, then this Contract shall not be extended and shall end on the final day of the existing Contract, unless both parties otherwise mutually agree in writing.

b. Board Action on Request to Extend. If the Superintendent timely submits a request to extend this Contract for one additional year, then the Board shall, in each contract year, have until December 15th of such contract year to decide whether to extend the Contract. If the Board votes to extend the Contract for one year, or if the Board takes no action by December 15th, then this Contract shall automatically be extended by one contract year. If the Board decides against extending the Contract, then the Contract will not extend and will automatically end on the last day of the existing Contract.

c. Notice of Non-Renewal. The parties agree that this Paragraph takes the place of and foregoes the need for the Board to deliver a notice of non-renewal of the Contract. Further, the Superintendent affirmatively waives the April 15th non-renewal deadline and acknowledges that this Paragraph shall have the same force and effect of a formal notice of non-renewal if the Board votes against extending this Contract.

**3. Salary.** The annual salary to be paid during the 2026-2027 school year shall be Two Hundred and Seventy Thousand Dollars (\$270,000.00). The annual salary to be paid during the 2027-2028 school year shall be Two Hundred and Seventy-Two Thousand Dollars (\$272,000.00). The annual salary to be paid during the 2028-2029 school year shall be Two Hundred and Eighty Thousand Dollars (\$280,000). Said annual salary shall be paid in equal installments in accordance with the policy of the Board governing payment of certificated employees of the District.

In the event that the Superintendent is elected to any other office or offices of the Board of Education or in connection with the District, the Superintendent shall perform the duties of such other office or offices without remuneration other than that as provided in this Contract.

The District, acting by and through its Board of Education, reserves the right to adjust the annual salary during the term of this Contract, said salary adjustment, however, shall not reduce the annual salary to any lesser amount than that as above stated. Any adjustment in salary made during the term of this Contract shall be in the form of an amendment or complete restatement and shall become a part of this Contract; provided, however, that in making any such salary adjustment, it shall not be considered that the District has entered into a new Contract, nor shall the ending date of this Contract be thereby extended unless the Board of Education, by specific action, shall expressly extend such end date. In no event shall any such extension, together with the unexpired term of this Contract or any prior extension, be for a period in excess of three (3) years.

This Contract shall conform to the regulations governing deductions with reference to Mandatory Withholdings, Internal Revenue Service and Nebraska Department of Revenue Tax regulations, Social Security, and the Nebraska School Employees' Retirement Act. Other deductions may be withheld as required or otherwise agreed to by the parties to this Contract.

**4. Benefits.** As further consideration for the services to be performed by the Superintendent, it is agreed as follows:

- A. Leave Benefits. Paid leave is available to the Superintendent when the following specific conditions are met: (1) the Superintendent is currently employed by the District; and (2) the paid leave day is taken on a day Superintendent would otherwise be expected to be at work.
  - 1. Vacation. The Superintendent shall be allowed 20 working days of vacation leave during each contract year. Vacation shall not be taken at times that would interfere with the Superintendent's attendance at regularly scheduled Board meetings or at times when the Superintendent's duties require the Superintendent's attendance at school (e.g., beginning and end periods of the school year).
  - 2. Carry-over and Accumulation of Vacation Days. Vacation is to be used during each contract year. Up to ten (10) days of accumulated but unused vacation days shall be paid out to the Superintendent at the end of each contract year based upon the Superintendent's daily rate of pay during said

contract year. Any unused vacation days, including those days to be paid out each contract year, remaining from a prior contract year shall be subtracted from the number of vacation days the Superintendent has for the following contract year, such that the total vacation days at the beginning of each contract year will be twenty (20) days. Upon ending employment, all unused vacation days available in the final contract year will be paid at the Superintendent's current effective daily rate of pay; provided that there shall be no pay for unused vacation days in the event the Board determines that the Superintendent has engaged in misconduct which provides just cause for cancellation of this Contract.

3. Sick and Bereavement Leave. The Superintendent shall be allowed a total of 10 working days for sick and bereavement leave at the beginning of each contract year.
4. Carry-over and Accumulation of Sick Days. Unused sick leave may be carried over from one contract year to the next succeeding contract year to a maximum of 40 sick leave days. Once the maximum is accumulated, no further sick leave days will be available or granted for the ensuing contract year or years until the accumulated number of days is less than 40, and then only to the extent necessary to restore the total number of available sick leave days to the maximum of 40 days. There shall be no pay for unused sick leave either during or upon ending of employment.
5. Personal Days. The Superintendent shall be allowed a total of 3 personal days at the beginning of each contract year to be used for any reason the Superintendent deems appropriate. There shall be no accumulation, carry-over, or payout for any unused personal days.
6. Holidays. The following days shall ordinarily be considered holidays and not working days: July 4th, Labor Day, Thanksgiving, and Memorial Day. The school district closure from Christmas Eve (December 24<sup>th</sup>) through New Year's Day (January 1<sup>st</sup>) will also be considered a holiday and non-working days for the Superintendent. However, there may be times where pressing business requires the Superintendent to work on such holidays and, in the event of such pressing business, the Superintendent will be expected to attend to such pressing business on such holiday.
7. Log. The Superintendent shall maintain a current log of used leave days and shall present such log, upon request, to the Board President.

- B. Health and Dental Insurance. The District shall pay the Superintendent's cost of health and dental insurance for the Superintendent, the Superintendent's spouse, and the Superintendent's children, through the District's group insurance plans (*equivalent to, but not exceeding, the "Family" plan*).

- C. Life Insurance. The Superintendent shall be provided basic term life insurance with a death benefit of \$100,000.
- D. Disability Insurance. The Superintendent may elect to enroll in the District's group long term disability insurance program at the Superintendent's expense.
- E. Retirement Plan. The Superintendent may elect to designate part of the Superintendent's annual salary to be invested in a tax-exempt deferred income retirement plan of the Superintendent's choice.
- F. Meetings and Dues. The Superintendent shall attend appropriate professional meetings at the local, state and national levels, provided that such attendance does not interfere with the proper performance of Superintendent's duties. The reasonable and necessary expenses of such meetings shall be reimbursed by the District consistent with Board policies. In addition, the District shall pay the Superintendent's annual dues to the Nebraska Council of School Administrators and may pay dues to other professional organizations suitable for the Superintendent's position upon the Superintendent's request.
- G. Transportation Expenses. The reasonable and necessary expenses of transportation required in the performance of Superintendent's official duties shall be reimbursed at the rate set annually by the Board for District travel or in accordance with the Internal Revenue Service's standard mileage rates.
- H. Indemnification. The District shall, to the extent permitted by law, defend, hold harmless, and indemnify the Superintendent from any and all demands, claims, suits, actions, and legal proceedings brought against the Superintendent in the Superintendent's individual capacity or the Superintendent's official capacity as an agent or employee of the District, provided that the incident arose while the Superintendent was acting (or, in good faith, reasonably believed that the Superintendent was acting) within the scope of the Superintendent's employment with the District and the District is not in an adverse position in the legal proceedings.
- I. Avoidance of Fines or Penalties. The Board may elect to not provide any benefit set forth in the Contract in the event the Board determines, in its discretion, that the provision of the benefit would result in a fine, penalty, or would otherwise be deemed unlawful or contrary to the best interests of the School District. In the event that the Board makes such an election, then the Board shall negotiate with the Superintendent to obtain a like-benefit that would not result in a fine, penalty, or the like, and in the event such is not available, then the Superintendent's salary shall be grossed up in an amount equal to the cost savings from not providing the benefit (excluding the costs of fines and penalties).

**5. Duties.** The Superintendent is employed as the Superintendent. The Superintendent shall perform the duties of such position as are regularly and customarily expected

for such positions and such duties and responsibilities as are set forth in Board Policy or Regulation for such position. The Superintendent shall be subject to such other duties as the Board may assign. The Superintendent agrees to devote full time to the assigned duties, provided that, with the advance agreement of the Board of Education, the Superintendent may undertake consultative work, speaking engagements, writing, lecturing, or other professional duties outside of employment with the District

In performing the assigned duties, the Superintendent shall be governed by the policies, regulations, directions, and expectations of the Board of Education. The Superintendent shall, in all respects, diligently and faithfully perform the assigned duties to the best of the Superintendent's professional ability. Regular, dependable, in-person attendance at meetings of the Board and committees of the Board, and other assigned duties, is an essential function of the Superintendent's position.

**6. Board-Superintendent Relationship.** The Board shall have primary responsibility for formulating and adopting Board policy. The Superintendent shall be the chief administrative officer for the District and shall have primary responsibility for implementation of Board policy. The Superintendent shall be responsible for development of policies for adoption by the Board and for development of regulations and rules consistent with Board policy. In the absence of Board policy on matters which require prompt action, the Superintendent shall have the authority to act using the Superintendent's professional judgment and consistent with legal requirements; provided that the Superintendent shall report the nature of the matter and the action taken to the Board no later than the next regularly scheduled Board meeting. The parties agree, individually and collectively, to promptly refer all criticism, complaints, and suggestions called to their attention to the Superintendent for action, study or recommendation, as appropriate. The parties further agree that a good and positive working relationship between the Board and the Superintendent is an essential function of the Superintendent's position and a material term of this Contract.

**7. Evaluation of the Superintendent.** The Superintendent shall be evaluated at least once during each contract year. The Superintendent shall receive a copy of the evaluation and shall have the right to submit a response to the evaluation, which response shall be placed in the Superintendent's personnel file. By November 1st of each contract year, the Superintendent shall remind the Board President of the need to evaluate the Superintendent. Nothing in this Paragraph prevents the Board, or individual Board members, from providing additional feedback to the Superintendent outside of a formal evaluation.

**8. Contract Cancellation.** In the event the Superintendent violates any of the provisions of this Contract, or performs any act, or does anything which is materially harmful to the District, or which substantially inhibits the Superintendent's ability to discharge the duties as set forth herein, including, but not limited to: (1) becoming legally disqualified to perform as a superintendent in the State of Nebraska; (2) participation in any fraud; (3) causing any intentional damage to property; (4) engaging in any unlawful act; (5) any representations in this Contract being determined to be false or incorrect; (6) failure to indicate in writing, upon request by the Board President, whether the Superintendent desires to remain employed by the District and extend this Contract beyond the Contract's current end date; (7) failing to establish and maintain a good and positive working relationship with the Board; (8) lying or making a material misrepresentation

or omission during the job application process; and/or (9) just cause, including: (a) incompetency, which includes, but is not limited to, demonstrated deficiencies or shortcomings in knowledge of subject matter or administrative skills; (b) neglect of duty; (c) unprofessional conduct; (d) insubordination; (e) immorality; (f) physical or mental incapacity; (g) failure to give evidence of professional growth as required by law; or (h) other conduct which interferes substantially with the continued performance of duties; then the Superintendent may be discharged in accordance with applicable law. Suspension or other disciplinary action may be implemented by the Board President and enforced in accordance with applicable law. Upon lawful cancellation or the ending of this Contract, the compensation to be paid hereunder shall be an amount which bears the same ratio to the annual salary specified as the number of months or fraction thereof to the date of such ending bears to the twelve months in the annual salary period in which ending occurs. Any portion of the salary paid, but not earned, prior to the date of the ending of this Contract, and any sums owing to the District by the Superintendent, shall be set off from sums due to the Superintendent and, if the sums owing to the District are in excess of the sums due the Superintendent, the amount owing shall be immediately refunded by the Superintendent.

The Board of Education may require a certificate of health and physical fitness of Superintendent, in accordance with applicable law, at any time while this Contract is in force. Should the Superintendent be unable to perform the Superintendent's duties by reason of mental or physical incapacity, or any reason beyond the Superintendent's control, and said disability exists for a period exceeding the Superintendent's sick leave allowance, the Board of Education may, in its discretion, make a proportionate reduction from the salary and benefits, and if such disability continues or is permanent, or of such nature as to make the Superintendent unable to perform essential functions of the position for which the Superintendent is employed, the Board of Education may cancel this Contract whereupon the respective duties, rights and obligations hereof shall end.

**9. Representations and Legal Requirements.** The Superintendent affirms that: (1) the Superintendent holds or will hold a valid and appropriate certificate to act as a certificated employee in the State of Nebraska to perform the assigned duties throughout the term of this Contract and any extensions of this Contract; (2) the required certificate to perform the assigned duties shall be registered as required by law; it being understood and agreed to that this Contract is not valid until the required certificate is registered in accordance with law and that the Superintendent shall not be compensated for any services performed prior to the date of registration of this certificate; and (3) the Superintendent is not under contract with another board of education within the State of Nebraska covering any part of or all of the same time of performance as provided for in this Contract.

The Superintendent further warrants and represents as follows: (1) all information set forth in the Superintendent's application for employment and other information provided by the Superintendent in seeking employment is true and accurate, and if said information ceases to be true, Superintendent will advise the Board of Education immediately; (2) Superintendent has never been convicted or plead no contest or otherwise been adjudicated as having committed a felony, any other offense involving moral turpitude, or any other offense involving abuse, neglect, or sexual misconduct as defined in Sections 003.12 through 003.14 of 92 NAC 21; and (3) Superintendent has not suffered suspension or revocation of any educational professional license

or certificate, nor voluntarily surrendered such a license or certificate where charges were pending or imminent. There shall be no penalty for release by the Superintendent from this Contract so long as the resignation becomes effective at the end of the remaining term of the Contract.

**10. Governing Laws.** The parties shall be governed by all applicable Nebraska and federal laws, rules, and regulations in performance of their respective duties and obligations under this Contract.

**11. Amendments and Severability.** This Contract may be modified or amended only in writing, duly authorized and executed by the Superintendent and the Board. If any portion of this Contract shall be declared invalid or unenforceable by a court of competent jurisdiction, such declaration shall not affect the validity or enforceability of the remaining provisions of this Contract.

Executed this ___ day of December, 2025.  _____ <b>Jason Mundorf, Superintendent</b>	Executed this ___ day of December, 2025.  <b>BUFFALO COUNTY SCHOOL DISTRICT NUMBER 10 - 7, A/K/A KEARNEY PUBLIC SCHOOLS</b>  By: _____ President  Attest: _____ Secretary
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