

**Regular Monthly Meeting of the Kearney
Public Schools Board of Education
Monday, January 12, 2026 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 -

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 -

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.D. Pledge of Allegiance -

1.E. Roll Call -

1.E.I. Excuse Absent Board Member -

Move to excuse absent Board member _____ from the meeting.

1.F. Approval of the Agenda -

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

2. Reorganization of the Kearney Public Schools Board of Education for 2026 -

2.A. Election of the President of the Board of Education for 2026 -

We will entertain nominations for the office of President of the Board of Education for 2026. _____ nominated _____ for the office of President of the Board of Education for 2026. _____ seconded the motion. (Any other nominations at this time) _____ moved that nominations cease and that a unanimous ballot be cast for _____. _____ seconded the motion.

2.B. Election of the Vice President of the Board of Education for 2026 -

We will entertain nominations for the office of Vice President of the Board of Education for 2026. _____ nominated _____ for the office of Vice President of the Board of Education for 2026. _____ seconded the motion.

(Any other nominations at this time) _____ moved that nominations cease and that a unanimous ballot be cast for _____. _____ seconded the motion.

2.C. Election of the Secretary of the Board of Education for 2026 -

We will entertain nominations for the office of Secretary of the Board of Education for 2026. _____ nominated _____ for the office of Secretary of the Board of Education for 2026. _____ seconded the motion. (Any other nominations at this time) _____ moved that nominations cease and that a unanimous ballot be cast for _____. _____ seconded the motion.

3. **Recognitions -**

3.A. Recognition of Kearney High School Students who were Selected to Participate in the 2025 Nebraska All-State Band, Choir and Orchestra, sponsored by the Nebraska Music Education Association -

3.B. Recognition of Alison Klein, Kearney High School Science Teacher, for Earning National Board Certification in Adolescent and Young Adult Science (Chemistry) from the National Board for Professional Teaching Standards -

3.C. Announcement and Recognition of "Nebraska School Board Member Week," January 25-31, 2026 -
Reading of Legislative Resolution 37

4. **Presentations -**

4.A. Presentation by Troy Saulsbury and Caryn Saulsbury, 4th Grade Teachers at Central Elementary School on their Oregon Trail Unit -

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

4.C. Construction Update -

5. **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.

6. **Board Reports -**

7. **Consent Agenda -**

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

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

7.A. Approval of Minutes of the December 8, 2025 Regular Meeting, and the January 7, 2026 Committee of the Whole Meeting -

7.B. Approval of the January 2026 Claims -

7.C. Approval of the January 2026 Financial Reports -

7.D. Second and Final Reading Approval of Revised 3000 Section of Board Policies -

7.E. Second and Final Reading Approval of Revised Board Policy 5204 Student Graduation -

7.F. Approval of the Check Signing Authority for 2026 for the Kearney Public Schools at Nebraskaland Bank as President and Secretary of the Board of Education, and Meagan Kershner and Jenae Dahlstedt -

8. **Regular Agenda - Personnel -**

8.A. Acceptance of Resignations and Retirements -

The resignations of Reid Bednar, 7th grade teacher at Horizon Middle School; Steven Woodside, assistant principal at Kearney High School; and Ashley Palu, assistant principal at Northeast Elementary School, effective at the end of the 2025-2026 school year.

Move to accept, with regret, the resignations, as presented

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

Mary Fries, special education teacher at Sunrise Middle School, step advancement from Step 1 to Step 3 and salary adjustment for 94 contract days for the 2026 spring semester, due to graduation; Ariana Bishop, deaf educator at Kearney Public Schools, step advancement from Step 1 to Step 3 and salary adjustment for 94 contract days for the 2026 spring semester, due to graduation; Emma Allen, BA+27, Step 4, .80 FTE, English teacher at Kearney High School, for the 2025-2026 school year; Abbie Scholl, BA, Step 3, 1.0 FTE, math teacher at Kearney High School; Mallory Daley, BA, Step 3, 1.0 FTE, 2nd grade teacher at Northeast Elementary School; Jordan Fuehrer, MA, Step 6, 1.0 FTE, 5th grade teacher at Cottonwood Elementary School; and Mallory Wetherell, MA+27, Step 14, 1.0 FTE, art teacher at Kearney High School, pending Nebraska certification, for the 2026-2027 school year.

Move to employ the certificated staff at Kearney Public Schools for the 2025-2026 and 2026-2027 school years as presented.

9. **Regular Agenda - Business -**

10. **Regular Agenda - Miscellaneous -**

10.A. Approval of Naming the Track at Kearney High School "Mathiesen Track" and Authorizing the Superintendent to Develop a Naming Rights Agreement in Conjunction with Coach Mathiesen for Future Approval

-

Move to approve the name of the track at Kearney High School, "Mathiesen Track," and to authorize the superintendent to develop a naming rights agreement in conjunction with Coach Mathiesen for future approval.

11. **Next Meeting -**

The next regular meeting of the Kearney Public Schools Board of Education will be held on February 9, 2026 at 5:30 P.M. in the Staff Development Room in the Administration Building at 320 West 24th St, Kearney, NE 68845.

12. **Adjournment -**

Move to adjourn the meeting.

Kearney High School Musicians Selected for 2025 All-State Ensembles

Kearney, NE (October 2025) – Kearney High School is proud to announce that 15 student musicians have been selected to participate in the **2025 Nebraska All-State Band, Choir, and Orchestra**, sponsored by the Nebraska Music Education Association (NMEA).

These students were chosen through a highly competitive statewide audition process that recognizes the top high school musicians in Nebraska. Their selection reflects countless hours of dedication, practice, and musical excellence.

“These students represent the high standard of excellence we strive for at Kearney Public Schools,” said Superintendent Jason Mundorf. “Their accomplishments reflect the dedication of our teachers and the support of our community.”

All-State Band

- Antonio Guerrero – Clarinet (*4-Year All-State Musician*)
- Savannah Mast – Clarinet
- Andrew Petzet – Trumpet
- Rebecca Nebbe – Trombone
- Corey Bunger – Baritone
- Peyton Coleman – Baritone
- Eryn Humphrey – Tuba

All-State Choir

- Evelyn Spanier – Soprano
 - Miranda Wright – Alto
 - Jonathan Brandt – Bass
- Alternate:** Rosalie Wheeler – Soprano

All-State Orchestra

- Ayla Hollman – Violin
- Cameron McClellan – Violin
- Mireia Dettman – Viola
- Adrian Buckner – Cello

The All-State ensembles will rehearse and perform at the **Nebraska Music Education Association Conference**, held in November at the University of Nebraska–Lincoln’s Lied Center for Performing Arts.

“We are extremely proud of these talented students,” said **Rick Mitchell, KHS Band Director and Music Department Chair**. “Their dedication, musicianship, and teamwork reflect the very best of Kearney High School’s fine arts program.”

About Kearney High School's Music Program

The Kearney High School Music Department offers award-winning band, choir, and orchestra programs that provide students opportunities to perform at local, state, and national levels. The department is committed to developing lifelong musicianship, creativity, and excellence in performance.

From: [Tori Stofferson](#)
To: [Tori Stofferson](#)
Bcc: kps_all_sec_and_office_assoc@kearneycats.com
Subject: Klein Earns Prestigious National Board Certification
Date: Friday, December 12, 2025 12:39:02 PM
Attachments: [Klein Alison 01.jpg](#)

KHS Science Teacher Alison Klein Earns Prestigious National Board Certification

Klein is one of only 10 science teachers in Nebraska

Kearney Public Schools is proud to announce that Alison Klein, science teacher at Kearney High School, has earned National Board Certification in Adolescent and Young Adult Science (Chemistry) from the National Board for Professional Teaching Standards (NBPTS). This distinction places her among the nation's most accomplished educators and marks her as only the 10th science teacher in Nebraska to achieve this advanced certification.

National Board Certification is widely regarded as the *gold standard* of teaching credentials. The multi-year process requires educators to complete rigorous portfolio submissions, demonstrate deep content and pedagogical knowledge, analyze student work, and provide evidence of reflective and research-based instructional practice.

“National Board Certification represents a profound commitment to students, to reflective practice, and to the continual improvement of the art and science of teaching,” Klein said. “I am continually inspired by the students within KPS and honored to elevate the important work we do together in the classroom. This certification strengthens my commitment to supporting high-quality science learning for all students.”

Superintendent Dr. Jason Mundorf praised Klein's accomplishment, noting its impact on both teaching excellence and student learning across the district.

“Alison's achievement reflects the highest level of professional dedication, and we are incredibly proud of her,” said Mundorf. “Her commitment to her students, her craft, and the future of science education in Kearney is inspiring. She exemplifies the excellence we strive for at KPS.”

Kearney High School Principal Jeff Ganz, also commended Klein's leadership.

“Alison is a tremendous educator whose passion for chemistry and deep care for students make her exceptional,” Ganz said. “Her National Board Certification elevates not only her classroom, but our entire school community.”

As a National Board Certified Teacher, Klein will continue to support instructional growth within Kearney High School and the broader Nebraska science education community—

mentoring colleagues, strengthening curriculum initiatives, and contributing to districtwide professional learning.



Tori L. Stofferson

Kearney Public Schools Communications
320 West 24th Street Kearney, Nebraska 68845
(308) 698-8028 | tstoffer@kearneycats.com
kearneypublicschools.org

LEGISLATIVE RESOLUTION 37

BY THE MEMBERS OF THE ONE HUNDRED SEVENTH LEGISLATURE OF NEBRASKA,
FIRST SESSION, 2021:

WHEREAS, there are 1,700 locally elected Nebraska residents who currently volunteer their time to serve on local public school boards throughout the state, representing 244 school districts, seventeen educational service units, and 329,000 students; and

WHEREAS, members of various ages, races, and backgrounds represent one Nebraska, which encourages and strengthens school districts, communities, and the state by supporting great teaching and student achievement; and

WHEREAS, through leadership, innovation, and engagement, school board members are challenged to bring their communities to consensus on a vision for schools and use that vision to meet the current and future needs of our children; and

WHEREAS, the local public school board is a uniquely American institution that has made public schools flexible, responsible, and accountable to the needs of our communities, our state, and our nation, while furthering the American ideal of representative government; and

WHEREAS, school board members serve first and foremost as trustees for our children; and

WHEREAS, all Nebraskans should recognize and acknowledge the significant contributions made by our locally elected school board members who work to ensure the delivery of quality education for our children.

NOW, THEREFORE, BE IT RESOLVED BY THE MEMBERS OF THE ONE HUNDRED SEVENTH LEGISLATURE OF NEBRASKA, FIRST SESSION: 1. That the Legislature appreciates the hard work of school board members across the state. 2. That the Legislature encourages Nebraskans to acknowledge and thank local school board members for their work and dedication.

HACS JAG PROGRAM

Miss Erikka Rhodes- JAG Teacher
Devin Clark - JAG President

YEAR 2- MID YEAR REVIEW

- **4 official College Visits in Semester 1**
 - Hastings CCC
 - MidPlains Community College
 - UNK
 - NCTA
- **Career Fairs**
 - Career Exploration Day at National Guard Armory- Oct. 15th
 - Diesel Technology Days at Hastings CCC
 - MidPlains Career Fair
- **Leadership Conferences**
 - Power of Change Youth Summit- 8 Students
 - Leadership Development Conference: Oct. 23rd - 3 Students
 - State Career Development Conference: 15 Student Entries
 - Career Prep, Employability Skills, Prepared Speaking, PBL Creation

YEAR 2 OF JAG: EMPLOYER ENGAGEMENTS

- **Tier 1- Exploration**
 - -Classroom speakers
 - -Career fairs
 - -Mentoring opportunities
 - -Career assessments
 - -Virtual tour, presentations, etc.

- **Tier 2- Exposure**
 - -Interactive Business Tour
 - -Industry designed event
 - -Job shadow (observational)

- **Tier 3- High-touch, High impact**
 - -Students gain personalized, hands-on experiences within a job or industry.
 - -Extended time commitment (2+ hours or multiple touchpoints)
 - -Alignment with student interests and career goals
 - -Employer involvement in planning or co-delivery

YEAR 2 OF JAG: EMPLOYER ENGAGEMENTS MID YEAR

Andy Stewart- Cummins Industry
Skylar Hewitt- Steamfitter Representative
Shelby Rhodes- Human Resources

Spring 2026
Cosmetology
Vet Sciences
Health Sciences
Hospitality and Tourism

PLANS FOR YEAR 2 OF JAG: SERVICE LEARNING

Service Learning is the opportunity for students to collaborate and work with community members in the action of giving back.

Year 2:

- Continuing our partnerships with Homestead Senior Living and Goodwill Industries.**
- Spring Service Learning project in the works.**

Regular Monthly Meeting of the Kearney Public Schools Board of Education
Kearney Public Schools Board of Education
Monday, December 8, 2025 at 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

- Board members, KPS Administration and guests listened to holiday music provided by Horizon Middle School choir students.

1.B. Call to Order

President Icenogle called the meeting to order at 5:34 PM.

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

1.E. Pledge of Allegiance

1.F. Roll Call

Attendance Taken at 5:36 PM.

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

1.F.I. Excuse Absent Board Member

Move to excuse absent Board member Amy Barth from the meeting. This motion, made by John Icenogle and seconded by Drew Blessing, Passed.

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

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

2. Recognitions

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

- Tori Glandon, vocal music teacher at Horizon Middle School spoke about receiving the NFHS Middle School Outstanding Music Educator Award and the selection process for the award. Mrs. Glandon was nominated and voted on by the NSAA Music Coordinators and NMEA Board of Directors and received over half of the votes. She added that she received the award at the NMEA banquet on Friday, November 21st in Lincoln.
- Mrs. Glandon was honored to be nominated. She praised her students, stating that she sets the bar pretty high for them and they always meet it.
- Board members thanked Mrs. Glandon for all the work she does at Horizon.

3. Presentations

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

- Emily Davidson, 7th grade teacher at Horizon Middle School, explained the creation and purpose of the HMS LEAP program, which focuses on suicide prevention and mental health awareness. The program involves 18 students who meet twice a week during the 10th period. Students are trained in QPR (Question, Persuade, Refer) and team-building activities. The program aims to remove stigmas around mental health and provide leadership opportunities.
- Kayla Kuhn, Horizon Middle School student, outlined some activities and events organized by the HMS LEAP program, including the first day of school sidewalk greetings, and partnerships with local organizations. The program also focuses on Veterans Day and Hope Week, which promotes mental health awareness and suicide prevention.
- Mrs. Davidson added that this program has such a positive impact on students and the school community.

3.B. K-12 Financial Literacy Presentation

- Clint Edwards, 6-12 education director, introduced the K-12 financial literacy presentation, highlighting the importance of financial literacy in the school system.
- Jenn True, PK-5 education director, explained the Junior Achievement program used in elementary and middle schools, focusing on money management, entrepreneurship, and business skills.
- Mr. Edwards discussed the high school personal finance course, noting that it is a graduation requirement and aligns with state standards. He also shared data showing that Nebraska currently ranks third in the nation for high school financial literacy.

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

- Jeff Schwartz, student services and safety director, Mrs. True and Mr. Edwards provided an overview of the annual state of the schools report, explaining the AQuESTT accountability system. The report shows improvements in school classifications, with more schools moving into the excellent category.
- Mr. Edwards discussed the new factors being considered in the AQuESTT system, including student discipline rates. The report highlights the district's performance in various academic metrics, including ACT scores and NSCAS results.
- Meagan Kershner, Director of Finance, gave an overview of the 2025 financial report.

3.D. Construction Update

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

4. Public Participation/Comment

- A patron addressed the Board.

5. Board Reports

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

- Amanda Smallcomb shared her experience and key takeaways from the 2025 NASB annual education conference, including updates on federal funding changes, AI in education, and bond issue planning. Mrs. Smallcomb discussed the keynote speaker, James Lawrence—widely known as the Iron Cowboy—and noted that his story emphasized the value of teamwork and perseverance.
- Paul Hazard attended a question-and-answer session with the NSAA, where he learned about their new Competitive Equity Council and NIL in high school. He also addressed the issue of "super teams," noting that while the NSAA recognizes the concern, they do not yet have a clear solution. Mr. Hazard added that he also participated in a session on board decorum and committee meeting procedures, observing that the guidelines are consistent with current practices at KPS.
- Dr. Jason Mundorf reported that he attended a superintendent panel, moderated a legal session on negotiations and co-presented on a partnership between Kearney Public Schools and UNK.
- Dr. Kent Edwards shared that he appreciated the professional learning opportunities provided by the board and the chance to network with peers. He also mentioned the importance of understanding the system and practical applications for district improvement.

6. Consent Agenda

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

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

Yea: 5, Nay: 0, Absent: 1

- 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

Move to accept, with regret, the resignations and retirements as presented. This motion, made by Amanda Smallcomb and seconded by Niki Deeds, Passed.

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

Yea: 5, Nay: 0, Absent: 1

7.B. Approval of the Employment of Certificated Staff

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 Drew Blessing, Passed.

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

Yea: 5, Nay: 0, Absent: 1

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

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. This motion, made by John Icenogle and seconded by Paul Hazard, Passed.

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

Yea: 5, Nay: 0, Absent: 1

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

- Clint Edwards explained the proposal to update the high school graduation requirements by increasing the personal finance credit from five to ten credits. The new requirement will apply to the incoming freshman class of 2026-2027, while current students will continue to follow the existing graduation requirements.
- Dr. Mundorf noted that Board Policy 5204 will also need to be updated to reflect the revised graduation requirements.

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. This motion, made by Drew Blessing and seconded by Paul Hazard, Passed.

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

Yea: 5, Nay: 0, Absent: 1

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

- Mr. Edwards explained that Algebra 1 and Spanish 1 will now be offered as high school credits for eighth-grade students at Horizon and Sunrise Middle Schools. These courses will follow the same curriculum as Kearney High School but will not be included in students' GPA. The change is intended to ensure that colleges and other institutions can acknowledge the academic work completed by eighth-grade students.
- Board members emphasized the importance of aligning the curriculum to ensure consistency and quality.

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. This motion, made by Amanda Smallcomb and seconded by John Icenogle, Passed.

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

Yea: 5, Nay: 0, Absent: 1

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

- Dr. Mundorf reported that the revised section of 3000 board policies were thoroughly discussed at the last committee meeting. However, he received notice today that, due to federal guidelines, there are changes in procurement plan thresholds for food service programs from \$250,000 to \$350,000 for large purchases and from \$10,000 to \$15,000 for small purchases, and those changes are also included in the revisions that are attached to this agenda.

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

Yea: 5, Nay: 0, Absent: 1

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

- President Icenogle emphasized the Board's satisfaction with the superintendent's performance.

Move to approve the Superintendent's contract commencing July 1, 2026. This motion, made by John Icenogle and seconded by Amanda Smallcomb, Passed.

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

Yea: 5, Nay: 0, Absent: 1

10. Closed Session

- The Board moved to closed session for the purpose of conducting a strategy session in regard to negotiations for the 2026-2027 school year at 7:23 PM.

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. This motion, made by John Icenogle and seconded by Drew Blessing, Passed.

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

Yea: 5, Nay: 0, Absent: 1

11. Return to Open Session

- The Board returned to open session at 8:39 PM.

12. Next Meeting

13. Adjournment

- Meeting was adjourned at 8:40 PM.

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

Amy Barth: Absent, Drew Blessing: Yea, Niki Deeds: Yea, Paul Hazard: 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 December 4, 2025; radio stations KGFW and KKPR; and KSNB and KHGI T.V.

Drew Blessing, Secretary

Special Committee of the Whole Meeting of the Kearney Public Schools Board of Education

Kearney Public Schools Board of Education

Wednesday, January 7, 2026 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 5:00 PM.

2. Open Meetings Act Announcement

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

3. Board Meeting Decorum Expectations

4. Roll Call

Attendance Taken at 5:01 PM.

Amy Barth: Present

Drew Blessing: Present

Niki Deeds: Present

Paul Hazard: Present

John Icenogle: Present

Amanda Smallcomb: Present

5. Approval of Agenda

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

6. Public Participation/Comment

- Alex Straatmann provided public comment in support of the Kearney High School track being named after retired coach Roger Mathiesen.

7. Agenda

7.A. Preview of the January 12, 2026 Regular Meeting Agenda

7.A.I. Reorganization of the Kearney Public Schools Board of Education for 2026

7.A.I.a. Election of the President of the Board of Education for 2026

7.A.I.b. Election of the Vice President of the Board of Education for 2026

7.A.I.c. Election of the Secretary of the Board of Education for 2026

- 7.A.II. Recognition of Kearney High School Students who were Selected to Participate in the 2025 Nebraska All-State Band, Choir and Orchestra, sponsored by the Nebraska Music Education Association
- 7.A.III. Recognition of Alison Klein, Kearney High School Science Teacher, for Earning National Board Certification in Adolescent and Young Adult Science (Chemistry) from the National Board for Professional Teaching Standards
- 7.A.IV. Announcement and Recognition of "Nebraska School Board Member Week," January 25-31, 2026
- 7.A.V. Presentation by Troy Saulsbury and Caryn Saulsbury, 4th Grade Teachers at Central Elementary School on their Oregon Trail Unit
- 7.A.VI. Presentation by Erikka Rhodes, Hanny Arram Center for Success JAG Teacher, Mid-Year JAG Program Update
- 7.A.VII. Construction Update
- 7.A.VIII. Second and Final Reading Approval of Revised 3000 Section of Board Policies
- 7.A.IX. Second and Final Reading Approval of Revised Board Policy 5204 Student Graduation
- 7.A.X. Acceptance of Resignations and Retirements - Reid Bednar
- 7.A.XI. Approval of the Employment of Certificated Staff - Emma Allen, Abbie Scholl, Mallory Wetherell, Mallory Daley, Jordan Fuehrer
- 7.A.XII. Approval of the Check Signing Authority for 2026 for the Kearney Public Schools at Nebraskaland Bank as President and Secretary of the Board of Education, and Meagan Kershner and Jenae Dahlstedt
- 7.A.XIII. Board Committee Assignments for 2026 - Committee on American Civics and Negotiations Committee
- 7.B. Discuss the naming of the Kearney High School Track after Retired Coach Mathieson
- 7.C. Finalize the Winter Retreat Agenda Topics for the January 26, 2026, Meeting
 - 7.C.I. Infrastructure Cost Analysis with Craig Bennett of Miller & Associates for the Extension of 27th Avenue South and 6th Street West for KHS Traffic Flow
 - 7.C.II. Review of the District Facilities Plan and Potential Summer Projects
 - 7.C.II.a. Sunrise Parking Lot & Traffic Flow - Review Plans
 - 7.C.II.b. Windy Hills Gym Wall
 - 7.C.II.c. Horizon Parking Lot Issues
 - 7.C.II.d. Upcoming Roof Replacements
 - 7.C.II.e. KHS Turf Replacement
 - 7.C.II.f. Finishing Cottonwood

7.C.III. What's Happening in KHS HAL?

7.C.IV. Administrative Leave 2026-2027

7.C.V. Health Savings Accounts for Administrators

7.C.VI. KPS Artificial Intelligence (AI) Framework

7.C.VII. Negotiations Closed Session

7.D. Review of the 4000 Section of Board Policy

7.E. Closed Session

- The Board moved to closed session for the purpose of conducting a strategy session in regard to negotiations for the 2026-2027 school year, at 6:25 PM.

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. This motion, made by John Icenogle 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

7.F. Return to Open Session

- The Board returned to open session at 7:01 PM.

7.G. Closed Session

- The Board moved to closed session for the purpose of discussing a personnel matter at 7:02 pm.

Move to enter closed session for the purpose of discussing a personnel matter. 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

7.H. Return to Open Session

- The Board returned to open session at 7:36 pm.

8. Adjournment

- Meeting was adjourned at 7:58 PM.

Move to adjourn the meeting. 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

Notice of Meeting

This meeting was publicized in the Kearney Hub on January 3, 2026; radio stations KGFW and KKPR; and KSNB and KHGI T.V.

Drew Blessing, Secretary

KEARNEY PUBLIC SCHOOLS DISTRICT #7

CLAIMS TO BE PAID IN JANUARY 2026

PUBLICATION OF CHECKS

VENDOR	DESCRIPTION	AMOUNT
Adventure Enterprises LLC	Other Technical Services Basketball Girls	\$ 1,293.00
Adventure Enterprises LLC	Other Technical Services Basketball Girls	\$ 1,293.00
Adventure Enterprises LLC	Other Technical Services Basketball Girls	\$ 1,293.00
Adventure Enterprises LLC	Other Technical Services Swimming	\$ 1,293.00
Adventure Enterprises LLC	Other Technical Services Boys Wrestling	\$ 1,807.75
Adventure Enterprises LLC	Other Technical Services Boys Wrestling	\$ 1,293.00
Adventure Enterprises LLC	Other Technical Services Boys Wrestling	\$ 2,586.00
Affordable Plumbing Co	Miscellaneous Expenditure Construction Tech Fund	\$ 11,000.00
AGParts Worldwide, Inc.	Repairs & Maintenance Services Chromebook Mainte	\$ 2,344.50
AGParts Worldwide, Inc.	Repairs & Maintenance Services Chromebook Mainte	\$ 149.50
Alex Novicki	Other Technical Services Basketball Girls	\$ 125.00
Alex Novicki	Other Technical Services Basketball Girls	\$ 125.00
All City Garage Door LLC	Professional Services Maintenance of Buildings	\$ 250.00
All Makes Auto Supply	Supplies Regular Education Transportation	\$ 222.68
All Makes Auto Supply	Vehicle Gasoline Regular Education Transportatio	\$ 383.34
All Makes Auto Supply	Vehicle Gasoline School Age Sped Transportation	\$ 38.33
All Makes Auto Supply	Vehicle Gasoline School Age Sped Transportation	\$ 38.33
All Makes Auto Supply	Tires and Parts Reg. Ed. Transp. Maintenance	\$ 82.50
All Makes Auto Supply	Tires and Parts Sped Transportation Maintenance	\$ 7.50
All Makes Auto Supply	Supplies	\$ 407.99
All Makes Office Equipment Co of Lincoln	Furniture and Fixtures Care & Upkeep of Grounds	\$ 837.00
Amazon Capital Services	Supplies Regular Instruction	\$ 345.17
Amazon Capital Services	Supplies Regular Instruction	\$ 343.00
Amazon Capital Services	Supplies Regular Instruction	\$ 526.50
Amazon Capital Services	Supplies Regular Instruction	\$ 1,529.85
Amazon Capital Services	Supplies Regular Instruction	\$ 182.77
Amazon Capital Services	Supplies Regular Instruction	\$ 23.49
Amazon Capital Services	Supplies Regular Instruction	\$ 23.74
Amazon Capital Services	Supplies Regular Instruction	\$ 58.55
Amazon Capital Services	Supplies Regular Instruction	\$ 46.77
Amazon Capital Services	Supplies Regular Instruction	\$ 71.99
Amazon Capital Services	Supplies Regular Instruction	\$ 191.74
Amazon Capital Services	Supplies Regular Instruction	\$ 212.66
Amazon Capital Services	Supplies Regular Instruction	\$ 43.18
Amazon Capital Services	Supplies Regular Instruction	\$ 34.99
Amazon Capital Services	Supplies Science	\$ 54.29
Amazon Capital Services	Supplies Art	\$ 455.57
Amazon Capital Services	Supplies Art	\$ 224.88
Amazon Capital Services	Supplies Art	\$ 197.16
Amazon Capital Services	Supplies Orchestra	\$ 35.99
Amazon Capital Services	Supplies Wood Shop	\$ 386.07
Amazon Capital Services	Supplies Vocational EOC	\$ 138.02
Amazon Capital Services	Supplies ELL	\$ 193.90
Amazon Capital Services	Supplies Early Childhood	\$ 1,293.40
Amazon Capital Services	Supplies Resource	\$ 475.92
Amazon Capital Services	Supplies Behavior Disorder	\$ 143.61

Amazon Capital Services	Supplies Health Services	\$	245.32
Amazon Capital Services	Supplies Health Services	\$	18.04
Amazon Capital Services	Supplies Instruction & Curriculum Development	\$	228.40
Amazon Capital Services	Supplies Library	\$	70.54
Amazon Capital Services	Library References Library	\$	80.38
Amazon Capital Services	Supplies Technology	\$	193.99
Amazon Capital Services	Supplies Communications	\$	32.98
Amazon Capital Services	Supplies Office of the Principal	\$	341.99
Amazon Capital Services	Supplies Office of the Principal	\$	180.54
Amazon Capital Services	Supplies Office of the Principal	\$	138.81
Amazon Capital Services	Supplies Office of the Principal	\$	37.99
Amazon Capital Services	Supplies	\$	180.93
Amazon Capital Services	Supplies Operations of Buildings	\$	1,503.84
Amazon Capital Services	Supplies Care and Upkeep of Grounds	\$	329.49
Amazon Capital Services	Furniture and Fixtures Care & Upkeep of Grounds	\$	51.29
Amazon Capital Services	Supplies State Early Childhood	\$	116.63
Amazon Capital Services	Supplies Sixpence Home 1	\$	129.08
Amazon Capital Services	Supplies Sixpence Community Grant	\$	183.93
Amazon Capital Services	Supplies IDEA Base & E/P	\$	73.67
Amazon Capital Services	Supplies Art	\$	261.90
Amazon Capital Services	Miscellaneous Expenditure Art Honor Society NA	\$	33.98
Amazon Capital Services	Miscellaneous Expenditure Bearcat Design/Corner	\$	9.79
Amazon Capital Services	Supplies Cheerleaders	\$	24.47
Amazon Capital Services	Miscellaneous Expenditure Courtesy/Teachers Loun	\$	131.93
Amazon Capital Services	Miscellaneous Expenditure Dance Catz	\$	463.84
Amazon Capital Services	Miscellaneous Expenditure Foundation Donation	\$	531.75
Amazon Capital Services	Miscellaneous Expenditure Media Library	\$	70.96
Amazon Capital Services	Miscellaneous Expenditure PAC's Share of Distric	\$	505.69
Amazon Capital Services	Miscellaneous Expenditure Playground Equipment	\$	84.98
Amazon Capital Services	Miscellaneous Expenditure Pop Fund	\$	111.64
Amazon Capital Services	Miscellaneous Expenditure Principal	\$	34.19
Amazon Capital Services	Miscellaneous Expenditure PTO Donations	\$	128.83
Amazon Capital Services	Miscellaneous Expenditure PTO Donations	\$	261.31
Amazon Capital Services	Miscellaneous Expenditure Student Activity Accou	\$	143.89
Amazon Capital Services	Miscellaneous Expenditure Student Activity Accou	\$	166.04
Amazon Capital Services	Miscellaneous Expenditure Student Activity Accou	\$	119.75
Amazon Capital Services	Miscellaneous Expenditure Student Council	\$	40.40
Amazon Capital Services	Miscellaneous Expenditure Student Council	\$	497.43
Amazon Capital Services	Miscellaneous Expenditure Student Council	\$	47.00
Amazon Capital Services	Miscellaneous Expenditure Wellness	\$	249.95
Amazon Capital Services	Miscellaneous Expenditure Wellness	\$	44.55
Amazon Capital Services	Miscellaneous Expenditure 5th Grade Safety Patro	\$	36.77
Amazon Capital Services	Supplies	\$	1,523.22
Amazon Capital Services	Supplies	\$	317.12
Amazon Capital Services	Miscellaneous Expenditure	\$	252.89
American Red CrossHealth & Safety Svcs	Professional Services Pro Development Human Re	\$	72.00
Amy Denny	Mileage Paid to Staff	\$	188.58
Amy Haskett	Mileage Paid to Staff	\$	16.59
Amy Haskett	Mileage Paid to Staff	\$	64.61
Andrew Carlson	Other Technical Services Basketball Girls	\$	200.00
Angela Green	Mileage Paid to Staff	\$	120.89

Anthony Cordova	Other Technical Services Boys Wrestling	\$	350.00
Anthony Cordova	Other Technical Services Boys Wrestling	\$	125.00
Apple Inc	Supplies Regular Instruction	\$	418.00
Apple Inc	Miscellaneous Expenditure Football	\$	329.00
Apple Inc	Supplies Regular Instruction	\$	329.00
Apple Inc	Miscellaneous Expenditure Advertising	\$	1,849.00
Apple Inc	Supplies Technology	\$	314.07
Apple Market	Supplies FCS	\$	63.62
Archway	Dues and Fees Transition	\$	35.00
Ariana Bishop	Mileage Paid to Staff	\$	46.34
Arnolds Motor Supply 88593/102634	Supplies Care and Upkeep of Grounds	\$	21.99
Arnolds Motor Supply 88593/102634	Tires and Parts Non Student Vehicles	\$	67.17
Aubrey Vancura	Professional Services Soccer/Girls	\$	300.00
Austin Lutkemeier	Other Technical Services Basketball Girls	\$	125.00
Awards Unlimited	Supplies Athletic Admin Pass Thru	\$	240.00
BD Construction	Repairs & Maintenance Services Maintenance Of Bu	\$	12,510.56
Bear Frame & Alignment	Vehicle Repair Reg. Ed. Transp. Maintenance	\$	778.10
Ben Schaal	Other Technical Services Basketball Girls	\$	65.00
Ben Schaal	Other Technical Services Basketball Girls	\$	125.00
Ben VanDiest	Other Technical Services Basketball/Boys	\$	130.00
Ben VanDiest	Other Technical Services Basketball Girls	\$	140.00
Best Western Plus Kearney	Travel Wrestling Boys	\$	400.00
Big Apple Fun Center	Miscellaneous Expenditure FBLA	\$	198.00
Big Apple Fun Center	Miscellaneous Expenditure Unified Sports	\$	1,183.50
Big Apple Fun Center	Supplies Regular Instruction	\$	112.37
Bimbo Bakeries USA	Food	\$	3,431.70
Black Hills Energy	Natural Gas Operations of Buildings	\$	1,698.55
Black Hills Energy	Natural Gas IDEA Base & E/P	\$	3.58
Blick Art Materials II	Supplies Art	\$	156.58
Bomgaars Supply Inc	Supplies Care and Upkeep of Grounds	\$	7.49
Boogaarts Food Store	Supplies Agriculture	\$	319.14
Boogaarts Food Store	Supplies FCS	\$	38.61
Boostlingo, LLC	Contracted Educational Resource	\$	665.00
Brendan Lipovsky	Other Technical Services Basketball/Boys	\$	200.00
Brendan M Fowler	Other Technical Services Basketball/Boys	\$	130.00
Brodie Besler	Rentals of Equipment and Vehicles Maintenance of	\$	58.30
Bryce Abbey	Other Technical Services Boys Wrestling	\$	450.00
BSN Sports, LLC	Supplies Wrestling Boys	\$	156.33
Builders HowTo Warehouse	Supplies Industrial Art	\$	238.61
Builders HowTo Warehouse	Supplies Care and Upkeep of Grounds	\$	657.47
Callie Konicek	Other Technical Services Boys Wrestling	\$	125.00
Calvin Johnson	Other Technical Services Basketball Girls	\$	75.00
Capital Sanitary Supply Company Inc	Supplies Operations of Buildings	\$	15,411.90
Carol Kreutzer	Employee Training and Development Services	\$	673.44
CashWa Distributing	Food	\$	117,852.64
Cassie Houser	Mileage Paid to Staff	\$	64.82
CDW Government	Supplies Technology	\$	385.84
CDW Government	Miscellaneous Expenditure Advertising	\$	2,492.24
Celebration on Central LLC	Miscellaneous Expenditure Dance Catz	\$	175.00
Center for Internet Security Inc	Dues and Fees	\$	1,196.00
Central Community College GI	Professional Services Auto Mechanics	\$	37,072.00

Central States Safety & Driver Trng LLC	Professional Services Regular Education Transpor	\$	600.00
Chase Bryant	Other Technical Services Basketball Girls	\$	200.00
Chase Erwin	Other Technical Services Basketball/Boys	\$	130.00
Chesterman Co.	Supplies Concessions	\$	440.00
Chesterman Co.	Food	\$	5,424.30
Chris Stier	Other Technical Services Boys Wrestling	\$	300.00
City of Kearney	Professional Services	\$	130.00
City of KearneyFuel Dept	Vehicle Gasoline Non Student Vehicles	\$	2,930.92
City of KearneyFuel Dept	Vehicle Gasoline Regular Education Transportatio	\$	4,537.12
City of KearneyFuel Dept	Vehicle Gasoline School Age Sped Transportation	\$	426.14
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	\$	380.92
City of KearneyFuel Dept	Vehicle Gasoline School Age Sped Transportation	\$	229.38
City of KearneyFuel Dept	Vehicle Gasoline School Age Sped Transportation	\$	-
City of KearneyFuel Dept	Vehicle Gasoline School Age Sped Transportation	\$	464.65
City of KearneyFuel Dept	Vehicle Gasoline School Age Sped Transportation	\$	227.21
City of KearneyFuel Dept	Vehicle Gasoline School Age Sped Transportation	\$	391.02
City of KearneyFuel Dept	Vehicle Gasoline School Age Sped Transportation	\$	-
City of KearneyFuel Dept	Vehicle Gasoline School Age Sped Transportation	\$	374.67
City of KearneyFuel Dept	Vehicle Gasoline School Age Sped Transportation	\$	33.61
City of KearneyFuel Dept	Vehicle Gasoline School Age Sped Transportation	\$	-
City of KearneyFuel Dept	Vehicle Gasoline Construction Tech Fund	\$	58.41
City of KearneyFuel Dept	Vehicle Gasoline	\$	253.14
City of KearneyPark and Recreation	Miscellaneous Expenditure Soccer Boys	\$	400.00
City of KearneyPark and Recreation	Miscellaneous Expenditure Soccer Girls	\$	600.00
City of KearneySchool Resource Office	Security Officer Security	\$	32,681.53
City of KearneyWater,Sanitn,Sewer Dept	Garbage	\$	9,993.21
Coach Master's Inc	Vehicle Repair Reg. Ed. Transp. Maintenance	\$	825.18
Cody Dvorak	Miscellaneous Expenditure Wish List	\$	1,249.50
Cody Dvorak	Miscellaneous Expenditure Wish List	\$	340.00
Cody Dvorak	Miscellaneous Expenditure Boys Wrestling	\$	308.00
Cody Dvorak	Miscellaneous Expenditure Basketball Girls	\$	90.00
Colton Albrecht	Other Technical Services Basketball/Boys	\$	200.00
Column Software PBC	Advertising Fiscal Services	\$	857.75
Comfy Bowl Inc	Miscellaneous Expenditure Construction Tech Fund	\$	95.00
Community Products LLC	Supplies Sixpence Center 1	\$	17,460.00
Connor Williams	Supplies Regular Instruction	\$	315.00
Cooperative Producers Inc	Vehicle Gasoline Regular Education Transportatio	\$	1,674.81
Cooperative Producers Inc	Vehicle Gasoline School Age Sped Transportation	\$	237.88
Copycat Printing Inc	Miscellaneous Expenditure Bearcat Cares Food Pan	\$	300.00
Copycat Printing Inc	Supplies Office of the Principal	\$	100.70
Corey Uldrich	Other Technical Services Basketball Girls	\$	200.00
Cornhusker Cleaning Supply.	Supplies Regular Education Transportation	\$	55.34
CPI	Dues and Fees	\$	200.00
Crane River Theater Company Inc.	Miscellaneous Expenditure	\$	2,000.00
Culligan Of Kearney	Supplies Office of the Principal	\$	35.00
Culligan Of Kearney	Miscellaneous Expenditure	\$	132.66
Culligan Of Kearney	Repairs & Maintenance Services Maintenance Of Bu	\$	240.00
Culligan Of Kearney	Supplies Care and Upkeep of Grounds	\$	190.00

Cummins Central Power LLC	Vehicle Repair Reg. Ed. Transp. Maintenance	\$	1,111.01
Dale Bean	Other Technical Services Boys Wrestling	\$	350.00
Dan Schumacher	Professional Services Care & Upkeep of Grounds	\$	1,260.50
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	\$	4,089.61
Dawn Kovarik	Mileage Paid to Staff	\$	141.26
Dawson Public Power District	Electricity Operations of Buildings	\$	239.79
Dawson Public Power District	Electricity IDEA Base & E/P	\$	0.51
Dean Davis	Other Technical Services Boys Wrestling	\$	350.00
Dee Westcott	Mileage Paid to Staff	\$	39.27
Demco Inc	Miscellaneous Expenditure Media Library	\$	384.25
Dennys Marquez	Travel Sixpence Home 1	\$	706.75
Desiree John	Mileage Paid to Staff	\$	30.24
Desiree John	Mileage Paid to Staff	\$	25.48
Deterdings	Supplies Care and Upkeep of Grounds	\$	647.98
Discount School Supply	Supplies Sixpence Community Grant	\$	3,694.78
Divas at Kearney Floral Co.	Supplies Agriculture	\$	88.00
Domino's Pizza	Supplies Concessions	\$	285.75
Domino's Pizza	Food	\$	3,023.00
Domino's Pizza	Food	\$	704.25
Doug Hampton	Other Technical Services Boys Wrestling	\$	350.00
Doug Hampton	Other Technical Services Girls Wrestling	\$	300.00
Drew Riggs	Other Technical Services Boys Wrestling	\$	350.00
Dustin Clouse	Other Technical Services Basketball Girls	\$	75.00
Dustin Mitchell	Travel Poverty	\$	54.60
Dustin Mitchell	Travel Poverty	\$	54.60
Dustin Mitchell	Travel Poverty	\$	72.80
DuttonLainson Company	Supplies Maintenance of Buildings	\$	127.65
Dynamic T's Screen Printing & Promotions	Miscellaneous Expenditure Volleyball	\$	898.50
Eakes Office Solutions	Supplies Regular Instruction	\$	3,985.57
Eakes Office Solutions	Supplies Regular Instruction	\$	186.59
Eakes Office Solutions	Supplies Regular Instruction	\$	449.90
Eakes Office Solutions	Supplies Regular Instruction	\$	84.10
Eakes Office Solutions	Supplies Vocational AE	\$	125.98
Eakes Office Solutions	Supplies Early Childhood	\$	89.00
Eakes Office Solutions	Supplies Office of the Principal	\$	1,799.60
Eakes Office Solutions	Supplies Office of the Principal	\$	402.57
Echo Group Inc.	Supplies Maintenance of Buildings	\$	27.62
Edupoint Educational Systems	Professional Services Technology	\$	17,305.00
Edupoint Educational Systems	Technology Software Technology	\$	22,747.00
Eileen's Cookies Fundraising	Miscellaneous Expenditure	\$	29,744.00
Ein Obermiller	Other Technical Services Boys Wrestling	\$	350.00
Electronic Systems Inc	Professional Services Maintenance of Buildings	\$	239.35
Elevated Catering, LLC	Miscellaneous Expenditure	\$	450.00
Elizabeth Lopez	Mileage Paid to Staff	\$	66.71
Embassy SuitesOmahaLaVista Hotel	Travel Executive Administration	\$	135.45
ESU 10	Miscellaneous Expenditure Principal	\$	20.00
ESU 10	Supplies Regular Instruction	\$	20.00
ESU 10	Dues and Fees	\$	20.00
ESU 10	Travel Coordinator	\$	40.00

ESU 10	Travel Supervision	\$	20.00
ESU 10	Sped Tuition/Agencies Supervision	\$	687.60
ESU 10	Travel Resource	\$	80.00
ESU 10	Sped Tuition/Agencies Contracted Services	\$	8,899.96
ESU 10	Dues and Fees Guidance Services	\$	20.00
ESU 10	Travel Speech Pathology & Audiology	\$	40.00
ESU 10	Sped Tuition/Agencies Speech Pathology & Audiolo	\$	8,489.94
ESU 10	Sped Tuition/Agencies PT Related Services	\$	12,490.68
ESU 10	Sped Tuition/Agencies Visually Handicapped	\$	16,804.98
ESU 10	Dues and Fees Instruction & Curriculum Developme	\$	20.00
ESU 10	Dues and Fees Instruction & Curriculum Developme	\$	20.00
ESU 10	Professional Services Technology	\$	170.00
ESU 10	Dues and Fees Office of the Principal	\$	20.00
ESU 10	Dues and Fees Office of the Principal	\$	20.00
ESU 10	Supplies High Ability Learners	\$	400.00
ESU 10	Subawards/SubContracts \$25,000 or less	\$	5,023.29
ESU 10	Subawards/SubContracts \$25,000 or less	\$	6,296.25
Ethan Kowalek	Other Technical Services Boys Wrestling	\$	300.00
Evan Sisel	Other Technical Services Boys Wrestling	\$	350.00
Family Suite Learning Center	Professional Services Sixpence Community Grant	\$	68.00
Father Flanagan's Boys' Home	Pupil Services Contracted Services	\$	4,420.00
Father Flanagan's Boys' Home	Professional Services Instruction & Curriculum D	\$	5,578.30
Fiber Platform LLC	Purchased Service Telephone Technology	\$	6,145.76
First Book	Miscellaneous Expenditure Media Book Vending M	\$	364.10
First Book	Library References Library	\$	176.80
First Book	Supplies Sixpence Community Grant	\$	211.04
Follett Content Solutions LLC	Miscellaneous Expenditure Media District	\$	79.82
Follett Content Solutions LLC	Library References Library	\$	15.81
Follett Content Solutions LLC	Library References Library	\$	1,535.20
Follett Content Solutions LLC	Library References Library	\$	200.01
Follett Content Solutions LLC	Library References Library	\$	711.17
Follett Content Solutions LLC	Library References Library	\$	921.47
Follett Content Solutions LLC	Periodicals Library	\$	839.76
Frontier	Professional Services Regular Instruction	\$	241.09
Frontier	Professional Services Regular Instruction	\$	13.39
Frontier	Professional Services Regular Instruction	\$	13.40
Frontier	Purchased Service Telephone Fiscal Services	\$	1,981.59
General Parts LLC	Supplies Maintenance of Buildings	\$	1,188.10
Gimkit, Inc.	Supplies Regular Instruction	\$	1,000.00
Glendale Parade Store LLC	Supplies	\$	825.00
Gopher	Miscellaneous Expenditure Playground Equipment	\$	119.95
Graham Tire	Repairs & Maintenance Services Non Student Vehic	\$	30.19
Graham Tire	Tires and Parts Non Student Vehicles	\$	90.57
Graham Tire	Tires and Parts Reg. Ed. Transp. Maintenance	\$	2,494.38
Grainger	Supplies Regular Education Transportation	\$	124.39
Grainger	Furniture and Fixtures Regular Education Transpo	\$	51.42
Grand Island High School	Dues and Fees	\$	700.00
Halli Chramosta	Mileage Paid to Staff	\$	28.21
hand2mind inc	Textbooks Regular Instruction	\$	28.88
Hannah Mast	Professional Services Sixpence Community Grant	\$	150.00
Harco Athletic Reconditioning Inc	Supplies Football	\$	1,041.00

Hass Lawn Care	Lawn Services	\$	450.00
Hastings High School	Dues and Fees	\$	250.00
Hawkins Inc	Supplies Care and Upkeep of Grounds	\$	1,102.18
HD Supply Facilities Mtce LTD	Supplies Operations of Buildings	\$	1,776.25
HD Supply Formerly Home Depot Pro	Supplies Operations of Buildings	\$	4,904.40
Heritage Water Services Inc.	Professional Services Care & Upkeep of Grounds	\$	955.00
High Plains Pizza Hut, Inc	Food	\$	4,300.35
Hiland Dairy Foods	Food	\$	25,305.51
Hilton Omaha	Travel Executive Administration	\$	1,047.00
HLI Development LLC	Travel Vocal Music	\$	767.00
HLI Development LLC	Travel Orchestra	\$	537.00
HLI Development LLC	Travel Band	\$	881.00
Hobby Lobby Stores Inc	Supplies	\$	286.68
Holmes Plumbing & Htg	Supplies Maintenance of Buildings	\$	1,313.81
Hometown Leasing	Rentals of Equipment and Vehicles Regular Instru	\$	10,786.59
Houghton Mifflin Harcourt Publishing Co.	Textbooks Regular Instruction	\$	172.84
HyVee Accounts Receivable	Supplies FCS	\$	413.27
HyVee Accounts Receivable	Supplies FCS	\$	96.28
HyVee Accounts Receivable	Miscellaneous Expenditure PTO Donations	\$	158.24
Imagine Learning, Inc.	Supplies Resource	\$	250.00
Integrated Security Solutions LLC	Professional Services Care & Upkeep of Grounds	\$	7,720.00
J Spot Services LLC	Professional Services Care & Upkeep of Grounds	\$	80.00
J W Pepper & Son Inc	Miscellaneous Expenditure Student Activity Accou	\$	52.19
J W Pepper & Son Inc	Supplies Vocal Music	\$	88.64
J W Pepper & Son Inc	Supplies Vocal Music	\$	24.49
J W Pepper & Son Inc	Supplies Vocal Music	\$	165.64
J W Pepper & Son Inc	Supplies Vocal Music	\$	105.74
J W Pepper & Son Inc	Supplies Orchestra	\$	488.70
Jaco Commodities LLC	Supplies Care and Upkeep of Grounds	\$	1,865.00
Jacob McCarthy	Mileage Paid to Staff	\$	254.17
Jacqueline Kalkwarf	Employee Training and Development Services	\$	497.95
James Droescher	Other Technical Services Boys Wrestling	\$	320.00
Jana Seier	Mileage Paid to Staff	\$	344.47
Jana Seier	Mileage Paid to Staff	\$	287.42
Jason Calahan	Travel Principal Office of the Principal	\$	135.42
Jason Mundorf	Mileage Paid to Staff	\$	647.22
Jason Owens	Employee Training and Development Services	\$	357.88
Java Junction LLC	Miscellaneous Expenditure Wellness	\$	185.00
Jena Stroud	Miscellaneous Expenditure Athletic Administratio	\$	60.00
Jenae Loeffelholz	Miscellaneous Expenditure Student Activity Accou	\$	47.17
Jennie Billinger Refior	Professional Services Sixpence Community Grant	\$	100.00
Jeremy Canada	Other Technical Services Basketball Girls	\$	270.00
Jerry Buck	Other Technical Services Basketball Girls	\$	75.00
Jill Bauer	Mileage Paid to Staff	\$	68.46
Johnstone Supply	Supplies Maintenance of Buildings	\$	1,990.75
Johnstone Supply	Supplies Care and Upkeep of Grounds	\$	598.04
Jon Beggs	Other Technical Services Activities Director	\$	60.00
Josh Hong	Other Technical Services Basketball Girls	\$	200.00
Junior Achievement	Miscellaneous Expenditure	\$	350.00
Junior Achievement	Supplies Office of the Principal	\$	350.00
Kalen Pfeiffer	Other Technical Services Boys Wrestling	\$	300.00

Kaplan Early Learning Company	Miscellaneous Expenditure PreSchool Tuition	\$	746.06
Kari Vyhlidal	Miscellaneous Expenditure Music Choral Student	\$	2,376.50
Kassandra Sabah	Mileage Paid to Staff Fiscal Services	\$	11.20
Kaylei Becker	Employee Training and Development Services	\$	384.75
Kearney Ace Hardware	Supplies Care and Upkeep of Grounds	\$	483.40
Kearney Ag & Auto Repair Inc	Vehicle Repair Non Student Vehicles	\$	939.65
Kearney Ag & Auto Repair Inc	Vehicle Repair Sped Transportation Maintenance	\$	1,279.33
Kearney Area Children's Museum	Dues and Fees Implementation of Standards	\$	300.00
Kearney Area Children's Museum	Dues and Fees Implementation of Standards	\$	285.00
Kearney Area Solid Landfill City Of Kear	Professional Services Care & Upkeep of Grounds	\$	710.58
Kearney Quality Sew & Vac	Repairs & Maintenance Services FCS	\$	899.85
Kearney Quality Sew & Vac	Supplies FCS	\$	23.16
Kearney SportsPlex	Miscellaneous Expenditure	\$	130.00
Kearney Winlectric Co	Supplies Maintenance of Buildings	\$	1,242.48
Kearney Winnelson	Rentals of Equipment and Vehicles Maintenance of	\$	200.00
Kearney Winnelson	Supplies Care and Upkeep of Grounds	\$	135.67
Kelly R. Tovar Hernandez	Professional Services Sixpence Community Grant	\$	150.00
Kelly Supply Co	Supplies Maintenance of Buildings	\$	97.72
Kidwell	Professional Services Technology	\$	1,426.25
Kidwell	Professional Services Care & Upkeep of Grounds	\$	82.50
Kirby Wells	Other Technical Services Basketball/Boys	\$	200.00
KPS Foundation	Miscellaneous Expenditure	\$	4,400.00
Kyle Goldenstein	Other Technical Services Basketball/Boys	\$	130.00
Kyle Heilbrun	Employee Training and Development Services	\$	219.32
Lakeshore Lrng Materials	Supplies Behavior Disorder	\$	28.49
Laminator.com Inc	Supplies Regular Instruction	\$	265.22
Lexia Learning Systems LLC	Technology Software Regular Instruction	\$	14,400.00
Lincoln Journal Star	Advertising	\$	630.27
Lincoln Northeast High School	Dues and Fees	\$	160.00
Lincoln Northwest High School	Dues and Fees Vocal Music	\$	700.00
Lincoln Southeast High School	Dues and Fees	\$	250.00
Lips Printing Service	Supplies Regular Instruction	\$	35.56
Luke Sutherland	Mileage Paid to Staff	\$	30.38
Mailgun Technologies Inc	Technology Software Technology	\$	325.00
Makayla Harmon	Travel Sixpence Home 1	\$	701.19
Mallory Dougherty	Mileage Paid to Staff	\$	195.86
Maple One Management, Inc	Travel Wrestling Girls	\$	726.90
Martin Kracl	Other Technical Services Basketball Girls	\$	65.00
Masters True Value	Supplies Care and Upkeep of Grounds	\$	223.60
Matheson TriGas Inc	Supplies Machine Shop	\$	1,182.00
Matheson TriGas Inc	Rentals of Equipment and Vehicles Maintenance of	\$	231.20
Matheson TriGas Inc	Supplies Care and Upkeep of Grounds	\$	1,917.35
McGraw Hill School Education Holdings LL	Copier & Printing Usage Regular Instruction	\$	107.15
McGraw Hill School Education Holdings LL	Supplies	\$	748.98
McGraw Hill School Education Holdings LL	Textbooks	\$	10,949.90
McGraw Hill School Education Holdings LL	Digital Instructional Materials	\$	903.06
McMasterCarr	Supplies Care and Upkeep of Grounds	\$	1,400.88
Menards Kearney	Miscellaneous Expenditure Construction Tech Fund	\$	158.76
Menards Kearney	Supplies One Act One Act Play	\$	209.91
Menards Kearney	Miscellaneous Expenditure Construction Tech Fund	\$	237.34
Menards Kearney	Supplies Science	\$	599.97

Menards Kearney	Supplies Industrial Art	\$	559.45
Menards Kearney	Supplies Wood Shop	\$	738.68
Menards Kearney	Supplies Operations of Buildings	\$	94.43
Menards Kearney	Supplies Maintenance of Buildings	\$	73.03
Menards Kearney	Supplies Care and Upkeep of Grounds	\$	722.78
Menards Kearney	Supplies Regular Education Transportation	\$	305.06
Menards Kearney	Supplies	\$	396.95
Menards Kearney	Supplies Fed Vocational&Applied Tech Ed(Perkins)	\$	1,799.99
Metal Doors & Hardware Co	Supplies Maintenance of Buildings	\$	870.00
Micah Goodwin	Supplies Regular Instruction	\$	24.00
Midwest Connect	Postage Early Childhood	\$	1.85
Midwest Connect	Postage Supervision	\$	12.38
Midwest Connect	Postage Office of the Principal	\$	269.10
Midwest Connect	Postage Office of the Principal	\$	52.04
Midwest Connect	Postage Office of the Principal	\$	102.44
Midwest Connect	Postage Office of the Principal	\$	39.27
Midwest Connect	Postage Office of the Principal	\$	32.69
Midwest Connect	Postage Office of the Principal	\$	24.18
Midwest Connect	Postage Office of the Principal	\$	37.74
Midwest Connect	Postage Office of the Principal	\$	25.74
Midwest Connect	Postage Office of the Principal	\$	15.89
Midwest Connect	Postage Office of the Principal	\$	10.92
Midwest Connect	Postage Office of the Principal	\$	57.77
Midwest Connect	Postage Office of the Principal	\$	0.78
Midwest Connect	Postage Fiscal Services	\$	550.43
Midwest Connect	Postage	\$	9.36
Mighty Ducts	Professional Services Care & Upkeep of Grounds	\$	6,300.00
Mindi Heese	Employee Training and Development Services	\$	416.66
Misko Sports	Miscellaneous Expenditure Unified Sports	\$	525.00
Mister B's Tees	Miscellaneous Expenditure Basketball Boys	\$	555.00
Mom and Dads BBQ	Miscellaneous Expenditure Boys Wrestling	\$	3,225.00
Moonlight Embroidery & Screen Print	Miscellaneous Expenditure Volleyball	\$	878.00
Morgan Walker	Mileage Paid to Staff	\$	98.35
NASBNE Association of School Boards	Dues and Fees Board of Education	\$	978.00
NASBNE Association of School Boards	Employee Training and Development Services	\$	976.00
National Insurance Marketing Brokers LLC	Professional Services Pro Development Human Re	\$	2,074.50
National Insurance Marketing Brokers LLC	Professional Services Pro Development Human Re	\$	668.00
Navigator Motorcoaches Inc	Other Technical Services Speech	\$	1,795.00
NCS Pearson Inc	Supplies Psychologist	\$	112.40
NCSANebraska Council of School Admin	Miscellaneous Expenditure Principal	\$	205.00
NCSANebraska Council of School Admin	Miscellaneous Expenditure Principal	\$	205.00
NCSANebraska Council of School Admin	Employee Training Office of the Principal	\$	205.00
NCSANebraska Council of School Admin	Dues and Fees Office of the Principal	\$	354.00
NCSANebraska Council of School Admin	Dues and Fees Office of the Principal	\$	205.00
NCSANebraska Council of School Admin	Dues and Fees Office of the Principal	\$	205.00
NCSANebraska Council of School Admin	Dues and Fees Office of the Principal	\$	410.00
NDE	Employee Training and Development Services	\$	20.00
Nebraska Choral Directors Association	Miscellaneous Expenditure Music Vocal	\$	600.00
Nebraska Choral Directors Association	Dues and Fees Vocal Music	\$	840.00
Nebraska Crane, Inc	Rentals of Equipment and Vehicles Maintenance of	\$	650.00
Nebraska DECA	Miscellaneous Expenditure DECA	\$	135.00

Nebraska Public Health Envrmt Lab	Professional Services Care & Upkeep of Grounds	\$ 31.00
Nebraska Public Power District	Electricity	\$ 66,148.97
Nebraska Safety Center	Professional Services Regular Education Transpor	\$ 455.00
Nebraska State Bandmasters Association	Other Technical Services Music Band	\$ 40.00
Nicholas Sadd	Other Technical Services Boys Wrestling	\$ 350.00
Nicholas Sadd	Other Technical Services Girls Wrestling	\$ 300.00
Nicole Wietjes	Mileage Paid to Staff	\$ 259.00
Nicole Wietjes	Travel Psychologist	\$ 98.84
Nolan Moorman	Other Technical Services Boys Wrestling	\$ 300.00
Nolan Smith	Professional Services Football	\$ 1,200.00
Northwestern Energy	Natural Gas	\$ 11,844.21
One Call Concepts Inc	Professional Services Care & Upkeep of Grounds	\$ 8.94
One Source	Professional Services Pro Development Human Re	\$ 671.00
Paul Cooksey	Other Technical Services Activities Director	\$ 50.00
PEP CO, Inc.	Professional Services Care & Upkeep of Grounds	\$ 1,000.00
Perry Swarm	Other Technical Services Boys Wrestling	\$ 300.00
Peter Jahn	Other Technical Services Boys Wrestling	\$ 135.00
Pioneer Critical Power	Professional Services Care & Upkeep of Grounds	\$ 2,188.00
PlasmaCam, Inc.	Supplies Technology	\$ 393.22
Platte Valley Auto Kearney	Supplies Regular Education Transportation	\$ 71.84
Platte Valley Communications	Supplies Care and Upkeep of Grounds	\$ 1,574.55
Platte Valley Laboratories	Professional Services Care & Upkeep of Grounds	\$ 50.00
Premier Rental Purchase	Supplies Regular Instruction	\$ 399.00
Premier Rental Purchase	Supplies Technology	\$ 549.00
Premier Rental Purchase	TechnologyRelated Hardware Regular Education Tr	\$ 369.00
Premier Rental Purchase	Miscellaneous Expenditure Weight Room	\$ 399.00
PyeBarker Fire & Safety	Professional Services Maintenance of Buildings	\$ 165.00
Quill Corporation	Supplies Regular Instruction	\$ 703.78
Quill Corporation	Supplies Office of the Principal	\$ 61.17
Quill Corporation	Supplies Fiscal Services	\$ 17.84
Raegan Horner	Professional Services Sixpence Community Grant	\$ 600.00
Reid Glasshoff	Other Technical Services Boys Wrestling	\$ 300.00
Rhonda Moseley	Mileage Paid to Staff	\$ 14.56
Rick Mitchell	Miscellaneous Expenditure Music Band	\$ 242.34
Rick Mitchell	Miscellaneous Expenditure Music Music Honor So	\$ 17.94
Riley Rose	Other Technical Services Basketball/Boys	\$ 130.00
Riley Waddington	Other Technical Services Boys Wrestling	\$ 300.00
Robert C West, Jr	Other Technical Services Boys Wrestling	\$ 125.00
Roger Aspen	Other Technical Services Boys Wrestling	\$ 350.00
Ron Smith	Other Technical Services Boys Wrestling	\$ 125.00
Ron Smith	Other Technical Services Boys Wrestling	\$ 300.00
Ron Smith	Other Technical Services Boys Wrestling	\$ 125.00
Rudy Stofer	Professional Services Football	\$ 1,000.00
Sadie Uhing	Mileage Paid to Staff Fiscal Services	\$ 105.70
Sara ChapmanGomez	Mileage Paid to Staff	\$ 395.29
Sayler Screenprinting	Advertising Communications	\$ 260.00
Sayler Screenprinting	Supplies Office of the Principal	\$ 578.35
Scholastic Inc.	Supplies Regular Instruction	\$ 343.76
School Social Wk Assoc Of Ne SSWAN	Dues and Fees Poverty	\$ 20.00
School Social Wk Assoc Of Ne SSWAN	Dues and Fees Social Workers	\$ 75.00
Scott Krause	Supplies Wrestling Boys	\$ 256.25

Scott Steinbrook	Employee Training and Development Services	\$	313.49
Shane Moorman	Other Technical Services Boys Wrestling	\$	300.00
Shelia Sanford	Mileage Paid to Staff	\$	65.70
Shelton Dehaan Company	Miscellaneous Expenditure Training Room	\$	265.00
SignGlasses LLC	Contracted Educational Hearing Handicapped	\$	2,415.00
Smiling Faces Academy, Inc.	Professional Services Sixpence Community Grant	\$	2,628.00
Sparq Data Solutions	Professional Services Board of Education	\$	6,400.00
Sports Facility Maintenance LLC	Professional Services Maintenance of Buildings	\$	6,054.00
Spracklin Chiropractic	Drug Testing Regular Education Transportation	\$	45.00
Spracklin Chiropractic	Physicals Regular Education Transportation	\$	100.00
Stacie Pearson	Employee Training and Development Services	\$	267.05
State Fire Marshal Office	Professional Services Maintenance of Buildings	\$	1,152.00
Stelling Brass & Winds	Miscellaneous Expenditure Music Orchestra	\$	3,334.00
Stelling Brass & Winds	Supplies Band	\$	152.33
Stephanie Munch	Miscellaneous Expenditure Dance Catz	\$	2,070.00
Stepping Stones Group LLC	Contracted Educational	\$	7,150.00
Sterling Computers	Professional Services Technology	\$	69,540.66
Sterling Computers	TECHNICAL SERVICES	\$	69,540.66
Talisha Sorenson	Employee Training and Development Services	\$	264.39
Taylor Fish	Professional Services	\$	900.00
Teacher Direct	Supplies Regular Instruction	\$	42.88
TeamLeader	Miscellaneous Expenditure Cheerleaders	\$	3,443.56
The Lockmobile	Supplies Care and Upkeep of Grounds	\$	138.50
The Supply Room Inc	Supplies	\$	1,333.37
The World Theatre	Miscellaneous Expenditure Fundraiser 2	\$	1,650.00
Tiffany Weiss	Travel Sixpence Home 1	\$	437.54
Tim O'Dey	Other Technical Services Basketball Girls	\$	200.00
TK Elevator Corporation	Professional Services Maintenance of Buildings	\$	2,622.99
TMobile USA Inc.	Purchased Service Telephone Transition	\$	108.67
TMobile USA Inc.	TMobile Handheld Devices & Service Security	\$	124.59
TMobile USA Inc.	TMobile Handheld Devices & Service Security	\$	1,258.28
TMobile USA Inc.	TMobile Handheld Devices & Service Security	\$	249.18
TMobile USA Inc.	Supplies Technology Related	\$	434.68
TMobile USA Inc.	Purchased Service Telephone	\$	434.68
TMobile USA Inc.	Miscellaneous Expenditure Wish List	\$	3.56
TMobile USA Inc.	Purchased Service Telephone Transition	\$	36.24
TMobile USA Inc.	TMobile Handheld Devices & Service Security	\$	41.54
TMobile USA Inc.	TMobile Handheld Devices & Service Security	\$	421.40
TMobile USA Inc.	TMobile Handheld Devices & Service Security	\$	83.08
TMobile USA Inc.	Supplies Technology Related	\$	144.96
TMobile USA Inc.	Purchased Service Telephone	\$	144.96
TMobile USA Inc.	Miscellaneous Expenditure Wish List	\$	3.56
TMobile USA Inc.	Purchased Service Telephone	\$	603.17
Todd Wardyn	Other Technical Services Basketball Girls	\$	75.00
Tom Miller	Other Technical Servic Athletic Administration	\$	140.00
Tractor Supply Co.	Supplies Care and Upkeep of Grounds	\$	32.59
Trevor Spath	Other Technical Services Boys Wrestling	\$	350.00
TriCounty Glass Inc	Professional Services Maintenance of Buildings	\$	208.00
Tyler Technologies Inc	Community Service Activities	\$	1,950.00
Tyler Technologies Inc	Technology Software Fiscal Services	\$	1,550.00
UCS Inc	Supplies Track Boys Track/Boys	\$	1,652.00

UCS Inc	Supplies Track Girls	\$	1,652.00
UCS Inc	Miscellaneous Expenditure Soccer Boys	\$	1,739.00
UCS Inc	Supplies Soccer Girls	\$	1,739.00
Unified School Dist #457 Finney County	Dues and Fees	\$	250.00
University of NebraskaLincoln	Miscellaneous Expenditure Student Activity Accou	\$	50.00
University of South Dakota	Miscellaneous Expenditure	\$	250.00
UNL Career Services	Dues and Fees Human Resources	\$	205.00
US Bank Cardmember Service	Transportation Charges Regular Instruction	\$	32.82
US Bank Cardmember Service	Transportation Charges Regular Instruction	\$	58.45
US Bank Cardmember Service	Supplies Regular Instruction	\$	90.00
US Bank Cardmember Service	Supplies Regular Instruction	\$	59.88
US Bank Cardmember Service	Supplies World Language	\$	44.18
US Bank Cardmember Service	Supplies Science	\$	593.75
US Bank Cardmember Service	Supplies PE	\$	349.98
US Bank Cardmember Service	Supplies Agriculture	\$	294.43
US Bank Cardmember Service	Supplies Resource	\$	50.12
US Bank Cardmember Service	Supplies Behavior Disorder	\$	311.65
US Bank Cardmember Service	Dues and Fees Health Services	\$	125.00
US Bank Cardmember Service	Employee Training and Development Services	\$	953.10
US Bank Cardmember Service	Employee Training and Development Services	\$	7,975.65
US Bank Cardmember Service	Technology Software Technology	\$	1,080.19
US Bank Cardmember Service	Miscellaneous Expenditure Board of Education	\$	54.60
US Bank Cardmember Service	Travel Executive Administration	\$	20.90
US Bank Cardmember Service	Miscellaneous Expenditure Executive Administrati	\$	20.27
US Bank Cardmember Service	Advertising Communications	\$	321.21
US Bank Cardmember Service	Supplies Communications	\$	43.17
US Bank Cardmember Service	Supplies Fiscal Services	\$	155.15
US Bank Cardmember Service	Professional Services Pro Development Human Re	\$	77.50
US Bank Cardmember Service	Rentals of Equipment and Vehicles Maintenance of	\$	30.00
US Bank Cardmember Service	Supplies Maintenance of Buildings	\$	921.88
US Bank Cardmember Service	Supplies Regular Education Transportation	\$	493.45
US Bank Cardmember Service	Driver License/Criminal History Regular Educatio	\$	61.50
US Bank Cardmember Service	Supplies Sixpence Home 1	\$	2,150.34
US Bank Cardmember Service	Supplies Fed Vocational&Applied Tech Ed(Perkins)	\$	1,859.74
US Bank Cardmember Service	Supplies Athletic Admin Pass Thru	\$	14.84
US Bank Cardmember Service	Miscellaneous Expenditure Athletic Administratio	\$	735.30
US Bank Cardmember Service	Supplies Volleyball	\$	725.00
US Bank Cardmember Service	Supplies Swimming	\$	45.00
US Bank Cardmember Service	Supplies Wrestling Boys	\$	970.00
US Bank Cardmember Service	Dues and Fees Boys Wrestling	\$	30.00
US Bank Cardmember Service	Supplies Baseball	\$	357.15
US Bank Cardmember Service	Miscellaneous Expenditure Art Honor Society NA	\$	193.79
US Bank Cardmember Service	Miscellaneous Expenditure Bearcat Design/Corner	\$	856.56
US Bank Cardmember Service	Supplies Cheerleaders	\$	147.70
US Bank Cardmember Service	Miscellaneous Expenditure Cheerleaders	\$	766.00
US Bank Cardmember Service	Miscellaneous Expenditure Construction Tech Fund	\$	279.00
US Bank Cardmember Service	Miscellaneous Expenditure Dance Catz	\$	5,709.59
US Bank Cardmember Service	Miscellaneous Expenditure DECA	\$	2,054.00
US Bank Cardmember Service	Professional Services Drama	\$	5,965.00
US Bank Cardmember Service	Miscellaneous Expenditure Drama	\$	695.00
US Bank Cardmember Service	Other Technical Services FBLA	\$	33.79

TREASURER'S REPORT

General Account - NebraskaLand National Bank Month Ending December 31, 2025

Per Bank

NebraskaLand Bank	December 31, 2025	\$	10,542,312.61
Less Outstanding Checks		\$	(63,503.95)
Less Outstanding Other Disbursements		\$	(3.70)
Plus Outstanding Deposits		\$	15,434,734.37
Adjustment			
Ending Balance		\$	<u>25,913,539.33</u>

Per Books

Beginning Balance	December 31, 2025	\$	31,670,905.86
Plus Receipts		\$	9,411,277.53
Less Expenditures		\$	(15,168,644.06)
Less Returned Checks			
Adjustment		\$	-
Voided Checks		\$	-
Ending Book Balance	December 31, 2025	\$	<u>25,913,539.33</u>

Flex Spending Account Balance

\$12,518.93

School District 7

Fund Balances

Fiscal Year: 2025-2026

Month: December
 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	\$20,081,502.57	(\$27,734,630.96)	\$0.00	\$19,745,930.81	\$20,645,994.11	(\$900,063.30)
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	\$1,271,774.26	(\$1,235,952.24)	\$0.00	\$2,918,445.53	\$2,920,354.31	(\$1,908.78)
06	School Nutrition Fund	\$1,729,774.04	\$1,490,438.91	(\$1,824,967.12)	\$0.00	\$1,395,245.83	\$1,465,770.48	(\$70,524.65)
07	Bond Fund	\$10,816,261.93	\$2,369,902.09	(\$6,572,984.06)	\$0.00	\$6,613,179.96	\$6,613,179.96	\$0.00
08	Special Building Fund	\$10,951,614.69	\$1,275,841.58	(\$6,666,242.86)	\$0.00	\$5,561,213.41	\$5,561,213.41	\$0.00
09	Qualified Capital Fund	\$5,349,835.59	\$385,027.28	(\$3,064,332.16)	\$0.00	\$2,670,530.71	\$2,670,530.71	\$0.00
10	Coop Fund	\$97,978.34	\$122,168.41	(\$36,172.63)	\$0.00	\$183,974.12	\$187,072.00	(\$3,097.88)
12	Student Fee Fund	\$362,401.62	\$76,298.05	(\$102,532.57)	\$0.00	\$336,167.10	\$336,443.51	(\$276.41)
Grand Total:		\$59,637,630.32	\$27,072,953.15	(\$47,237,814.60)	\$0.00	\$39,472,768.87	\$40,448,639.89	(\$975,871.02)

End of Report

FY26 KPS Revenue and Expense Report Compared to Budget

DATE: December 2025

Percent of FY Completed

33.33%

	TOTAL					TOTAL			
	<u>FY 2026</u>	<u>BUDGET</u>	<u>%</u>	<u>FY 2025</u>		<u>FY 2026</u>	<u>BUDGET</u>	<u>%</u>	<u>FY 2025</u>
<u>GENERAL FUND</u>					<u>SCHOOL NUTRITION FUND</u>				
Revenue:	\$20,081,502.57	\$72,901,916.00	28%	\$23,827,104.30	Revenue:	\$1,490,438.91	\$3,537,682.00	42%	\$1,480,698.68
Expense:	<u>\$27,734,630.96</u>	\$83,872,392.00	33%	\$28,214,483.47	Expense:	<u>\$1,824,967.12</u>	\$5,068,263.00	36%	\$1,808,907.68
Net:	-\$7,653,128.39				Net:	-\$334,528.21			
<u>BOND FUND</u>					<u>BUILDING FUND</u>				
100 Supt.	\$156,532.50	\$250,000.00	63%	\$122,025.25	Revenue:	\$2,369,902.09	\$7,144,000.00	33%	\$2,344,578.57
103 Comm	\$11,506.54	\$100,000.00	12%	\$24,589.93	Expense:	<u>\$6,572,984.06</u>	\$18,119,848.00	36%	\$6,518,080.81
211 Dir PK-5	\$70,592.57	\$400,000.00	18%	\$87,706.72	Net:	-\$4,203,081.97			
220 Sped	\$255,018.69	\$1,200,000.00	21%	\$296,659.50	<u>QCPUF FUND</u>				
230 Media	\$128.74	\$29,000.00	0%	\$3,476.54	Revenue:	\$385,027.28	\$1,729,125.00	22%	\$597,159.96
240 Dir SS&S	\$69,275.54	\$750,000.00	9%	\$217,658.46	Expense:	<u>\$3,064,332.16</u>	\$6,946,615.00	44%	\$3,425,834.92
270 Dir 6-12	\$120,500.68	\$1,200,000.00	10%	\$381,574.85	Net:	-\$2,679,304.88			
310 Personnel	\$102,892.70	\$275,000.00	37%	\$141,958.42	<u>COOP FUND</u>				
320 Technology	\$258,943.36	\$1,750,000.00	15%	\$439,296.14	Revenue:	\$122,168.41	\$250,000.00	49%	\$331,687.69
400 Principals	\$434,530.65	\$1,041,000.00	42%	\$422,829.90	Expense:	<u>\$36,172.63</u>	\$327,285.00	11%	\$118,029.08
510 Finance	\$800,345.74	\$4,030,522.83	20%	\$1,047,323.91	Net:	\$85,995.78			
550 Facilities	\$694,335.21	\$4,000,000.00	17%	\$1,858,453.86	<u>STUDENT FEE FUND</u>				
560 Utilities	\$338,551.53	\$1,000,000.00	34%	\$329,546.22	Revenue:	\$76,298.05	\$200,000.00	38%	\$74,925.51
570 Transport.	\$227,331.26	\$400,000.00	57%	\$121,680.82	Expense:	<u>\$102,532.57</u>	\$570,381.00	18%	\$83,977.70
910 Payroll	\$23,490,398.13	\$65,391,869.17	36%	\$22,138,258.04	Net:	-\$26,234.52			
931 Substitutes	\$660,873.77	\$2,000,000.00	33%	\$554,960.96	TOTAL REVENUE				
941 Overtime	<u>\$42,873.35</u>	<u>\$55,000.00</u>	78%	<u>\$26,483.95</u>	TOTAL EXPENSES				
	\$27,734,630.96	\$83,872,392.00	33%	\$28,214,483.47	\$27,072,953.15	\$95,903,731.40	28%	\$29,933,321.86	
<u>DEPRECIATION FUND</u>					\$47,237,814.60	\$139,222,096.40	34%	\$44,395,827.01	
Revenue:	\$0.00	\$0.00 -		\$0.00					
Expense:	<u>\$0.00</u>	\$0.00 -		\$464,586.48					
Net:	\$0.00								
<u>EMP. BENEFIT FUND</u>									
Revenue:	\$0.00	\$48,081.40	0%	\$0.00					
Expense:	<u>\$0.00</u>	\$48,081.40	0%	\$0.00					
Net:	\$0.00								
<u>ACTIVITIES FUND</u>									
Revenue:	\$1,271,774.26	\$4,135,045.00	31%	\$958,057.99					
Expense:	<u>\$1,235,952.24</u>	\$4,500,000.00	27%	\$1,771,273.78					
Net:	\$35,822.02								

Bearcat Diner Financial Statement for Month Ending December 2025

Receipts:		Budget	Month End	Year-to-Date	% of Budget	2024-2025%
Federal Reimbursement	\$	1,981,300.00	\$ 219,816.84	\$ 703,084.29	35.49%	57.68%
Sale of Lunches -Pupils	\$	1,150,000.00	\$ 130,370.57	\$ 623,267.57	54.20%	45.29%
Other Income	\$	72,700.00	\$ 1,698.50	\$ 5,733.27	7.89%	55.19%
District Support			\$ -	\$ -		
Total:	\$	3,204,000.00	\$ 351,885.91	\$ 1,081,796.62	33.76%	52.55%
 Expenditures:						
Salaries/Fringe	\$	2,029,657.06	\$ 245,801.26	\$ 754,477.63	37.17%	40.71%
				\$ -		
	\$	2,029,657.06	\$ 245,801.26	\$ 3,168,359.38	156.10%	40.71%
				\$ -		
Food Items	\$	2,239,717.94	\$ 153,931.05	\$ 746,108.11	33.31%	43.47%
Equipment	\$	216,000.00	\$ -	\$ 15,194.38	7.03%	41.29%
Supplies,Repairs and Other	\$	76,750.00	\$ 1,021.68	\$ 11,319.12	14.75%	25.77%
Total:	\$	4,562,125.00	\$ 154,952.73	\$ 772,621.61	16.94%	41.73%
Revenue Over/Under Expenses			\$ (48,868.08)	\$ 309,175.01		
Beginning Balance	\$	2,358,125.00		\$ 2,358,125.00		
Ending Balance	\$	2,358,125.00		\$ 2,667,300.01		\$ 2,706,807.74
 Federal Money Due						
			\$ 191,114.54			
 Accounts Receivable < \$50.00						
			\$ 7,995.77			
 Accounts Receivable > \$50.00						
			\$ 78,494.30			

ARTICLE 3 BUSINESS

SERIES 3000

POLICY NUMBER

Concept and Roles in Business and Non-Instructional Operations.....	3000
Budget Planning.....	3010
Fund Balance Reporting.....	3011
Preparation of Budget Document	3020
Transfer of Money and Interfund Loans.....	3030
Budget Administration.....	3040
Tuition Fees.....	3050
Sale and Disposal of Property.....	3090
Leasing.....	3100
Depository.....	3120
Investing of Surplus Funds.....	3121
Purchasing Guides.....	3130
Procurement Plan – School Food Authorities.....	3131
Internal Controls.....	3132
Contracting for Services.....	3140
Monthly Board Approval of Bills.....	3150
Audit.....	3170
System of Accounts.....	3180
Establishment and Maintenance of Activity Fund and Student Fee Fund.....	3181
Inventory Control.....	3190
Monies in School Buildings.....	3200
Bonding of Employees.....	3210
Designated District Representative for ESU 10 Services.....	3220
Safety/Security of School Plant: Operation and Maintenance.....	3230
Video Surveillance.....	3231
Risk Management and Safety Committee.....	3240
Trespassing.....	3250
Rental of Property.....	3260
Staff Travel & Reimbursement.....	3350
Safe Driving Record Standards for Drivers.....	3410
Transportation Purpose(s).....	3520
Building Security – Keys and Fobs.....	3540
Electronic Records Management and Disposition.....	3550
Every Student Succeeds Act & Federal Grant Programs.....	3570
School Lunch Costs	3571
Insurance.....	3590
Child Nutrition Programs.....	3700
Lunchroom Responsibilities: Principals.....	3710
Interschool Mail Delivery System.....	3800

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 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

BusinessBudget Planning

1. The Superintendent, with the assistance of the 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. 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.

Legal Reference: 79-1084
79-1091
13-502 TO 13-514

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

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.

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

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

Policy adopted: 8/14/17

Revised:

KEARNEY PUBLIC SCHOOLS
KEARNEY, NEBRASKA

BusinessTransfer of Money and Interfund Loans

All transfers of funds between the 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 General Fund and the Depreciation Fund without a re-hearing on the budget.

Monies may be borrowed from the General 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

BusinessBudget 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

BusinessTuition Fees

Tuition charges will be set by 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.

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

BusinessLeasing

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.

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

BusinessInvesting 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

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. 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.
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 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 \$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 \$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 \$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 \$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.
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

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 \$15,000);
- 2) A procedure for simplified acquisition thresholds (between \$15,000 to \$350,000);
- 3) A procedure for sealed bids; (over \$350,000);
- 4) A procedure for competitive proposals; (with an explanation for why sealed bids were not accepted if over \$350,000) 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

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

BusinessMonthly Board Approval of Bills

The Director of Finance shall maintain the books and records of the district in auditable form. The Director of Finance shall prepare all fiscal reports, keep necessary records to adequately control the financial transactions of the district, and prepare financial statements.

The Director of Finance, under the direction of the superintendent, will prepare financial statements that are also 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

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

BusinessAudit

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

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

BusinessEstablishment 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. 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 from students for extra-curricular activity fee, post-secondary education, summer school or night school.

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

BusinessInventory 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.

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.

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. All Staff should never leave valuables where they become a temptation to others.
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.

BusinessBonding 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

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

BusinessSafety/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 an 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

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

BusinessRisk 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

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

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
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.

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.

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. 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, 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.

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. 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 \$20.00	Breakfast \$25.00
Lunch \$22.00	Lunch \$27.00
Dinner \$33.00	Dinner \$38.00
Daily Total \$75.00	Daily Total \$90.00
Gratuuity - Included in per meal/daily total	Gratuuity – Included in per meal/daily total

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.

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.

<u>Reimbursable In-District Travel</u>	<u>Non-Reimbursable In-District Travel</u>
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-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

- 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

Safe Driving Record Standard for Drivers

Standard for Pupil Transportation Vehicle Drivers: Each person who is required to have a permit to operate a pupil transportation vehicle for this School District shall meet all requirements to hold and continue to hold a pupil transportation operator's permit, including the successful completion of a physical assessment and a Medical Examiner's Certificate.

One of the requirements for obtaining such a permit is that the person have a record of satisfactory driving as determined by Board policy. For such persons, a satisfactory driving record means a record which reflects the absence of any of the following offenses or circumstances:

1. Motor vehicle homicide;
2. Driving while under the influence of alcoholic liquor or drugs or refusal to submit to a chemical test, within the immediate prior 7 years; or,
3. Two or more driving while under the influence of alcoholic liquor or drugs; or
4. Reckless driving or willful reckless, within the immediate prior 7 years; or
5. Accumulation of 5 or more points under the motor vehicle operator's license point system within the immediate prior 4 years. In the event the person has accumulated 3 or 4 points within the immediate prior 4 years, the determination of whether the person has a satisfactory driving record shall be made by the Superintendent or Superintendent's designee based on the nature and proximity of the offense as it relates to safe transportation.

Standard for Drivers of Small Vehicles for Activity Trips: Each person who drives a small vehicle (car or van) other than a pupil transportation vehicle for school activities and who is not required to have a permit to operate a pupil transportation vehicle shall be precluded from driving in the event it is discovered that the person does not have a record of satisfactory driving. For such persons, a satisfactory driving record means a record which reflects the absence of any of the following offenses or circumstances:

1. Motor vehicle homicide;
2. Driving while under the influence of alcoholic liquor or drugs or refusal to submit to a chemical test, within the immediate prior 7 years; or,
3. Two or more driving while under the influence of alcoholic liquor or drugs; or
4. Reckless driving or willful reckless, within the immediate prior 7 years; or
5. Accumulation of 5 or more points under the motor vehicle operator's license point system, within the immediate prior 4 years. In the event the person has accumulated 3 or 4 points within the immediate prior 4 years, the determination of whether the person has a satisfactory driving record shall be made by the Superintendent or Superintendent's designee based on the nature and proximity of the offense as it relates to safe transportation.

Drivers who exclusively drive small vehicles for activity trips are not required to obtain a Medical Examiner's Certificate.

Standard for Drivers of Other School Vehicles: Each person who drives a school vehicle other than a pupil transportation vehicle and does not transport students in the vehicle shall be precluded from driving in the event it is discovered that the person does not have a record of satisfactory driving. In the event the person's employment position requires driving vehicles as a function of the person's employment, the employment may be terminated in the absence of a record of satisfactory driving. For such persons, a satisfactory driving record means a record which reflects the absence of any of the following offenses or circumstances:

1. Motor vehicle homicide;
2. Driving while under the influence of alcoholic liquor or drugs or refusal to submit to a chemical test, within the immediate prior 7 years; or,

3. Reckless driving or willful reckless, within the immediate prior 7 years; or
4. Accumulation of 6 or more points under the motor vehicle operator's license point system within the immediate prior 4 years. In the event the person has accumulated 3, 4 or 5 points within the immediate prior 4 years, the determination of whether the person has a satisfactory driving record shall be made by the Superintendent or Superintendent's designee based on the nature and proximity of the offense as it relates to safe transportation.

The record of satisfactory driving standards shall apply to all new employees from and after adoption of this policy. Existing employees shall be subject to the same standards, provided that the Superintendent or Superintendent's designee may determine to permit an exception based on the existing employee's record of satisfactory driving while employed with the District and the nature and proximity of prior driving offenses as such offenses relate to safe transportation.

BusinessTransportation 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 Director of Transportation 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. In the office of the Director of Transportation

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 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 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 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.

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 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.

Fourteen days prior to the date on which transportation will be required, the principal or athletic director 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

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 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.

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.

Rule 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 of 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.

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

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

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.

BusinessInsurance

The board is responsible for approved plans for carrying insurance on every school building, including contents 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

Child 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.

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.

Legal Reference: 79-526

District board; schools; supervision
and control

Policy adopted: 8/14/17

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

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. Give description of weapon and participating parties to dispatch.
 - D. 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. Terrorist-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.

Policy adopted: 8/14/17

Revised:

KEARNEY PUBLIC SCHOOLS
KEARNEY, NEBRASKA

Math 30 credit hours
(*Algebra and Geometry or equivalent course work*)

Science 30 credit hours
(*Physical Science, Biology, Chemistry or equivalent course work*)

Social Studies 30 credit hours
(*Geography, World History, American History and Political Science or equivalent course work*)

Physical Education 10 credit hours

Career & Technical Education (CTE) 20 credit hours (Including 10 credits in Personal Finance taken during the junior or senior year in a semester-long course beginning with the freshmen graduating class of 2030.)

In addition, every student must complete at least one five ten-credit high school course in personal finance or financial literacy, prior to graduation. Each student shall also complete and submit a Free Application for Federal Student Aid prior to graduation, unless the required opt-out form is completed by either: (1) the student's parent or legal guardian; (2) the Principal, if the Principal determines that good cause exists not to require the student to complete the FAFSA; or (3) an emancipated student or student of at least 19 years of age.

Diploma –

A diploma will be awarded to each student who has satisfactorily completed all graduation requirements. The diploma will indicate that the student has met the requirements of either the Kearney Public Schools diploma or the Kearney High School diploma. Records of students entering Kearney High School from an exempt school setting must be reviewed for credit equivalency. Students with an individual education plan (IEP) are eligible for graduation when they have completed the requirements of the IEP. A foreign exchange student wishes to receive a district high school diploma, the student must make application to the principal prior to the beginning of the school year. To receive a diploma the student must fulfil all of the districts regular high school graduation requirements.

Ceremony –

Any student who passes away during their senior year at Kearney High School or the Hanny Arram Center for Success will have their name placed and read into the graduating class as a member of the class. Any student who passes away prior to their senior year at Kearney High School or the Hanny Arram Center for Success will be recognized by a universal “open chair” and a moment of silence during commencement exercises.

Participation –

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

Legal Reference:

Neb. Rev. Stat. Sec. 79-729
Neb. Rev. Stat. Sec. 79-3003
NDE Rule 10

Policy adopted: 8/14/17
revised: 2/12/18
revised: 9/13/21
revised: 8/14/23
revised: 7/8/24
revised:

KEARNEY PUBLIC SCHOOLS
KEARNEY, NEBRASKA