

**Wakefield Community School  
Board of Education Regular Meeting  
Monday, November 8, 2021 5:30 PM  
Posted Locations:**

**Wakefield Post Office  
BankFirst  
Wakefield Republican  
School Main Entrance**

**Posted Date: 11/4/2021**

The Board of Education Regular Meeting convened in open and public session on Monday, November 8, 2021 at 5:30 PM in the Board of Education Room at the HS Computer Lab 802 Highland Street Wakefield, NE 68784.

President Brown informed the group of the Open Meetings Act posted in the room and accessible to all members of the public as required by law. All board members had received notice of the meeting and the meeting notice had been published/posted in a timely manner prior to the meeting date.

**ATTENDANCE TAKEN AT 5:30 PM:**

Opening Procedures

Call to Order

Open Meetings Act

Pledge of Allegiance

School District Mission Statement

Roll Call

Approval of Agenda

Motion to approve the agenda Passed with a motion by Jeffrey Keagle and a second by Emily Godinez.

Bree Brown: Yea

Emily Godinez: Yea

Jeffrey Keagle: Yea

Jim Litchfield: Yea

Sherri Lundahl: Yea

Eric Riewer: Yea

Yea: 6, Nay: 0

Awards and Special Recognition

Recognition of Visitors/Communication from the Public

WEA

Reports

Administrators

Elementary Principal Report

Secondary Principal Report

Superintendent Report

Board Committee Reports

Board Policy

Building, Sites & Transportation

Business & Finance

American Civics, Curriculum & Technology

Negotiations & Public Relations

Strategic Planning

Discussion and Action Items

Consent Agenda

Motion to approve the Consent Agenda Passed with a motion by Sherri Lundahl and a second by Jeffrey Keagle.

Bree Brown: Yea

Emily  
Godinez: Yea

Jeffrey Keagle: Yea

Jim Litchfield: Yea

Sherri Lundahl: Yea

Eric Riewer: Yea

Yea: 6, Nay: 0

Minutes of the previous meeting

Financial Reports

Hold for discussion and appropriate action a recommendation from the Policy Committee to waive the second reading, and approve on first reading Policy 3058: Naming School Facilities and Property

Move to waive the second reading and approve on first reading the following policy: 3058 Naming School Facilities and Property Passed with a motion by Emily Godinez and a second by Jim Litchfield.

Bree Brown: Yea

Emily Godinez: Yea

Jeffrey Keagle: Yea

Jim Litchfield: Yea

Sherri Lundahl: Yea

Eric Riewer: Yea

Yea: 6, Nay: 0

Hold for discussion and appropriate action on a recommendation from the Policy Committee to waive the second reading, and approve revision of Policy 4057: Superintendent Evaluation

Move to waive the second reading and approve on first reading the revision of policy 4057: Superintendent Evaluation. Passed with a motion by Sherri Lundahl and a second by Jeffrey Keagle.

Bree Brown: Yea

Emily  
Godinez: Yea

Jeffrey  
Keagle: Yea

Jim Litchfield: Yea

Sherri  
Lundahl: Yea

Eric Riewer: Yea

Yea: 6, Nay: 0

Hold for discussion and take appropriate action on a recommendation by the Business and Finance Committee to approve an agreement for school fundraising service with GiveCampus.

I move that the board approve the fundraising proposal between Wakefield Public Schools and GiveCampus in the amount of \$27,620 and authorize the superintendent to execute the agreement on behalf of the school district. Passed with a motion by Jeffrey Keagle and a second by Emily Godinez.

Bree Brown: Yea

Emily  
Godinez: Yea

Jeffrey  
Keagle: Yea

Jim Litchfield: Yea

Sherri  
Lundahl: Yea

Eric Riewer: Yea

Yea: 6, Nay: 0

Hold for discussion and take appropriate action on a recommendation by the Building, Sites, and Transportation Committee to approve a contract between Wakefield Public Schools and Nemaha Sports Construction.

I move that the board approve the ConsensusDocs 415 contract between Wakefield Public Schools and Nemaha Sports Construction in the amount of \$3,781,050 and authorize the board president and/or the superintendent to execute the agreement on behalf of the school district. Passed with a motion by Jeffrey Keagle and a second by Emily Godinez.

Bree Brown: Yea

Emily  
Godinez: Yea

Jeffrey  
Keagle: Yea

Jim Litchfield: Yea

Sherri  
Lundahl: Yea

Eric Riewer: Yea

Yea: 6, Nay: 0

Hold for discussion and take appropriate action on a recommendation by the Board Policy Committee to adopt revisions in the Extracurricular Drug Testing Program.

I move that the board approve revisions to the Extracurricular Drug Testing Program. Passed with a motion by Sherri Lundahl and a second by Emily Godinez.

Bree Brown: Yea

Emily  
Godinez: Yea

Jeffrey  
Keagle: Yea

Jim Litchfield: Yea

Sherri  
Lundahl: Yea

Eric Riewer: Yea

Yea: 6, Nay: 0

Hold for discussion and take appropriate action on a recommendation by the administration to use SPORT SAFE Testing Service, Inc. as the Drug Program Administrator (DPA) as prescribed in the district's drug-testing program.

I move that we approve the recommendation by the administration to use SPORT SAFE Testing Service, Inc. as the Drug Program Administrator (DPA) as prescribed in the district's drug-testing program. Passed with a motion by Emily Godinez and a second by Eric Riewer.

Bree Brown: Yea

Emily  
Godinez: Yea

Jeffrey  
Keagle: Yea

Jim Litchfield: Yea

Sherri  
Lundahl: Yea

Eric Riewer: Yea

Yea: 6, Nay: 0

Upcoming Dates and Times

Set the date and time for the next regular meeting

Adjournment

Motion to adjourn the meeting at 6:50pm Passed with a motion by Sherri Lundahl and a second by Jeffrey Keagle.

Bree Brown: Yea

Emily Godinez: Yea

Jeffrey Keagle: Yea

Jim Litchfield: Yea

Sherri Lundahl: Yea

Eric Riewer: Yea

Yea: 6, Nay: 0

Wakefield Community School District  
Elementary Principal Report  
November 2021

- All school staff participating in safety workshops with Phil Chalmers. This workshop was focused on school safety and how to best support students.
- Elementary staff have been using our 2:00 dismissal times to problem solve various items including the SAT process, intervention criteria and curriculum alignment. We have a much more formalized Professional Learning Community structure (PLC) and staff have been meeting in various groups to set group norms, goals and expectations as well.
- I participated in the Tri-state Annual Special Education Law Conference on November 4th and 5th in a virtual format. I attended multiple sessions dealing with COVID aftermath and continued SPED services. There were sessions dealing with procedural safeguards and eligibility determination as well.

**Wakefield Elementary**  
**Model of Instruction**

Planning and Preparation	The Classroom Environment/ Management	Instruction Teaching and Learning	Professionalism
<ul style="list-style-type: none"> <li>-Outcomes aligned to state/national standards which are used to guide instruction (1A/C)</li> <li>-Standards indicated on lesson plans (1A/C)</li> <li>-Essential questions, learning targets, objectives designed and communicated for each lesson (1C)</li> <li>-District-approved curriculum is used as a foundation for instruction and supplemented as needed (1E)</li> <li>-Ongoing formal and information assessment to determine student understanding (1F)</li> <li>-Materials are available and ready for instruction (1E)</li> <li>-Knowledge of student needs including proficiency levels (1B)</li> <li>-Differentiated lessons/activities to support all learner levels (1B/C/F)</li> <li>-Comprehensive content knowledge and pedagogy (1A)</li> <li>-Using data to drive/design instruction (1B/F)</li> <li>-Engaging and flexible instructional activities and groups (1E)</li> </ul>	<ul style="list-style-type: none"> <li>-Clear and consistent routines and expectations communicated and practiced (2D)</li> <li>-Materials are utilized and staff is "ready to go." (2C)</li> <li>-Consistent behavior management or expectations, which are "fair but firm." Response to misbehavior is appropriate and respectful (2D)</li> <li>-Safe and inviting classroom environment (2E)</li> <li>-All students and staff are appropriately engaged in instructional activities (2A)</li> <li>-Visuals and content specific resources are used and displayed (2E)</li> <li>-Student and staff collaboration (student to student, student teacher, etc) (2A)</li> <li>-Physical space is organized and conducive to student learning (2E)</li> <li>-Classrooms are inviting and welcoming (2A)</li> <li>-Evidence of student rapport/relationships with staff (2A)</li> <li>-Respectful interactions (2A)</li> <li>-Responsive classroom and behavior management systems (2D)</li> </ul>	<ul style="list-style-type: none"> <li>-Instruction differentiated for various levels of students (3E)</li> <li>-Variety of question types and levels of thinking (higher, lower, etc.) (3B)</li> <li>-Responsive behavior management/classroom management system (3E)</li> <li>-Positive interactions between student and staff (3E)</li> <li>-Checking for understanding (3D)</li> <li>-Providing specific feedback (3D)</li> <li>-Variety of assessment used to drive instruction (3D)</li> <li>-Assessment used to determine student mastery/understanding of objective (3D)</li> <li>-Adjustments made based on student need (3E)</li> <li>-Flexibility in lesson delivery (reteach, enrich, etc.) (3E)</li> <li>-Instruction using various modalities (hands-on, visual, technology, etc.) (3C)</li> <li>-Student engagement in meaningful instructional activities (3C)</li> <li>-Collaborative opportunities for students and teachers (3C)</li> <li>-Meaningful discussions between teachers/students or student/student (3B)</li> <li>Integration of collaborative opportunities (Kagan Structures) (3C)</li> <li>-Clear routines and expectations for students (3A)</li> <li>-Content delivery appropriate for all levels of learners (3A)</li> <li>-Diagnostic/visual assessment of student</li> </ul>	<ul style="list-style-type: none"> <li>-Students are the number one priority (4F)</li> <li>-Participation in professional development opportunities (4D)</li> <li>-Active participant in district meetings and training opportunities (4E)</li> <li>-Professional growth through continued education (4E)</li> <li>-Ability to make changes on the spot to improve/modify instruction (4A)</li> <li>-Willingness to make changes in lesson plans/classroom to support students (4A)</li> <li>-Insightful reflection on instruction and lesson effectiveness (4A)</li> <li>-Progress monitoring of student performance (4B)</li> <li>-Accurate knowledge of student levels (4B)</li> <li>-Knows student strengths, weaknesses and background using various assessments/ways to gain information (4B)</li> <li>-Using data to inform decisions (4A)</li> <li>-Accurate bookkeeping (PowerTeacher, Report Cards) (4B)</li> <li>-Know student needs, accommodations and IEP goals (4F)</li> <li>-Effective and frequent communication with families (phone calls, email, notes, SeeSaw) (4C)</li> <li>-Communicate with families even if there may be difficult conversations (4C)</li> <li>-Accept constructive criticism and feedback openly (4E)</li> <li>-Professional in all</li> </ul>

		<p>learning (3D)</p> <p>-Utilization of electronic lesson delivery (SeeSaw, Google Classroom, Zoom) (3C)</p>	<p>interactions with students and staff, avoid sarcasm (4F)</p> <p>Willingness to collaborate with all colleagues no matter their role (4F)</p> <p>-Compliance to Teacher Handbook and Board Policies (4F)</p> <p>-Be positive and KIND (4F)</p> <p>-Be respectful and non-judgmental of differences including teaching styles and personal life (4F)</p> <p>-Be a role model and mentor to colleagues and students (4F)</p> <p>-Respectful communication to all stakeholders (4C)</p> <p>-Follow the rules and adhere to expectations of our profession (4F)</p> <p>-Do your job and don't worry about others (4F)</p> <p>-Be positive in conversations and in activities. Don't be a "drain" to others (4F)</p>
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Secondary Principal Report  
Angie Zach  
November 2021

### **Celebrations**

- Secondary staff have been implementing the district problem-solving model during PD. They are able to do this unfacilitated in collaborative groups.
- We took a pep bus to the last volleyball game in Crofton. Students who rode the bus were very well behaved.
- Juan Paredes was recognized for the graphic design of the district problem solving model.
- 18 Junior High students and 63 High School students made the honor roll for first quarter.
- So far, the 5 students in the credit recovery program have earned a combined total of 65 credits in less than 4 weeks. Also during that time, there has only been 1 absence between the five of them.

### **Continuous School Improvement**

- As celebrated, the secondary staff has put the problem-solving model to practice during PD.
- The secondary staff reviewed the Cognia report in collaborative groups. They completed a note catcher by responding to guiding questions.
- Brooke Gebers was on site on Oct. 26 to meet with the administrative team. Additional dates to meet were planned.
- We will be meeting for the first time as a district level team on Nov. 17.

### **Additional Notes**

- Our EL team traveled to Schuyler on Friday, October 29, to observe their newcomer EL program. The team brought back new ideas. Schuyler was interested in knowing more about our credit recovery program. It was nice for the team to see another program and visit with other professionals. It was a good networking experience. The EL team would like to consider a visit to South Sioux City Schools to specifically look at the resources they are using for instruction.
- I attended a workshop at the ESU to learn more about PowerSchool. I learned about the many different reports I can access and how to report behavior incidents. These reports will be good data points for collaborative teams and our student assistance team.
- The Community Outreach Team will be meeting to plan an event in response to the Phil Chalmers presentation. Our goal is to provide information to parents about the warning signs of a child in distress, the impact social media has on mental health, and the importance of social emotional learning in school.

### **Suggested revisions to graduation credit requirements**

- Add 5 credits of financial literacy as a requirement (state mandated)
- 10 credits of fine arts (instead of 5)

- 30 credits of CTE courses (if this aligns with our school mission and vision statements)

<http://members.nasbonline.org/index.php/events>

To register for an NASB event, click on the 'My Membership' link, then navigate to the 'Events' dropdown and select 'Register'.  
If you do not have an email and password to log in or have forgotten it, please contact NASB at 800-422-4572 for assistance.

## VIDEOS

### YOUR MONTHLY BOARD AGENDA UPDATE VIDEO LINKS

<http://members.nasbonline.org/index.php/news-resources/videos>

## NOVEMBER

THIS  
WEEK!

NEEDS - RESOURCES WORKSHOP - NOVEMBER 2 - BARTLEY

NEEDS - RESOURCES WORKSHOP - NOVEMBER 3 - GRAND ISLAND

REG  
NOW!

STATE EDUCATION CONFERENCE - NOVEMBER 17-19 - DOWNTOWN OMAHA



## DECEMBER

NEEDS - RESOURCES WORKSHOP - DECEMBER 7 - BROKEN BOW

## JANUARY 2022

107TH LEGISLATURE, 2ND SESSION BEGINS WEDNESDAY, JANUARY 5, 2022

LEGISLATIVE ISSUES CONFERENCE - JANUARY 30-31, 2022 - LINCOLN

### NASB IS LOOKING FOR A PART-TIME EVENT & ENGAGEMENT ASSOCIATE!

THIS PERSON WILL PROVIDE SUPPORT TO THE EVENTS DEPARTMENT AND DIRECTOR OF MEMBER ENGAGEMENT. THIS POSITION WILL POSITIVELY REPRESENT NASB AT ALL EVENTS AND MAINTAIN EXCELLENT RELATIONSHIPS WITH NASB MEMBERSHIP. THE POSITION WILL ALSO ASSIST IN VARIOUS ASPECTS OF THE CRM DATABASE SYSTEM.

IF YOU OR SOMEONE YOU KNOW IS INTERESTED, LEARN MORE & APPLY AT

<http://members.nasbonline.org/index.php/about-us>



## WE ARE HIRING

# LB 322

## Sharing responsibility for the safety of all Nebraska students, staff, and schools.



### What is Safe2HelpNE?

Safe2HelpNE is an anonymous reporting system for students, school staff, and parents to share information about concerning behavior so an intervention can happen before the unthinkable happens.

Once received, the report is triaged and immediately directed back to the local school district for assessment and action to mobilize help and resources.



### What is the goal of Safe2HelpNE?

The goal is to enhance school safety by interrupting concerning behaviors and wrapping support around the people who need it most. A wide range of concerning behaviors will be reported via this system. In similar statewide report lines, the number one reported concern was about someone considering suicide, second was bullying. Other concerns reported to the line include dating violence, and threats against people and property.



### Why is Safe2HelpNE needed?

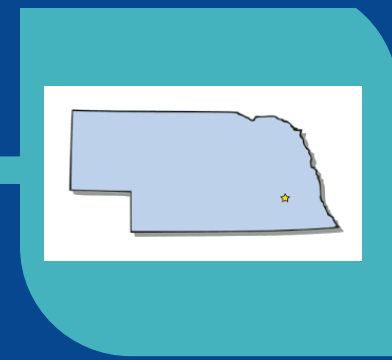
In over 80% of violent school incidents someone “leaked” information prior to the actual incident. This means 4 of 5 times someone knew what was about to happen.

Nearly 99% of 6,225 students surveyed in the Nebraska school security assessment indicated they would more likely report a gun brought to school if they could do it anonymously. Safe2HelpNE will fill a gap by providing a safe way to help someone before they do something tragic.



### How does someone report?

Reporting methods include phone, mobile and web-based platforms monitored and responded to by trained crisis counselors. LB 322 creates a statewide multi-modal report system giving students, staff, and parents a safe and anonymous way to make reports.



### What is the Nebraska model?

Safe2HelpNE is based on a model from Colorado. In 17 other states reports go directly to law enforcement, but the Nebraska model differs because all our reports will be triaged by trained crisis counselors. Safe2HelpNE will respond to reports 24 hours/7 days/365 days a year. Anonymity of the reporter is guarded unless the reporter decides otherwise or contraindicated by law.



### Is Safe2HelpNE required for all schools?

It will be available for use by any interested K-12 schools in Nebraska. Some school districts currently have a reporting system. This system will fill a gap for the many districts (public and nonpublic) that do not have a system in place.



### Who supports LB 322?

Nebraska State Board of Education, Nebraska Council of School Administrators (NCSA), Nebraska State Education Association (NSEA), Nebraska Association of School Boards (NASB), Nebraska Rural Community Schools Association (NRCSA), Schools Taking Action for Nebraska Children’s Education (STANCE), Boys Town, Nebraska Catholic Conference, Children’s Hospital, Omaha Police Department, Police Chiefs Association of Nebraska (PCAN). In addition, numerous other organizations wrote letters in full support. There was no opposition testimony.



# ALICAP Inspection Report

Member School District: Wakefield Community Public Schools

Date of Inspections: October 18, 2021

NASB Loss Prevention Consultant: Ken Navratil

Key person(s) met with: Matt Farup, Superintendent  
Rex Hanson, Head of Maintenance

Phone Number: 402-287-2012

Email: mfarup@wakefieldschools.org

## “Experience Modifier” and Worker Injury History:

The 2021-22 “Experience Modifier” for the Wakefield Community School District is 0.73. Last year it was 0.73 and the year before it was 0.74. Great safety record!! Keep it going!!

## Regular Administration:

ALICAP sent out a ‘Cyber Security Renewal Questionnaire’ this summer. Since that questionnaire was returned, these are the changes that the Wakefield School District is working with the ESU to make:

- (1) The Multi-factor authentication (MFA) will be implemented for all remote access to critical business systems including email; financial/accounting; student management/administration systems; and then separate credentials with MFA for privileged accounts and any access to backup systems/files.
- (2) End Point Protection Software will be implemented to protect your network.
- (3) Backup files will be maintained in an AIR/Gapped model or commonly called 3-2-1 backups.

*If you need more information on how to obtain “adequate controls” you can visit [www.cybridgepro.com](http://www.cybridgepro.com)*

*or contact: Erich Falke, Esq., CISO and Cyber Risk Practice Manager*

*ePlace Solutions, Inc.*

*Main: 800-387-4468/ Direct: 760-270-4811*

The school district is complying with the new Title IX regulations concerning sexual harassment which became effective on August 14, 2020. The school district has identified their coordinator and investigator. The school district is using the services of the KSB Law Firm to help in this process.

Employee orientation efforts address sexual harassment.

Employee and student orientation efforts address sexual abuse of students.

Employee and student orientation efforts address appropriate communication via social media.

Job descriptions are reviewed annually and define ‘lifting requirements’ where appropriate.

The school district conducts all required drills:

- (1) Fire drills are conducted 10 times during the school year;
- (2) Tornado drills are conducted during the first two weeks of school and once in March; and
- (3) Bus evacuation drills are conducted once during the first month of school and once in January.

The school district has adopted the “I Love You Guys” standard response protocol recommended by the Nebraska Department of Education.

Local law enforcement and fire department are familiar with the school building.

We recommend that school personnel conduct WEEKLY inspections of the playground(s) and document. In particular, maintain the manufacturer’s recommended depth of surface material under the playground equipment.

We recommend that school administrators and maintenance personnel conduct monthly inspections of the buildings and grounds. Document each inspection.

**Safety Data Sheets:** Proper information/materials are available for all staff members accessing cleaning or chemical materials. *Remember, the new standards for Safety Data Sheets went into effect in June of 2015 (replaces the old MSDS notebook). I recommend everybody handling chemicals or cleaning materials take the SDS Training Program found in the “SafeSchools” on-line safety training videos.*

Consider aspects of these common practices:

- (1) ‘Track and Field Day’ for students and staff;
- (2) ‘Community Service’ activities arranged by the school; and
- (3) On ‘Field Trips,’ teachers supervise students during lunch – not just parents.

### Safety Committee(s) and Safety Training:

The Wakefield Community School District has a safety committee. There are two sets of regulations that guide your safety committee(s). We recommend separate agendas for each meeting.

- (1) The Nebraska Department of Education Rule 10 requires school districts to have a ‘Safety and Security Committee.’ This committee is composed of administrators, teachers, parents, and students. The committee is required to meet at least once a year. The focus of this committee is to develop a ‘Safety and Security Plan’ for their school district to properly respond to a crisis or emergency. Rule 10 also requires a school district to bring in an outside person to conduct an annual safety review and submit a written report to the superintendent.
- (2) The state and federal worker safety laws are codified in Nebraska in LB-757. This law requires school districts to have a ‘Labor Committee’ that has representatives from each work department and meets quarterly. Keep documentation of the meetings for at least three years. The focus of this committee is on the day-to-day safety of the workers and students.

Safety trainings provided to staff include:

- All school employees that have contact with students have taken the Nebraska Department of Education required suicide awareness/prevention on-line training.
- All coaches and extra-duty sponsors have taken the ‘concussion protocol’ and ‘heat acclimation’ training prior to the start of the fall sports season (once every three years).
- Some staff is trained in CPR.
- Some staff is trained in the proper use of the AED.

- Some staff is trained in the proper use of the Epi Pin.
- An Asthma/Seizure Team has received asthma training.
- All staff received numerous trainings on the coronavirus.
- ‘Threat Assessment Team’ received training from the Nebraska Department of Education.
- Safety and Security Committee worked on Emergency Operational Planning from NDE.
- On October 29, 2021, the entire staff will receive training in “Profiling Teen Killers.”
- Monthly ‘Risk Alerts’ from ALICAP are forwarded to all school employees.
- ‘Transportation Manuals’ from ALICAP are in all school-owned vehicles.

The Wakefield staff completed 861 “SafeSchools” on-line safety training videos in the past year (10/15/2020 to 10/15/2021). These include:

Youth Suicide Awareness, Prevention, and Postvention	98
Bloodborne Pathogen Exposure Prevention	84
Bullying: Recognition and Response	76
Cardiopulmonary Resuscitation (CPR)	76
Van Safety	24
First Aid	16
Child Abuse: Identification and Intervention	12
Online Safety: What Every Educator Needs to Know	12
Coronavirus 103: Managing Stress and Anxiety	8
15-Passenger Van Safety	6
Playground Supervision	5
Concussion Awareness: Athletics	4
(more . . . )	

We recommend trainings on “Slips, Trips, and Falls” and “Lifting: Back and Shoulder Injuries.” Some new “SafeSchools” on-line safety trainings that we also recommend include:

- Intro to Child Sexual Abuse
- Grooming Part 1 and Part 2 – Elementary
- Grooming Part 1 and Part 2 – Middle School
- Grooming Part 1 and Part 2 – High School
- On-Site Isolation Boundaries – Part 1 and Part 2
- On-Site Behavior Boundaries – Part 1 and Part 2 – Elementary
- On-Site Behavior Boundaries – Part 1 and Part 2 – Middle School/High School
- Off-Site Boundaries – Part 1 and Part 2
- Off Hour Boundaries – Elementary
- Off Hour Boundaries – Middle School/High School
- Electronic and Social Media Boundaries
- Gift Boundaries – Elementary
- Gift Boundaries – Middle School
- Gift Boundaries – High School
- Student to Student Boundaries – Elementary
- Student to Student Boundaries – Middle School/High School

We recommend utilizing the safety manuals for school employees from ALICAP. The manuals cost \$3.00 each and include:

- (1) Safety Manual for Maintenance and Custodial Employees;
- (2) Safety Manual for Food Service Employees;
- (3) Safety Manual for Professional Staff; and
- (4) Safety Manual for Para-Professional staff.

### **Exterior Grounds:**

#### **(1) Playground(s)**

- a. The fencing around the playground appears in good condition.
- b. The playground equipment appears in good condition.
- c. The surface material under the playground equipment is rubber mats. The mats are older and starting to 'curl' and will need to be replaced at some point in time. The Pre-K playground has wood chips as a surface material.
- d. There is a large wooden structure ("The Fort") on the K-6 playground. This structure is old and the wooden planks are starting to split and crack with age. These areas will develop 'splinters' that could injure the students. This structure should be taken down. (Also, this structure was not manufactured by a licensed company – it was made by a local patron and donated to the school district. This structure is a legal liability.)
- e. A program for weekly inspection of playground equipment should be in place. Document each inspection.

#### **(2) Sidewalks**

- a. The concrete sidewalks and concrete parking lot appear in good condition – no heaving or break-ups that would be a tripping hazard.
- b. We recommend that each year you replace portions of sidewalks that are deteriorating in order to stay ahead of any problem areas.
- c. The drainage system from the roof drains across the sidewalk (and walking areas) in front of the main doors of the school. This is an 'icing problem' in the winter. Keep putting snow melt on this area.

### **General Interior of School Building:**

The school building has a controlled entry system (buzz-in with camera ID).

The school building has multiple surveillance cameras and recording equipment.

The exterior doors are numbered.

The fire alarm system is inspected twice a year.

All fire extinguishers are inspected annually by a qualified person and monthly operational checks are performed by in-house personnel (tags are initialed and dated – fire code).

The exits and hallways were not blocked or obstructed.

All exit lights appear to be in working condition.

Emergency lights appear to be in working condition and should be tested monthly (fire code).

### **Classrooms and Offices:**

The classrooms were well organized. Seating arrangements allow for all students to exit easily.

Classroom doorways that have windows/glass panels were not covered (new training).

The fire exit routes and the route to the tornado shelter(s) are posted in the classrooms and offices.

There were no electrical cords on the classroom floors or in the offices that would be considered a tripping hazard.

The gym and P.E. areas appear free of unnecessary hazards.

The concession stand has a fire extinguisher. The popcorn popper has a grease build-up and should be cleaned before the next school year.

Art Classroom – OK. The Art classroom was well organized with materials and projects properly stored. The kiln is in a separate room and properly vented (fire code).

In the high school Science classroom, there is an eye-wash station, fire extinguisher, fire blanket, and first aid kit. There is an emergency gas shut-off in the classroom. The outlets are properly grounded. The corrosive acids are stored in a locked composite cabinet (spill barrier or containment) and identified with proper signage. The flammable chemicals are stored in a locked metal cabinet and identified with proper signage.

In the Woods/Metals work area, the power tools are properly grounded, the electrical cords are not frayed, and the manufactured guards are in place. There is a fire extinguisher and eye-wash station. The ventilation system above the welders is in working condition.

### **Mechanical/Storage/Kitchen:**

The boiler system has been inspected and the current inspection certificate is posted in the boiler room (fire code). The boiler system has an emergency shut-off. There is a fire extinguisher in the boiler room.

There is easy access to the main water shut-off valve.

There is easy access to the main electrical shut-off panel.

The storage rooms are well organized. Try to add more 'shelving' whenever possible to keep things off the floor. Items on the floor become tripping hazards.

There is some 9-inch floor tile that contains asbestos in the custodial offices. Watch for cracking or chipping.

The tornado shelter(s) are clearly identified and have emergency lighting.

The kitchen is a large, well organized area. The food preparation facility produces grease laden vapors that are protected with an approved hood extinguishing exhaust system that has been inspected. I did not see any standing water or tripping hazards.

## **Recommendations:**

1. There is a large wooden structure ("The Fort") on the K-6 playground. This structure is old and the wooden planks are starting to split and crack with age. These areas will develop 'splinters' that could injure your students. This structure should be removed. \*This structure is not manufactured by a licensed manufacturer. It was constructed by a local patron and donated to the school district. This structure is a legal liability.
2. There is asbestos in the 9-inch floor tile in the custodial offices. Watch for cracking or chipping.
3. The water drainage system directs the water across the sidewalk/walkways in front of the main doors. During the winter months this will be an 'icing problem.' Apply ice melt as needed.
4. The popcorn popper has a heavy grease build-up and should be cleaned at the end of the school year.

## **REPORTING A CLAIM:**

Workers Compensation Claims:	Jennifer Cheever	402-963-2804
SAM Claims:	Michell Bock	402-963-2813
Auto, Property, Liability Claims:	Sarah Loftus	402-963-2861

Boiler Machinery Hotline (Travelers): 1-800-425-4110

Data Breach Reporting Hotline: 1-855-440-3400

## **ALICAP.ORG -- WEB SITE:**

- Contact information for ALICAP team
- Quarterly claim reports
- Access to 'SafeSchools' online safety training – there are over 215 training courses available
- Auto ID Cards
- Coverage Memorandums
- Treasurers Bond Certificates
- Your Property Appraisals

Because it is solely your responsibility to make safety and health inspections and take whatever actions may be necessary to prevent losses, enforce safety procedures, detect and eliminate hazardous conditions and comply with any federal, state or local law, annual NDE Rule 10 review or any other rule or regulation concerning safety or health, we must advise you that by conduction of surveys and issuing recommendations or reports, ALICAP does not undertake to render services or assume a duty to you or for your benefit or to any third person or for that person's benefit. ALICAP's surveys, recommendations and reports are made solely for the purpose of aiding us in reducing our losses and not intended to detect or point out all the hazardous conditions on your property or in your operations. There may be hazardous conditions on your property or in your operations which have not been either detected or pointed out to you. You must not rely solely on ALICAP's surveys, recommendations or reports to discover any hazardous conditions as it is your responsibility to do so.

Wakefield Community Schools  
Superintendent Board Report  
November 2021

- I have spent a lot of time learning about preparing the district ESSA grant. That grant encompasses our Title I, II and IV funds. The goals/standards for this grant align directly with the Nebraska Frameworks model for school improvement. Next year, if we do adopt Frameworks as our model, I want to use those funds to be used to strategically fit goals created by our District Level Team. This year's allocation for ESSA is \$121,898. We currently allocate all but \$3,858 to teacher salaries in high need areas.
- School Safety
  - Our ALICAP and Rule 10 Safety inspections have been completed and we scored very well.
  - Both inspectors considered the wood fort on the playground as a hazard. That is a memorial to Adam Keim. We will look into replacing the fort with an appropriate memorial before we remove it.
  - Becky and I attended (virtually) a School Safety Summit. One of the topics was schools using a tip line provided by NDE called Safe2HelpNE, see attached infographic. This tip line is manned by a person, when you call you talk directly to a person instead of leaving a recording. We need to look at this with the Safety Security Committee and see how we can inform students and staff.
  - PK-12 Staff attended a presentation offered to the school by the Dixon County Sheriff. The presentation was given by Phil Chalmers, <https://www.philchalmers.com/> a school shooter and serial killer profiler. The presentation was quite disturbing but informative. We did a feedback survey and the staff were generally appreciative of the opportunity. The question now is what do we do with this information? We have reached out to Heartland Counseling to see if they have any resources available to present to students and parents/community members on this topic.

Project Updates:

- Stadium: Ground was broken on Thursday, October 28th. The contract is ready. It has been a lot of time and work to line up contractors but I think we are moving along nicely. We will have a groundbreaking ceremony on November 23rd at 4:00 on site.

- West parking lot: while the excavators are here we will expand the west lot and create an access road up to parking east of the stadium fence. The City will be providing quite a bit of rock for this project.
- Activity Center: Door issues will be resolved by the board meeting. We will start to “advertise” we are open. FOBs can be given out for patrons to use the facility outside of open hours but not during school hours.
- Roofing: High school, Main Gym and Activity center portion are done. They will return in the spring to finish.
- Elem Music Room: waiting for cabinets.
- Stage lighting and curtains: Done. (mostly)
- Welding Project: Done. Mr. Tietmeyer will give the board a tour in December.
- HVAC in High School: applied for ESSER III Capital Improvement approval. Need to advertise for and get bids. The engineering company we contracted with is working on getting bids as well.
- The new website is up and running.

#### Covid Response Update

- As of Friday, October 8th we have 10 students and 1 staff member in quarantine. We have had many students present symptoms and then have been cleared to return to school by a doctor. We have 1 student who is positive for the virus.



**DANA F. COLE  
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CERTIFIED PUBLIC ACCOUNTANTS

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November 3, 2021

To the Board of Education  
Wakefield Community Schools District No. 560  
P.O. Box 330  
802 Highland Street  
Wakefield, NE 68784

Dear Members of the Board:

Our audit for Wakefield Community Schools District No. 560 for the year ended August 31, 2021, included tests of compliance necessary to conform to current Auditing Standards Generally Accepted in the United States of America and *Government Auditing Standards*. The audit also included tests for compliance with the calculation of Average Daily Membership reported on the Annual Statistical Summary Report as specified in 92 NAC 2, requirements of the Nebraska Budget Act (commencing with Section 13-501 R.R.S.), and the Tax Equity and Educational Opportunities Support Act (commencing with Section 79-1001 R.R.S.).

Our audit included testing of membership and attendance documentation that we determined necessary to conduct our audit in accordance with GAS, GAAS, and NDE Rule 1 requirements. In addition, we considered the District's controls over such reporting to determine appropriate audit procedures. Providing an opinion on compliance with the requirements related to the above reporting or on internal controls over such reporting were not objectives of our audit and, accordingly, we do not express any such opinions.

As a result of the above tests of compliance over Wakefield Community Schools District No. 560's student membership and attendance reporting we state the following:

1. We documented the District's policies and procedures for collecting student membership and attendance data.
2. We determined that the District was following its policies and procedures for collecting student census data.
3. We determined that attendance at the District is collected at least daily and calculated to the nearest hundredth of a day.
4. We determined that the District maintains a cumulative attendance and membership record for each student.
5. We determined that the cumulative attendance and membership records contain the date of enrollment, number of days or partial days in attendance and absent during each school year enrolled, and the date of withdrawal or graduation.

Wakefield Community Schools District No. 560  
November 3, 2021  
Page two

6. We selected a sample of students from the District's attendance records for the year ended August 31, 2021, and traced the students to students' enrollment files to verify that the sample of students were enrolled as students of the District for the dates claimed in the attendance records.
7. We traced the totals reported by the District on its annual Student Summary Attendance report to the District's census recordkeeping system for the fiscal year ended August 31, 2021.

A sample of expense allocations were tested verifying appropriate allocating to the school building level.

This letter is intended solely for the information and use of the Board of Education, management, others within the District, and the Nebraska Department of Education and is not intended to be, and should not be, used by anyone other than these specified parties.

Yours truly,



DANA F. COLE & COMPANY, LLP

WAKEFIELD COMMUNITY SCHOOL DISTRICT NO. 560

WAKEFIELD, NEBRASKA

FINANCIAL STATEMENTS

AUGUST 31, 2021



**DANA F. COLE  
& COMPANY<sup>LLP</sup>**  
CERTIFIED PUBLIC ACCOUNTANTS

WAKEFIELD COMMUNITY SCHOOL DISTRICT NO. 560  
WAKEFIELD, NEBRASKA  
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**DANA F. COLE  
& COMPANY LLP**  
CERTIFIED PUBLIC ACCOUNTANTS

## INDEPENDENT AUDITORS' REPORT

To the Board of Education  
Wakefield Community School District No. 560  
Wakefield, Nebraska

### **Report on the Financial Statements**

We have audited the accompanying modified cash basis financial statements of the governmental activities, each major fund, and the aggregate remaining fund information of Wakefield Community School District No. 560, Wakefield, Nebraska, as of and for the year ended August 31, 2021, and the related notes to the financial statements, which collectively comprise the District's basic financial statements as listed in the table of contents.

### ***Management's Responsibility for the Financial Statements***

Management is responsible for the preparation and fair presentation of these financial statements in accordance with the modified cash basis of accounting described in Note 1; this includes determining that the modified cash basis of accounting is an acceptable basis for the preparation of the financial statements in the circumstances. Management is also responsible for the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to error or fraud.

### ***Auditors' Responsibility***

Our responsibility is to express opinions on these financial statements based on our audit. We conducted our audit in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the financial statements are free from material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on the auditors' judgment, including the assessment of the risks of material misstatement of the financial statements, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the entity's preparation and fair presentation of the financial statements in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control. Accordingly, we express no such opinion. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the financial statements.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinions.

## ***Opinions***

In our opinion, the financial statements referred to above present fairly, in all material respects, the respective financial position - modified cash basis of the governmental activities, each major fund, and the aggregate remaining fund information of Wakefield Community School District No. 560, Wakefield, Nebraska, as of and for the year ended August 31, 2021, and the respective changes in financial position - modified cash basis for the year then ended in accordance with the modified cash basis of accounting as described in Note 1.

## ***Emphasis of Matter***

As disclosed in Note 1 to the financial statements, in fiscal year 2021 the District adopted new accounting guidance, Governmental Accounting Standards Board (GASB) No. 84, *Fiduciary Activities*. Our opinion is not modified with respect to this matter.

## ***Basis of Accounting***

We draw attention to Note 1 of the financial statements, which describes the basis of accounting. The financial statements are prepared on the modified cash basis of accounting, which is a basis of accounting other than accounting principles generally accepted in the United States of America. Our opinions are not modified with respect to this matter.

## ***Other Matters***

### ***Supplementary Information***

Our audit was conducted for the purpose of forming opinions on the financial statements that collectively comprise Wakefield Community School District No. 560, Wakefield, Nebraska's basic financial statements. The supplementary information on pages 24 - 42 is presented for purposes of additional analysis and is not a required part of the basic financial statements.

The supplementary information on pages 24 - 41, related to the August 31, 2021, financial statements is the responsibility of management and were derived from and relates directly to the underlying accounting and other records used to prepare the basic financial statements. Such information has been subjected to the auditing procedures applied in the audit of the basic financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the basic financial statements or to the basic financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America. In our opinion, the supplementary information on pages 24 - 41 is fairly stated, in all material respects, in relation to the basic financial statements as a whole.

We also have previously audited, in accordance with auditing standards generally accepted in the United States of America, the basic financial statements of Wakefield Community School District No. 560, Wakefield, Nebraska, for the year ended August 31, 2020. These basic financial statements are not presented with the accompanying financial statements. We expressed unmodified opinions on the respective financial statements of the governmental activities, each major fund, and the aggregate remaining fund information. That audit was conducted for the purpose of forming opinions

on the financial statements that collectively comprise Wakefield Community School District No. 560, Wakefield, Nebraska's basic financial statements as a whole. The supplementary information on pages 29 - 40 related to the August 31, 2020, financial statements is presented for purposes of additional analysis and is not a required part of the basic financial statements. Such information is the responsibility of management and was derived from and relates directly to the underlying accounting and other records used to prepare the 2020 basic financial statements. The information has been subjected to the auditing procedures applied in the audit of those basic financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the basic financial statements or to the basic financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America. In our opinion, the 2020 supplementary information on pages 29 - 40 is fairly stated in all material respects in relation to the basic financial statements from which it has been derived.

The other supplementary information, page 42, which is the responsibility of management, has not been subjected to the auditing procedures applied in the audit of the basic financial statements, and accordingly, we do not express an opinion or provide any assurance on it.

#### **Other Reporting Required by *Government Auditing Standards***

In accordance with *Government Auditing Standards*, we have also issued our report dated November 3, 2021, on our consideration of Wakefield Community School District No. 560, Wakefield, Nebraska's internal control over financial reporting and on our tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements and other matters. The purpose of that report is to describe the scope of our testing of internal control over financial reporting and compliance and the results of that testing, and not to provide an opinion on internal control over financial reporting or on compliance. That report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering Wakefield Community School District No. 560, Wakefield, Nebraska's internal control over financial reporting and compliance.

Dana F Cole + Company, LLP

O'Neill, Nebraska  
November 3, 2021

WAKEFIELD COMMUNITY SCHOOL DISTRICT NO. 560  
WAKEFIELD, NEBRASKA  
STATEMENT OF ACTIVITIES AND NET POSITION - MODIFIED CASH BASIS  
FOR THE YEAR ENDED AUGUST 31, 2021

		Program Receipts			Net (Disbursements) Receipts and Changes in Net Position
		Charges for Services	Operating Grants and Contributions	Capital Grants and Contributions	Primary Governmental Total Governmental Activities
FUNCTIONS/PROGRAMS	Disbursements				
Governmental activities					
4	Instruction	5,209,501	5,800	735,518	(4,468,183)
	Student support services	615,151	110,480		(504,671)
	Instructional support	57,034			(57,034)
	General administration	219,976			(219,976)
	School administration	352,510			(352,510)
	Central and business services	234,941			(234,941)
	Operation and maintenance of plant	730,536			(730,536)
	Student transportation	202,268		4,719	(155,549)
	Nutrition program	412,550	16,065	415,749	19,264
	Debt service				
	Principal	113,298			(113,298)
	Interest	4,678			(4,678)
	Capital outlay	248,745		26,000	(221,383)
	Total governmental activities	<u>8,401,188</u>	<u>132,345</u>	<u>1,181,986</u>	<u>43,362</u>
					<u>(7,043,495)</u>
General Receipts					
Taxes					
	Property taxes - general purpose				4,727,416
	Property taxes - debt service				90,454
	Motor vehicle taxes				178,062

WAKEFIELD COMMUNITY SCHOOL DISTRICT NO. 560  
WAKEFIELD, NEBRASKA  
STATEMENT OF ACTIVITIES AND NET POSITION - MODIFIED CASH BASIS  
FOR THE YEAR ENDED AUGUST 31, 2021

					Net (Disbursements) Receipts and Changes in Net Position
	Program Receipts				Primary Government
	Charges for Services	Operating Grants and Contributions	Capital Grants and Contributions	Disbursements	Total Governmental Activities
General Receipts (Continued)					
Tuition					9,034
Interest					14,717
Fees					1,510
Licenses and fees					21,230
State aid					1,534,615
State apportionment					57,489
Homestead exemption					33,567
Nameplate capacity					226,436
Property tax credit and personal property tax credit					342,340
State and federal funds not restricted for specific purpose					21,538
Other					6,789
Total general receipts					7,265,197
PROCEEDS OF LONG-TERM DEBT					188,952
CHANGE IN NET POSITION					410,654
NET POSITION, beginning of year (as restated)					4,121,894
NET POSITION, end of year					4,532,548

WAKEFIELD COMMUNITY SCHOOL DISTRICT NO. 560  
WAKEFIELD, NEBRASKA  
STATEMENT OF ACTIVITIES AND NET POSITION - MODIFIED CASH BASIS  
FOR THE YEAR ENDED AUGUST 31, 2021

					Net (Disbursements) Receipts and Changes in Net Position
	Disbursements	Charges for Services	Program Receipts Operating Grants and Contributions	Capital Grants and Contributions	Primary Governmental Total Governmental Activities
ASSETS					
Cash					3,336,195
Cash at county treasurers					<u>1,196,353</u>
9 TOTAL ASSETS					<u>4,532,548</u>
NET POSITION					
Restricted for capital outlay					1,158,506
Restricted for debt service					39,472
Restricted for student fees					1,247
Restricted for nutrition program					177,775
Unrestricted					<u>3,155,548</u>
TOTAL NET POSITION					<u>4,532,548</u>

See accompanying notes to financial statements.

WAKEFIELD COMMUNITY SCHOOL DISTRICT NO. 560  
WAKEFIELD, NEBRASKA  
STATEMENT OF RECEIPTS, DISBURSEMENTS, AND CHANGES IN  
FUND BALANCES - MODIFIED CASH BASIS AND  
STATEMENT OF ASSETS AND FUND BALANCES - MODIFIED CASH BASIS  
GOVERNMENTAL FUNDS  
FOR THE YEAR ENDED AUGUST 31, 2021

	General Fund	Special Building Fund	Other Governmental Funds	Total Governmental Funds
<b>RECEIPTS</b>				
Local receipts				
Property taxes - general purpose	4,581,430	145,986		4,727,416
Property taxes - debt service			90,454	90,454
Motor vehicle taxes	178,062			178,062
Tuition	9,034			9,034
Interest	9,505	3,590	1,622	14,717
Fees	1,510			1,510
Licenses and fees	2,270			2,270
Categorical grants from corporations and private sources		1,362		1,362
Other local receipts	83		10,000	10,083
Nutrition program receipts			16,065	16,065
Student activities			110,480	110,480
County receipts	18,960			18,960
State receipts	2,611,078	18,455	13,393	2,642,926
Federal receipts	356,894		404,151	761,045
Other	8,419	26,000	4,087	38,506
Total receipts	<u>7,777,245</u>	<u>195,393</u>	<u>650,252</u>	<u>8,622,890</u>
<b>DISBURSEMENTS</b>				
Instruction	5,209,501			5,209,501
Student support services	403,768		211,383	615,151
Instructional support	57,034			57,034
General administration	219,976			219,976

WAKEFIELD COMMUNITY SCHOOL DISTRICT NO. 560  
WAKEFIELD, NEBRASKA  
STATEMENT OF RECEIPTS, DISBURSEMENTS, AND CHANGES IN  
FUND BALANCES - MODIFIED CASH BASIS AND  
STATEMENT OF ASSETS AND FUND BALANCES - MODIFIED CASH BASIS  
GOVERNMENTAL FUNDS  
FOR THE YEAR ENDED AUGUST 31, 2021

	General Fund	Special Building Fund	Other Governmental Funds	Total Governmental Funds
DISBURSEMENTS (Continued)				
School administration	352,510			352,510
Central and business services	234,941			234,941
Operation and maintenance of plant	730,536			730,536
Student transportation	202,268			202,268
Nutrition program			412,550	412,550
Debt service				
Principal			113,298	113,298
Interest			4,678	4,678
Capital outlay		248,745		248,745
Total disbursements	<u>7,410,534</u>	<u>248,745</u>	<u>741,909</u>	<u>8,401,188</u>
RECEIPTS OVER (UNDER) DISBURSEMENTS	366,711	(53,352)	(91,657)	221,702
OTHER FINANCING SOURCES (USES)				
Proceeds of long-term debt		188,952		188,952
Operating transfers in			20,000	20,000
Operating transfers out	(20,000)			(20,000)
Total other financing sources (uses)	<u>(20,000)</u>	<u>188,952</u>	<u>20,000</u>	<u>188,952</u>
NET CHANGE IN FUND BALANCES	346,711	135,600	(71,657)	410,654
FUND BALANCES, beginning of year (as restated)	<u>2,777,314</u>	<u>888,113</u>	<u>456,467</u>	<u>4,121,894</u>
FUND BALANCES, end of year	<u><u>3,124,025</u></u>	<u><u>1,023,713</u></u>	<u><u>384,810</u></u>	<u><u>4,532,548</u></u>

WAKEFIELD COMMUNITY SCHOOL DISTRICT NO. 560  
WAKEFIELD, NEBRASKA  
STATEMENT OF RECEIPTS, DISBURSEMENTS, AND CHANGES IN  
FUND BALANCES - MODIFIED CASH BASIS AND  
STATEMENT OF ASSETS AND FUND BALANCES - MODIFIED CASH BASIS  
GOVERNMENTAL FUNDS  
FOR THE YEAR ENDED AUGUST 31, 2021

	General Fund	Special Building Fund	Other Governmental Funds	Total Governmental Funds
ASSETS				
ASSETS				
Cash	1,986,053	987,156	362,986	3,336,195
Cash at county treasurers	<u>1,137,972</u>	<u>36,557</u>	<u>21,824</u>	<u>1,196,353</u>
TOTAL ASSETS	<u>3,124,025</u>	<u>1,023,713</u>	<u>384,810</u>	<u>4,532,548</u>
FUND BALANCES				
FUND BALANCES				
Restricted				
Debt service			39,472	39,472
Capital outlay		1,023,713	134,793	1,158,506
Student fees	1,247			1,247
Nutrition program			177,775	177,775
Committed				
Student activities			32,770	32,770
Assigned				
Capital outlay	555,561			555,561
Employee benefits	39,232			39,232
Future year's budget	636,120			636,120
Unassigned	<u>1,891,865</u>			<u>1,891,865</u>
TOTAL FUND BALANCES	<u>3,124,025</u>	<u>1,023,713</u>	<u>384,810</u>	<u>4,532,548</u>

See accompanying notes to financial statements.

WAKEFIELD COMMUNITY SCHOOL DISTRICT NO. 560  
WAKEFIELD, NEBRASKA  
NOTES TO FINANCIAL STATEMENTS

NOTE 1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

The Governmental Accounting Standards Board (GASB) is the accepted standard setting body for establishing governmental accounting and financial reporting principles. The following is a summary of the significant accounting policies of the Wakefield Community School District No. 560, Wakefield, Nebraska (the District).

Reporting Entity

The Wakefield Community School District No. 560, Wakefield, Nebraska's Board of Education is the basic level of government, which has financial accountability and control over all activities related to public school education in the District. The District receives funding from local, state, and federal government sources and must comply with the requirements of these funding source entities. However, the District is not included in any other governmental "reporting entity" as defined by the GASB pronouncement, since the District's board members are elected by the public and have decision-making authority, the authority to levy taxes, the power to designate management, the ability to significantly influence operations, and primary accountability for fiscal matters.

The concept underlying the definition of the financial reporting entity is that elected officials are accountable to their constituents for their actions. As required by accounting principles generally accepted in the United States of America, the financial reporting entity includes both the primary government and all of its component units as defined by Governmental Accounting Standards Board (GASB) Statement 14, *The Financial Reporting Entity*. An organization other than a primary government serves as a nucleus for a reporting entity when it issues separate financial statements. The Wakefield Community School District No. 560 is not a component unit of another primary government reporting entity.

The Wakefield Educational Facilities Leasing Corporation is a legally separate, nonprofit corporation, which is a component unit of the District. The Corporation was formed by the Wakefield Community School Board of Education in April 2021, to acquire property to be leased to and purchased by the District. The Corporation is governed by a four-person Board of Directors elected by the District's Board of Education. The services provided by the Corporation are so intertwined with the District that the Corporation is in substance the same as the District and it is reported as part of the District and blended into the District's basic financial statements. For budgetary reporting and NDE reporting on the Annual Financial Report to the State, the Corporation is not required for inclusion since it is a separate legal entity. There is no activity in the Corporation in the year ended August 31, 2021.

All significant activities and organizations on which the District exercises oversight responsibility have been included in the District's financial statements.

WAKEFIELD COMMUNITY SCHOOL DISTRICT NO. 560  
WAKEFIELD, NEBRASKA  
NOTES TO FINANCIAL STATEMENTS

NOTE 1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued)

Government-Wide Statements

The District utilizes the provisions of Statement 34 of the Government Accounting Standards Board, *Basic Financial Statements and Management's Discussion and Analysis for State and Local Governments*. Statement 34 established standards for external financial reporting for all state and local government entities, which includes government-wide financial statements, fund financial statements, and the classification of net position into the following components: restricted and unrestricted.

The statement of net position and statement of activities report information on the District as a whole. They include all funds of the District except for fiduciary funds. The effects of interfund activity have been removed from these statements. Governmental activities, which normally are supported by taxes and intergovernmental receipts, are reported separately from business-type activities, which rely to a significant extent on fees and charges for support. The District does not report any business-type activities.

The statement of activities demonstrates the degree to which the direct disbursements of a given function or segment are offset by program receipts. Direct disbursements are those that are clearly identifiable with a specific function or segment. Program receipts include (1) charges to customers or applicants who purchase, use, or directly benefit from goods, services, or privileges provided by a given function or segment and (2) grants and contributions that are restricted to meeting the operational or capital requirements of a particular function or segment. Taxes and other items not properly included among program receipts are reported instead as general receipts.

Fund Financial Statements

The fund financial statements of the reporting entity are organized into funds, each of which is considered a separate accounting entity. Each fund is accounted for by providing a separate set of self-balancing accounts that constitute its assets, liabilities, fund equity, receipts, and expenditures. All of the District's funds are considered governmental funds. An emphasis is placed on major funds within the governmental category. A fund is considered major if it is the primary operating fund of the District, meets specific mathematical criteria set forth by GASB or is identified as a major fund by the District's management. All remaining governmental funds by category are summarized into a single column as nonmajor governmental funds.

The District reports the following major governmental funds:

General Fund - The General Fund is the general operating fund of the District and accounts for all receipts and disbursements of the District not encompassed within other funds. All property tax receipts and other receipts that are not allocated by law, budgetary requirement,

WAKEFIELD COMMUNITY SCHOOL DISTRICT NO. 560  
WAKEFIELD, NEBRASKA  
NOTES TO FINANCIAL STATEMENTS

NOTE 1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued)

Fund Financial Statements (Continued)

or contractual agreement to some other fund are accounted for in this fund. General operating disbursements and the new replacement capital outlay costs that are not paid through other funds are paid from the General Fund.

The General Fund for financial reporting purposes also includes the following components, which are considered funds for budgetary purposes but do not meet the definition as special revenue funds as clarified in GASB 54, or whose activities are insignificant and reporting as part of the General Fund is allowable.

Depreciation Fund - The Depreciation Fund is used to accumulate funds for the eventual purchase of significant capital outlay by reserving such monies from the General Fund.

Employee Benefit Fund - The Employee Benefit Fund is established to specifically reserve General Fund money for the benefit of the District employees.

Student Fee Fund - A Student Fee Fund is established to collect fees for participation in extracurricular activities, postsecondary education costs, and summer school or night school. The money is disbursed for the purposes for which it was collected from the students. The primary activity reported in this fund are the receipts and disbursements of driver's education.

Special Building Fund - The Special Building Fund is established for acquiring or improving sites and buildings, including the construction, alteration, or improvement of buildings.

The District reports the following nonmajor governmental funds:

School Nutrition Fund - The School Nutrition Fund is used to accommodate all aspects of the school lunch program and accounts for all receipts and disbursements of all child nutrition programs.

Bond Fund - This fund accounts for taxes levied and other revenue specifically maintained for the payment of bond principal and interest. Proceeds from bond issuance are deposited and recorded as a receipt in the Special Building Fund. Proceeds from refunding bond issues are deposited and recorded as a receipt in the Bond Fund. The General Fund is used to make bond principal and interest payments if the Bond Fund balance is not sufficient to meet these requirements.

WAKEFIELD COMMUNITY SCHOOL DISTRICT NO. 560  
WAKEFIELD, NEBRASKA  
NOTES TO FINANCIAL STATEMENTS

NOTE 1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued)

Fund Financial Statements (Continued)

Qualified Capital Purpose Undertaking Fund - The Qualified Capital Purpose Undertaking Fund may be established for the removal of environmental hazards, the reduction or elimination of accessibility barriers in District buildings, and the repayment of a qualified zone academy bond issued for a qualified special purpose. General Fund disbursements for the purpose of this fund are not allowed.

Activities Fund - The Activities Fund is used to account for the financial operations of quasi-independent student organizations, interschool athletics, and other self-supporting or partially self-supporting school activities not part of another fund.

The Fiduciary Funds are used to report assets held in a trustee or agency capacity for others and therefore are not available to support the District's programs. Since by definition these assets are being held for the benefit of a third party, these funds are not incorporated into the government-wide financial statements. The District currently has no fiduciary funds.

Basis of Accounting

The District prepares its financial statements on the modified cash basis, which is in conformity with the accounting practices prescribed or permitted by the State of Nebraska Department of Education.

The modified cash basis of accounting is a basis of accounting other than GAAP as established by GASB. The modified cash basis of accounting is based on the recording of cash and cash equivalents and changes therein, and only recognizes revenues, expenses, assets, and liabilities resulting from cash transactions, adjusted for modifications that have substantial support in generally accepted accounting principles.

Only cash (and cash equivalents) and items that involve the receipt or disbursement of cash (or equivalents) during the period are recognized, except for the following modifications:

Assets that normally convert to cash or cash equivalents (e.g., certificates of deposit) that arise from transactions and events involving cash or cash equivalents are recognized; and

Taxes and other revenues collected by the county treasurers are included in revenues of the District in the year collected by the counties and the District funds held by the county treasurers at year end are included as assets of the District. This is in accordance with the requirements of the State of Nebraska Department of Education.

WAKEFIELD COMMUNITY SCHOOL DISTRICT NO. 560  
WAKEFIELD, NEBRASKA  
NOTES TO FINANCIAL STATEMENTS

NOTE 1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued)

Basis of Accounting (Continued)

As a result of the use of this modified cash basis of accounting, certain transactions are not recorded in the financial statements. For example, accounts receivable and revenue for billed or provided services that have not been collected in cash are not accrued as revenue or receivables. Additionally, capital assets, such as property, equipment, and infrastructure, are not reported and long-term liabilities, such as debt and compensated absences, are not reported.

If the District utilized accounting principles generally accepted in the United States of America, the fund financial statements for governmental funds would use the modified accrual basis of accounting, and the fund financial statements for proprietary fund types would use the accrual basis of accounting. All government-wide financial statements would be presented in accordance with the accrual basis of accounting.

Capital Assets

Capital assets are not recorded as assets on the government-wide or fund financial statements, and depreciation is not recognized. Purchases of capital assets are recorded as disbursements by function in the financial statements.

Long-Term Obligations

Long-term debt is not reported as a liability in the government-wide or fund financial statements. Proceeds from long-term debt are reported as receipts and payments of principal are reported as disbursements in both the government-wide and fund financial statements.

Equity Classification

Government-Wide Statements

Equity is classified as net position and displayed in two components:

Restricted net position consists of net assets with constraints placed on the use either by external groups such as creditors, grantors, contributors, or laws and regulations of other governments, or through constitutional provisions or enabling legislation.

Unrestricted net position consists of net assets that do not meet the definition of restricted.

It is the District's policy to use restricted net assets first, prior to the use of unrestricted net assets, when a disbursement is paid for purposes in which both restricted and unrestricted net assets are available.

WAKEFIELD COMMUNITY SCHOOL DISTRICT NO. 560  
WAKEFIELD, NEBRASKA  
NOTES TO FINANCIAL STATEMENTS

NOTE 1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued)

Equity Classification (Continued)

Fund Financial Statements

Governmental fund equity is classified as fund balance.

Fund Balance Classification

The governmental fund financial statements present fund balances based on classifications that comprise a hierarchy that is based primarily on the extent to which the District is bound to honor constraints on the specific purposes for which amounts in the respective governmental funds can be spent. The classifications used in the governmental fund financial statements are as follows:

Nonspendable

This classification includes amounts that cannot be spent because they either (a) are not in spendable form or (b) are legally or contractually required to be maintained intact. The District currently has no amounts classified in this category.

Restricted

This classification includes amounts for which constraints have been placed on the use of the resources either (a) externally imposed by creditors (such as through a debt covenant), grantors, contributors, or laws and regulations of other governments or (b) imposed by law through constitutional provisions or enabling legislation.

Committed

This classification includes amounts that can be used only for specific purposes pursuant to constraints imposed by formal action of the Board of Education. These amounts cannot be used for any other purpose unless the Board removes or changes the specified use by taking the same type of action (ordinance or resolution) that was employed when the funds were initially committed. This classification also includes contractual obligations to the extent that existing resources have been specifically committed for use in satisfying those contractual requirements.

WAKEFIELD COMMUNITY SCHOOL DISTRICT NO. 560  
WAKEFIELD, NEBRASKA  
NOTES TO FINANCIAL STATEMENTS

NOTE 1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued)

Equity Classification (Continued)

Fund Financial Statements (Continued)

Fund Balance Classification (Continued)

Assigned

This classification includes amounts that are constrained by the District's intent to be used for a specific purpose but are neither restricted nor committed. This intent can be expressed by the Board of Education or through the Board delegating this responsibility to the District administrator through the budgetary process.

Unassigned

This classification includes the residual fund balance for the General Fund.

The District would typically use restricted fund balances first, followed by committed resources, and then assigned resources, as appropriate opportunities arise, but reserves the right to selectively spend unassigned resources first to defer the use of these other classified funds.

Interfund Balances and Activities

In the process of aggregating the financial information of the government-wide financial statements, some amounts reported as interfund activity and balances in the fund financial statements have been eliminated or reclassified.

Budget Process and Property Taxes

The District is required by state law to hold public hearings and adopt annual budgets for all funds on the modified cash basis of accounting. Total disbursements for each fund may not exceed the total budgeted disbursements. The General Fund is also subject to a total non-special education disbursement limit. Appropriations for disbursements lapse at year end. Any revisions to the adopted budget of total disbursements to any fund require a public hearing. State statutes of the Nebraska Budget Act provide the prescribed budget practices and procedures that governing bodies are required to follow. The amounts that may be budgeted for certain specific funds are subject to various disbursements and/or tax levy limitations.

WAKEFIELD COMMUNITY SCHOOL DISTRICT NO. 560  
WAKEFIELD, NEBRASKA  
NOTES TO FINANCIAL STATEMENTS

NOTE 1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued)

Budget Process and Property Taxes (Continued)

The property tax requirement resulting from the budget process is utilized to establish the tax levy in accordance with state statutes, which tax levy attaches as an enforceable lien on property within the District as of January 1. Taxes are due as of that date. One-half of the real estate taxes due January 1 become delinquent after the following May 1, with the second one-half becoming delinquent after September 1.

Compensated Absences

In accordance with the modified cash basis of accounting, vacation and sick leave are recorded when paid.

Use of Estimates

The preparation of financial statements in conformity with the modified cash basis of accounting used by the District requires management to make estimates and assumptions that affect certain reported amounts and disclosures; accordingly, actual results could differ from those estimates.

New Accounting Pronouncements

In January 2017, GASB issued Statement 84, *Fiduciary Activities*. This statement is effective for fiscal years beginning after December 15, 2019. GASB 84 establishes criteria for identifying fiduciary activities for accounting and financial reporting purposes and how those activities should be reported. The District currently does not have any fiduciary activities that meet the new criteria. Activities not meeting this criterion will be reported as governmental funds. It was not practicable to retroactively apply GASB 84, so the cumulative effect of applying this statement was reported as a restatement of beginning net position for August 31, 2021. The District adopted GASB 84 in the current fiscal year.

NOTE 2. CASH

For the following disclosures, deposits - including checking accounts, savings accounts, money market accounts, and certificates of deposit - are all classified as cash on the financial statements.

The District's cash is reported as follows:

Governmental-type activities	3,336,195
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The carrying value (fair value) of the cash consisted of the following:

Checking and savings accounts	3,336,195
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WAKEFIELD COMMUNITY SCHOOL DISTRICT NO. 560  
WAKEFIELD, NEBRASKA  
NOTES TO FINANCIAL STATEMENTS

NOTE 2. CASH (Continued)

Custodial Credit Risk - Deposits

Custodial credit risk is the risk that in the event of a bank failure, the District's deposits may not be returned to it. As of August 31, 2021, all of the District's deposits with financial institutions were fully insured or collateralized by securities held in the District's name in the form of joint safekeeping receipts. State law requires all funds in depositories to be fully insured or collateralized, and the District's policy is to require depositories to provide pledged securities to cover deposits in excess of Federal Deposit Insurance Corporation (FDIC) limits.

Investments

As defined by Governmental Accounting Standards Board Statement No. 3, the District had no investments as of August 31, 2021.

NOTE 3. RETIREMENT PLAN

Plan Description

The Wakefield Community School District No. 560 contributes to the Nebraska School Employees Retirement System, a cost-sharing multiple-employer defined benefit pension plan administered by the Nebraska Public Employees Retirement System (NPERS). NPERS provides retirement and disability benefits to plan members and beneficiaries. The School Employees Retirement Act establishes benefit provisions.

In 1945, the Nebraska Legislature enacted the law establishing a retirement plan for school employees of the State. During the NPERS fiscal year ended June 30, 2020, there were 265 participating school districts. These were the districts that had contributions during the fiscal year. All regular public school employees in Nebraska, other than those who have their own retirement plans (Class V school districts, Nebraska State Colleges, University of Nebraska, and Nebraska Community Colleges), are members of the plan.

Normal retirement is at age 65. For an employee who became a member before July 1, 2013, the monthly benefit is equal to the greater of the following: (1) the sum of a savings annuity, which is the actuarial equivalent of the member's accumulated contributions and a service annuity equal to \$3.50 per year of service or (2) the average of the three 12-month periods of service as a school employee in which such compensation was the greatest, multiplied by total years of creditable service, multiplied by a formula factor of 2%, and an actuarial factor based on age.

For an employee who became a member on or after July 1, 2013, the monthly benefit is equal to the greater of the following: (1) the sum of a savings annuity, which is the actuarial equivalent of the member's accumulated contributions and a service annuity equal to

WAKEFIELD COMMUNITY SCHOOL DISTRICT NO. 560  
WAKEFIELD, NEBRASKA  
NOTES TO FINANCIAL STATEMENTS

NOTE 3. RETIREMENT PLAN (Continued)

Plan Description (Continued)

\$3.50 per year of service or (2) the average of the five 12-month periods of service as a school employee in which such compensation was the greatest, multiplied by total years of creditable service, multiplied by a formula factor of 2%, and an actuarial factor based on age.

Benefit calculations vary with early retirement. Employees' benefits are vested after five years of plan participation or when termination occurs at age 65 or later.

For school employees who became members prior to July 1, 2013, the benefit paid to a retired member or beneficiary receives an annual cost of living adjustment, which is increased by the lesser of the percentage change in the Consumer Price Index for Urban Wage Earners and Clerical Workers or two and one-half percent. The current benefit paid to a retired member or beneficiary is adjusted so that the purchasing power of the benefit being paid is not less than 75 percent of the purchasing power of the initial benefit.

For school employees who became members on or after July 1, 2013, the benefit paid to a retired member or beneficiary receives an annual cost-of-living adjustment, which is increased by the lesser of the percentage change in the Consumer Price Index for Urban Wage Earners and Clerical Workers or one percent. There is no purchasing power floor for employees who fall under this tier.

Contributions

The State's contribution is based on an annual actuarial valuation. In addition, the State contributes an amount equal to two percent of the compensation of all members. This contribution is considered a nonemployer contribution since school employees are not employees of the State. The employee contribution was equal to 9.78 percent from July 1, 2019 through August 31, 2021. The school district (employer) contribution is 101 percent of the employee contribution. The District's contribution to the Plan for its year ended August 31, 2021, was \$385,397.

For the District's year ended August 31, 2021, the District's total payroll for all employees was \$4,063,972. Total covered payroll was \$3,901,650. Covered payroll refers to all compensation paid by the District to active employees covered by the Plan.

Detailed information about the Plan's fiduciary net position is available in the separately issued Nebraska Public Employees Retirement Systems Plan financial report. NPERS issues a publicly available financial report that includes financial statements and required supplementary information for NPERS. That report may be obtained via the internet at [http://www.auditors.nebraska.gov/APA\\_Reports](http://www.auditors.nebraska.gov/APA_Reports).

WAKEFIELD COMMUNITY SCHOOL DISTRICT NO. 560  
WAKEFIELD, NEBRASKA  
NOTES TO FINANCIAL STATEMENTS

NOTE 4. LONG-TERM DEBT

Nebraska Department of Energy Loan (Direct Borrowing)

On July 14, 2014, the District entered into a loan agreement with the Nebraska Department of Energy for purposes of funding an energy conservation project in the total amount of \$1,121,920. The loan carries a fixed interest rate of 1%, with annual payments of principal and interest due by January 20 of each year beginning in 2015. The loan is being serviced by the Qualified Capital Purpose Undertaking Fund.

Note Payable (Direct Borrowing)

On August 24, 2021, the District entered into a loan agreement with Bank First for a facility lighting project in the amount of \$188,952. The loan carries a fixed interest rate of 1%, with annual payments of principal and interest due by January 20 of each year beginning in 2022. The loan is being serviced by the Special Building Fund.

The District has no unused lines of credit at August 31, 2021, and their long-term debt agreement has no terms related to default or termination events with finance-related consequences, or subjective acceleration clauses.

Changes in Long-Term Debt

	Department of Energy Loan 2014	Department of Energy Loan 2021
Balance, beginning of year	460,170	
Note proceeds		188,952
Principal payments	<u>(113,298)</u>	
Balance, end of year	<u>346,872</u>	<u>188,952</u>

WAKEFIELD COMMUNITY SCHOOL DISTRICT NO. 560  
WAKEFIELD, NEBRASKA  
NOTES TO FINANCIAL STATEMENTS

NOTE 4. LONG-TERM DEBT

Future Maturities

Maturities on the above long-term debt are as follows:

Year Ending August 31,	Department of Energy Loan 2014		Department of Energy Loan 2021	
	Principal	Interest	Principal	Interest
2022	114,459	3,517	37,053	1,664
2023	115,620	2,356	37,418	1,298
2024	116,793	1,184	37,788	929
2025			38,160	556
2026			38,533	184
	<u>346,872</u>	<u>7,057</u>	<u>188,952</u>	<u>4,631</u>

NOTE 5. RISK MANAGEMENT

The District is exposed to various risks of loss related to torts; theft of, damage to, and destruction of assets; errors and omissions; injuries to employees; and natural disasters. To manage its workers' compensation and property and casualty risks, the District has joined All Lines Interlocal Cooperative Aggregate Pool (ALICAP), currently operating as a common risk management and insurance program for its members. The District pays an annual contribution to ALICAP for its pooled self-insurance coverage of property, general liability, automobile liability and physical damage, school board errors and omissions, crime; public employee dishonesty, workers' compensation, and associated coverages. Settled claims have not significantly exceeded the coverage limits offered by ALICAP in any of the past three fiscal years.

NOTE 6. DIXON COUNTY COMMON SCHOOL COOPERATIVE ACCOUNT

In February 2007, the District approved an agreement to establish the Dixon County Common School Cooperative, pursuant to the Nebraska Interlocal Cooperation Act, with five other area schools to receive and distribute funds received pursuant to certain civil penalties ordered by the United States District Court. The funds were for exclusive use and support of educational programs of said schools and were to be used for any purpose authorized under the General Fund budget of disbursements. The terms of the Agreement automatically extends the life of the Cooperative for additional fiscal years until all funds are paid out or the Agreement is otherwise terminated. Separate accounts were required to be established for each member by the fiscal agent of the Cooperative, Dixon County School District No. 1. The initial share of the funds for Wakefield Community School District No. 560 was \$133,220. Requests for disbursement may be made at any time upon authorization of the Board.

WAKEFIELD COMMUNITY SCHOOL DISTRICT NO. 560  
WAKEFIELD, NEBRASKA  
NOTES TO FINANCIAL STATEMENTS

NOTE 6. DIXON COUNTY COMMON SCHOOL COOPERATIVE ACCOUNT (Continued)

As of August 31, 2021, the balance of the separate account maintained for Wakefield Community School District No. 560 was \$107,473. These funds are not recognized as assets of the District since funds are held by the fiscal agent, Dixon County School District No. 1, and are not available for use of the District until authorized by the Board of Education in accordance with the intent of the Interlocal Agreement.

NOTE 7. TAX ABATEMENTS

The District is subject to property tax abatements granted by the City of Wakefield, Nebraska, through Tax Incremental Financing (TIF) agreements with various developers. The incremental increase in valuation from the development is not included in the District's available valuation base until the TIF agreement has expired which is generally 15 years. The incremental taxes, including the District's share is returned to the developer, effectively rebating the taxes on the increased valuation.

Information relevant to the tax abatements impacting the District for the year ending August 31, 2021, are as follows:

Total TIF Valuation 2020	14,061,245
District's total levy (per \$100 valuation)	0.987247
District's share of tax abatement	138,819

NOTE 8. RESTATEMENT – GASB 84

As disclosed in Note 1, the District implemented GASB 84 during the year ended August 31, 2021. The effect of this implementation resulted in a beginning balance adjustment to the governmental activities net position and the non-major governmental funds fund balance of \$113,321. This reflected the change from reporting the Activities Fund from a fiduciary fund type to a nonmajor governmental fund.

NOTE 9. IMPLICATIONS OF COVID-19

Throughout the fiscal year ended August 31, 2021, the District has held classes on the premises with certain exceptions and modifications to meet health department requirements and specific student and staff situations. The school nutrition program was expanded by DHHS to provide free lunches to all students through 2021, and has resulted in significant additional federal resources which covered added costs of the program.

The District has been allocated federal funding under the Elementary and Secondary School Emergency Relief Programs (ESSER). These grants are provided to districts to help safely reopen and sustain the safe operation of schools and address the impact of the coronavirus pandemic on students. The District was awarded approximately \$1,163,167.

WAKEFIELD COMMUNITY SCHOOL DISTRICT NO. 560  
WAKEFIELD, NEBRASKA  
NOTES TO FINANCIAL STATEMENTS

NOTE 9. IMPLICATIONS OF COVID-19 (Continued)

of ESSER funds, of which approximately \$358,926 has been spent and approved for reimbursement as of August 31, 2021. Remaining allocations of ESSER I and ESSER II funds must be expended by September 30, 2022. Remaining allocations of ESSER III funds must be expended by September 30, 2024.

NOTE 10. COMMITMENTS

In April 2021, the District approved a football stadium project. The project has an estimated cost of \$4,000,000 and will be paid for with district funds and local contributions. The Wakefield Educational Facilities Leasing Corporation, a blended component unit, issued a lease-purchase agreement as interim financing. The Corporation entered into the lease-purchase agreement with Bank First for \$2,200,000 in October 2021. The agreement has an interest rate of 2.90%, with payments of principal and interest due each March and September beginning in March 2022. As of November 3, 2021, pledges of \$2,438,000 have been committed to the project to be received over the next three years.

NOTE 11. RECENTLY ISSUED AND ADOPTED ACCOUNTING PRONOUNCEMENTS

In June 2017, GASB issued Statement 87, *Leases*. This statement is effective for fiscal years beginning after June 15, 2021. The District did not early implement this statement. When adopted, GASB 87 will require disclosure of the timing significance, and purpose of a government's leasing arrangements. When adopted, GASB 87 will not have a material effect on the financial statements other than possible disclosures in the notes.

NOTE 12. SUBSEQUENT EVENT

In preparing the financial statements, the District has evaluated events and transactions for potential recognition or disclosure through November 3, 2021, the date the financial statements were available to be issued.

**SUPPLEMENTARY INFORMATION**

WAKEFIELD COMMUNITY SCHOOL DISTRICT NO. 560  
WAKEFIELD, NEBRASKA  
GENERAL FUND COMPONENTS  
COMBINING SCHEDULE OF RECEIPTS, DISBURSEMENTS, AND CHANGES IN FUND BALANCE -  
MODIFIED CASH BASIS AND SCHEDULE OF ASSETS AND FUND BALANCE - MODIFIED CASH BASIS  
FOR THE YEAR ENDED AUGUST 31, 2021

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	General Fund	Depreciation Fund	Employee Benefit Fund	Student Fee Fund	Reclassifications	Total General Fund
<b>RECEIPTS</b>						
Local receipts						
Property taxes - general purpose	4,581,430					4,581,430
Motor vehicle taxes	178,062					178,062
Tuition	9,034					9,034
Interest	6,908	2,438	159			9,505
Fees	1,510					1,510
Local licenses and fees	2,270					2,270
Other local receipts	83					83
County receipts	18,960					18,960
State receipts	2,611,078					2,611,078
Federal receipts	356,894					356,894
Other	2,619			5,800		8,419
Total receipts	<u>7,768,848</u>	<u>2,438</u>	<u>159</u>	<u>5,800</u>		<u>7,777,245</u>
<b>DISBURSEMENTS</b>						
Instruction	4,411,646		3,747		794,108	5,209,501
Student support services	403,768					403,768
Instructional support	57,034					57,034
General administration	219,976					219,976
School administration	352,510					352,510
Central and business services	234,941					234,941
Operation and maintenance of plant	524,947	265,589			(60,000)	730,536

WAKEFIELD COMMUNITY SCHOOL DISTRICT NO. 560  
WAKEFIELD, NEBRASKA  
GENERAL FUND COMPONENTS  
COMBINING SCHEDULE OF RECEIPTS, DISBURSEMENTS, AND CHANGES IN FUND BALANCE -  
MODIFIED CASH BASIS AND SCHEDULE OF ASSETS AND FUND BALANCE - MODIFIED CASH BASIS  
FOR THE YEAR ENDED AUGUST 31, 2021

	General Fund	Depreciation Fund	Employee Benefit Fund	Student Fee Fund	Reclass- ifications	Total General Fund
DISBURSEMENTS (Continued)						
Student transportation	242,268				(40,000)	202,268
State categorical programs	6,494				(6,494)	
Federal programs	781,083				(781,083)	
Summer school				6,531	(6,531)	
Total disbursements	<u>7,234,667</u>	<u>265,589</u>	<u>3,747</u>	<u>6,531</u>	<u>(100,000)</u>	<u>7,410,534</u>
RECEIPTS OVER (UNDER) DISBURSEMENTS	534,181	(263,151)	(3,588)	(731)	100,000	366,711
OTHER FINANCING SOURCES (USES)						
Interfund transfers		100,000			(100,000)	
Transfers out	(20,000)					(20,000)
Total other financing sources (uses)	<u>(20,000)</u>	<u>100,000</u>			<u>(100,000)</u>	<u>(20,000)</u>
NET CHANGE IN FUND BALANCE	<u>514,181</u>	<u>(163,151)</u>	<u>(3,588)</u>	<u>(731)</u>		<u>346,711</u>
FUND BALANCE, beginning of year	<u>2,013,804</u>	<u>718,712</u>	<u>42,820</u>	<u>1,978</u>		<u>2,777,314</u>
FUND BALANCE, end of year	<u>2,527,985</u>	<u>555,561</u>	<u>39,232</u>	<u>1,247</u>		<u>3,124,025</u>

WAKEFIELD COMMUNITY SCHOOL DISTRICT NO. 560  
WAKEFIELD, NEBRASKA  
GENERAL FUND COMPONENTS  
COMBINING SCHEDULE OF RECEIPTS, DISBURSEMENTS, AND CHANGES IN FUND BALANCE -  
MODIFIED CASH BASIS AND SCHEDULE OF ASSETS AND FUND BALANCE - MODIFIED CASH BASIS  
FOR THE YEAR ENDED AUGUST 31, 2021

		General Fund	Depreciation Fund	Employee Benefit Fund	Student Fee Fund	Reclass- ifications	Total General Fund
ASSETS							
	ASSETS						
	Cash	1,390,013	555,561	39,232	1,247		1,986,053
	Cash at county treasurers	<u>1,137,972</u>	<u>          </u>	<u>          </u>	<u>          </u>	<u>          </u>	<u>1,137,972</u>
20	TOTAL ASSETS	<u>2,527,985</u>	<u>555,561</u>	<u>39,232</u>	<u>1,247</u>	<u>          </u>	<u>3,124,025</u>
FUND BALANCE							
	FUND BALANCE						
	Restricted						
	Student fees				1,247		1,247
	Assigned						
	Capital outlay		555,561				555,561
	Employee benefits			39,232			39,232
	Future year's budget	636,120					636,120
	Unassigned	<u>1,891,865</u>	<u>          </u>	<u>          </u>	<u>          </u>	<u>          </u>	<u>1,891,865</u>
	Total fund balance	<u>2,527,985</u>	<u>555,561</u>	<u>39,232</u>	<u>1,247</u>	<u>          </u>	<u>3,124,025</u>
	TOTAL FUND BALANCE	<u>2,527,985</u>	<u>555,561</u>	<u>39,232</u>	<u>1,247</u>	<u>          </u>	<u>3,124,025</u>

WAKEFIELD COMMUNITY SCHOOL DISTRICT NO. 560  
WAKEFIELD, NEBRASKA  
NONMAJOR FUNDS - COMBINING STATEMENT OF RECEIPTS,  
DISBURSEMENTS, AND CHANGES IN FUND BALANCES - MODIFIED CASH BASIS  
AND STATEMENT OF ASSETS AND FUND BALANCES - MODIFIED CASH BASIS  
FOR THE YEAR ENDED AUGUST 31, 2021

	School Nutrition Fund	Bond Fund	Qualified Capital Purpose Fund	Activities Fund	Total
<b>RECEIPTS</b>					
Local receipts					
Property taxes - debt service		8	90,446		90,454
Interest	646	155	469	352	1,622
Other local receipts	10,000				10,000
Nutrition program receipts	16,065				16,065
Student activities				110,480	110,480
State receipts	1,598		11,795		13,393
Federal receipts	404,151				404,151
Other	4,087				4,087
Total receipts	<u>436,547</u>	<u>163</u>	<u>102,710</u>	<u>110,832</u>	<u>650,252</u>
<b>DISBURSEMENTS</b>					
Student support services				211,383	211,383
Nutrition program	412,550				412,550
Debt service					
Principal			113,298		113,298
Interest			4,678		4,678
Total disbursements	<u>412,550</u>		<u>117,976</u>	<u>211,383</u>	<u>741,909</u>
RECEIPTS OVER (UNDER) DISBURSEMENTS	23,997	163	(15,266)	(100,551)	(91,657)
<b>OTHER FINANCING SOURCES (USES)</b>					
Operating transfers in				20,000	20,000
NET CHANGE IN FUND BALANCE	23,997	163	(15,266)	(80,551)	(71,657)
FUND BALANCES, beginning of year (as restated)	<u>153,778</u>	<u>39,309</u>	<u>150,059</u>	<u>113,321</u>	<u>456,467</u>
FUND BALANCES, end of year	<u>177,775</u>	<u>39,472</u>	<u>134,793</u>	<u>32,770</u>	<u>384,810</u>

WAKEFIELD COMMUNITY SCHOOL DISTRICT NO. 560  
WAKEFIELD, NEBRASKA  
NONMAJOR FUNDS - COMBINING STATEMENT OF RECEIPTS,  
DISBURSEMENTS, AND CHANGES IN FUND BALANCES - MODIFIED CASH BASIS  
AND STATEMENT OF ASSETS AND FUND BALANCES - MODIFIED CASH BASIS  
FOR THE YEAR ENDED AUGUST 31, 2021

	School Nutrition Fund	Bond Fund	Qualified Capital Purpose Fund	Activities Fund	Total
ASSETS					
ASSETS					
Cash	177,775	39,472	112,969	32,770	362,986
Cash at county treasurers	<u>          </u>	<u>          </u>	21,824	<u>          </u>	21,824
<b>TOTAL ASSETS</b>	<u><u>177,775</u></u>	<u><u>39,472</u></u>	<u><u>134,793</u></u>	<u><u>32,770</u></u>	<u><u>384,810</u></u>
FUND BALANCES					
FUND BALANCES					
Restricted					
Debt service		39,472			39,472
Capital outlay			134,793		134,793
Nutrition program	177,775				177,775
Committed					
Student activities				32,770	32,770
Total fund balances	<u><u>177,775</u></u>	<u><u>39,472</u></u>	<u><u>134,793</u></u>	<u><u>32,770</u></u>	<u><u>384,810</u></u>
<b>TOTAL FUND BALANCES</b>					

WAKEFIELD COMMUNITY SCHOOL DISTRICT NO. 560  
WAKEFIELD, NEBRASKA  
SCHEDULE OF RECEIPTS, DISBURSEMENTS, AND CHANGES IN FUND BALANCE -  
MODIFIED CASH BASIS - BUDGET AND ACTUAL  
GENERAL FUND  
YEAR ENDED AUGUST 31, 2021  
(WITH COMPARATIVE ACTUAL AMOUNTS FOR 2020)

	Original and Final Budget	2021 Actual	2020 Actual
FUND BALANCE, beginning of year	<u>1,937,712</u>	<u>2,013,804</u>	<u>1,906,145</u>
RECEIPTS			
Local sources			
Taxes			
1100	4,607,107	4,581,430	4,076,945
1125	130,000	178,062	165,187
1315		9,034	7,391
1510	12,000	6,908	14,947
1740		1,510	850
1910		80	100
1911	2,100	2,270	2,120
1925			7,500
1990	1,000	3	
	<u>4,752,207</u>	<u>4,779,297</u>	<u>4,275,040</u>
County sources			
2110	22,000	18,954	9,480
2130		6	
	<u>22,000</u>	<u>18,960</u>	<u>9,480</u>
State sources			
3110	1,534,615	1,534,615	1,457,237
3120	330,000	373,079	345,474
3125			
	4,000	4,719	9,718
3130		32,044	30,387
3131		324,459	344,142
3132		940	8,016
3133	50,000	226,436	111,977
3180	10,000	9,752	10,250
3400	57,000	57,489	65,776

WAKEFIELD COMMUNITY SCHOOL DISTRICT NO. 560  
WAKEFIELD, NEBRASKA  
SCHEDULE OF RECEIPTS, DISBURSEMENTS, AND CHANGES IN FUND BALANCE -  
MODIFIED CASH BASIS - BUDGET AND ACTUAL  
GENERAL FUND  
YEAR ENDED AUGUST 31, 2021  
(WITH COMPARATIVE ACTUAL AMOUNTS FOR 2020)

		Original and Final Budget	2021 Actual	2020 Actual
RECEIPTS (Continued)				
State sources (Continued)				
3535	Payments for high ability learners	5,050	5,545	5,398
3599	State other categorical programs	43,700	42,000	
	Total state sources	<u>2,034,365</u>	<u>2,611,078</u>	<u>2,388,375</u>
Federal sources				
4310	REAP	44,622		46,542
4505	Title I, Part A	150,000	106,827	26,899
4509	Title II, Part A		7,667	
4512	IDEA Part B base allocation	150,000		35,886
4516	IDEA preschool base allocation		624	555
4518	IDEA Part B (611) base		106,725	
4519	IDEA enrollment/poverty			71,342
4524	Other federal non-categorical receipts		16,250	
4525	Vocational education	5,000	13,622	4,706
4709	Medicaid administrative activities (MAAPS)		8,205	8,834
4969	Title IV-A		10,000	
4996	ESSER I	87,000	86,974	
	Total federal sources	<u>436,622</u>	<u>356,894</u>	<u>194,764</u>
Nonrevenue receipts				
5300	Sale of real or personal property		2,619	3,012
5690	Other nonrevenue			1,664
	Total nonrevenue receipts		<u>2,619</u>	<u>4,676</u>
	Total receipts	<u>7,245,194</u>	<u>7,768,848</u>	<u>6,872,335</u>
TOTAL FUNDS AVAILABLE		<u>9,182,906</u>	<u>9,782,652</u>	<u>8,778,480</u>
DISBURSEMENTS				
1000	Instruction			
1100	Regular instruction	3,870,000	3,022,768	2,976,456
1125	Flex funding		29,470	38,949

WAKEFIELD COMMUNITY SCHOOL DISTRICT NO. 560  
WAKEFIELD, NEBRASKA  
SCHEDULE OF RECEIPTS, DISBURSEMENTS, AND CHANGES IN FUND BALANCE -  
MODIFIED CASH BASIS - BUDGET AND ACTUAL  
GENERAL FUND  
YEAR ENDED AUGUST 31, 2021  
(WITH COMPARATIVE ACTUAL AMOUNTS FOR 2020)

		Original and Final Budget	2021 Actual	2020 Actual
DISBURSEMENTS (Continued)				
Instruction (Continued)				
1150	Limited English proficiency		228,591	211,146
1160	Poverty programs		306,707	293,225
1190	Early childhood educational programs		66,755	57,589
1200	Special education - school age	973,784	549,229	582,899
1291	Special education - ages 3 - 5		196,003	200,911
1292	Special education - ages 0 - 2		12,123	
2100	Support services - students			
2120	Guidance services	274,162	135,213	128,035
2130	Health services		44,575	47,479
2141	Psychological services - special education school age	240,000	97,200	66,493
2151	Speech pathology and audiology - special education school age		101,674	99,873
2161	Occupational therapy - special education school age		13,483	6,723
2171	Physical therapy - special education school age		892	1,170
2181	Visually impaired			40,079
2190	Support - other		10,731	13,723
2200	Support services - instruction	70,000		
2213	Instructional staff training		7,733	3,878
2220	Library/Media services		49,301	80,597
2300	Support services - general administration			
2310	Board of education	62,000	43,589	26,159
2320	Executive administration	195,000	173,988	196,597
2330	District legal services	30,834	2,399	21,615
2410	Office of the principal	385,000	352,510	332,407
2500	Central services			
2510	Fiscal services	285,000	116,848	120,956
2570	Personnel services		5,446	
2580	Administrative technology services		112,647	118,490
2600	Operation and maintenance of plant			
2610	Operation of buildings	490,000	471,543	437,574

WAKEFIELD COMMUNITY SCHOOL DISTRICT NO. 560  
WAKEFIELD, NEBRASKA  
SCHEDULE OF RECEIPTS, DISBURSEMENTS, AND CHANGES IN FUND BALANCE -  
MODIFIED CASH BASIS - BUDGET AND ACTUAL  
GENERAL FUND  
YEAR ENDED AUGUST 31, 2021  
(WITH COMPARATIVE ACTUAL AMOUNTS FOR 2020)

	Original and Final Budget	2021 Actual	2020 Actual
DISBURSEMENTS (Continued)			
Operation and maintenance of plant (Continued)			
2620		37,465	
2630		13,668	21,661
2650	95,000		
2670		2,271	2,071
2700			
2710	220,000	180,368	199,374
2712			
	7,283	511	9,603
2730			
		61,389	38,538
3500			
3535	8,500	6,494	8,201
6000	290,000		
6200		124,016	124,495
6406		643	624
6408		104,403	108,864
6700		13,881	4,706
6992		27,690	46,542
6996			86,974
6997	70,000	328,575	
6998		181,875	
8000	20,000	20,000	10,000
	413,229		
	<u>7,999,792</u>	<u>7,254,667</u>	<u>6,764,676</u>
FUND BALANCE, end of year	<u>1,183,114</u>	<u>2,527,985</u>	<u>2,013,804</u>
ANALYSIS OF FUND BALANCE			
Cash in bank			
		1,390,013	1,138,049
		<u>1,137,972</u>	<u>875,755</u>
TOTAL FUND BALANCE		<u>2,527,985</u>	<u>2,013,804</u>

See accompanying notes to budgetary schedules.

WAKEFIELD COMMUNITY SCHOOL DISTRICT NO. 560  
 WAKEFIELD, NEBRASKA  
 SCHEDULE OF RECEIPTS, DISBURSEMENTS, AND CHANGES IN FUND BALANCE -  
 MODIFIED CASH BASIS - BUDGET AND ACTUAL  
 DEPRECIATION FUND  
 YEAR ENDED AUGUST 31, 2021  
 (WITH COMPARATIVE ACTUAL AMOUNTS FOR 2020)

	Original and Final Budget	2021 Actual	2020 Actual
FUND BALANCE, beginning of year	<u>716,268</u>	<u>718,712</u>	<u>628,757</u>
RECEIPTS			
Interest		2,438	6,501
Interfund transfers - expensed from the General Fund	<u>100,000</u>	<u>100,000</u>	<u>200,000</u>
Total receipts	<u>100,000</u>	<u>102,438</u>	<u>206,501</u>
TOTAL FUNDS AVAILABLE	<u>816,268</u>	<u>821,150</u>	<u>835,258</u>
DISBURSEMENTS			
Technology	25,000		
Capital outlay	<u>791,268</u>	<u>265,589</u>	<u>116,546</u>
Total disbursements	<u>816,268</u>	<u>265,589</u>	<u>116,546</u>
FUND BALANCE, end of year	<u><u>      </u></u>	<u><u>555,561</u></u>	<u><u>718,712</u></u>
ANALYSIS OF FUND BALANCE			
Cash in bank			
Checking account		<u>555,561</u>	<u>718,712</u>

See accompanying notes to budgetary schedules.

WAKEFIELD COMMUNITY SCHOOL DISTRICT NO. 560  
 WAKEFIELD, NEBRASKA  
 SCHEDULE OF RECEIPTS, DISBURSEMENTS, AND CHANGES IN FUND BALANCE -  
 MODIFIED CASH BASIS - BUDGET AND ACTUAL  
 EMPLOYEE BENEFIT FUND  
 YEAR ENDED AUGUST 31, 2021  
 (WITH COMPARATIVE ACTUAL AMOUNTS FOR 2020)

	Original and Final Budget	2021 Actual	2020 Actual
FUND BALANCE, beginning of year	<u>42,923</u>	<u>42,820</u>	<u>36,393</u>
RECEIPTS			
Interest	250	159	344
Transfers in			7,391
Other	<u>6,000</u>		
Total receipts	<u>6,250</u>	<u>159</u>	<u>7,735</u>
TOTAL FUNDS AVAILABLE	<u>49,173</u>	<u>42,979</u>	<u>44,128</u>
DISBURSEMENTS			
Unemployment and benefits	47,173	2,182	
Purchased services	<u>2,000</u>	<u>1,565</u>	<u>1,308</u>
Total disbursements	<u>49,173</u>	<u>3,747</u>	<u>1,308</u>
FUND BALANCE, end of year	<u>          </u>	<u>39,232</u>	<u>42,820</u>
ANALYSIS OF FUND BALANCE			
Cash in bank			
Checking account		<u>39,232</u>	<u>42,820</u>

See accompanying notes to budgetary schedules.

WAKEFIELD COMMUNITY SCHOOL DISTRICT NO. 560  
WAKEFIELD, NEBRASKA  
SCHEDULE OF RECEIPTS, DISBURSEMENTS, AND CHANGES IN FUND BALANCE -  
MODIFIED CASH BASIS - BUDGET AND ACTUAL  
SCHOOL NUTRITION FUND  
YEAR ENDED AUGUST 31, 2021  
(WITH COMPARATIVE ACTUAL AMOUNTS FOR 2020)

	Original and Final Budget	2021 Actual	2020 Actual
FUND BALANCE, beginning of year	<u>155,152</u>	<u>153,778</u>	<u>151,359</u>
RECEIPTS			
Federal reimbursements	218,715	404,151	304,605
State reimbursements	2,576	1,598	2,249
Sales	100,500	16,065	70,160
Interest	1,500	646	1,358
Local receipts		10,000	
Nonrevenue receipts		4,087	2,976
Total receipts	<u>323,291</u>	<u>436,547</u>	<u>381,348</u>
TOTAL FUNDS AVAILABLE	<u>478,443</u>	<u>590,325</u>	<u>532,707</u>
DISBURSEMENTS			
Cost of food supplies	221,000	211,273	189,511
Salaries and benefits	162,000	129,883	135,713
Purchased services	31,500	9,020	11,386
Supplies and materials	29,500	62,320	24,028
Capital outlay	29,000		18,193
Other expenses	5,443	54	98
Total disbursements	<u>478,443</u>	<u>412,550</u>	<u>378,929</u>
FUND BALANCE, end of year	<u><u>          </u></u>	<u><u>177,775</u></u>	<u><u>153,778</u></u>
ANALYSIS OF FUND BALANCE			
Cash in bank			
Checking account		<u><u>177,775</u></u>	<u><u>153,778</u></u>

See accompanying notes to budgetary schedules.

WAKEFIELD COMMUNITY SCHOOL DISTRICT NO. 560  
 WAKEFIELD, NEBRASKA  
 SCHEDULE OF RECEIPTS, DISBURSEMENTS, AND CHANGES IN FUND BALANCE -  
 MODIFIED CASH BASIS - BUDGET AND ACTUAL  
 BOND FUND  
 YEAR ENDED AUGUST 31, 2021  
 (WITH COMPARATIVE ACTUAL AMOUNTS FOR 2020)

	Original and Final Budget	2021 Actual	2020 Actual
FUND BALANCE, beginning of year	<u>39,231</u>	<u>39,309</u>	<u>38,945</u>
RECEIPTS			
Property taxes		8	16
Interest	<u>100</u>	<u>155</u>	<u>348</u>
Total receipts	<u>100</u>	<u>163</u>	<u>364</u>
TOTAL FUNDS AVAILABLE	<u>39,331</u>	<u>39,472</u>	<u>39,309</u>
DISBURSEMENTS			
Repayment of principal	<u>39,331</u>	_____	_____
FUND BALANCE, end of year	_____	<u>39,472</u>	<u>39,309</u>
ANALYSIS OF FUND BALANCE			
Cash in bank			
Checking account		<u>39,472</u>	<u>39,309</u>

See accompanying notes to budgetary schedules.

WAKEFIELD COMMUNITY SCHOOL DISTRICT NO. 560  
WAKEFIELD, NEBRASKA  
SCHEDULE OF RECEIPTS, DISBURSEMENTS, AND CHANGES IN FUND BALANCE -  
MODIFIED CASH BASIS - BUDGET AND ACTUAL  
SPECIAL BUILDING FUND  
YEAR ENDED AUGUST 31, 2021  
(WITH COMPARATIVE ACTUAL AMOUNTS FOR 2020)

	Original and Final Budget	2021 Actual	2020 Actual
FUND BALANCE, beginning of year	<u>877,762</u>	<u>888,113</u>	<u>760,661</u>
RECEIPTS			
Local			
Property taxes	150,000	145,986	105,489
Interest	7,500	3,590	9,004
State			
Homestead exemption		905	793
Property tax credit		10,603	9,278
Personal property tax credit		4	216
Pro-rate motor vehicle	200	235	254
Nameplate capacity	1,500	6,708	3,019
Other			
Categorical grants from corporations and private sources		1,362	74,510
Loan proceeds		188,952	
Other nonrevenue receipts		26,000	
Total receipts	<u>159,200</u>	<u>384,345</u>	<u>202,563</u>
TOTAL FUNDS AVAILABLE	<u>1,036,962</u>	<u>1,272,458</u>	<u>963,224</u>
DISBURSEMENTS			
Capital outlay	520,000		
Other equipment	16,962		
Site acquisition and improvement	300,000		
Building acquisition and improvement	200,000	248,745	75,111
Total disbursements	<u>1,036,962</u>	<u>248,745</u>	<u>75,111</u>
FUND BALANCE, end of year	<u><u>          </u></u>	<u>1,023,713</u>	<u>888,113</u>
ANALYSIS OF FUND BALANCE			
Cash in bank			
Checking account		987,156	864,992
County treasurers		<u>36,557</u>	<u>23,121</u>
TOTAL FUND BALANCE		<u>1,023,713</u>	<u>888,113</u>

See accompanying notes to budgetary schedules.

WAKEFIELD COMMUNITY SCHOOL DISTRICT NO. 560  
WAKEFIELD, NEBRASKA  
SCHEDULE OF RECEIPTS, DISBURSEMENTS, AND CHANGES IN FUND BALANCE -  
MODIFIED CASH BASIS - BUDGET AND ACTUAL  
QUALIFIED CAPITAL PURPOSE UNDERTAKING FUND  
YEAR ENDED AUGUST 31, 2021  
(WITH COMPARATIVE ACTUAL AMOUNTS FOR 2020)

	Original and Final Budget	2021 Actual	2020 Actual
FUND BALANCE, beginning of year	<u>157,121</u>	<u>150,059</u>	<u>165,940</u>
RECEIPTS			
Local			
Property taxes	89,547	90,446	89,706
Interest	1,200	469	1,353
State			
Homestead exemption		618	644
Property tax credit		6,331	7,536
Personal property tax credit		3	176
Nameplate capacity	1,220	4,655	2,452
Pro-rate motor vehicle	150	188	228
Total receipts	<u>92,117</u>	<u>102,710</u>	<u>102,095</u>
TOTAL FUNDS AVAILABLE	<u>249,238</u>	<u>252,769</u>	<u>268,035</u>
DISBURSEMENTS			
Building and site improvement	49,818		
Debt service principal	113,298	113,298	112,173
Debt service interest	4,678	4,678	5,803
Total disbursements	<u>167,794</u>	<u>117,976</u>	<u>117,976</u>
FUND BALANCE, end of year	<u>81,444</u>	<u>134,793</u>	<u>150,059</u>
ANALYSIS OF FUND BALANCE			
Cash in bank			
Checking account		112,969	131,262
County treasurers		<u>21,824</u>	<u>18,797</u>
TOTAL FUND BALANCE		<u>134,793</u>	<u>150,059</u>

See accompanying notes to budgetary schedules.

WAKEFIELD COMMUNITY SCHOOL DISTRICT NO. 560  
 WAKEFIELD, NEBRASKA  
 SCHEDULE OF RECEIPTS, DISBURSEMENTS, AND CHANGES IN FUND BALANCE -  
 MODIFIED CASH BASIS - BUDGET AND ACTUAL  
 STUDENT FEE FUND  
 YEAR ENDED AUGUST 31, 2021  
 (WITH COMPARATIVE ACTUAL AMOUNTS FOR 2020)

	Original and Final Budget	2021 Actual	2020 Actual
FUND BALANCE, beginning of year	<u>1,625</u>	<u>1,978</u>	<u>611</u>
RECEIPTS			
Student fees	<u>5,500</u>	<u>5,800</u>	<u>5,870</u>
TOTAL FUNDS AVAILABLE	<u>7,125</u>	<u>7,778</u>	<u>6,481</u>
DISBURSEMENTS			
Summer school and other	<u>7,125</u>	<u>6,531</u>	<u>4,503</u>
FUND BALANCE, end of year	<u><u>      </u></u>	<u><u>1,247</u></u>	<u><u>1,978</u></u>
ANALYSIS OF FUND BALANCE			
Cash in bank			
Checking account		<u><u>1,247</u></u>	<u><u>1,978</u></u>

See accompanying notes to budgetary schedules.

WAKEFIELD COMMUNITY SCHOOL DISTRICT NO. 560  
WAKEFIELD, NEBRASKA  
SCHEDULE OF RECEIPTS, DISBURSEMENTS, AND CHANGES IN FUND BALANCE -  
MODIFIED CASH BASIS - BUDGET AND ACTUAL  
ACTIVITIES FUND  
YEAR ENDED AUGUST 31, 2021  
(WITH COMPARATIVE ACTUAL AMOUNTS FOR 2020)

	Original and Final Budget	2021 Actual	2020 Actual
FUND BALANCE, beginning of year	<u>123,360</u>	<u>113,321</u>	<u>110,650</u>
RECEIPTS			
Local receipts			
Interest	977	352	931
Activities receipts	125,500	110,480	115,667
General Fund support		<u>20,000</u>	<u>10,000</u>
Total receipts	<u>126,477</u>	<u>130,832</u>	<u>126,598</u>
TOTAL FUNDS AVAILABLE	<u>249,837</u>	<u>244,153</u>	<u>237,248</u>
DISBURSEMENTS			
Other disbursements	<u>249,837</u>	<u>211,383</u>	<u>123,927</u>
FUND BALANCE, end of year	<u><u>          </u></u>	<u><u>32,770</u></u>	<u><u>113,321</u></u>
ANALYSIS OF FUND BALANCE			
Cash in bank			
Checking account		<u><u>32,770</u></u>	<u><u>113,321</u></u>

See accompanying notes to budgetary schedules.

WAKEFIELD COMMUNITY SCHOOL DISTRICT NO. 560  
WAKEFIELD, NEBRASKA  
NOTES TO BUDGETARY SCHEDULES

NOTE 1. SCHEDULES OF RECEIPTS, DISBURSEMENTS, AND CHANGES IN FUND BALANCE -  
MODIFIED CASH BASIS - BUDGET AND ACTUAL

Basis of Accounting

The accompanying schedules of receipts, disbursements, and changes in fund balance - modified cash basis - budget and actual are presented on the modified cash basis of accounting. This basis is consistent with the basis of accounting used in preparing the basic financial statements. All unexpended appropriations lapse at the end of the budget year.

The \$100,000 transfer to the Depreciation Fund is included in operation and maintenance of plant, and student transportation for budgetary reporting purposes.

Budget Law

The District is required by state law to hold public hearings and adopt annual budgets for all funds on the modified cash basis of accounting. Total disbursements for each fund may not exceed the total budgeted disbursements. The General Fund is also subject to a total non-special education disbursement limit. Appropriations for disbursements lapse at year end. Any revisions to the adopted budget of total disbursements to any fund require a public hearing.

Comparative Data

Comparative data for the prior year have been presented in the budgetary schedules in order to provide an understanding of the changes in the District's financial position and operation (modified cash basis).

Reconciliation

The Nebraska Department of Education requires separate budgets for those funds considered as General Fund components for financial reporting purposes.

A reconciliation of the General Fund financial reporting basis to the budgetary basis is as follows:

Receipts over disbursements - financial reporting basis	
General Fund	<u>346,711</u>
Receipts over disbursements - budgetary basis	
General Fund	514,181
Depreciation Fund	(163,151)
Employee Benefit Fund	(3,588)
Student Fee Fund	(731)
	<u>346,711</u>

WAKEFIELD COMMUNITY SCHOOL DISTRICT NO. 560  
WAKEFIELD, NEBRASKA  
ACTIVITIES FUND  
SCHEDULE OF CHANGES IN CASH BALANCES  
(UNAUDITED)  
YEAR ENDED AUGUST 31, 2021

	Balance 9/1/20	Receipts	Disburse- ments	Balance 8/31/21
National Honor Society	2,821	482	949	2,354
Athletics	37,842	54,860	99,058	(6,356)
Concessions		12,144	12,144	
Classes	4,665	917	3,501	2,081
D-Day Band Trip		1,333		1,333
Interest	17,181	352	14,716	2,817
PE uniforms	(164)			(164)
FBLA	6,707	3,882	4,332	6,257
FCCLA	12,135	7,681	7,760	12,056
FCA		346	300	46
FFA	625			625
Scholarships		1,000		1,000
Student assistance	2,126			2,126
Speech and Drama	4,501	2,961	4,600	2,862
Student Council	2,663	927	491	3,099
HS lounge	1,296	431	2,136	(409)
Annual	1,282	6,196	11,210	(3,732)
Library	1,805			1,805
Pop Fund	7,567	23,729	27,951	3,345
Wakefield Elementary	1,878	2,975	4,742	111
One Act	299	1,094	1,722	(329)
HS Swing Choir	413	3,957	3,430	940
Youth Foundation	750			750
Playground Fund	500			500
Homecoming	917	390	2,455	(1,148)
Art Club	813	1,894	2,080	627
Memorials	200			200
SkillsUSA	3,725	2,724	2,792	3,657
State tournaments	534	557	5,014	(3,923)
Student fees	240			240
<b>TOTAL ACTIVITIES FUND</b>	<u>113,321</u>	<u>130,832</u>	<u>211,383</u>	<u>32,770</u>
<b>BUDGET</b>	<u>123,360</u>	<u>126,477</u>	<u>249,837</u>	<u></u>



**DANA F. COLE  
& COMPANY LLP**  
CERTIFIED PUBLIC ACCOUNTANTS

INDEPENDENT AUDITORS' REPORT ON INTERNAL CONTROL  
OVER FINANCIAL REPORTING AND ON COMPLIANCE AND  
OTHER MATTERS BASED ON AN AUDIT OF FINANCIAL STATEMENTS  
PERFORMED IN ACCORDANCE WITH *GOVERNMENT AUDITING STANDARDS*

To the Board of Education  
Wakefield Community School District No. 560  
Wakefield, Nebraska

We have audited, in accordance with the auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards* issued by the Comptroller General of the United States, the financial statements of the governmental activities, each major fund, and the aggregate remaining fund information of Wakefield Community School District No. 560, Wakefield, Nebraska, as of and for the year ended August 31, 2021, and the related notes to the financial statements, which collectively comprise Wakefield Community School District No. 560, Wakefield, Nebraska's basic financial statements, and have issued our report thereon dated November 3, 2021.

**Internal Control Over Financial Reporting**

In planning and performing our audit of the financial statements, we considered Wakefield Community School District No. 560, Wakefield, Nebraska's internal control over financial reporting (internal control) to determine the audit procedures that are appropriate in the circumstances for the purpose of expressing our opinions on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of Wakefield Community School District No. 560, Wakefield, Nebraska's internal control. Accordingly, we do not express an opinion on the effectiveness of Wakefield Community School District No. 560, Wakefield, Nebraska's internal control.

*A deficiency in internal control* exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct, misstatements on a timely basis. *A material weakness* is a deficiency, or a combination of deficiencies, in internal control such that there is a reasonable possibility that a material misstatement of the entity's financial statements will not be prevented, or detected and corrected on a timely basis. *A significant deficiency* is a deficiency, or a combination of deficiencies, in internal control that is less severe than a material weakness, yet important enough to merit attention by those charged with governance.

Our consideration of internal control was for the limited purpose described in the first paragraph of this section and was not designed to identify all deficiencies in internal control that might be material weaknesses or significant deficiencies, and therefore, material weaknesses or significant deficiencies may exist that were not identified. Given these limitations, during our audit we did not identify any deficiencies in internal control that we consider to be material weaknesses. However, material weaknesses may exist that have not been identified. We did identify certain deficiencies in internal control, described in the accompanying schedule of findings and responses, that we consider to be significant deficiencies as items 2021-001, 2021-002, and 2021-003.

## Compliance and Other Matters

As part of obtaining reasonable assurance about whether Wakefield Community School District No. 560, Wakefield, Nebraska's financial statements are free from material misstatement, we performed tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements, noncompliance with which could have a direct and material effect on the determination of financial statement amounts. However, providing an opinion on compliance with those provisions was not an objective of our audit, and accordingly, we do not express such an opinion. The results of our tests disclosed no instances of noncompliance or other matters that are required to be reported under *Government Auditing Standards*.

### Wakefield Community School District No. 560, Wakefield, Nebraska's Response to Findings

Wakefield Community School District No. 560, Wakefield, Nebraska's responses to the findings identified in our audit are described in the accompanying schedule of findings and responses. Wakefield Community School District No. 560, Wakefield, Nebraska's responses were not subjected to the auditing procedures applied in the audit of the financial statements, and accordingly, we express no opinion on them.

### Purpose of this Report

The purpose of this report is solely to describe the scope of our testing of internal control and compliance and the results of that testing, and not to provide an opinion on the effectiveness of the entity's internal control or on compliance. This report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the entity's internal control and compliance. Accordingly, this communication is not suitable for any other purpose.

Dana F Cole + Company, LLP

O'Neill, Nebraska  
November 3, 2021

WAKEFIELD COMMUNITY SCHOOL DISTRICT NO. 560  
WAKEFIELD, NEBRASKA  
SCHEDULE OF FINDINGS AND RESPONSES  
YEAR ENDED AUGUST 31, 2021

2021-001 SEGREGATION OF DUTIES

Criteria

Internal controls should be in place to ensure proper segregation of duties.

Condition

Due to the size of the District, there is limited segregation of duties over bookkeeping and accounting functions. The same individual routinely reconciles the bank statements, processes payroll, including initiation and control of automated banking transactions, makes journal entries, and manages the general ledger functions. Controls over Activities Fund receipts, especially gate receipts, are also limited.

Cause

The District has a limited number of personnel involved in the accounting functions.

Potential Effect

Inadequate segregation of duties could lead to the misappropriation of assets or improper reporting.

Recommendations

The District has responded to this deficiency by implementing procedures such as reviews of bank statements and bank reconciliations by a person independent of the bank reconciliation process to improve segregation of duties issues. The Board of Education also reviews and approves all disbursements.

District's Response

The District, within the constraints of existing time and cost considerations, will continue to review the situation and make improvements.

2021-002 FINANCIAL STATEMENT PREPARATION AND REVIEW

Criteria

As described in our engagement letter, management is responsible for establishing and maintaining internal controls, including monitoring, and for the fair presentation of financial statements, including the notes to the financial statements, in conformity with the modified cash basis of accounting.

WAKEFIELD COMMUNITY SCHOOL DISTRICT NO. 560  
WAKEFIELD, NEBRASKA  
SCHEDULE OF FINDINGS AND RESPONSES  
YEAR ENDED AUGUST 31, 2021

2021-002 FINANCIAL STATEMENT PREPARATION AND REVIEW (Continued)

Condition

The District does not have a system of internal control that would provide management with reasonable assurance that the District's financial statements and related disclosures are complete and presented in accordance with the modified cash basis of accounting. As such, management requested us to prepare a draft of the financial statements, including the related note disclosures.

Cause

Management has requested that the auditors prepare the financial statements and related notes to the financial statements in accordance with the modified cash basis of accounting.

Potential Effect

Errors in the financial statements or disclosures could occur and not be detected by management.

Recommendations

Management should carefully review financial statements, including disclosures, and understand the relationship to the underlying data. All proposed adjustments should be understood and approved.

District's Response

The District relies on the auditor to propose the adjustments necessary to prepare the financial statements, including the related disclosures. The District reviews such financial statements.

2021-003 DOCUMENTATION OF PROCEDURES

Criteria

Good management practices include written job descriptions, system procedures, and control policies. This not only enhances internal control, but helps provide continuity as personnel and conditions change.

Condition

The District does not have a complete set of formal accounting policies and procedures and related control procedures, including antifraud programs and controls.

WAKEFIELD COMMUNITY SCHOOL DISTRICT NO. 560  
WAKEFIELD, NEBRASKA  
SCHEDULE OF FINDINGS AND RESPONSES  
YEAR ENDED AUGUST 31, 2021

2021-003 DOCUMENTATION OF PROCEDURES (Continued)

Cause

The District has limited number of personnel.

Potential Effect

Errors in the financial statements or disclosures could occur and not be detected by management.

Recommendations

The District has developed written procedures and policies in some areas. We recommend that the District continue to develop and formalize written policies and procedures to include all significant processes.

District's Response

The District utilizes the chart of accounts and accounting procedures prescribed by the Nebraska Department of Education. Informal control procedures are adequate due to our small size and supervisory activities by the Board and administrators. We will adopt any proposed revisions of this process as may be suggested by the auditor.

CONTROL DEFICIENCIES REPORTED IN PRIOR YEAR

Items 2021-001, 2021-002, and 2021-003 were also reported for the year ended August 31, 2020, in our report dated November 5, 2020.

**Wakefield Community School  
Board of Education Regular Meeting  
Monday, October 11, 2021 5:30 PM**

The Board of Education Regular Meeting convened in open and public session on Monday, October 11, 2021 at 5:30 PM in the HS Computer Lab at 802 Highland Street. Wakefield, NE 68784.

President Brown informed the group of the Open Meetings Act posted in the room and accessible to all members of the public as required by law. All board members had received notice of the meeting and the meeting notice had been published/posted in a timely manner prior to the meeting date.

**Attendance Taken at 5:30 PM:**

**Present:** Bree Brown, Emily Godinez, Jeffrey Keagle, Jim Litchfield, Sherri Lundahl.

**Absent:** Eric Riewer, Present: 5, Absent: 1.

Also present: Superintendent Farup, Secondary Principal Zach, Elementary Principal Wulf and Recording Secretary Gothier.

**Opening Procedures**

- Call to Order
- Open Meetings Act
- Pledge of Allegiance
- School District Mission Statement
- Roll Call

**Approval of Agenda**

Motion to approve the agenda passed with a motion by Godinez and a second by Litchfield.

Yea: Brown, Keagle, Godinez, Litchfield, Lundahl

Yea: 5, Nay: 0

**Awards and Special Recognition**

- Aishah Valenzuela was selected to represent NSAA Believers and Achievers. She will attend a banquet in Lincoln in April and be in the running for a \$500 scholarship. She also recently spoke at a Fellowship of Student Athletes banquet about FCA Huddle.

**Reports**

**Elementary Principal Report**

- Wakefield Schools participated in Day I of MTSS planning on September 20, 2021. During this time, all instructional staff worked together to learn what Multi-tiered System of Success means as well as were given specific examples of how this could benefit Wakefield. Much of the day was spent in collaborative groups, which were designed using the Gallup Strengths. One of the most important outcomes of this day was the creating, selection and adoption of a problem-solving model.
- Elementary certified staff members have finalized our Instructional Model document. This document outlines the common expectations for all of our certified staff members no matter what they teach.
- Staff members have been informally looking at their assessment data individually and in small groups. In response to our Cognia review, staff members had expressed an interest in learning how to use assessment data.

**Secondary Principal Report**

- 7th and 8th grade students--90% of students benchmarked as average or above on the AimsWeb reading assessment.
- The junior class made the most growth between the Spring and Fall MAP assessments. They were rewarded with a pizza party. The contest prompted conversations about achievement between

teachers and students. A large graph was displayed in the hallway for students to see results immediately following testing sessions.

- Community Outreach/Involvement--Due to the positive feedback from the Community Night held on September 29, a team has been formed to plan future events. A survey was available at Parent/Teacher conferences to help with planning.
- Our credit recovery program is scheduled to begin at the start of the second quarter.
- We will be implementing SEL curriculum every Thursday during Trojan Time beginning second quarter. We will be using digital Habitudes curriculum.

### **Superintendent Report**

- On September 29th Jennifer Jackson, the Heartland Executive Director, gave a presentation to staff and parents on Mental Health for Kids: A Guide for Parents and teachers. We have had great feedback wanting more engagement with families and this meeting has led to at least two referrals for students to get help.
- Rule 10 required safety and security audit will be conducted by Craig Frerichs on November 3rd.
- Along with Tiffany Lamprecht, Jamie Mainz, and Terri Miner, I attended a virtual Nebraska Healthy Schools Whole Child Institute. We will begin updating our Healthy Schools Team, Goals and Wellness Policy.
- Stadium Update: The Lease-Purchase agreement did close on 1st. We are working on final details and the builder is working on final numbers for bids. Should have a contract in the next few weeks. Nemaha will possibly break ground before the end of October. They said they would get me enough notice in order to put a ground-breaking ceremony together. I am also working with givecampus.com to help organize fundraising in order to reach the \$250,000 match. Morgan Driscoll and Megan Weaver are also helping with fundraising.

### **Board Committee Reports**

#### **Building, Sites & Transportation**

- Meeting with contractor on Tuesday, October 12 regarding the stadium project.

#### **Business & Finance**

- Sherri and Emily attended a "Needs – Resources: Understanding How the State Funds Your District" workshop at the ESU.
- The participation in completing Free/Reduced Lunch Applications was down this year because parents felt it was not necessary because currently all meals are free. Unfortunately, this does affect other funding the district receives. The district is strongly encouraging parents to complete lunch applications.

#### **American Civics, Curriculum & Technology**

- Committee needs to meet to discuss graduation requirements.

#### **Negotiations & Public Relations**

- Bree, Sherri, Jeff and Mr. Farup will be attending a Labor Relations Conference hosted by NCSA to prepare for upcoming negotiations.

#### **Strategic Planning**

- Emails have been submitted for surveys to start going out for Needs Assessment.
- We do not have the majority of parent emails – this needs to be addressed. Information to a link will be sent through the district's messaging system.

### **Discussion and Action Items**

#### **Consent Agenda**

Motion to approve the Consent Agenda passed with a motion by Lundahl and a second by Keagle.

Yea: Brown, Keagle, Godinez, Litchfield, Lundahl

Yea: 5, Nay: 0

Bills were reviewed by the Finance Committee and approved as follow: General: \$379,167.34; Depreciation: \$17,456.48; Employee Benefit: \$200.00; Lunch: \$46,036.65; Special Building: \$44,000.00; Payroll: \$266,852.98; Activities: \$15,460.50.

**Discuss and take action to approve a voting delegate to NASB Convention.**

The State Education Conference will be November 17-19 in Omaha.

Motion to appoint Jeff Keagle as the voting delegate to the 2021-22 NASB Delegate Assembly passed with a motion by Lundahl and a second by Godinez.

Yea: Brown, Keagle, Godinez, Litchfield, Lundahl

Yea: 5, Nay: 0

**Review, discuss and take action to approve Superintendent Evaluation.**

Motion to approve the superintendent evaluation passed with a motion by Keagle and a second by Godinez.

Yea: Brown, Keagle, Godinez, Litchfield, Lundahl

Yea: 5, Nay: 0

**Upcoming Dates and Times**

- American Civics, Curriculum & Technology Committee – Oct 19 at 4:30pm
- Board Policy Committee – Oct 19 at 5:30pm
- Board Retreat – Oct 25 at 5:30pm
- Regular Board Meeting – Nov 8 at 5:30pm

**Adjournment**

Motion to adjourn the meeting at 7:17pm passed with a motion by Litchfield and a second by Godinez.

Yea: Brown, Keagle, Godinez, Litchfield, Lundahl

Yea: 5, Nay: 0

  
Jeff Keagle, Secretary

  
Becky Gothier, Recording Secretary

**Wakefield Community School  
Board of Education Retreat  
Monday, October 25, 2021 5:30 PM**

Posted Locations:

• Wakefield Post Office • BankFirst • Wakefield Republican • School Main Entrance

Posted Date: 10/21/2021

The Board of Education Retreat convened in open and public session on Monday, October 25, 2021 at 5:30 PM in the HS Computer Lab at 802 Highland Street, Wakefield, NE 68784.

President Brown informed the group of the Open Meetings Act posted in the room and accessible to all members of the public as required by law. All board members had received notice of the retreat and the retreat notice had been published/posted in a timely manner prior to the retreat date.

**Attendance Taken at 5:40 PM:**

**Present:** Bree Brown, Emily Godinez, Jeffrey Keagle, Jim Litchfield, Sherri Lundahl, Eric Riewer.

Present: 6

Absent: 0

Also present were Superintendent Matt Farup and Marica Herring from Nebraska School Board Association.

**Opening Procedures**

Call to Order

Open Meetings Act

Pledge of Allegiance

Roll Call

**Approval of Agenda**

Motion to approve the agenda passed with a motion by Lundahl and second by Godinez.

Yea: Brown, Keagle, Godinez, Litchfield, Lundahl, Riewer

Yea: 6, Nay: 0

**Discussion Items**

**Set Superintendent Goals based on evaluation.**

The board reviewed Superintendent Farup's evaluation and worked with Marcia Herring from Nebraska School Board Association to identify the top three goals for improvement.

**Review Board Member Clifton Strengths.**

All six board members took the same Clifton Strengths assessment as the staff. The board reviewed and discussed each member's top strengths.

**Adjournment**

Motion to adjourn the retreat at 7:39pm passed with a motion by Litchfield and second by Riewer,

Yea: Brown, Keagle, Godinez, Litchfield, Lundahl, Riewer

Yea: 6, Nay: 0



Jeff Keagle, Secretary

# Wakefield Community School

## Check Payments By Fund Report

Accounting Cycle: FY21-22; Begin Date: 11/05/2021; End Date: 11/05/2021; Display Element Description: BUILDING; Check Type: warrants; Sort by Element: FUND; Account Expression: [All]; Created On: 11/5/2021 11:03:51 AM

Sorted By	Value	Description		
FUND	01	General Fund		
Check Number	Check Date	Payee	Reason	Amount
52403	10/13/2021	Wakefield School Activities	D-Day Travel Expenses	\$5,000.00
		<b>Wakefield School Activities Total</b>		<b>\$5,000.00</b>
52404	11/5/2021	A to Z Designs, LLC	10 Yard Vinyl Black Shirt Vinyl	\$96.99
52404	11/5/2021	A to Z Designs, LLC	10 Yard White Shirt Vinyl	\$96.99
52404	11/5/2021	A to Z Designs, LLC	10 yards burgundy sign vinyl	\$56.25
52404	11/5/2021	A to Z Designs, LLC	5 yards Maroon Shirt vinyl	\$36.99
52404	11/5/2021	A to Z Designs, LLC	White 10 yards sign vinyl	\$48.75
		<b>A to Z Designs, LLC Total</b>		<b>\$335.97</b>
52405	11/5/2021	ACE Hardware & Home	Punch, Battery, Fasteners	\$46.78
52405	11/5/2021	ACE Hardware & Home	Landscape Edging	\$49.95
		<b>ACE Hardware &amp; Home Total</b>		<b>\$96.73</b>
	11/5/2021	Amazon	TV Tray Table Adjustable,Folding Laptop Table for Eating/Dinner, with 6 Height and 3 Tilt Angles,Multifunctional TV Table Tray (Set of 2)	\$119.98
	11/5/2021	Amazon	Toledo Pipe 460 Stand Portable Tripod Chain Vise fits RIDGID 460 72037 36273	\$70.00
	11/5/2021	Amazon	Caliart 34 Dual Brush Pens Art Markers, Artist Fine & Brush Tip Pen Coloring Markers for Kids Adult Coloring Book Bullet Journaling Note Taking Lettering Calligraphy Drawing Pens Craft Supplies	\$11.49
	11/5/2021	Amazon	Crayola Colored Pencils, Adult Coloring, Fun At Home Activities, 50 Count, Multicolor	\$11.22
	11/5/2021	Amazon	Paper Mate InkJoy Gel Pens, Medium Point, Blue Assorted, 3 Count	\$6.29
	11/5/2021	Amazon	Shipping	\$5.99
	11/5/2021	Amazon	20 Pack Sublimation Blanks Chapstick Holder Keychains, Neoprene Lipstick Holder Keychainr with Lanyards Wristlet and 10 Metal Clip Cords,Black	\$16.99
	11/5/2021	Amazon	Acrylic Keychain Blanks, 30 Pcs 2 Inch Diameter Round Acrylic Clear Discs Circles with 30 Pcs Metal Split Key Chain Rings	\$9.99
	11/5/2021	Amazon	HDMI Splitter Adapter Cable - HDMI Splitter 1 in 2 Out HDMI Male to Dual HDMI Female 1 to 2 Way for HDMI HD, LED, LCD, TV, Support Two The Same TVs at The Same Time	\$10.89
	11/5/2021	Amazon	Shipping	\$5.99
	11/5/2021	Amazon	Blisstime Anti Lost Wrist Link Safety Wrist Link for Toddlers, Babies & Kids	\$8.59
	11/5/2021	Amazon	Dr.meter Kids Protective Earmuffs with Noise Blocking Children Ear muffs for Sleeping, Studying, Shooting, Babies 27NRR Adjustable Head Band, EM100	\$16.39
	11/5/2021	Amazon	Shipping	\$5.99
	11/5/2021	Amazon	Pantryware Essentials PE Coffee Sleeves-100 Pantryware Essentials Coffee Sleeves Fits, 10 oz. - 20 oz. Cups (Pack of 100), Natural Kraft	\$11.86
	11/5/2021	Amazon	Shipping	\$5.99
	11/5/2021	Amazon	White Tulip Muffin Liners, Jumbo Cupcake Wrappers, Paper Baking Cups (100 Pack)	\$8.97
	11/5/2021	Amazon	Trycooling Wood Cell Phone Holder Case Cabinet Wall Mount/Desktop Locking Organizer Universal Storage Box for Classroom Office Factory (36 Slots)	\$49.98
	11/5/2021	Amazon	Drinking Fountain Filters	\$99.97
	11/5/2021	Amazon	Toledo Pipe 460 Stand Portable Tripod Chain Vise fits RIDGID 460 72037 36273	\$209.99
	11/5/2021	Amazon	Command Hooks	\$23.98

Check Number	Check Date	Payee	Reason	Amount
	11/5/2021	Amazon	Shipping Refund	(\$5.99)
		<b>Amazon Total</b>		<b>\$704.55</b>
52406	11/5/2021	Appearra	ITE Mops, Towels & Coats	\$39.96
52406	11/5/2021	Appearra	Mops, Towels & Uniforms	\$279.50
52406	11/5/2021	Appearra	BB Towels & Uniforms	\$78.87
52406	11/5/2021	Appearra	BB Towels & Uniforms	\$78.88
		<b>Appearra Total</b>		<b>\$477.21</b>
	11/5/2021	BankFirst	Safe Deposit Box Rent	\$15.00
		<b>BankFirst Total</b>		<b>\$15.00</b>
52407	11/5/2021	Blick Art Materials	3M Easi-Air Paint Spray Respirator Assembly (Large)	\$32.51
		<b>Blick Art Materials Total</b>		<b>\$32.51</b>
52408	11/5/2021	CCS Presentation Systems	BE75T-H: Samsung Digital Signage Display 75" LED	\$1,160.00
52408	11/5/2021	CCS Presentation Systems	Shipping	\$275.00
		<b>CCS Presentation Systems Total</b>		<b>\$1,435.00</b>
52409	11/5/2021	Cengage Learning	Print Working Papers, Chapters 1-24 for Century 21 Accounting General Journal 11th Edition	\$86.50
52409	11/5/2021	Cengage Learning	Shipping	\$8.65
52409	11/5/2021	Cengage Learning	MindTap Shelly Cashman MindTap™ Office 365™ & Office 2019 Collection (K12 Instant Access)	\$560.00
		<b>Cengage Learning Total</b>		<b>\$655.15</b>
52410	11/5/2021	City of Wakefield	Oct BB Utilities	\$33.00
52410	11/5/2021	City of Wakefield	Oct PF Utilities	\$84.50
52410	11/5/2021	City of Wakefield	Oct Utilities	\$284.05
52410	11/5/2021	City of Wakefield	Oct BB Utilities	\$115.29
52410	11/5/2021	City of Wakefield	Oct PF Utilities	\$20.94
52410	11/5/2021	City of Wakefield	Oct Utilities	\$4,677.68
		<b>City of Wakefield Total</b>		<b>\$5,215.46</b>
52411	11/5/2021	Cornhusker International Trucks, Inc	Blower	\$232.98
52411	11/5/2021	Cornhusker International Trucks, Inc	Bus Repair - Belt	\$42.54
52411	11/5/2021	Cornhusker International Trucks, Inc	Bus Repair - Tensioner	\$137.47
		<b>Cornhusker International Trucks, Inc Total</b>		<b>\$412.99</b>
52412	11/5/2021	Country Nursery	Mulch	\$1,000.00
		<b>Country Nursery Total</b>		<b>\$1,000.00</b>
52413	11/5/2021	DAS State Acctg - Central Finance	Annual Internet - E-Rate	\$833.62
52413	11/5/2021	DAS State Acctg - Central Finance	Annual Internet - E-Rate	\$833.61
		<b>DAS State Acctg - Central Finance Total</b>		<b>\$1,667.23</b>
52414	11/5/2021	Dollar General	First grade -both classrooms	\$12.00
52414	11/5/2021	Dollar General	Staff Wellness Supplies	\$18.25
		<b>Dollar General Total</b>		<b>\$30.25</b>
52415	11/5/2021	Edgenuity Inc	CTE courses--addition to our Odysseyware subscription	\$688.35
		<b>Edgenuity Inc Total</b>		<b>\$688.35</b>
52416	11/5/2021	Egan Supply Co.	Supplies	\$40.20
		<b>Egan Supply Co. Total</b>		<b>\$40.20</b>
52417	11/5/2021	Ekberg Auto Parts, Inc.	Bearings	\$28.98
52417	11/5/2021	Ekberg Auto Parts, Inc.	Mower Bearings	\$115.96
52417	11/5/2021	Ekberg Auto Parts, Inc.	Mower Repairs	\$67.67
52417	11/5/2021	Ekberg Auto Parts, Inc.	Air Filter	\$16.69
52417	11/5/2021	Ekberg Auto Parts, Inc.	Bus Repair	\$135.00
52417	11/5/2021	Ekberg Auto Parts, Inc.	Bus Repairs	\$170.24
52417	11/5/2021	Ekberg Auto Parts, Inc.	Mower Repairs	\$22.48
52417	11/5/2021	Ekberg Auto Parts, Inc.	55 Gal Oil	\$774.99
		<b>Ekberg Auto Parts, Inc. Total</b>		<b>\$1,332.01</b>

Check Number	Check Date	Payee	Reason	Amount
52418	11/5/2021	Erb Auto Glass	Chip Repair	\$120.00
		<b>Erb Auto Glass Total</b>		<b>\$120.00</b>
52419	11/5/2021	Essential Screens	Clearinghouse Fee/Background	\$167.50
		<b>Essential Screens Total</b>		<b>\$167.50</b>
52420	11/5/2021	ESU #1	Supporting Instruction & Materials for Math - LH	\$85.00
52420	11/5/2021	ESU #1	Laminating	\$8.22
52420	11/5/2021	ESU #1	Laminating	\$4.95
52420	11/5/2021	ESU #1	First Quarter Billing	\$6,470.05
52420	11/5/2021	ESU #1	First Quarter Billing	\$25,312.50
52420	11/5/2021	ESU #1	First Quarter Billing	\$26,012.62
52420	11/5/2021	ESU #1	First Quarter Billing	\$2,266.25
52420	11/5/2021	ESU #1	First Quarter Billing	\$381.00
52420	11/5/2021	ESU #1	First Quarter Billing	\$15,344.25
		<b>ESU #1 Total</b>		<b>\$75,884.84</b>
52421	11/5/2021	ESU #8	Apex Seats 2021-22	\$645.00
		<b>ESU #8 Total</b>		<b>\$645.00</b>
52422	11/5/2021	Follett School Solutions, Inc	Golden Sower Books Library copy of primary books and Classroom copies of chapter books.	\$535.45
52422	11/5/2021	Follett School Solutions, Inc	Library Books	\$1,440.26
		<b>Follett School Solutions, Inc Total</b>		<b>\$1,975.71</b>
52423	11/5/2021	Glass Edge, Inc., The	Window Replacement	\$371.00
		<b>Glass Edge, Inc., The Total</b>		<b>\$371.00</b>
52424	11/5/2021	Grainger Inc.	Motor	\$92.01
		<b>Grainger Inc. Total</b>		<b>\$92.01</b>
52425	11/5/2021	Grossenburg Implement, Inc	Mower Repair	\$51.87
		<b>Grossenburg Implement, Inc Total</b>		<b>\$51.87</b>
52426	11/5/2021	J.W. Pepper & Son, Inc	Music for choir and band	\$120.98
52426	11/5/2021	J.W. Pepper & Son, Inc	Music for choir and band	\$168.00
		<b>J.W. Pepper &amp; Son, Inc Total</b>		<b>\$288.98</b>
52427	11/5/2021	John's Welding & Tool LLC	ITE Supplies	\$960.92
		<b>John's Welding &amp; Tool LLC Total</b>		<b>\$960.92</b>
52428	11/5/2021	KSB School Law, PC LLO	Legal Services	\$160.00
		<b>KSB School Law, PC LLO Total</b>		<b>\$160.00</b>
52429	11/5/2021	Matheson Tri-Gas Inc	ITE Gases	\$264.42
52429	11/5/2021	Matheson Tri-Gas Inc	ITE Gases/Metals	\$666.66
		<b>Matheson Tri-Gas Inc Total</b>		<b>\$931.08</b>
52430	11/5/2021	Menards-Norfolk	15' 14/3 Type NM-B Cable with Ground Wire	\$23.62
52430	11/5/2021	Menards-Norfolk	18V Compact Drill Kit	\$89.00
52430	11/5/2021	Menards-Norfolk	Bosch® 2.5-Amp Corded 5" Random Orbit Sander	\$139.96
52430	11/5/2021	Menards-Norfolk	Drive Set, Routerbit, Glue	\$132.22
52430	11/5/2021	Menards-Norfolk	Legrand radiant® 15-Amp Black Decorator Outlet	\$8.72
52430	11/5/2021	Menards-Norfolk	Legrand® Pass & Seymour® Black/White 15-Amp 125-Volt NEMA 5-15P Extra-Hard Use Straight Blade Plug	\$8.37
52430	11/5/2021	Menards-Norfolk	Madison Mill 1" x 36" Oak Round Dowel	\$6.54
52430	11/5/2021	Menards-Norfolk	Madison Mill 3/8" x 48" Poplar Round Dowel	\$2.94
52430	11/5/2021	Menards-Norfolk	RACO 2" Galvanized Steel Handy New Work Electrical Box with Bracket	\$43.80
52430	11/5/2021	Menards-Norfolk	RACO 4" Galvanized Steel Square New Work Electrical Box	\$2.42
52430	11/5/2021	Menards-Norfolk	Rebate	(\$204.08)
52430	11/5/2021	Menards-Norfolk	Southwire 3/4" x 25' Liquidtight Flexible Non-Metallic Conduit	\$15.81
52430	11/5/2021	Menards-Norfolk	WD-40, Routerbit, BGlue	\$111.30
		<b>Menards-Norfolk Total</b>		<b>\$380.62</b>
52431	11/5/2021	Meridian Student Planners	Shipping	\$63.64
52431	11/5/2021	Meridian Student Planners	Student Planners	\$662.50
52431	11/5/2021	Meridian Student Planners	Tax	\$47.20

Check Number	Check Date	Payee	Reason	Amount
		<b>Meridian Student Planners Total</b>		<b>\$773.34</b>
52432	11/5/2021	Miller Building Supply	Batteries	\$5.18
52432	11/5/2021	Miller Building Supply	Drill Bits	\$45.82
52432	11/5/2021	Miller Building Supply	Hex Nuts	\$4.19
52432	11/5/2021	Miller Building Supply	Supplies	\$60.79
52432	11/5/2021	Miller Building Supply	BB Supplies	\$87.53
		<b>Miller Building Supply Total</b>		<b>\$203.51</b>
52433	11/5/2021	NACTE Summit	Educator Shortage Summit Registration	\$65.00
		<b>NACTE Summit Total</b>		<b>\$65.00</b>
52434	11/5/2021	Nebr Assoc Of School Boards	State Education Conf - JK	\$300.00
52434	11/5/2021	Nebr Assoc Of School Boards	State Education Conf - SL	\$300.00
52434	11/5/2021	Nebr Assoc Of School Boards	State Education Conf - JK	\$94.00
52434	11/5/2021	Nebr Assoc Of School Boards	State Education Conf - SL	\$94.00
52434	11/5/2021	Nebr Assoc Of School Boards	State Education Conf - MF	\$300.00
		<b>Nebr Assoc Of School Boards Total</b>		<b>\$1,088.00</b>
52435	11/5/2021	Nebr Council Of School Adm	Labor Relations Registration	\$675.00
52435	11/5/2021	Nebr Council Of School Adm	Labor Relations Registration	\$225.00
		<b>Nebr Council Of School Adm Total</b>		<b>\$900.00</b>
52436	11/5/2021	Olson's Pest Technicians	Pest Control	\$120.00
		<b>Olson's Pest Technicians Total</b>		<b>\$120.00</b>
52437	11/5/2021	Oriental Trading Co.,	Happy Birthday Stripe Pencil	\$58.90
52437	11/5/2021	Oriental Trading Co.,	Shipping	\$12.99
		<b>Oriental Trading Co., Total</b>		<b>\$71.89</b>
52438	11/5/2021	Pac N Save, Inc.	FCS Supplies	\$193.15
52438	11/5/2021	Pac N Save, Inc.	Biology Lab Supplies	\$60.35
52438	11/5/2021	Pac N Save, Inc.	SPED Indep Living Supplies	\$55.72
52438	11/5/2021	Pac N Save, Inc.	SPED Supplies - LT Cart	\$58.49
52438	11/5/2021	Pac N Save, Inc.	Staff Wellness/Student Celebration	\$88.62
52438	11/5/2021	Pac N Save, Inc.	Student Wellness - SEL	\$32.76
52438	11/5/2021	Pac N Save, Inc.	Staff Wellness	\$25.39
52438	11/5/2021	Pac N Save, Inc.	Staff Wellness Supplies	\$21.46
52438	11/5/2021	Pac N Save, Inc.	Staff Wellness/Student Celebration	\$21.01
		<b>Pac N Save, Inc. Total</b>		<b>\$556.95</b>
52439	11/5/2021	Peters, Pamela J	Classroom Supplies	\$30.41
		<b>Peters, Pamela J Total</b>		<b>\$30.41</b>
52440	11/5/2021	Quality Foods	FCS Supplies	\$27.56
		<b>Quality Foods Total</b>		<b>\$27.56</b>
52441	11/5/2021	Rasmussen Mechanical Service, Inc.	AC Unit Repair	\$3,182.00
52441	11/5/2021	Rasmussen Mechanical Service, Inc.	RTU Repair	\$281.40
		<b>Rasmussen Mechanical Service, Inc. Total</b>		<b>\$3,463.40</b>
52442	11/5/2021	RTI	Copier Lease	\$678.94
52442	11/5/2021	RTI	Copier Lease	\$678.94
		<b>RTI Total</b>		<b>\$1,357.88</b>
52443	11/5/2021	SIDELINES Bar & Grille	Board Retreat Meal	\$78.00
		<b>SIDELINES Bar &amp; Grille Total</b>		<b>\$78.00</b>
52444	11/5/2021	Sport Safe Testing Service Inc	Drug Testing	\$550.00
		<b>Sport Safe Testing Service Inc Total</b>		<b>\$550.00</b>
	11/5/2021	Staples	Shipping	\$24.00
	11/5/2021	Staples	Supplies	\$3.86
	11/5/2021	Staples	Tempur-Pedic-Ergonomic-Fabric-Mid-Back-Drafting-Stool-Black-Black	\$284.99
	11/5/2021	Staples	Calculator Tape	\$12.99

Check Number	Check Date	Payee	Reason	Amount
		<b>Staples Total</b>		<b>\$325.84</b>
52445	11/5/2021	Tri-State Turf & Irrigation	Winterize Sprinkler System	\$110.00
		<b>Tri-State Turf &amp; Irrigation Total</b>		<b>\$110.00</b>
52446	11/5/2021	Truck Center Companies	Strobe Light	\$177.87
		<b>Truck Center Companies Total</b>		<b>\$177.87</b>
52447	11/5/2021	Vander Veen, Dwight D	R Hansen Bus License	\$59.50
		<b>Vander Veen, Dwight D Total</b>		<b>\$59.50</b>
	11/5/2021	VISA	What's New in Young Adult Literature - JS, AM, OT	\$777.00
	11/5/2021	VISA	HP Credit	(\$109.70)
	11/5/2021	VISA	Spelling Bee Enrollment	\$175.00
	11/5/2021	VISA	5 1/2" White Styrene Clock Dial	\$87.25
	11/5/2021	VISA	Q-80 Quartz Clock Movement, 11/16" Maximum Dial Thickness	\$156.25
	11/5/2021	VISA	Router Bit	\$12.71
	11/5/2021	VISA	Shipping	\$26.01
	11/5/2021	VISA	Business Activities for the First Week of School	\$25.00
	11/5/2021	VISA	Classroom Supplies	\$250.00
	11/5/2021	VISA	Epic Sphero iMovie Trailer Lesson	\$0.33
	11/5/2021	VISA	Investing Escape Activity	\$0.23
	11/5/2021	VISA	On Veteran's Day-downloadable kit	\$14.95
	11/5/2021	VISA	One Year Subscription	\$15.00
	11/5/2021	VISA	Spelling Bee Enrollment	\$175.00
	11/5/2021	VISA	Admission to Ashfall Fossil Bed site. 25 x \$5.00	\$120.00
	11/5/2021	VISA	Equipping ELLs	\$149.70
	11/5/2021	VISA	LETRS	\$383.90
	11/5/2021	VISA	Clifton Strengths - Board	\$299.94
	11/5/2021	VISA	Labor Relations - Meal	\$184.27
	11/5/2021	VISA	Labor Relations Lodging - BB	\$107.00
	11/5/2021	VISA	labor Relations Lodging - JK	\$179.00
	11/5/2021	VISA	labor Relations Lodging - SL	\$179.00
	11/5/2021	VISA	Retirement Gift - ZV	\$196.95
	11/5/2021	VISA	Labor Relations Lodging - MF	\$123.00
	11/5/2021	VISA	Labor Relations Parking	\$17.50
	11/5/2021	VISA	Reward Party	\$89.74
	11/5/2021	VISA	Priority Mail	\$7.95
	11/5/2021	VISA	Timeclock Subscription	\$98.24
	11/5/2021	VISA	Over Limit Fee	\$39.00
	11/5/2021	VISA	Fraud Credit	(\$30.29)
	11/5/2021	VISA	Annual Subscription	\$499.00
	11/5/2021	VISA	Van Fuel	\$47.10
		<b>VISA Total</b>		<b>\$4,296.03</b>
52448	11/5/2021	Wakefield Republican, The	Hearing/Mtg Notices	\$348.31
52448	11/5/2021	Wakefield Republican, The	Mtg Notice/Calendar	\$279.25
52448	11/5/2021	Wakefield Republican, The	Mtg Proceedings	\$195.99
		<b>Wakefield Republican, The Total</b>		<b>\$823.55</b>
52449	11/5/2021	Wakefield School-Interim	Assembly Speaker	\$400.00
52449	11/5/2021	Wakefield School-Interim	Assembly Speaker	\$400.00
52449	11/5/2021	Wakefield School-Interim	36 preschoolers to the pumpkin patch at \$7 a student	\$252.00
52449	11/5/2021	Wakefield School-Interim	Region III Mtg Reg	\$18.00
52449	11/5/2021	Wakefield School-Interim	Region III Dues	\$25.00
52449	11/5/2021	Wakefield School-Interim	Postage	\$800.00
		<b>Wakefield School-Interim Total</b>		<b>\$1,895.00</b>
52450	11/5/2021	Walmart Community	Classroom Supplies - ED	\$393.86
52450	11/5/2021	Walmart Community	PT Conf Food/Supplies	\$19.48
52450	11/5/2021	Walmart Community	PT Conf Food/Supplies	\$19.48

Check Number	Check Date	Payee	Reason	Amount
		<b>Walmart Community Total</b>		<b>\$432.82</b>
52451	11/5/2021	Waste Connections of Nebraska Inc	Garbage Service	\$300.00
52451	11/5/2021	Waste Connections of Nebraska Inc	Rolloff Service	\$281.34
		<b>Waste Connections of Nebraska Inc Total</b>		<b>\$581.34</b>
52452	11/5/2021	Cubby's Inc.	Brown Sugar	\$2.89
52452	11/5/2021	Cubby's Inc.	3rd Grade Pizza Party	\$139.41
52452	11/5/2021	Cubby's Inc.	5th Grade Pizza Party	\$151.92
52452	11/5/2021	Cubby's Inc.	Mower Diesel	\$63.79
52452	11/5/2021	Cubby's Inc.	Bus Diesel	\$2,047.84
52452	11/5/2021	Cubby's Inc.	Suburban Fuel	\$195.03
52452	11/5/2021	Cubby's Inc.	Van Fuel	\$253.25
		<b>Cubby's Inc. Total</b>		<b>\$2,854.13</b>
52453	11/5/2021	Ray's Mid-Bell Music, Inc.	Adjustable Piano Dolly	\$386.58
		<b>Ray's Mid-Bell Music, Inc. Total</b>		<b>\$386.58</b>
<b>Sub Total</b>				<b>\$122,396.74</b>

Sorted By	Value	Description
FUND	02	Depreciation Fund

Check Number	Check Date	Payee	Reason	Amount
1204	10/23/2021	Lahman Enterprises LLC	Roof Replacement	\$84,616.25
		<b>Lahman Enterprises LLC</b>		<b>\$84,616.25</b>
<b>Sub Total</b>				<b>\$84,616.25</b>

Sorted By	Value	Description
FUND	03	Employee Benefit Fund

Check Number	Check Date	Payee	Reason	Amount
1306	11/5/2021	AxisPlus Benefits	Sept Participant Fee - Runout Period	\$111.65
		<b>AxisPlus Benefits Total</b>		<b>\$111.65</b>
<b>Sub Total</b>				<b>\$111.65</b>

Sorted By	Value	Description
FUND	06	School Nutrition Fund

Check Number	Check Date	Payee	Reason	Amount
5450	11/5/2021	Appeara	Aprons, Mops & Towels	\$186.27
		<b>Appeara Total</b>		<b>\$186.27</b>
5451	11/5/2021	Cash-Wa Distributing	Credit	(\$108.38)
5451	11/5/2021	Cash-Wa Distributing	Food/Supplies	\$946.50
5451	11/5/2021	Cash-Wa Distributing	Credit	(\$70.49)
5451	11/5/2021	Cash-Wa Distributing	Food	\$2,154.00
5451	11/5/2021	Cash-Wa Distributing	Food/Supplies	\$7,565.57
		<b>Cash-Wa Distributing Total</b>		<b>\$10,487.20</b>
5452	11/5/2021	City of Wakefield	Oct Utilities	\$14.95
5452	11/5/2021	City of Wakefield	Oct Utilities	\$246.19
		<b>City of Wakefield Total</b>		<b>\$261.14</b>
5453	11/5/2021	Dollar General	Dishwasher Soap	\$5.00
5453	11/5/2021	Dollar General	Plates	\$2.25
5453	11/5/2021	Dollar General	Tortilla Chips, Water, Measuring Cup	\$2.00
5453	11/5/2021	Dollar General	Tortilla Chips	\$9.75
5453	11/5/2021	Dollar General	Tortilla Chips, Water, Measuring Cup	\$13.25
		<b>Dollar General Total</b>		<b>\$32.25</b>
5454	11/5/2021	Greenberg Fruit Co.	Fruit	\$554.89
5454	11/5/2021	Greenberg Fruit Co.	Fruit	\$554.89
		<b>Greenberg Fruit Co. Total</b>		<b>\$1,109.78</b>
5455	11/5/2021	Hiland Dairy	Credit	(\$11.12)
5455	11/5/2021	Hiland Dairy	Milk/Juice	\$3,390.32

Check Number	Check Date	Payee	Reason	Amount
		<b>Hiland Dairy Total</b>		<b>\$3,379.20</b>
5456	11/5/2021	Hobart Sales And Service	Dishwasher Repair	\$268.07
		<b>Hobart Sales And Service Total</b>		<b>\$268.07</b>
5457	11/5/2021	Mighty Ducts	Exhaust Cleaning	\$715.00
		<b>Mighty Ducts Total</b>		<b>\$715.00</b>
5458	11/5/2021	Miller Building Supply	Softener Salt	\$31.49
		<b>Miller Building Supply Total</b>		<b>\$31.49</b>
5459	11/5/2021	Pac N Save, Inc.	Food/Supplies	\$15.70
5459	11/5/2021	Pac N Save, Inc.	Plates	\$4.90
5459	11/5/2021	Pac N Save, Inc.	Food	\$162.50
5459	11/5/2021	Pac N Save, Inc.	Food/Supplies	\$4.98
5459	11/5/2021	Pac N Save, Inc.	PT Conf Food	\$179.51
5459	11/5/2021	Pac N Save, Inc.	Vanilla	\$1.69
		<b>Pac N Save, Inc. Total</b>		<b>\$369.28</b>
	11/5/2021	Sysco Lincoln	Food/Supplies	\$929.51
	11/5/2021	Sysco Lincoln	Food/Supplies	\$10,240.91
	11/5/2021	Sysco Lincoln	Food/Supplies	\$44.10
	11/5/2021	Sysco Lincoln	Fruit	\$307.88
		<b>Sysco Lincoln Total</b>		<b>\$11,522.40</b>
	11/5/2021	VISA	PF Conf Supplies	\$69.71
	11/5/2021	VISA	Apples/Grapes	\$23.59
	11/5/2021	VISA	Crackers	\$28.65
	11/5/2021	VISA	Hamburgers	\$159.84
	11/5/2021	VISA	In-Service Rolls	\$65.91
	11/5/2021	VISA	PF Conf Supplies	\$14.32
	11/5/2021	VISA	PT Conf Cookies	\$37.98
		<b>VISA Total</b>		<b>\$400.00</b>
5460	11/5/2021	Wakefield School-Interim	PT Conf Buns	\$23.94
		<b>Wakefield School-Interim Total</b>		<b>\$23.94</b>
5461	11/5/2021	Walmart Community	PT Conf Food/Supplies	\$66.78
		<b>Walmart Community Total</b>		<b>\$66.78</b>
5462	11/5/2021	Waste Connections of Nebraska Inc	Garbage Service	\$300.00
		<b>Waste Connections of Nebraska Inc Total</b>		<b>\$300.00</b>
<b>Sub Total</b>				<b>\$29,152.80</b>
<b>Grand Total</b>				<b>\$236,277.44</b>

# Wakefield Community School

## Payroll Voucher By Vendor Report

Accounting Cycle: FY21-22; Voucher: 110521,110521 HSA; Vendor: [All]; Order By: Vendor; Account Type: Liability; Created On: 11/5/2021 4:05:41 PM

Voucher Number	Bank Name	Account Number	Check Number	Vendor	Amount
110521	BankFirst	195103		Aflac	\$296.53
Register	Register Paid Date	Account Code	Deduction		Amount
111421	11/12/2021	01-00941-000	Aflac - Accident 125		\$127.01
111421	11/12/2021	01-00941-000	Aflac - Cancer 125		\$80.86
111421	11/12/2021	01-00941-000	Aflac - Short Term Disability		\$88.66
<b>Sub Total</b>					<b>\$296.53</b>
Voucher Number	Bank Name	Account Number	Check Number	Vendor	Amount
110521	BankFirst	195103	52454	American Fidelity	\$6,347.27
Register	Register Paid Date	Account Code	Deduction		Amount
111421	11/12/2021	01-00941-000	Amer Fidelity - Accident 125		\$457.88
111421	11/12/2021	01-00941-000	Amer Fidelity - Cancer		\$136.22
111421	11/12/2021	01-00941-000	Amer Fidelity - Cancer 125		\$198.36
111421	11/12/2021	01-00941-000	Amer Fidelity - Critical Illness		\$44.92
111421	11/12/2021	01-00941-000	Amer Fidelity - Hospital Indemnity		\$82.24
111421	11/12/2021	01-00941-000	Amer Fidelity - Term Life		\$185.71
111421	11/12/2021	01-00941-000	Amer Fidelity - Whole Life		\$236.34
111421	11/12/2021	01-00941-000	Child Care 125		\$1,766.64
111421	11/12/2021	01-00941-000	Med Reimb 125		\$3,104.06
111421	11/12/2021	06-00941-000	Amer Fidelity - Accident 125		\$69.66
111421	11/12/2021	06-00941-000	Amer Fidelity - Cancer		\$6.98
111421	11/12/2021	06-00941-000	Amer Fidelity - Cancer 125		\$58.26
<b>Sub Total</b>					<b>\$6,347.27</b>
Voucher Number	Bank Name	Account Number	Check Number	Vendor	Amount
110521 HSA	BankFirst	195103		Ann Milliken - HSA	\$278.83
Register	Register Paid Date	Account Code	Deduction		Amount
111421	11/12/2021	01-00941-000	HSA Ann Milliken		\$278.83
<b>Sub Total</b>					<b>\$278.83</b>
Voucher Number	Bank Name	Account Number	Check Number	Vendor	Amount
110521 HSA	BankFirst	195103		Ashley Campbell - HSA	\$140.19
Register	Register Paid Date	Account Code	Deduction		Amount
111421	11/12/2021	01-00941-000	HSA Ashley Campbell		\$140.19
<b>Sub Total</b>					<b>\$140.19</b>
Voucher Number	Bank Name	Account Number	Check Number	Vendor	Amount
110521	BankFirst	207276		BankFirst	\$81,417.25
Register	Register Paid Date	Account Code	Deduction		Amount
111421	11/12/2021	01-00941-000	Federal Withholding		\$24,023.48
111421	11/12/2021	01-00941-000	FICA		\$44,262.14
111421	11/12/2021	01-00941-000	Medicare		\$10,351.56
111421	11/12/2021	06-00941-000	Federal Withholding		\$700.85
111421	11/12/2021	06-00941-000	FICA		\$1,685.12
111421	11/12/2021	06-00941-000	Medicare		\$394.10
<b>Sub Total</b>					<b>\$81,417.25</b>
Voucher Number	Bank Name	Account Number	Check Number	Vendor	Amount
110521	BankFirst	195103		Blue Cross and Blue Shield of NE	\$85,072.32
Register	Register Paid Date	Account Code	Deduction		Amount
111421	11/12/2021	01-00901-000	BCBS Empl Dental 125		(\$2,805.96)

111421	11/12/2021	01-00941-000	BCBS Empl Dental 125	\$1,625.23	
111421	11/12/2021	01-00941-000	BCBS Empl Health 125	\$3,220.43	
111421	11/12/2021	01-00941-000	BCBS Employer Dental	\$1,850.36	
111421	11/12/2021	01-00941-000	BCBS Employer Hlth	\$75,790.72	\$79,680.78
111421	11/12/2021	06-00941-000	BCBS Empl Dental 125	\$53.75	
111421	11/12/2021	06-00941-000	BCBS Employer Dental	\$88.62	
111421	11/12/2021	06-00941-000	BCBS Employer Hlth	\$3,177.80	\$3,320.17
<b>Sub Total</b>				<b>\$83,000.95</b>	

Voucher Number	Bank Name	Account Number	Check Number	Vendor	Amount
110521	BankFirst	207276		Blue Cross and Blue Shield of NE	\$85,072.32
Register	Register Paid Date	Account Code	Deduction		Amount
111421	11/12/2021	06-00901-000	BCBS Empl Dental 125		\$83.29
111421	11/12/2021	06-00901-000	BCBS Employer Hlth		\$1,988.08
<b>Sub Total</b>					<b>\$2,071.37</b>

Voucher Number	Bank Name	Account Number	Check Number	Vendor	Amount
110521 HSA	BankFirst	207276		Christy Roberts - HSA	\$110.19
Register	Register Paid Date	Account Code	Deduction		Amount
111421	11/12/2021	06-00941-000	HSA Christy Roberts		\$110.19
<b>Sub Total</b>					<b>\$110.19</b>

Voucher Number	Bank Name	Account Number	Check Number	Vendor	Amount
110521 HSA	BankFirst	195103		Colton McCreary - HSA	\$110.19
Register	Register Paid Date	Account Code	Deduction		Amount
111421	11/12/2021	01-00941-000	HSA Colton McCreary		\$110.19
<b>Sub Total</b>					<b>\$110.19</b>

Voucher Number	Bank Name	Account Number	Check Number	Vendor	Amount
110521 HSA	BankFirst	195103		Connie Wageman - HSA	\$231.38
Register	Register Paid Date	Account Code	Deduction		Amount
111421	11/12/2021	01-00941-000	HSA Connie Wageman		\$231.38
<b>Sub Total</b>					<b>\$231.38</b>

Voucher Number	Bank Name	Account Number	Check Number	Vendor	Amount
110521 HSA	BankFirst	207276		Dave Lunz - HSA	\$110.19
Register	Register Paid Date	Account Code	Deduction		Amount
111421	11/12/2021	06-00941-000	HSA Dave Lunz		\$110.19
<b>Sub Total</b>					<b>\$110.19</b>

Voucher Number	Bank Name	Account Number	Check Number	Vendor	Amount
110521	BankFirst	195103		Federal Reserve KC	\$262,050.42
Register	Register Paid Date	Account Code	Deduction		Amount
111421	11/12/2021	01-00941-000	Direct Deposit		\$252,004.98
111421	11/12/2021	06-00941-000	Direct Deposit		\$10,045.44
<b>Sub Total</b>					<b>\$262,050.42</b>

Voucher Number	Bank Name	Account Number	Check Number	Vendor	Amount
110521	BankFirst	195103		Iowa Department of Revenue	\$100.00
Register	Register Paid Date	Account Code	Deduction		Amount
111421	11/12/2021	01-00941-000	Iowa State Tax		\$100.00
<b>Sub Total</b>					<b>\$100.00</b>

Voucher Number	Bank Name	Account Number	Check Number	Vendor	Amount
110521 HSA	BankFirst	195103		Kim Barge - HSA	\$110.19
Register	Register Paid Date	Account Code	Deduction		Amount
111421	11/12/2021	01-00941-000	HSA Kim Barge		\$110.19
<b>Sub Total</b>					<b>\$110.19</b>

Voucher Number	Bank Name	Account Number	Check Number	Vendor	Amount
110521 HSA	BankFirst	195103		Lauren Barge - HSA	\$110.19
Register	Register Paid Date	Account Code	Deduction		Amount
111421	11/12/2021	01-00941-000	HSA Lauren Barge		\$110.19
<b>Sub Total</b>					<b>\$110.19</b>
Voucher Number	Bank Name	Account Number	Check Number	Vendor	Amount
110521 HSA	BankFirst	195103		LaVonne Carson - HSA	\$110.19
Register	Register Paid Date	Account Code	Deduction		Amount
111421	11/12/2021	01-00941-000	HSA LaVonne Carson		\$110.19
<b>Sub Total</b>					<b>\$110.19</b>
Voucher Number	Bank Name	Account Number	Check Number	Vendor	Amount
110521	BankFirst	207276	5464	Madison National Life	\$2,685.64
Register	Register Paid Date	Account Code	Deduction		Amount
111421	11/12/2021	01-00941-000	Addtl Life Ins		\$263.84
111421	11/12/2021	01-00941-000	Dependent Life Ins		\$4.20
111421	11/12/2021	01-00941-000	Life Ins Employer		\$780.00
111421	11/12/2021	01-00941-000	Long Term Disability		\$1,534.25
111421	11/12/2021	06-00941-000	Dependent Life Ins		\$2.10
111421	11/12/2021	06-00941-000	Life Ins Employer		\$48.75
<b>Sub Total</b>					<b>\$2,633.14</b>
Voucher Number	Bank Name	Account Number	Check Number	Vendor	Amount
110521	BankFirst	195103	52455	Madison National Life	\$2,685.64
Register	Register Paid Date	Account Code	Deduction		Amount
111421	11/12/2021	01-00901-000	Life Ins Employer		\$52.50
<b>Sub Total</b>					<b>\$52.50</b>
Voucher Number	Bank Name	Account Number	Check Number	Vendor	Amount
110521	BankFirst	195103		MG Trust Company	\$4,474.83
Register	Register Paid Date	Account Code	Deduction		Amount
111421	11/12/2021	01-00941-000	403b Plan		\$175.00
111421	11/12/2021	01-00941-000	403b Plan ROTH		\$3,660.00
111421	11/12/2021	01-00941-000	403b Plan ROTH - 10%		\$256.79
111421	11/12/2021	01-00941-000	403b Plan ROTH - 5%		\$183.04
111421	11/12/2021	06-00941-000	403b Plan		\$200.00
<b>Sub Total</b>					<b>\$4,474.83</b>
Voucher Number	Bank Name	Account Number	Check Number	Vendor	Amount
110521	BankFirst	195103		Nebraska Department of Revenue	\$12,831.16
Register	Register Paid Date	Account Code	Deduction		Amount
111421	11/12/2021	01-00941-000	State Withholding - NE		\$12,480.30
111421	11/12/2021	06-00941-000	State Withholding - NE		\$350.86
<b>Sub Total</b>					<b>\$12,831.16</b>
Voucher Number	Bank Name	Account Number	Check Number	Vendor	Amount
110521	BankFirst	195103		Nebraska Retirement System	\$70,923.90
Register	Register Paid Date	Account Code	Deduction		Amount
111421	11/12/2021	01-00941-000	NPERS		\$68,181.61
111421	11/12/2021	01-00941-000	NPERS Adjustment		\$241.78
111421	11/12/2021	06-00941-000	NPERS		\$2,500.51
<b>Sub Total</b>					<b>\$70,923.90</b>
Voucher Number	Bank Name	Account Number	Check Number	Vendor	Amount
110521 HSA	BankFirst	195103		Patricia Wurdeman - HSA	\$110.19
Register	Register Paid Date	Account Code	Deduction		Amount
111421	11/12/2021	01-00941-000	HSA Patricia Wurdeman		\$110.19
<b>Sub Total</b>					<b>\$110.19</b>

Voucher Number	Bank Name	Account Number	Check Number	Vendor	Amount
110521 HSA	BankFirst	195103		Rosa Morelos - HSA	\$110.19
Register	Register Paid Date	Account Code	Deduction		Amount
111421	11/12/2021	01-00941-000	HSA Rosa Morelos		\$110.19
<b>Sub Total</b>					<b>\$110.19</b>
Voucher Number	Bank Name	Account Number	Check Number	Vendor	Amount
110521 HSA	BankFirst	195103		Shannon Carroll - HSA	\$231.38
Register	Register Paid Date	Account Code	Deduction		Amount
111421	11/12/2021	01-00941-000	HSA Shannon Carroll		\$231.38
<b>Sub Total</b>					<b>\$231.38</b>
Voucher Number	Bank Name	Account Number	Check Number	Vendor	Amount
110521 HSA	BankFirst	195103		Teresa Soderberg - HSA	\$110.19
Register	Register Paid Date	Account Code	Deduction		Amount
111421	11/12/2021	01-00941-000	HSA Teresa Soderberg		\$110.19
<b>Sub Total</b>					<b>\$110.19</b>
Voucher Number	Bank Name	Account Number	Check Number	Vendor	Amount
110521	BankFirst	207276	5465	Vision Service Plan	\$1,042.82
Register	Register Paid Date	Account Code	Deduction		Amount
111421	11/12/2021	06-00901-000	Vision 125		\$32.27
<b>Sub Total</b>					<b>\$32.27</b>
Voucher Number	Bank Name	Account Number	Check Number	Vendor	Amount
110521	BankFirst	195103	52456	Vision Service Plan	\$1,042.82
Register	Register Paid Date	Account Code	Deduction		Amount
111421	11/12/2021	01-00901-000	Vision 125		\$39.04
111421	11/12/2021	01-00941-000	Vision 125		\$910.95
111421	11/12/2021	06-00941-000	Vision 125		\$60.56
<b>Sub Total</b>					<b>\$1,010.55</b>
Voucher Number	Bank Name	Account Number	Check Number	Vendor	Amount
110521	BankFirst	195103	52457	Washington National Insurance Co	\$60.90
Register	Register Paid Date	Account Code	Deduction		Amount
111421	11/12/2021	01-00941-000	WA Natl - Cancer Ins 125		\$60.90
<b>Sub Total</b>					<b>\$60.90</b>
<b>Grand Total</b>					<b>\$529,176.53</b>

# Wakefield Community School

## Cash Summary Report

Accounting Cycle: FY21-22; Beginning Period: Period 02 (10/01/2021 - 10/31/2021) ; Ending Period: Period 02 (10/01/2021 - 10/31/2021) ; Show Prior Year Expense/Encumbrance: No; Prior Year Ending Balance for Beginning Balance: No; Include Transactions after the Last Period: None; Exclude Closing Entries: No; Include Unposted Transactions: No; Created On: 11/5/2021 1:23:33 PM

Fund	Description	Beginning Balance	Revenue	Expenditure	Other	Ending Balance	Encumbrances	Liabilities	Available
01	General Fund	\$2,426,439.64	\$444,571.76	(\$637,460.29)	\$0.00	\$2,233,551.11	(\$88,015.75)	\$0.00	\$2,145,535.36
02	Depreciation Fund	\$519,605.60	\$77.94	(\$102,072.73)	\$0.00	\$417,610.81	\$0.00	\$0.00	\$417,610.81
03	Employee Benefit Fund	\$39,131.66	\$4.65	(\$200.00)	\$0.00	\$38,936.31	\$0.00	\$0.00	\$38,936.31
05	Activity Fund	\$37,649.80	\$42,295.71	(\$18,579.79)	\$0.00	\$61,365.72	\$0.00	\$0.00	\$61,365.72
06	School Nutrition Fund	\$168,827.87	\$65,917.12	(\$56,429.99)	\$0.00	\$178,315.00	\$0.00	\$0.00	\$178,315.00
07	Bond Fund	\$39,476.46	\$4.70	\$0.00	\$0.00	\$39,481.16	\$0.00	\$0.00	\$39,481.16
08	Special Building Fund	\$853,787.60	\$2,383,564.00	(\$44,060.00)	\$0.00	\$3,193,291.60	\$0.00	\$0.00	\$3,193,291.60
09	QCPUF Fund	\$134,812.84	\$4,818.24	\$0.00	\$0.00	\$139,631.08	\$0.00	\$0.00	\$139,631.08
11	Interim Fund	\$4,405.19	(\$0.14)	(\$1,518.94)	\$0.00	\$2,886.11	\$0.00	\$0.00	\$2,886.11
12	Student Fees Fund	\$852.23	\$0.00	\$0.00	\$0.00	\$852.23	\$0.00	\$0.00	\$852.23
<b>Sub Total</b>		<b>\$4,224,988.89</b>	<b>\$2,941,253.98</b>	<b>(\$860,321.74)</b>	<b>\$0.00</b>	<b>\$6,305,921.13</b>	<b>(\$88,015.75)</b>	<b>\$0.00</b>	<b>\$6,217,905.38</b>

# Wakefield Community School

Budget Report - October 31, 2021

**\*\* Have not allocated district budget to line items\*\***

FUNCTION	October Expenses	Current Budget	Actuals (YTD)	Encumbrances (YTD)	Budget Available	% of Budget Remaining
01100 - Regular Instruction	\$249,690.79	\$0.00	\$486,153.95	\$11,015.03	(\$497,168.98)	
01125 - Regular Instructional Programs School Age (Flex-Spending)	\$2,066.33	\$0.00	\$4,132.92	\$0.00	(\$4,132.92)	
01150 - Limited English Proficiency Programs	\$24,478.29	\$0.00	\$48,569.75	\$289.70	(\$48,859.45)	
01160 - Poverty Programs	\$28,109.92	\$0.00	\$55,429.39	\$0.00	(\$55,429.39)	
01190 - Early Childhood Educational Programs	\$6,554.54	\$0.00	\$13,148.08	\$1,337.67	(\$14,485.75)	
01200 - Special Education Instructional Programs - School Age	\$57,271.45	\$0.00	\$103,871.11	\$1,938.78	(\$105,809.89)	
01291 - Special Education Instructional Programs - Ages 3-5	\$23,583.35	\$0.00	\$41,600.18	\$0.00	(\$41,600.18)	
02120 - Guidance Services	\$12,417.41	\$0.00	\$25,179.51	\$975.00	(\$26,154.51)	
02130 - Health Services	\$4,184.05	\$0.00	\$9,094.47	\$388.00	(\$9,482.47)	
02190 - Support Services - Student - Other	\$2,957.94	\$0.00	\$3,048.37	\$0.00	(\$3,048.37)	
02213 - Instructional Staff Training	\$20.00	\$0.00	\$40.00	\$0.00	(\$40.00)	
02220 - Library or Media Services	\$3,380.38	\$0.00	\$6,844.46	\$3,855.32	(\$10,699.78)	
02310 - Board of Education	\$17,143.67	\$0.00	\$17,543.49	\$611.82	(\$18,155.31)	
02320 - Executive Administration	\$15,004.41	\$0.00	\$30,445.65	\$0.00	(\$30,445.65)	
02330 - District Legal Services	\$2,536.00	\$0.00	\$3,600.00	\$0.00	(\$3,600.00)	
02410 - Office of the Principal	\$29,613.90	\$0.00	\$58,256.92	\$778.04	(\$59,034.96)	
02510 - Fiscal Services	\$8,782.83	\$0.00	\$19,165.56	\$0.00	(\$19,165.56)	
02570 - Personnel Services	\$308.00	\$0.00	\$462.00	\$0.00	(\$462.00)	
02580 - Administrative Technology Service	\$7,962.83	\$0.00	\$17,685.66	\$0.00	(\$17,685.66)	
02610 - Operation of Buildings	\$30,978.20	\$0.00	\$66,402.53	\$12,544.99	(\$78,947.52)	
02620 - Maintenance of Buildings	\$0.00	\$0.00	\$19,691.00	\$9,846.66	(\$29,537.66)	
02630 - Care and Upkeep of Grounds	\$933.73	\$0.00	\$1,884.27	\$285.58	(\$2,169.85)	
02710 - Vehicle Operation and Purchasing - Regular Education	\$21,815.80	\$0.00	\$31,330.80	\$0.00	(\$31,330.80)	
02712 - Vehicle Operation and Purchasing - School Age SPED	\$25,654.00	\$0.00	\$25,654.00	\$0.00	(\$25,654.00)	
02730 - Vehicle Servicing and Maintenance - Regular Education	\$2,721.28	\$0.00	\$5,579.40	\$0.00	(\$5,579.40)	
03535 - High Ability Learners	\$631.72	\$0.00	\$1,263.44	\$0.00	(\$1,263.44)	
06200 - Federal Services - Title I, Part A ESSA Improving Basic Programs Operated by Local Educational Agencies	\$10,168.86	\$0.00	\$19,424.99	\$0.00	(\$19,424.99)	
06992 - Federal Services - REAP	\$2,083.53	\$0.00	\$12,760.36	\$0.00	(\$12,760.36)	
06997 - Emergency Relief - ESSER II	\$0.00	\$0.00	\$0.00	\$1,321.59	(\$1,321.59)	
06998 - Emergency Relief - ESSER III	\$26,407.08	\$0.00	\$72,251.19	\$42,827.57	(\$115,078.76)	
08000 - Transfers (Outgoing)	\$20,000.00	\$0.00	\$20,000.00	\$0.00	(\$20,000.00)	
<b>Total: FUND 01 - General Fund</b>	<b>\$637,460.29</b>	<b>\$0.00</b>	<b>\$1,220,513.45</b>	<b>\$88,015.75</b>	<b>(\$1,308,529.20)</b>	
<b>Previous Year</b>	<b>\$542,180.71</b>	<b>\$7,225,483.21</b>	<b>\$1,094,501.82</b>	<b>\$43,039.88</b>	<b>\$6,087,941.51</b>	<b>84.85</b>

**GENERAL FUND - #195103**  
**TREASURER'S REPORT AS OF OCTOBER 31, 2021**

**BALANCE AS OF OCTOBER 1, 2021** **\$2,426,439.64**

**REVENUE**

Various Summer Insurance Premium Reimb.	1,448.23	
Retiree Premiums	220.68	
iPad Deposit/Repairs	2,875.00	
PK Field Trip Refund	21.00	
Northeast Neb Ins Premium Refund	490.00	
Suprlus Property Sales	80.00	
SON - State Aid	178,649.00	
Thurston County - Proceeds	16,619.37	
Dixon County - Proceeds	180,785.85	
Wayne County- Proceeds	65,309.62	
Bank - Interest	342.92	
<b>TOTAL REVENUE</b>		<b><u><u>\$446,841.67</u></u></b>

**EXPENSES**

October Payables	383,300.28	
October Payroll	256,429.92	
<b>TOTAL EXPENDITURES</b>		<b><u><u>\$639,730.20</u></u></b>

**TOTAL** **\$2,233,551.11**

**GENERAL FUND AS OF OCTOBER 31, 2021** **\$2,233,551.11**

# Current Cash Balance

Sorted by Site ID, Group ID, Activity ID.  
From 09/01/2020 to 10/31/2021.

Site ID	Site Name	Beginning Cash	Receipts	Disbursements	Adjustments	Cash Balance
Group ID	Group Name					
Activity ID	Activity Name					
<b>WCS</b>	<b>Wakefield Community School</b>					
<b>A</b>	<b>ATHLETICS</b>					
100	FOOTBALL	3,249.99	6,764.00	7,877.13	0.00	2,136.86
110	VOLLEYBALL	4,438.61	4,526.86	4,859.49	0.00	4,105.98
125	BOYS BASKETBALL	5,321.28	3,010.00	3,451.77	0.00	4,879.51
130	GIRLS BASKETBALL	3,659.20	4,372.75	7,028.59	0.00	1,003.36
145	TRACK	0.00	782.00	782.00	0.00	0.00
160	NEW UNIFORMS	0.00	10,000.00	27,085.43	0.00	-17,085.43
170	WRESTLING	2,147.79	2,487.00	2,417.66	0.00	2,217.13
175	GEN ATHLETICS	18,424.65	58,082.83	68,170.66	0.00	8,336.82
579	STUDENTS TRACK ACCOUNT	300.00	0.00	0.00	0.00	300.00
580	STUDENTS GOLF ACCOUNT	300.00	0.00	0.00	0.00	300.00
<b>A Totals:</b>		37,841.52	90,025.44	121,672.73	0.00	6,194.23
<b>B</b>	<b>CLASSES</b>					
211	CLASS OF 2022	1,713.20	1,498.99	3,211.09	844.32	845.42
212	CLASS OF 2023	681.11	0.00	610.00	0.00	71.11
215	CLASS OF 2024	583.31	0.00	0.00	0.00	583.31
216	CLASS OF 2025	39.58	223.70	0.00	0.00	263.28
582	CLASS OF 2026	0.00	455.76	0.00	0.00	455.76
584	CLASS OF 2027	0.00	0.00	0.00	0.00	0.00
<b>B Totals:</b>		3,017.20	2,178.45	3,821.09	844.32	2,218.88

# Current Cash Balance

Sorted by Site ID, Group ID, Activity ID.  
From 09/01/2020 to 10/31/2021.

Site ID Group ID	Site Name Group Name	Activity ID	Activity Name	Beginning Cash	Receipts	Disbursements	Adjustments	Cash Balance
<b>C ORGANIZATIONS</b>								
301			POWER DRIVE	0.00	0.00	0.00	0.00	0.00
302			FFA	625.42	0.00	0.00	0.00	625.42
303			SPEECH CLUB	4,499.34	2,961.00	4,600.14	0.00	2,860.20
305			DISTRICT 7 FCCLA	6,594.95	667.00	1,424.98	-150.00	5,686.97
306			MUSIC BOOSTERS	0.00	0.00	0.00	0.00	0.00
310			NATIONAL HONOR SOCIETY	2,821.70	482.28	948.62	0.00	2,355.36
315			FBLA	6,707.27	7,283.19	6,041.89	0.00	7,948.57
320			ANNUAL	1,283.20	9,847.29	11,210.49	0.00	-80.00
325			TOTAD	0.00	0.00	0.00	0.00	0.00
330			FCCLA	5,540.14	11,335.16	11,611.26	0.00	5,264.04
335			STUCO	2,379.44	927.43	274.40	0.00	3,032.47
340			SPEECH & DRAMA	0.00	0.00	0.00	0.00	0.00
345			ONE ACT	299.43	1,692.89	1,992.32	0.00	0.00
346			ART CLUB	812.80	1,894.12	2,080.00	0.00	626.92
385			LIBRARY	1,804.30	1,735.85	1,730.30	0.00	1,809.85
395			HOMECOMING	915.89	2,334.73	3,465.62	0.00	-215.00
401			CHEER SQUAD	0.00	0.00	0.00	0.00	0.00
501			COLOR GUARD	412.35	6,051.00	4,247.47	0.00	2,215.88
553			ELEMENTARY STUCO	283.22	0.00	264.02	0.00	19.20
578			SKILLS USA	3,724.87	2,723.65	2,792.34	0.00	3,656.18
581			FCA	0.00	196.02	351.75	150.00	-5.73
<b>C Totals:</b>				38,704.32	50,131.61	53,035.60	0.00	35,800.33
<b>D CONCESSIONS</b>								
400			CONCESSIONS	0.00	18,401.16	16,430.87	0.00	1,970.29
<b>D Totals:</b>				0.00	18,401.16	16,430.87	0.00	1,970.29
<b>E MISC</b>								
350			SCHOLARSHIPS	0.00	1,000.00	0.00	0.00	1,000.00
390			STUDENT ASSISTANCE	2,126.09	1,000.00	0.00	0.00	3,126.09
502			YOUTH FOUNDATION	750.00	0.00	0.00	0.00	750.00
503			LOUNGE	1,296.46	1,635.36	2,931.82	0.00	0.00
505			CHECKING INTEREST	14,480.33	364.49	2,716.42	-12,000.00	128.40
510			CD Plus Interest	2,701.60	0.00	0.00	0.00	2,701.60
520			ELEMENTARY	1,879.29	4,400.17	6,168.41	0.00	111.05
540			POP FUND	7,566.84	12,364.07	28,372.45	12,000.00	3,558.46
550			STUDENT FEES	240.00	0.00	0.00	0.00	240.00
555			WAKEFIELD PLAYGROUND FUND	500.00	0.00	0.00	0.00	500.00
560			MEMORIALS	200.00	0.00	0.00	0.00	200.00
576			PE UNIFORMS	-164.00	164.00	0.00	0.00	0.00
577			STATE TOURNAMENTS	534.04	4,480.24	5,014.28	0.00	0.00
901			D-Day Band Trip	0.00	7,322.15	4,000.00	0.00	3,322.15
<b>E Totals:</b>				32,110.65	32,730.48	49,203.38	0.00	15,637.75

# Current Cash Balance

Sorted by Site ID, Group ID, Activity ID.  
From 09/01/2020 to 10/31/2021.

Site ID Group ID	Site Name Group Name	Activity ID	Activity Name	Beginning Cash	Receipts	Disbursements	Adjustments	Cash Balance	
Z	Inactive								
		105	JH FOOTBALL	0.00	0.00	0.00	0.00	0.00	
		115	JH VOLLEYBALL	0.00	0.00	0.00	0.00	0.00	
		120	GIRLS GOLF	0.00	0.00	0.00	0.00	0.00	
		135	JH BOYS BASKETBALL	0.00	0.00	0.00	0.00	0.00	
		140	JH GIRLS BASKETBALL	0.00	0.00	0.00	0.00	0.00	
		150	JH TRACK	0.00	0.00	0.00	0.00	0.00	
		155	BOYS GOLF	0.00	0.00	0.00	0.00	0.00	
		180	JH WRESTLING	0.00	0.00	0.00	0.00	0.00	
		190	ACTIVITY PASSES	0.00	0.00	0.00	0.00	0.00	
		200	CLASS OF 2019	0.00	0.00	0.00	0.00	0.00	
		205	CLASS OF 2020	95.52	0.00	0.00	-95.52	0.00	
		210	CLASS OF 2021	1,552.05	0.00	803.25	-748.80	0.00	
		220	CLASS OF 2006	0.00	455.76	455.76	0.00	0.00	
		226	CLASS OF 2008	0.00	0.00	0.00	0.00	0.00	
		227	CLASS OF 2009	0.00	0.00	0.00	0.00	0.00	
		228	CLASS OF 2010	0.00	0.00	0.00	0.00	0.00	
		229	CLASS OF 2011	0.00	0.00	0.00	0.00	0.00	
		230	CLASS OF 2012	0.00	0.00	0.00	0.00	0.00	
		231	CLASS OF 2013	0.00	0.00	0.00	0.00	0.00	
		232	CLASS OF 2014	0.00	0.00	0.00	0.00	0.00	
		233	CLASS OF 2015	0.00	0.00	0.00	0.00	0.00	
		234	CLASS OF 2016	0.00	0.00	0.00	0.00	0.00	
		235	CLASS OF 2017	0.00	0.00	0.00	0.00	0.00	
		236	CLASS OF 2018	0.00	0.00	0.00	0.00	0.00	
		300	VOCAL/INSTRUMENTAL CONTESTS	0.00	0.00	0.00	0.00	0.00	
		355	ENTREPRENEURSHIP	0.00	0.00	0.00	0.00	0.00	
		360	CINCO DE MAYO	0.00	0.00	0.00	0.00	0.00	
		365	VICA	0.00	0.00	0.00	0.00	0.00	
		370	EMBROIDERY	0.00	0.00	0.00	0.00	0.00	
		405	CONSTRUCTION	0.00	0.00	0.00	0.00	0.00	
		551	5TH BUSINESS FAIR	0.00	0.00	0.00	0.00	0.00	
		552	TITLE I CARNIVAL	0.00	0.00	0.00	0.00	0.00	
		575	WAKEFIELD VB	0.00	0.00	0.00	0.00	0.00	
		583	CLASS OF 2007	0.00	0.00	0.00	0.00	0.00	
		<b>Z Totals:</b>		1,647.57	455.76	1,259.01	-844.32	0.00	
		<b>WCS Activity Totals:</b>		113,321.26	193,922.90	245,422.68	0.00	61,821.48	
				Begin Balance	Transfers	Receipts	Disbursements	Adjustments	End Balance
				WCS Checking:	113,321.26	193,922.90	245,422.68	0.00	61,821.48
				WCS Investment:	0.00	0.00		0.00	0.00
				WCS Bank Balances:	113,321.26	193,922.90	245,422.68	0.00	61,821.48

Report Activity Totals:	<u>113,321.26</u>	<u>193,922.90</u>	<u>245,422.68</u>	<u>0.00</u>	<u>61,821.48</u>
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# Receipt History

Detail report. Sorted by Site, Receipt Number.

From 10/01/2021 to 10/31/2021.

Receipt Number	Receipt Date	Void Date	Deposit Number	Check Number	Received From	Receipt Description	Amount	Sales Tax	Amount
Activity ID	Activity Name		Fee Name & Student ID				Amount	Tax Amount	
	Tax Name		Tax Activity		Tax Rate %		Tax Amount		
<b>WCS Wakefield Community School</b>									
000542	10/01/2021				Presbyterian Church	School Supplies			
390	STUDENT ASSISTANCE						1,000.00	0.00	1,000.00
						Total For 000542:			1,000.00
000543	10/01/2021				Pink Out T Shirts	FBLA			
315	FBLA						517.00	0.00	517.00
						Total For 000543:			517.00
000545	10/07/2021				VB Gate/Ponca/Parents	VB Gate			
175	GEN ATHLETICS						503.00	0.00	503.00
						Total For 000545:			503.00
000546	10/07/2021				Class of 2023	Concessions			
400	CONCESSIONS						768.00	0.00	768.00
						Total For 000546:			768.00
000547	10/07/2021				D Day Band Donations	Donations			
901	D-Day Band Trip						100.00	0.00	100.00
						Total For 000547:			100.00
000548	10/07/2021				Drama Day	Drama Day			
345	ONE ACT						272.00	0.00	272.00
						Total For 000548:			272.00
000549	10/07/2021				Nicks Wood Shop	Yearbook			
320	ANNUAL						100.00	0.00	100.00
						Total For 000549:			100.00
000550	10/11/2021	10/11/2021			FBLA Shirts	FBLA Shirts			
315	FBLA						530.00	0.00	530.00
						Total For 000550:			530.00
000550	10/11/2021	10/11/2021			FBLA Shirts	FBLA Shirts			
315	FBLA						-530.00	0.00	-530.00
						Total For 000550:			-530.00
000551	10/11/2021	10/11/2021			VB Raffle	VB Raffle			
110	VOLLEYBALL						585.00	0.00	585.00
						Total For 000551:			585.00
000551	10/11/2021	10/11/2021			VB Raffle	VB Raffle			
110	VOLLEYBALL						-585.00	0.00	-585.00
						Total For 000551:			-585.00
000552	10/07/2021				Butter Braids	Butter Braids			
501	COLOR GUARD						2,093.00	0.00	2,093.00
						Total For 000552:			2,093.00
000553	10/07/2021				FBLA Shirts	FBLA Shirts			
315	FBLA						530.00	0.00	530.00
						Total For 000553:			530.00
000554	10/07/2021				VB Raffle	VB Raffle			
110	VOLLEYBALL						585.00	0.00	585.00

# Receipt History

Detail report. Sorted by Site, Receipt Number.

From 10/01/2021 to 10/31/2021.

Receipt Number	Receipt Date	Void Date	Deposit Number	Check Number	Received From	Receipt Description	Amount	Sales Tax	Amount
Activity ID	Activity Name		Fee Name & Student ID				Amount	Tax Amount	
	Tax Name		Tax Activity		Tax Rate %		Tax Amount		
						Total For 000554:			585.00
000555	10/08/2021				Butter Braids	Butter Braids			
501	COLOR GUARD						1.00	0.00	1.00
						Total For 000555:			1.00
000556	10/08/2021				VB Gate/10-7-21	VB Gate			
175	GEN ATHLETICS						554.00	0.00	554.00
						Total For 000556:			554.00
000557	10/08/2021				Jenna McAfee	Activity Pass			
175	GEN ATHLETICS						130.00	0.00	130.00
						Total For 000557:			130.00
000558	10/11/2021				FCCLA	Concessions			
400	CONCESSIONS						558.10	0.00	558.10
						Total For 000558:			558.10
000559	10/11/2021				FB Gate	FB Gate/Laurel			
175	GEN ATHLETICS						1,307.00	0.00	1,307.00
						Total For 000559:			1,307.00
000560	10/12/2021				Gen Athletics	TShirts			
315	FBLA						370.00	0.00	370.00
						Total For 000560:			370.00
000561	10/12/2021				FBLA Shirts	FBLA Shirts			
315	FBLA						344.00	0.00	344.00
						Total For 000561:			344.00
000562	10/12/2021				Library	Book Fair			
385	LIBRARY						1,735.85	0.00	1,735.85
						Total For 000562:			1,735.85
000563	10/12/2021				School District 60R	Transfer from District			
145	TRACK						43.00	0.00	43.00
503	LOUNGE						930.21	0.00	930.21
577	STATE TOURNAMENTS						3,923.14	0.00	3,923.14
576	PE UNIFORMS						164.00	0.00	164.00
520	ELEMENTARY						1,018.10	0.00	1,018.10
395	HOMECOMING						1,594.08	0.00	1,594.08
345	ONE ACT						326.62	0.00	326.62
320	ANNUAL						2,000.85	0.00	2,000.85
160	NEW UNIFORMS						10,000.00	0.00	10,000.00
						Total For 000563:			20,000.00
000564	10/13/2021				Yearbook/Ad 4th Jug	Yearbook/Ads			
320	ANNUAL						75.00	0.00	75.00
						Total For 000564:			75.00
000565	10/13/2021				Elementary	Elementary Pop			
520	ELEMENTARY						111.05	0.00	111.05
						Total For 000565:			111.05
000566	10/13/2021				D Day Band Donations	Transfer from District			

# Receipt History

Detail report. Sorted by Site, Receipt Number.  
From 10/01/2021 to 10/31/2021.

Receipt Number	Receipt Date	Void Date	Deposit Number	Check Number	Received From	Amount	Sales Tax	Amount	
Activity ID	Activity Name		Fee Name & Student ID			Tax Rate %	Tax Amount		
Tax Name	Tax Activity								
901	D-Day Band Trip						5,000.00	0.00	5,000.00
							Total For 000566:		5,000.00
000567	10/15/2021				D Day Band Donations				D Day Trip
901	D-Day Band Trip						115.00	0.00	115.00
							Total For 000567:		115.00
000568	10/15/2021				VB Gate 10-14-21				VB Gate
175	GEN ATHLETICS						728.00	0.00	728.00
							Total For 000568:		728.00
000569	10/15/2021				FBLA				Concessions
400	CONCESSIONS						636.50	0.00	636.50
							Total For 000569:		636.50
000570	10/15/2021				Snacks				Snack Machine
540	POP FUND						40.12	0.00	40.12
							Total For 000570:		40.12
000571	10/19/2021				STUCO				Concessions
400	CONCESSIONS						844.00	0.00	844.00
							Total For 000571:		844.00
000572	10/19/2021				VB Gate				Conference VB Gate
175	GEN ATHLETICS						1,061.00	0.00	1,061.00
							Total For 000572:		1,061.00
000573	10/22/2021				Pop Machine				Pop Machine
540	POP FUND						245.00	0.00	245.00
							Total For 000573:		245.00
000574	10/14/2021				Yearbook				Yearbook Ad Sales
320	ANNUAL						1,475.00	0.00	1,475.00
							Total For 000574:		1,475.00
000575	10/18/2021				D Day Band Donations				Nebraska School Nutrition
901	D-Day Band Trip						35.00	0.00	35.00
							Total For 000575:		35.00
000576	10/19/2021				Faith Harder				Misc
175	GEN ATHLETICS						5.00	0.00	5.00
							Total For 000576:		5.00
000577	10/21/2021				FBLA				FBLA TShirts
315	FBLA						130.00	0.00	130.00
							Total For 000577:		130.00
000578	10/21/2021				Christian Church				D Day Trip
901	D-Day Band Trip						100.00	0.00	100.00
							Total For 000578:		100.00
000579	10/22/2021				District 7				Conference Registration
305	DISTRICT 7 FCCLA						220.00	0.00	220.00
							Total For 000579:		220.00
000584	10/29/2021				October 2021				Interest

# Receipt History

Detail report. Sorted by Site, Receipt Number.  
From 10/01/2021 to 10/31/2021.

Receipt Number	Receipt Date	Void Date	Deposit Number	Check Number	Received From	Receipt Description	Amount	Sales Tax	Amount
Activity ID	Activity Name		Fee Name & Student ID				Amount	Tax Amount	
	Tax Name		Tax Activity		Tax Rate %		Tax Amount		
505	CHECKING INTEREST						7.09	0.00	7.09
Total For 000584:							7.09		7.09
Site Total									42,295.71
Report Total									42,295.71

# Check Summary

Sorted by Activity ID, Site ID.  
From 10/01/2021 to 10/31/2021.

Activity ID Site ID	Activity Name Site Name		Check / Void Date	Vendor Name	PO Number	Invoice No.#	Description	Amount
<b>100 FOOTBALL</b>								
WCS			Wakefield Community School					
010911	Cleared	10/07/2021	Pac N Save				Supplies	240.00
<b>Total:</b>								<b>\$ 240.00</b>
<b>110 VOLLEYBALL</b>								
WCS			Wakefield Community School					
010894	Cleared	10/01/2021	Dollar General-REGIONS 410526		1001099870		Hospitality	26.00
010900	Cleared	10/04/2021	Graphic Edge				VB Shirts	243.66
010918	Cleared	10/11/2021	Graphic Edge				VB	211.70
010951	Cleared	10/25/2021	VISA				Misc	85.00
<b>Total:</b>								<b>\$ 566.36</b>
<b>125 BOYS BASKETBALL</b>								
WCS			Wakefield Community School					
010527	Void	10/04/2021	Fundraising University				Cookie Sales	-1,504.00
<b>Total:</b>								<b>-\$ 1,504.00</b>
<b>130 GIRLS BASKETBALL</b>								
WCS			Wakefield Community School					
010914	Cleared	10/07/2021	Hudl				GBB	900.00
<b>Total:</b>								<b>\$ 900.00</b>

# Check Summary

Sorted by Activity ID, Site ID.  
From 10/01/2021 to 10/31/2021.

Activity ID Site ID	Activity Name Site Name	Check / Void Date	Vendor Name	PO Number	Invoice No.#	Description	Amount
175	GEN ATHLETICS						
WCS	Wakefield Community School						
010895	Cleared	10/04/2021	Roger Lueth			FB Official	125.00
010896	Cleared	10/04/2021	Joel Nixon			FB Official	125.00
010897	Cleared	10/04/2021	Tim Haglund			FB Official	125.00
010898	Cleared	10/04/2021	Mike Mogus			FB Official	125.00
010901	Cleared	10/04/2021	Paul Steuter			VB Official	130.00
010902	Cleared	10/04/2021	Kelly Ballinger			VB Official	130.00
010903	Cleared	10/04/2021	Dawn Oswald			VB Official	130.00
010905	Cleared	10/05/2021	Rich Rethwisch			FB Official	120.00
010906	Cleared	10/05/2021	Jim Bartee			FB Official	120.00
010907	Cleared	10/05/2021	JJ Schaffer			FB Official	120.00
010908	Cleared	10/05/2021	Bob Lowe			FB Official	120.00
010909	Cleared	10/05/2021	Corey Privett			FB Official	120.00
010912	Cleared	10/07/2021	Cubbys			Concessions	96.00
010917	Cleared	10/11/2021	Steve Greve			VB Official	70.00
010919	Cleared	10/11/2021	Rod L'Heureux			VB Official	130.00
010920	Cleared	10/11/2021	Monty Miller			VB Official	130.00
010921	Cleared	10/12/2021	FBLA			TShirts	370.00
010923	Cleared	10/13/2021	Steve Greve			VB Official	70.00
010929	Printed	10/14/2021	Ponca High School			VB Entry Fee	100.00
010930	Cleared	10/18/2021	Tom Nitzschke			Conference VB Official	132.00
010931	Cleared	10/18/2021	Rod L'Heureux			Conference VB Official	132.00
010932	Printed	10/18/2021	Curtis Maertins			Conference VB Official	132.00
010933	Printed	10/18/2021	Elizabeth Maertins			Conference VB Official	132.00
010934	Cleared	10/19/2021	Ponca High School			Admission Conference VB	48.00
010935	Printed	10/22/2021	Lewis & Clark Conference			VB Gate	38.00
010937	Printed	10/22/2021	Ben Donner			FB Worker	100.00
010938	Cleared	10/22/2021	Joey Borg			FB Worker	60.00
010939	Printed	10/22/2021	Joe Brown			FB Worker	60.00
010940	Cleared	10/22/2021	Mark Johnson			FB Worker	60.00
010941	Printed	10/22/2021	Brad Weiland			VB Worker	300.00
010942	Printed	10/22/2021	Kristyna Muller			VB Worker	90.00
010943	Printed	10/22/2021	Rachel Brudigam			VB Worker	420.00
010944	Printed	10/22/2021	Bailey Kubik			VB Worker	135.00
010945	Cleared	10/22/2021	Jeremy Jech			VB Worker	150.00
010946	Cleared	10/22/2021	Breanna Chase			VB Worker	90.00
010947	Printed	10/22/2021	Heidi Brown			VB Worker	45.00
010948	Cleared	10/25/2021	Crofton High School			VB Admission	70.00
010950	Printed	10/25/2021	Rachel Brudigam			JH Worker	45.00
010953	Cleared	10/26/2021	Crofton High School			VB Admission	70.00
010955	Printed	10/27/2021	Vels Bakery			Misc	8.97
010956	Printed	10/27/2021	Big Game			Football	499.94
<b>Total:</b>							<b>\$ 5,273.91</b>

# Check Summary

Sorted by Activity ID, Site ID.  
From 10/01/2021 to 10/31/2021.

Activity ID Site ID	Activity Name Site Name	Check / Void Date	Vendor Name	PO Number	Invoice No.#	Description	Amount
<b>212</b>		<b>CLASS OF 2023</b>					
WCS		Wakefield Community School					
010949	Printed	10/25/2021	W.W.Gallore			Hats	160.00
<b>Total:</b>							<b>\$ 160.00</b>
<b>315</b>		<b>FBLA</b>					
WCS		Wakefield Community School					
010913	Cleared	10/07/2021	A to Z Design			TShirts	894.00
010951	Cleared	10/25/2021	VISA			Misc	500.00
010954	Cleared	10/27/2021	Amazon			Misc	45.90
<b>Total:</b>							<b>\$ 1,439.90</b>
<b>330</b>		<b>FCCLA</b>					
WCS		Wakefield Community School					
010899	Cleared	10/04/2021	Clubs Choice			FCCLA Fundraising	2,368.45
010936	Cleared	10/22/2021	District 7 FCCLA			Conference Registration	220.00
010951	Cleared	10/25/2021	VISA			Misc	617.48
<b>Total:</b>							<b>\$ 3,205.93</b>
<b>345</b>		<b>ONE ACT</b>					
WCS		Wakefield Community School					
010922	Printed	10/12/2021	Wayne State College			Drama Day	270.00
<b>Total:</b>							<b>\$ 270.00</b>
<b>385</b>		<b>LIBRARY</b>					
WCS		Wakefield Community School					
010924	Printed	10/13/2021	Scholastic Book Fairs			Book Fair	1,730.30
<b>Total:</b>							<b>\$ 1,730.30</b>
<b>395</b>		<b>HOMECOMING</b>					
WCS		Wakefield Community School					
010911	Cleared	10/07/2021	Pac N Save			Supplies	59.95
010951	Cleared	10/25/2021	VISA			Misc	215.00
<b>Total:</b>							<b>\$ 274.95</b>
<b>400</b>		<b>CONCESSIONS</b>					
WCS		Wakefield Community School					
010910	Cleared	10/07/2021	Cash-Wa Distributing			Concessions	93.54
010911	Cleared	10/07/2021	Pac N Save			Supplies	234.34
010912	Cleared	10/07/2021	Cubbys			Concessions	200.00
010915	Cleared	10/07/2021	Pepsi-Cola of Siouxland			Pop	635.25
<b>Total:</b>							<b>\$ 1,163.13</b>

# Check Summary

Sorted by Activity ID, Site ID.  
From 10/01/2021 to 10/31/2021.

Activity ID Site ID	Activity Name Site Name						Amount
Check Number	Status	Check / Void Date	Vendor Name	PO Number	Invoice No.#	Description	
<b>501</b>		<b>COLOR GUARD</b>					
WCS		Wakefield Community School					
010862	Void	10/25/2021	Amazon			Clothing	-102.34
010954	Cleared	10/27/2021	Amazon			Misc	10.50
						<b>Total:</b>	<b>-\$ 91.84</b>
<b>520</b>		<b>ELEMENTARY</b>					
WCS		Wakefield Community School					
010915	Cleared	10/07/2021	Pepsi-Cola of Siouland			Pop	124.80
010916	Cleared	10/11/2021	Wakefield Community Club			Parent Teacher Conference Translators	520.00
						<b>Total:</b>	<b>\$ 644.80</b>
<b>540</b>		<b>POP FUND</b>					
WCS		Wakefield Community School					
010915	Cleared	10/07/2021	Pepsi-Cola of Siouland			Pop	208.00
						<b>Total:</b>	<b>\$ 208.00</b>
<b>553</b>		<b>ELEMENTARY STUCO</b>					
WCS		Wakefield Community School					
010954	Cleared	10/27/2021	Amazon			Misc	46.60
						<b>Total:</b>	<b>\$ 46.60</b>
<b>581</b>		<b>FCA</b>					
WCS		Wakefield Community School					
010951	Cleared	10/25/2021	VISA			Misc	51.75
						<b>Total:</b>	<b>\$ 51.75</b>
<b>901</b>		<b>D-Day Band Trip</b>					
WCS		Wakefield Community School					
010925	Cleared	10/13/2021	Esly OVando			D Day Trip	1,000.00
010926	Cleared	10/13/2021	Rachael Nuernberger			D Day Trip	1,000.00
010927	Cleared	10/13/2021	Susana Prado			D Day Trip	1,000.00
010928	Cleared	10/13/2021	Cataleena Lortz			D Day Trip	1,000.00
						<b>Total:</b>	<b>\$ 4,000.00</b>

**Report Total :** 18,579.79

## **3058 Naming School Facilities and Property**

The purpose of this policy is to establish the criteria and procedures for naming and renaming school district facilities or property.

**Authority.** The board shall have the authority to name all school district facilities or property. The board reserves the right to refuse to name any facility or piece of property and to make name changes at any time.

**Definition.** "Facilities or property" means any physical structure owned by the school, including any new, existing, or leased building; a wing of a building; any room; or other significant features or portion thereof such as a fountain, monument, plaza, garden, landscaped area, street, running course, running track, playing field, practice field, playing court, practice court, bench, memorial, or stage.

**Committee or Administrative Review.** Prior to formal naming action by the board, the matter may be referred to the superintendent or a school committee for consideration, review, and recommendation to the board.

**Naming Criteria.** The district may name facilities or property after the community, subdivision, or street on which the school is located; the geographic location of the school; or any significant landmark. The district may name facilities or property for an individual, family, or entity meeting at least one of the following criteria:

1. A faculty member, staff member, board member, alumni, volunteer, or other community member who has made an outstanding contribution to education, humanity, or community; or have displayed outstanding leadership; or be a person of historical significance; and who has been deceased for at least five years;
2. Financial donors who make a significant financial contribution to the school generally or to a specific school activity or program; and
3. Financial donors who make a significant financial contribution toward the construction of a new facility/property or facility/property renovation.

The district will not grant a naming right without the informed consent of the named party or his/her/its authorized representative.

**Due Diligence Review.** The board or its designee shall conduct a due diligence review of any proposed facility or property name to consider whether it is and will continue to be a positive and appropriate reflection on the school,

whether the name conforms with the purpose and mission of the school, and whether there are any conflict of interest issues. The board or its designee shall also consult with district legal counsel to ensure that any proposed name complies with applicable policies, laws, and regulations and to determine if any proposed name would have an adverse impact on existing or future tax-exempt bond issues.

**Renaming Facilities.** Once established, the name of school district facilities or property generally shall not be changed absent compelling reason to do so as determined by the board. Compelling reasons include, but are not limited to, the person or entity or any of its officers, agents, or employees committing any act or doing anything which might tend to bring the person or entity or any of its officers, agents, or employees into public disrepute, contempt, scandal, or ridicule, or which might tend to reflect unfavorably on the district or if the continued use of the name is contrary to the educational mission of the district. The named party may, without refund of any consideration paid or provided, terminate his/her/its acceptance of the naming rights prior to the scheduled termination date upon request to and approval of the board. If the request is granted, the named party shall be solely responsible for all costs of removal of the names.

**Current Facilities or Property.** Facility and property names that exist at the time this policy is adopted shall remain in effect, subject to future renaming consistent with this policy.

Adopted on: \_\_\_\_\_

Revised on: \_\_\_\_\_

Reviewed on: \_\_\_\_\_

## Revision of Policy 4057

Currently reads:

**Dates.** The first year evaluations shall take place (1) at or prior to the October board meeting, and (2) at or prior to the January board meeting. Annual evaluations shall take place at a board meeting held during the month before the date in the superintendent's employment contract by which the board must notify the superintendent of its intention to consider the nonrenewal or amendment of the contract. In the absence of such a contract provision, the annual evaluation shall take place at or prior to the March board meeting. The Superintendent shall remind the Board members in writing at least 45 days before the date of each upcoming evaluation and shall make his evaluation an agenda item for the board meeting.

Revision:

**Dates.** The Superintendent shall be evaluated twice during the first year of employment and at least annually thereafter. Annual evaluations shall take place at a board meeting held during the month before the date in the superintendent's employment contract by which the board must notify the superintendent of its intention to consider the nonrenewal or amendment of the contract. In the absence of such a contract provision, the annual evaluation shall take place at or prior to the March board meeting. The Superintendent shall remind the Board members in writing at least 45 days before the date of each upcoming evaluation and shall make his evaluation an agenda item for the board meeting.

Rationale:

Gives the Board flexibility to set evaluation dates and the ability to be consistent with the Superintendent contract.

**GIVECAMPUS**



# Give Campus <> Wakefield Community School Partnership Proposal + Value Analysis

October, 2021



Click the blue links to go to the campaigns!

Start with the live campaigns so that you can check out the donor experience from the “give now” button, and experiment with clicking into “create your match”, “share”, or the “advocates” section

The Athletics related Capital Campaigns are the ones we reviewed during our call, included here for the board.

Matt and Megan, you mentioned future Musical Group Fundraising Campaigns, and so I have included some of those for you.

You also mentioned the playground campaign, so I’ve included two playground fundraising campaigns for you to check out!

# Athletics Capital Campaign, Musical Group, and Playground related Campaign examples for Wakefield:

## Live Campaigns- view these first!

*Be sure to check out the “Give Now” Experience!*

[Centre Colleges Current Campaign- LIVE NOW!](#)

[Sauk Valley College’s Athletics Campaign- LIVE NOW!](#)

## Athletics Related Capital Campaigns

[Lumen Christi Baseball Facility Improvement Campaign](#)

[Mohr Field and Halals Locker Room Improvement Campaign](#)

[Turf Rehab and Stadium Enhancement Campaign](#)

## Musical Group Fundraising Campaigns

[MSU Chorale Fundraiser](#)

[St. Mary’s Choir Fundraiser](#)

## Playground Fundraising Campaigns

[Goodpasture Christian School’s Playground Campaign](#)

[Willie Ross Playground Fund](#)



# The #1 fundraising platform for education.

Reach, engage, and mobilize your community with **the world's leading digital fundraising platform for educational advancement.**

"GiveCampus is always thinking ahead and thinking like fundraisers. So often fundraising products are made by people who have zero practical experience in this field and it shows."

Zack Lavoie  
Associate Director of Class Giving, **Colby College**



**97%** satisfaction rate across our partner community of almost 1,000 educational institutions (we only work with schools)



## **Trusted by the best:**

7 of the top 10 universities, 30 of the top 50 colleges and 19 of the top 20 high schools **use GiveCampus**



Convert **20%** more online donors.  
Raise **25%** more dollars.  
Do **50%** less busy work



Built from day 1 to focus on **privacy, cybersecurity, and data control**

# What we heard from Wakefield: Why GiveCampus to drive home the Stadium Campaign?



Because Wakefield has already successfully raised what's needed for construction, this final push for the last 250K to make the stadium a "state of the art facility" will focus on smaller gifts from donors who may be outside of Wakefield's normal purview. >> **Empower the Wakefield community with the best peer-to-peer tools in the industry** that have proven to increase both dollars and donors by turning your donors into fundraisers., allowing you to reach folks you wouldn't ordinarily reach.

As Wakefield does not have a dedicated fundraising person, and Matt and Megan are wearing many hats, GiveCampus will empower the Wakefield team with **access to educational fundraising best practices, templates, and strategy** via GiveCampus's Partner Success team, which is comprised of former fundraisers who are dedicated to setting you up for success, and advising you throughout your campaign cycle.

**Make online giving easier for donors** from all devices by reducing friction and offering modern mobile wallet options like **Apple Pay, Google Pay, Venmo, and PayPal**.

**Save precious staff time** through streamlined reporting options, intuitive tools that require zero IT support, **automated thank you emails + tax receipts**, and advanced recurring giving options.

# Value Analysis for Wakefield Community School: Raise more dollars from more donors

Over the past 6 months enhancements we've made to our Giving Forms have increased conversion rates by 4.61%. That's relative to our already industry leading conversion rate of 94%. These improvements come from enhancements like moving the mobile payment options to the pre-payment form, Google Address autocomplete, and our Smart Terms of Service.

"When we switched to GiveCampus for all of our online giving we saw a **16% increase in gifts**. We attribute the majority of that growth to how much easier it is to give."



Kerri Saucier  
Dir. Campaign Management + Adv. Operations,  
College of the Holy Cross

Expected increase	Additional Gifts	Additional Dollars
10%	250	\$25,000
13%	313	\$31,250
15%	375	\$37,500
18%	438	\$43,750
20%	500	\$50,000
23%	563	\$56,250
25%	625	\$62,500
Average Gift		
\$100		
Key Inputs		
Total Gifts	2,500	
Total Dollars	\$250,000	

Schools who partner with GiveCampus see on average a **16%-20% increase in gifts**

For Wakefield, an 18% increase equates to **438 more gifts** and **\$43,750 more dollars** raised



# GiveCampus Platform Recommendation

Based on our conversations we recommend that **Wakefield** take advantage of **the components outlined in orange**.

## PayPal + Venmo

Accept gifts using donors' favorite payment methods, available only at GiveCampus.

## GC Crypto

Accept Bitcoin and other crypto currencies. Optimized for donors and for Advancement Services staff.

## GC Connect

Accept donations in-person with our mobile point-of-philanthropy solution.

## Double the Donation

Automate corporate matching gifts so donors can make their contributions go even further—without any extra hassle.

## Social Fundraising

P2P engagement leads to 20% more donors

- Unlimited campaigns
- Leaderboards matches challenges and personal pleas

## Giving Forms

Advanced payment options result in a 6-12% increase in conversion

- Branded video landing pages
- One-click gifts
- Auto complete nudges
- Recurring giving
- Enhanced brand flexibility

## GC Wealth

Precise and actionable data about your most affluent constituents

- Unlimited weekly data screening
- Alerts
- Segmentation and targeting interface

## Volunteer Management

Easy for volunteers easy for staff

- 3 Click bulk emails
- Custom roles permissions and assignments
- 360 reporting

## GiveCampus Platform: Built to Meet All Key Operational Criteria

### Security + Compliance

- SOC-2 Certified
- PCI Level 1
- Section 508 Accessibility standards
- 2FA comes standard

### Business Office

- 100% directly deposited to bank account
- You are the merchant of record and can treat donors with hard credit

### Advancement Services

- Configurable reports
- Open API
- Automated CRM ID matching
- Automated SFTP delivery
- Compatible with all major CRMs

# Customized Solutions Package for Wakefield Community Schools

Contract Length: 3 Years | Year 1: Subscription to raise \$250K\* online | Years 2 + 3: Subscription to raise 25k online | Venmo/PayPal: Yes

	Year 1: \$250K SFP Allowance	Year 2: \$25K SFP Allowance	Year 3: \$25K SFP Allowance
<b>Core Products</b>			
Base Platform Fee	\$1,000	\$1,000	\$1,000
Social Fundraising Platform Subscription Fee	\$10,120	\$1,200	\$1,200
<b>Core Product Subtotal</b>	<b>\$11,120</b>	<b>\$2,200</b>	<b>\$2,200</b>
<b>Add-Ons</b>			
Venmo and Paypal Digital Wallet Integration	\$800	\$800	\$800
<b>Total (excluding payment services fees)</b>	<b>\$11,920</b>	<b>\$3,000</b>	<b>\$3,000</b>
<b>Payment Processing*</b>			
Payment Services Fees tied to dollars raised online amount**	\$8,100	\$800	\$800
<b>Annual Total</b>	<b>\$20,020</b>	<b>\$3,800</b>	<b>\$3,800</b>

\*Flexibility built in if you raise more or less! See pricing appendix.

\*\*These fees are a pass through and cover the standard payment processing charges required by all major credit cards, venmo, paypal, apple pay, google pay, and bank transfers.

We simplify by blending the rates so that you have predictability in one price.

# The Partner Success Program

You'll have a dedicated Partner Success lead – an expert in our products and the fundraising strategies that maximize their impact. Behind our dedicated partner success team sits a support team that can ensure any question or challenge that you run into can be solved 24/7. Every school using GiveCampus can take full advantage.

Felicity leads a team of fundraising experts with hands-on experience at educational institutions. Felicity was previously the Director of Next Generation Giving at Stanford for nine years.



Felicity Meu  
Director of Partner Success

## Ongoing professional development:

In addition to our annual GiveCampus Partners Conference we host regular educational webinars virtual events and other opportunities **to level up your skills and benefit from our work** across nearly 1000 schools.

## Campaign resources marketing plans and more:

For all major campaigns—think GivingTuesday CYE FYE Valentine's Day Senior Class Gift Back-to-School—we **release campaign templates marketing plans email templates graphics social media assets and more** that you can copy and tailor.

## Your fundraising brain trust:

Our GiveCampus Partner Community is an online forum just for the fundraisers at our partner schools. **It's perfect for benchmarking networking and staying ahead of the curve** with your fundraising strategy.

**GIVECAMPUS**

# Products

# Social Fundraising Platform

Perfect for giving days, crowdfunding, athletics challenges, reunion campaigns and more

Unique peer-to-peer advocacy features that increase participation and dollar totals:

- On average **20% of the dollars** raised per campaign comes from these features
- Campaigns that have at least 15 advocates **bring in an extra \$24,124** on average

Leverage leaderboards, heat maps, social sharing and tracking, tiered campaigns challenges ,matches, easy reporting, custom content sections, personal plea videos and more

The screenshot displays the 'Give Purple' fundraising page for College of the Holy Cross. The page features a video player showing three women, a progress bar for 6,226 donors (249% of a 2,500 donor goal), and a total of \$1,946,318 donated. A 'Give Now!' button is prominent, along with social sharing options for Facebook and Twitter. The page also includes navigation links for 'About', 'Updates', 'Donors', and 'Advocates', and a 'Matches' section.

COLLEGE OF THE Holy Cross

SIGN UP LOGIN

Give Purple

6,226 Donors 249% of 2,500 Donor goal

\$1,946,318 Donated 1 Day Remaining

Give Now!

Share Tweet

Copy to Share

This campaign ends on January 1st 04:59AM EST

About Updates Donors Advocates

Matches View All Gifts to Give Purple contribute to:

# Premium Payment Options: Venmo and PayPal

As the only fundraising platform for schools that has a direct partnership with PayPal Inc we're able to **provide a seamless PayPal and Venmo experience** that donors can't get anywhere else

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Reach more donors—**engage millennial and Gen-Z donors who are used to making payments on Venmo** and make it easier for the 9 in 10 U.S. consumers that use PayPal to complete gifts too!

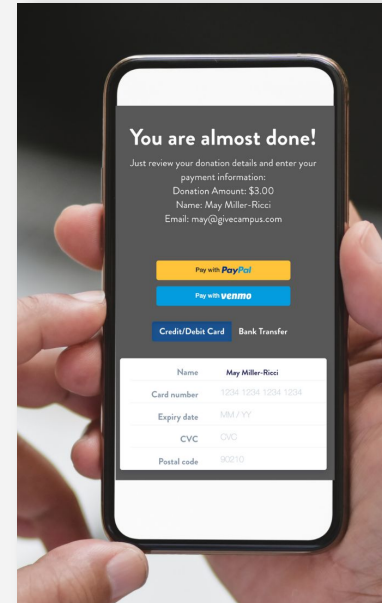
---

**Direct integrations with Giving Forms and the Social Fundraising Platform** (and you can use it across both products for the same price)

---

You already **get Apple Pay Google Pay and instant bank transfer included** — this is your chance to level up even further

- –Giving via **mobile wallet** has proven to be **42% faster** than via credit card. On average, donors spent 73 seconds less time making their gift when using mobile wallet options with the greatest time savings coming from donors who gave via Venmo!
- –When schools have PayPal and Venmo enabled, **28% of transactions came through mobile wallet**. Some schools as high as 47%
- –**Students are 3.6x more likely to make a gift via Venmo** than other affiliations



**GIVECAMPUS**

# Pricing Appendix

# Frequently Asked Questions



## Why does GiveCampus use a subscription pricing model?

GiveCampus charges a subscription based on how much you raise on the platform to ensure all schools no matter their size can access our technology. We offer the very best technology to both the largest and smallest institutions. You also get new features and improvements to the technology pushed on a weekly basis.

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## Are there discounts available?

**Yes!** GiveCampus rewards longer term partnerships by offering significantly lower pricing. The longer the partnership the greater the savings. **Multi-product discounts are available** for schools that also subscribe to The Volunteer Management System (VMS) GC Wealth and/or Giving Forms by GiveCampus. Please inquire for additional details or if you are interested in learning more

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## Are there additional costs to integrate Venmo Paypal or Crypto if you're subscribing to both the Social Fundraising Platform and Giving Forms by GiveCampus?

**No!** The cost to integrate Venmo PayPal or Crypto covers your use of both the Social Fundraising Platform and Giving Forms by GiveCampus.

# Frequently Asked Questions



## What if I raise more or less than my subscription?

Any “un-raised” portion of your subscription automatically rolls over to the next year of your term. This flexibility allows your fundraising program to grow over the term of your contract while still enabling you to lock in lower rates. *Example: You have a 3-year \$100000 subscription. In Year 1 you raise \$90000. In Year 2 \$10000 would ‘roll over’ giving you a total fundraising allowance of \$110000.*

**If you fully utilize your annual subscription in less than 12 months congrats on exceeding your goals! You have two options:**

1. **You can increase your fundraising allowance by purchasing a new or supplementary subscription at any time at the same Prepaid Subscription rate as your current subscription.** Note: New subscriptions become effective after they are purchased and cannot be applied retroactively.
2. **You can also choose to continue using The Social Fundraising Platform for the rest of the current 12-month term without purchasing a new fundraising allowance and receive invoices monthly for:**
  - Additional Subscription fees = 15% premium on Prepaid Subscription rate. *Example: You have a 3-year \$150000 subscription has a Prepaid Subscription rate of 4.29%. The Additional Subscription Fee rate would be 4.93%.*
  - Payment Services Fees of 2.9% + \$0.30/transaction

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## Are there additional subscription level options?

**Yes!** GiveCampus can offer custom levels for subscriptions.

**GIVECAMPUS**

# Social Fundraising Platform Pricing Details

# How does it work?

You estimate how many dollars you plan to raise online and we help you choose a **subscription level that makes sense for your fundraising strategy**—with flexibility built-in.

The subscription level and number of years you choose determines your investment in GiveCampus.

## We use a subscription-based pricing model to:

1. Ensure all schools no matter their size can access our technology

---

2. Make deposit reconciliation easy for your business office by allowing 100% of gifts to be directly deposited into your bank account.

---

# Social Fundraising Platform Subscription Options



Annual Base Platform Fee	\$1,000				
Annual Subscription Level	Annual Subscription Fee				Annual Payment Services Fees
	5 years (Best value)	4 years	3 years (Most popular)	2 years	
<b>\$25,000</b>	\$1,030	\$1,110	\$1,200	\$1,300	\$800
<b>\$50,000</b>	\$2,000	\$2,160	\$2,330	\$2,520	\$1,600
<b>\$75,000</b>	\$2,910	\$3,150	\$3,400	\$3,680	\$2,400
<b>\$100,000</b>	\$3,780	\$4,090	\$4,420	\$4,770	\$3,200

# Social Fundraising Platform Subscription Options



Annual Base Platform Fee	\$1,000				
Annual Subscription Level	Annual Subscription Fee				Annual Payment Services Fees
	5 years (Best value)	4 years	3 years (Most popular)	2 years	
<b>\$100,000</b>	\$3,780	\$4,090	\$4,420	\$4,770	\$3,200
<b>\$150,000</b>	\$5,510	\$5,960	\$6,440	\$6,960	\$4,800
<b>\$200,000</b>	\$7,140	\$7,720	\$8,340	\$9,020	\$6,400
<b>\$250,000</b>	\$8,660	\$9,360	\$10,120	\$10,940	\$8,000

# Social Fundraising Platform Subscription Options



Annual Base Platform Fee	\$1,000				
Annual Subscription Level	Annual Subscription Fee				Annual Payment Services Fees
	5 years (Best value)	4 years	3 years (Most popular)	2 years	
<b>\$250,000</b>	\$8,660	\$9,360	\$10,120	\$10,940	\$8,000
<b>\$350,000</b>	\$11,760	\$12,710	\$13,740	\$14,860	\$11,200
<b>\$500,000</b>	\$16,280	\$17,600	\$19,030	\$20,570	\$16,000
<b>\$750,000</b>	\$23,640	\$25,550	\$27,620	\$29,860	\$24,000



**ConsensusDocs®**  
BUILDING A BETTER WAY

**ConsensusDocs® 415**  
**STANDARD DESIGN-BUILD AGREEMENT AND GENERAL CONDITIONS**  
**BETWEEN OWNER AND DESIGN-BUILDER (Lump Sum Price)**



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# ConsensusDocs® 415

## STANDARD DESIGN-BUILD AGREEMENT AND GENERAL CONDITIONS BETWEEN OWNER AND DESIGN-BUILDER (Lump Sum Price)

### TABLE OF ARTICLES

1. AGREEMENT
2. GENERAL PROVISIONS
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5. SUBCONTRACTS
6. CONTRACT TIME
7. CONTRACT PRICE
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11. SUSPENSION, NOTICE TO CURE, AND TERMINATION
12. DISPUTE MITIGATION OR RESOLUTION
13. MISCELLANEOUS
14. CONTRACT DOCUMENTS

### ARTICLE 1 AGREEMENT

This Agreement is made this 29th Day of October in the year 2021, by and between the

**OWNER:**

Wakefield Community School  
802 Highland Street  
Wakefield, NE 68784

and the

**DESIGN-BUILDER:**

Nemaha Sports Construction  
541 S. 1st Street  
Lincoln, NE 68508

Tax identification number (TIN): 91-1783629

Contractor Licensing No., if applicable: 23778-20 (NE contractor registration)

Design Professional Licensing No. in the State of the Project LA #262  
for services in connection with the following:

PROJECT: Athletic Field & Stadium Complex

### ARTICLE 2 GENERAL PROVISIONS

2.1 TEAM RELATIONSHIP Each Party agrees to act on the basis of trust, good faith, and fair dealing, and shall take all actions reasonably necessary to perform this Agreement in an economical and timely manner. The Parties shall each endeavor to promote harmony and cooperation among all Project participants.



2.1.1 Neither Design-Builder nor any of its agents or employees shall act on behalf of or in the name of Owner unless authorized in writing by Owner's Representative.

2.2 ETHICS Each Party shall perform with integrity. Each shall: (a) avoid conflicts of interest; (b) promptly disclose to the other Party any conflicts of interest which may arise. Each Party warrants it has not and shall not pay or receive any contingent fees or gratuities to or from the other Party, including its agents, officers and employees, Design Professional, Subcontractors, Subsubcontractors, Suppliers or Others, to secure preferential treatment.

2.3 DESIGN PROFESSIONAL Architectural and engineering services shall be procured from licensed, independent design professionals retained by Design-Builder or furnished by licensed employees of Design-Builder, as permitted by the Law. The person or entity providing architectural and engineering services shall be referred to as Design Professional. If Design Professional is an independent design professional, the architectural and engineering services shall be procured pursuant to a separate agreement between Design-Builder and Design Professional.

2.3.1 STANDARD OF CARE Design Professional shall furnish and provide the architectural and engineering services necessary to design the Project in accordance with Owner's requirements, as outlined in Owner's Program and other relevant data defining the Project. The architectural and engineering services shall be performed in accordance with the standard of professional skill and care required for a Project of similar size, scope, and complexity, during the time in which the Services are provided.

## 2.4 DEFINITIONS

2.4.1 "Agreement" means this ConsensusDocs 415 Standard Design-Build Agreement and General Conditions Between Owner and Design-Builder (Lump Sum Price), as modified, amendments, exhibits, addenda, and attachments made part of this Agreement upon its execution.

2.4.2 "Business Day" means all Days, except weekends and official federal or state holidays where the Project is located.

2.4.3 A "Change Order" is a written order signed by Owner and Design-Builder after execution of this Agreement, indicating changes in the scope of the Work or Contract Time, including substitutions proposed by Design-Builder and accepted by Owner.

2.4.4 "Construction Schedule" is the document prepared by Design-Builder that specifies the dates on which Design-Builder plans to begin and complete various parts of the construction phase services Work, and the Project, including dates on which information and approvals are required from Owner.

2.4.5 The "Contract Documents" consist of those documents identified in §14.1.

2.4.6 The "Contract Time" is the period between the Date of Commencement and total time authorized to achieve Final Completion.

2.4.7 "Day" means calendar day.

2.4.8 "Date of Commencement" is as provided for in §6.1.

2.4.9 "Defective Work" is any portion of the Work not in conformance to the requirements of the Contract Documents.

2.4.10 "Final Completion" occurs on the date when Design-Builder's obligations under this Agreement are complete and accepted by Owner and final payment becomes due and payable.



2.4.11 A Hazardous Material is any substance or material identified now or in the future as hazardous under any Laws or any other substance or material which may be considered hazardous or otherwise subject to statutory or regulatory requirements governing handling, disposal or clean-up.

2.4.12 "Interim Directive" is any written order containing Work instructions that is signed by Owner after execution this Agreement and before Substantial Completion to the Work directed by Owner.

2.4.13 "Law" means a federal, state or local law, ordinance, code, rule, or regulation applicable to the Work with which Design-Builder must comply that are enacted as of the Agreement date.

2.4.14 "Others" means Owner's other: (a) contractors/constructors, (b) suppliers, (c) subcontractors, subsubcontractors, or suppliers of (a) and (b); and others employed directly or indirectly by (a), (b), or (c) or any by any of them or for whose acts any of them may be liable.

2.4.15 "Overhead" shall mean (a) payroll costs and other compensation of Design-Builder's employees in Design-Builder's principal and branch offices; (b) general and administrative expenses of Design-Builder's principal and branch offices including charges against Design-Builder for delinquent payments; and (c) Design-Builder's capital expenses, including interest on capital used for the Work.

2.4.16 The "Owner" is the person or entity identified in ARTICLE 1, and includes Owner's representative.

2.4.17 The "Owner's Program" is a description of Owner's objectives, budgetary and time criteria, space requirements and relationships, flexibility and expandability requirements, special equipment and systems, and site requirements, together with Schematic Design Documents which shall include drawings, outline specifications, and other conceptual documents illustrating the Project's basic elements, scale, and their relationship to the Worksite.

2.4.18 The "Parties" are collectively Owner and Design-Builder.

2.4.19 The "Project," as identified in ARTICLE 1, is the building, facility, or other improvements for which Design-Builder is to perform the Work under this Agreement. It may also include improvements to be undertaken by Owner or Others.

2.4.20 "Project schedule" A schedule that shows the timing and sequencing of the design and construction required to meet the time criteria set forth in Owner's Program. The Project includes the Construction Schedule and is coordinated with design phase service activities.

2.4.21 A "Subcontractor" is a person or entity retained by Design-Builder as an independent contractor to provide the labor, materials, equipment, or services necessary to complete a specific portion of the Work. The term Subcontractor does not include Design Professional or any separate contractor employed by Owner or any separate contractor's subcontractors.

2.4.22 "Substantial Completion" of the Work, or of a designated portion, occurs on the date when construction is sufficiently complete in accordance with the Contract Documents so that Owner can occupy or utilize the Project, or a designated portion, for the use for which it is intended, without unscheduled disruption. The issuance of a certificate of occupancy is not a prerequisite for Substantial Completion if the certificate of occupancy cannot be obtained due to factors beyond Design-Builder's control. This date shall be confirmed by a certificate of Substantial Completion signed by The Parties.

2.4.23 A "Subsubcontractor" is a party or entity who has an agreement with a Subcontractor or other Subsubcontractor, or Supplier to perform any portion of the Work or to supply material or equipment.



2.4.24 A "Supplier" is a person or entity retained by Design-Builder to provide material and equipment for the Work.

2.4.25 "Terrorism" means a violent act, or an act that is dangerous to human life, property, or infrastructure, that is committed by an individual or individuals and that appears to be part of an effort to coerce a civilian population or to influence the policy or affect the conduct of any government by coercion. Terrorism includes, but is not limited to, any act certified by the United States Secretary of Treasury as an act of terrorism pursuant to the Terrorism Risk Insurance Act, as amended.

2.4.26 The "Work" is the design services procured in accordance with §3.1, the construction services provided in accordance with §3.2, additional services in accordance with §3.11, and other services which are necessary to complete the Project in accordance with and reasonably inferable from the Contract Documents. The Work may refer to the whole Project or only a part of the Project if work is also being performed by Owner or Others.

2.4.27 "Worksite" means the geographical area of the Project location mentioned in ARTICLE 1 where the Work is to be performed

2.4.28 "Final Completion" occurs on the date when Design-Builder's obligations under this Agreement are complete and accepted by the Owner and final payment becomes due and payable. As the date of official completion shall be confirmed by a Certificate of Final Completion (ConsensusDOCS 815) signed by the Owner and the Design-Builder.

### ARTICLE 3 DESIGN-BUILDER'S RESPONSIBILITIES

3.1 DESIGN SERVICES Pursuant to a mutually agreeable schedule, Design-Builder shall submit for Owner's written approval, as applicable, Design Development Documents or Construction Documents, based on the Contract Documents in existence at the time of the execution of this Agreement or any further development of Contract Documents that have been approved in writing by Owner.

3.1.1 If required, the Design Development Documents shall further define the Project, including drawings and outline specifications fixing and describing the Project size and character as to site utilization, and other appropriate elements incorporating the structural, architectural, mechanical, and electrical systems. When Design-Builder submits the Design Development Documents, Design-Builder shall identify in writing all material changes and deviations that have taken place from the Contract Documents in existence at the time of the execution of this Agreement. Any changes in the Work contained in the Design Development Documents approved by Owner shall result in a Change Order pursuant to ARTICLE 8 adjusting the Contract Price or the Date of Substantial Completion or the Date of Final Completion.

3.1.2 The Construction Documents shall set forth in detail the requirements for construction of the Work, and shall be based upon codes, laws, or regulations enacted at the time of their preparation. When Design-Builder submits the Construction Documents, Design-Builder shall identify in writing all material changes and deviations that have taken place from the Design Development Documents or the Contract Documents in existence at the time of the execution of this Agreement. Any changes in the Work contained in the Construction Documents approved by Owner shall result in a Change Order pursuant to ARTICLE 8 adjusting the Contract Price or the Date of Substantial Completion or the Date of Final Completion. Construction shall be in accordance with the approved Construction Documents. One set of these documents shall be furnished to Owner before commencing construction.

3.1.3 OWNERSHIP OF DOCUMENTS



3.1.3.1 OWNERSHIP OF TANGIBLE DOCUMENTS Owner shall receive ownership of the property rights, except for copyrights, of all documents, drawings, specifications, electronic data, and information (hereinafter "Documents") prepared, provided or procured by Design-Builder, its Design Professional, Subcontractors, or consultants and distributed to Owner for this Project, upon the making of final payment to Design-Builder or in the event of termination under ARTICLE 11, upon payment for all sums due to Design-Builder pursuant to ARTICLE 11. Owner's acquisition of the copyright shall be subject to Owner's making of all payments required by this Agreement.

3.1.3.2 COPYRIGHT The Parties agree that Owner shall obtain ownership of the copyright of all Documents. Owner's acquisition of the copyright for all Documents shall be subject to the making of payments as required by §3.1.3.1 and the payment of the fee reflecting the agreed value of the copyright set forth below:

If the Parties have not made a selection to transfer copyright interests in the Documents, the copyright shall remain with Design-Builder.

3.1.3.3 USE OF DOCUMENTS IN EVENT OF TERMINATION In the event of a termination of this Agreement pursuant to ARTICLE 11, Owner shall have the right to use, to reproduce, and to make derivative works of the Documents to complete the Project, regardless of whether there has been a transfer of copyright under §3.1.3.1, provided payment has been made pursuant to §3.1.3.1

3.1.3.4 OWNER'S USE OF DOCUMENTS AFTER COMPLETION OF PROJECT After completion of the Project, Owner may reuse, reproduce, or make derivative works from the Documents solely for the purposes of maintaining, renovating, remodeling, or expanding the Project at the Worksite. Owner's use of the Documents without Design-Builder's involvement or on other projects is at Owner's sole risk, except for Design-Builder's indemnification obligations, and Owner shall indemnify and hold harmless Design-Builder, its Design Professional, Subcontractors, and consultants, and the agents, officers, directors, and employees of each of them, from and against any and all claims, damages, losses, costs, and expenses, including reasonable attorneys' fees and costs, arising out of or resulting from any such prohibited use.

3.1.3.5 DESIGN-BUILDER'S USE OF DOCUMENTS Where Design-Builder has transferred its copyright interest in the Documents under §3.1.3.1, Design-Builder may reuse Documents prepared by it pursuant to this Agreement in its practice, but only in their separate constituent parts and not as a whole.

3.1.3.6 Design-Builder shall obtain from its Design Professional, Subcontractors, and consultants rights and rights of use that correspond to the rights given by Design-Builder to Owner in this Agreement, and Design-Builder shall provide evidence that such rights have been secured.

## 3.2 CONSTRUCTION SERVICES

3.2.1 Construction will commence upon the issuance by Owner of a written notice to proceed.

3.2.2 In order to complete the Work, Design-Builder shall provide all necessary construction supervision, inspection, construction equipment, construction labor, materials, tools, and subcontracted items.

3.2.3 COMPLIANCE WITH LAW Design-Builder shall give all notices and comply with all Laws at its own costs. Design-Builder shall be liable to Owner for all loss, cost, and expense attributable to any



acts or omissions by Design-Builder, its employees, subcontractors, and agents resulting from the failure to comply with Laws, including fines, penalties, or corrective measures. However, liability under this subsection shall not apply if notice to Owner was given, and advance approval by appropriate authorities, including Owner, is received.

3.2.3.1 CHANGES IN LAW The Contract Price or Contract Time, or both shall be equitably adjusted by Change Order for additional costs or time needed resulting from any change in Law, including increased taxes, enacted after the date of this Agreement

3.2.4 Design-Builder shall maintain the Schedule of Work. This schedule shall indicate the dates for the start and completion of the various stages of the construction, including the dates when information and approvals are required from Owner. It shall be revised as required by the conditions of the Work.

3.2.5 Design-Builder shall obtain and Owner shall pay, in addition to the Contract Price, for the building permits necessary for the construction of the Project.

3.2.6 Design-Builder shall keep such full and detailed accounts as may be necessary for proper financial management under this Agreement. Owner shall be afforded access to all Design-Builder's records, books, correspondence, instructions, drawings, receipts, vouchers, memoranda, and similar data relating to Change Order work performed on the basis of actual cost. Design-Builder shall preserve all such records for a period of five years after the final payment or longer where required by law.

3.2.7 Design-Builder shall provide periodic written reports to Owner on the progress of the Work in such detail as is required by Owner and as agreed to by The Parties.

3.2.8 Design-Builder shall regularly remove debris and waste materials at the Worksite resulting from the Work. Before discontinuing Work in an area, Design-Builder shall clean the area and remove all rubbish and its construction equipment, tools, machinery, waste, and surplus materials. Design-Builder shall minimize and confine dust and debris resulting from construction activities. At the completion of the Work, Design-Builder shall remove from the Worksite all construction equipment, tools, surplus materials, waste materials, and debris.

3.2.9 Design-Builder shall prepare and submit to Owner either:

final marked up as-built drawings

that generally document how the various elements of the Work including changes were actually constructed or installed, or as defined by the Parties by attachment to this Agreement.

3.3 CONSTRUCTION SCHEDULE Design-Builder shall prepare and submit a Schedule of Work for Owner's acceptance and written approval. This schedule shall indicate the commencement and completion dates of the various stages of the Work, including the dates when information and approvals are required from Owner. The Schedule shall be revised on a monthly basis or as mutually agreed by the Parties.

### 3.4 SAFETY OF PERSONS AND PROPERTY

3.4.1 SAFETY PRECAUTIONS AND PROGRAMS Design-Builder shall have overall responsibility for safety precautions and programs in the performance of the Work. However, such obligation does not relieve Subcontractors of their responsibility for the safety of persons or property in the performance of their work, nor for compliance with the provisions of Laws.



3.4.2 Design-Builder shall prevent against injury, loss, or damage to persons or property by taking reasonable steps to protect:

3.4.2.1 its employees and other persons at the Worksite;

3.4.2.2 materials, supplies, and equipment stored at the Worksite for use in performance of the Work; and

3.4.2.3 the Project and all property located at the Worksite and adjacent to work areas, whether or not said property or structures are part of the Project or involved in the Work.

3.4.3 DESIGN-BUILDER'S SAFETY REPRESENTATIVE Design-Builder shall designate an individual at the Worksite in the employ of Design-Builder who shall act as Design-Builder's designated safety representative with a duty to prevent accidents. Unless otherwise identified by Design-Builder in writing to Owner, the designated safety representative shall be Design-Builder's project superintendent. Design-Builder will report immediately in writing all accidents and injuries occurring at the Worksite to Owner. When Design-Builder is required to file an accident report with a public authority, Design-Builder shall furnish a copy of the report to Owner.

3.4.4 Design-Builder shall provide Owner with copies of all notices required of Design-Builder by Law. Design-Builder's safety program shall comply with the requirements of governmental and quasi-governmental authorities having jurisdiction over the Work.

3.4.5 Damage or loss not insured under property insurance which may arise from the performance of the Work, to the extent of the negligence attributed to such acts or omissions of Design-Builder, or anyone for whose acts Design-Builder may be liable, shall be promptly remedied by Design-Builder. Damage or loss attributable to the acts or omissions of Owner or Others and not to Design-Builder shall be promptly remedied by Owner.

3.4.6 If Owner deems any part of the Work or Worksite unsafe, Owner, without assuming responsibility for Design-Builder's safety program, may require Design-Builder to stop performance of the Work or take corrective measures satisfactory to Owner, or both. If Design-Builder does not adopt corrective measures, Owner may perform them and reduce the amount of the Contract Price by the costs of the corrective measures. Design-Builder agrees to make no claim for damages, for an adjustment in the Contract Price or the Date of Substantial Completion or the Date of Final Completion based on Design-Builder's compliance with Owner's reasonable request.

3.5 EMERGENCIES In any emergency affecting the safety of persons or property, Design-Builder shall act in a reasonable manner to prevent threatened damage, injury, or loss. Any change in the Contract Price, the Date of Substantial Completion, or the Date of Final Completion, on account of emergency work shall be determined as a Change Order.

### 3.6 HAZARDOUS MATERIAL

3.6.1 Design-Builder shall not be obligated to commence or continue Work until all Hazardous Material discovered at the Worksite has been removed, rendered, or determined to be harmless by Owner as certified by an independent testing laboratory and approved by the appropriate government agency.

3.6.2 If after commencing the Work, Hazardous Material is discovered at the Project, Design-Builder shall be entitled to immediately stop Work in the affected area. Design-Builder shall report the condition to Owner and, if required, the government agency with jurisdiction.



3.6.3 Design-Builder shall not resume nor be required to continue any Work affected by any Hazardous Material without written mutual agreement between the Parties after the Hazardous Material has been removed or rendered harmless and only after approval, if necessary, of the governmental agency with jurisdiction. Owner shall be responsible for retaining an independent testing laboratory to determine the nature of the material encountered and whether it is a Hazardous Material requiring corrective measures or remedial action. Such measures shall be the sole responsibility of Owner, and shall be performed in a manner minimizing any adverse effect upon the Work.

3.6.4 If Design-Builder incurs additional costs or is delayed due to the presence or remediation of Hazardous Material, Design-Builder shall be entitled to an equitable adjustment in the Contract Price or the date of Substantial Completion.

3.6.5 To the extent caused by the negligent or intentionally wrongful acts or omissions of owner, and its agents, officers, directors, and employees of each of them, Owner shall indemnify and hold harmless Design-Builder, its Subcontractors and Subsubcontractors, and the agents, officers, directors, and employees of each of them, from and against all claims, damages, losses, costs, and expenses, including but not limited to reasonable attorneys' fees, costs, and expenses incurred in connection with any dispute resolution process, to the extent permitted pursuant to §6.5, arising out of or relating to the performance of the Work in any area affected by Hazardous Material.

3.6.6 The provisions of section 3.6 shall not apply to Hazardous Materials brought to the Worksite by the Design-Builder, its subcontractors and suppliers, and the agents, officers, directors and employees of each of them, provided such Hazardous Materials are not required to be brought to the Worksite by the Contract Documents.

3.7 Safety Data Sheets (SDS) as required by law and pertaining to materials or substances used or consumed in the performance of the Work, whether obtained by Design-Builder, Subcontractors, Owner or Others, shall be maintained at the Project by Design-Builder and made available to Owner and Subcontractors.

3.7.1 During Design-Builder's performance of the Work, Design-Builder shall be responsible for the proper handling, application, storage, removal, and disposal of all materials brought to the Worksite by Design-Builder. Upon the issuance of the Certificate of Substantial Completion, Owner shall be responsible for materials and substances brought to the Worksite by Design-Builder if such materials or substances are required by the Contract Documents.

3.7.2 §3.6 shall survive the completion of the Work under this Agreement or any termination of this Agreement.

### 3.8 WARRANTY

3.8.1 Design-Builder warrants that all materials and equipment furnished under this Agreement will be new unless otherwise specified, of good quality, in conformance with the Contract Documents, and free from defective workmanship and materials. Warranties shall commence on the date of Substantial Completion of the Work or of a designated portion.

3.8.2 To the extent products, equipment, systems, or materials incorporated in the Work are specified and purchased by Owner, they shall be covered exclusively by the warranty of the manufacturer. There are no warranties which extend beyond the description on the face thereof. To the extent products, equipment, systems, or materials incorporated in the Work are specified by Owner but purchased by Design-Builder and are inconsistent with selection criteria that otherwise would have been followed by Design-Builder, Design-Builder shall assist Owner in pursuing warranty claims. ALL OTHER WARRANTIES EXPRESSED OR IMPLIED INCLUDING THE WARRANTY OF



MERCHANTABILITY AND THE WARRANTY OF FITNESS FOR A PARTICULAR PURPOSE ARE EXPRESSLY DISCLAIMED.

3.8.3 Design-Builder shall secure required certificates of inspection, testing, or approval and deliver them to Owner.

3.8.4 Design-Builder shall collect all written warranties and equipment manuals and deliver them to Owner in a format directed by Owner.

3.8.5 With the assistance of Owner's maintenance personnel, Design-Builder shall direct the checkout of utilities and start-up operations, and adjusting and balancing of systems and equipment for readiness.

### 3.9 CORRECTION OF WORK WITHIN ONE YEAR

3.9.1 Before Final Completion and within one year after the date of Final Completion of the Work or for such longer periods of time as may be set forth with respect to specific warranties required by the Contract Documents, if any Defective Work is found, Owner shall promptly notify Design-Builder in writing. Unless Owner provides written acceptance of the condition, Design-Builder shall promptly correct the Defective Work at its own cost and time and bear the expense of additional services required for correction of any Defective Work for which it is responsible. If within the one-year correction period Owner discovers and does not promptly notify Design-Builder or give Design-Builder an opportunity to test or correct Defective Work as reasonably requested by Design-Builder, Owner waives Design-Builder's obligation to correct that Defective Work as well as Owner's right to claim a breach of the warranty with respect to that Defective Work.

3.9.2 With respect to any portion of Work first performed after Final Completion, the one-year correction period shall commence when that portion of Work is complete. Correction periods shall be extended by corrective work performed by Design-Builder.

3.9.3 If Design-Builder fails to correct Defective Work within a reasonable time after receipt of written notice from Owner before final payment, Owner may correct it in accordance with Owner's right to carry out the Work. In such case, an appropriate Change Order shall be issued deducting the cost of correcting such deficiencies from payments then or thereafter due Design-Builder. If payments then or thereafter due Design-Builder are not sufficient to cover such amounts, Design-Builder shall pay the difference to Owner.

3.9.4 Design-Builder's obligations and liability, if any, with respect to any Defective Work discovered after the one-year correction period shall be determined by the Law. If, after the one-year correction period but before the applicable limitation period has expired, Owner discovers any Work which Owner considers Defective Work, Owner shall, unless the Defective Work requires emergency correction, promptly notify Design-Builder and allow Design-Builder an opportunity to correct the Work if Design-Builder elects to do so. If Design-Builder elects to correct the Work, it shall provide written notice of such intent within fourteen (14) Days of its receipt of notice from Owner and shall complete the correction of Work within a mutually agreed timeframe. If Design-Builder does not elect to correct the Work, Owner may have the Work corrected by itself or Others, and, if Owner intends to seek recovery of those costs from Design-Builder, Owner shall promptly provide Design-Builder with an accounting of the correction costs it incurs.

3.9.5 If Design-Builder's correction or removal of Defective Work causes damage to or destroys other completed or partially completed Work or existing buildings, Design-Builder shall be responsible for the cost of correcting the destroyed or damaged property.



3.9.6 The one-year period for correction of Defective Work does not constitute a limitation period with respect to the enforcement of Design-Builder's other obligations under the Contract Documents.

3.9.7 Before final payment, at Owner's option and with Design-Builder's agreement, Owner may elect to accept Defective Work rather than require its removal and correction. In such case the Contract Price shall be equitably adjusted for any diminution in the value of the Project caused by such Defective Work.

3.10 CONFIDENTIALITY Design-Builder shall treat as confidential and not disclose to third-persons, except Subcontractors, Subsubcontractors, and Design Professional as is necessary for the performance of the Work, or use for its own benefit any of Owner's developments, confidential information, know-how, discoveries, production methods, and the like that may be disclosed to Design-Builder or which Design-Builder may acquire in connection with the Work. Owner shall treat as confidential information all of Design-Builder's estimating systems and historical and parameter cost data that may be disclosed to Owner in connection with the performance of this Agreement. The Parties shall each specify those items to be treated as confidential and shall mark them as "Confidential." Confidentiality obligations do not supersede compulsion by Law, a governmental agency or authority, an order of a court of competent jurisdiction, or a validly issued subpoena. In such event, a Party shall promptly notify the other Party to permit that Party's legal objection.

3.11 ADDITIONAL SERVICES Design-Builder shall provide or procure the following Additional services upon the request of Owner. A written agreement between The Parties shall define the extent of such Additional services. Such Additional services shall be considered a Change in the Work, unless they are specifically included in §3.1 or §3.2.

3.11.1 Assisting in the developing Owner's Program, establishing the Project budget, investigating sources of financing, general business planning, and other information and documentation as may be required to establish the feasibility of the Project;

3.11.2 Consultations, negotiations, and documentation supporting the procurement of Project financing;

3.11.3 Surveys, site evaluations, legal descriptions, and aerial photographs;

3.11.4 Appraisals of existing equipment, existing properties, new equipment, and developed properties;

3.11.5 Soils, subsurface, and environmental studies, reports, and investigations required for submission to governmental authorities or others having jurisdiction over the Project;

3.11.6 Consultations and representations before governmental authorities or others having jurisdiction over the Project other than normal assistance in securing building permits;

3.11.7 Investigation or making measured drawings of existing conditions or the verification of Owner-provided drawings and information;

3.11.8 Artistic renderings, models, and mockups of the Project or any part of the Project or the Work;

3.11.9 Inventories of existing furniture, fixtures, furnishings, and equipment which might be under consideration for incorporation into the Project;

3.11.10 Interior design and related services including procurement and placement of furniture, furnishings, artwork, and decorations;



3.11.11 Making revisions to design documents after they have been approved by Owner when revisions are due to causes beyond the control of Design-Builder. Causes beyond the control of Design-Builder do not include acts or omissions on the part of Subcontractors, Subsubcontractors, or Design Professional;

3.11.12 Design, coordination, management, expediting, and other services supporting the procurement of materials to be obtained, or work to be performed, by Owner, including but not limited to telephone systems, computer wiring networks, sound systems, alarms, security systems, and other specialty systems which are not a part of this Agreement;

3.11.13 Estimates, proposals, appraisals, consultations, negotiations, and services in connection with the repair or replacement of an insured loss, provided such repair or replacement did not result from the negligence of Design-Builder;

3.11.14 The premium portion of overtime work ordered by Owner including productivity impact costs, other than that required by Design-Builder to maintain the Schedule of Work;

3.11.15 Out-of-town travel by Design Professional in connection with the Work, except between Design Professional's office, Design-Builder's office, Owner's office, and the Project site;

3.11.16 Obtaining service contractors and training maintenance personnel; assisting and consulting in the use of systems and equipment after the initial startup;

3.11.17 Services for tenant or rental spaces not required by this Agreement;

3.11.18 services requested by Owner or required by the Work which are not specified in the Contract Documents and which are not normally part of generally accepted design and construction practice;

3.11.19 Except when Design Professional is a party to the proceeding, serving or preparing to serve as an expert witness in connection with any proceeding, legal or otherwise, regarding the Project;

3.11.20 document reproduction exceeding the limits provided for in this Agreement;

3.11.21 providing services relating to Hazardous Material discovered at the Worksite;

3.11.22 acting as a Green Building Facilitator as identified in the ConsensusDocs 310 Green Building Addendum or separate addenda, which, at a minimum, shall include: (a) coordinating and facilitating the achievement of elected green measures and green status, such as achieving Leadership in Energy and Environmental Design "LEED" certification; (b) identifying, preparing, and submitting necessary documentation for elected green status; and (c) identifying project participants responsible to complete physical and procedural green measures;

3.11.23 performing formal commissioning services; and

3.11.24 other services as agreed to by the Parties and identified in an attached exhibit.

DESIGN-BUILDER'S REPRESENTATIVE Design-Builder shall designate a person who shall be Design-Builder's authorized representative. Design-Builder's Representative is

Jeff Emanuel CFB

Nemaha Sports Construction

541 S. 1st Street



Lincoln, NE 68508

Office (402) 434-5488

Cell (402) 610-0750

jmanuel@nemaha.net.

## ARTICLE 4 OWNER'S RESPONSIBILITIES

4.1 INFORMATION AND SERVICES PROVIDED BY OWNER Owner's responsibilities under this article shall be provided with reasonable detail and in a timely manner.

4.2 FINANCIAL INFORMATION Before commencing the Work and thereafter at the written request of Design-Builder, Owner shall provide Design-Builder evidence of Project financing. Evidence of such financing shall be a condition precedent to Design-Builder's commencing or continuing the Work. Design-Builder shall be notified before any material change in Project financing.

4.3 WORKSITE INFORMATION To the extent Owner has obtained, or is required elsewhere in the Contract Documents to obtain, the following Worksite information, Owner shall provide at Owner's expense and with reasonable promptness:

4.3.1 information describing the physical characteristics of the site, including surveys, site evaluations, legal descriptions, data, or drawings depicting existing conditions, subsurface conditions, and environmental studies, reports, and investigations;

4.3.2 tests, inspections, and other reports dealing with environmental matters, Hazardous Material, and other existing conditions, including structural, mechanical, and chemical tests, required by the Contract Documents or by Law;

4.3.3 the limits of Pollution Liability Insurance covering the Worksite held by Owner; and

4.3.4 any other information or services requested in writing by Design-Builder which are required for Design-Builder's performance of the Work and under Owner's control.

4.4 Intentionally Deleted.

### 4.5 RESPONSIBILITIES DURING DESIGN

4.5.1 Owner shall review and approve further development of the drawings and specifications as set forth in ARTICLE 3. The Owner shall review submittals, but only for the limited purpose of checking for conformance with information given and the design concept expressed in the Contract Documents. Review of submittals is not conducted for the purpose of determining the accuracy and completeness of other details, such as dimensions and quantities; or for substantiating instructions for installation or performance of equipment or systems; or for determining that the submittals are in conformance with the Contract Documents, all of which remain the responsibility of the Design-Builder as required by the Contract Documents. The Owner's review of submittals shall not relieve the Design-Builder of the obligations under this Agreement. The Owner's review shall not constitute approval of safety precautions or, unless otherwise specifically stated by the Owner, of any construction means, methods, techniques, sequences or procedures. The Owner's review of a specific item shall not indicate approval of an assembly of which the item is a component.

### 4.6 RESPONSIBILITIES DURING CONSTRUCTION



4.6.1 Owner shall review the Construction Schedule, timely approve milestone dates set forth, and timely respond to its obligations.

4.6.2 If Owner becomes aware of any error, omission, or failure to meet the requirements of the Contract Documents or any fault or defect in the Work, Owner shall give prompt written notice to Design-Builder. The failure of Owner to give such notice shall not relieve Design-Builder of its obligations to fulfill the requirements of the Contract Documents.

4.6.3 Owner shall have no contractual obligations to Subcontractors, suppliers, or Design Professional.

4.6.4 Owner shall provide insurance for the Project as provided in ARTICLE 10.

4.7 TAX EXEMPTION The owner is a tax-exempt entity under state and/or federal law. The owner will provide the Design-Builder with tax-exempt status documentation. If in accordance with Owner's direction Design-Builder claims an exemption for taxes, Owner shall indemnify and hold Design-Builder harmless from all liability, penalty, interest, fine, tax assessment, attorneys' fees, or other expense or cost incurred by Design-Builder as a result of any action taken by Design-Builder in accordance with Owner's direction.

4.8 ELECTRONIC DOCUMENTS If Owner requires that The Parties exchange documents and data in electronic or digital form, before any such exchange, The Parties shall agree on a written protocol governing all exchanges in ConsensusDocs 200.2 or a separate agreement, which, at a minimum, shall specify: (a) the definition of documents and data to be accepted in electronic or digital form or to be transmitted electronically or digitally; (b) management and coordination responsibilities; (c) necessary equipment, software, and services; (d) acceptable formats, transmission methods, and verification procedures; (e) methods for maintaining version control; (f) privacy and security requirements; and (g) storage and retrieval requirements. The Parties shall each bear their own costs for the requirements identified in the protocol. In the absence of a written protocol, use of documents and data in electronic or digital form shall be at the sole risk of the recipient.

4.9 Owner's Representative is Matt Farup, Superintendent; Wakefield Community Schools, 802 Highland Street, Wakefield, NE 68784, Office (402) 287-2012, Cell (402) 613-2234, mfarup@wakefieldschools.org. Owner's representative shall: (a) be fully acquainted with the Project; (b) agree to furnish the information and services required of Owner in a timely manner; and (c) have the authority to bind Owner in all matters requiring Owner's approval, authorization or written notice. If Owner changes its representative or the representative's authority as listed above, Owner shall notify Design-Builder in writing in advance.

## ARTICLE 5 SUBCONTRACTS

5.1. RETAINING SUBCONTRACTORS Design-Builder shall not retain any Subcontractor or Supplier to whom Owner has a reasonable and timely objection, provided that Owner agrees to increase the Contract Price for any additional costs incurred by Design-Builder as a result of such objection. Owner may propose subcontractors to be considered by Design-Builder. Design-Builder shall not be required to retain any subcontractor to whom Design-Builder has a reasonable objection.

5.2. MANAGEMENT OF SUBCONTRACTORS Design-Builder shall be responsible for the management of Subcontractors in the performance of their work.

### 5.3. CONTINGENT ASSIGNMENT OF SUBCONTRACT AGREEMENTS

5.3.1. If this Agreement is terminated, each subcontract agreement shall be assigned by Design-Builder to Owner, subject to the prior rights of any surety, provided that:

5.3.1.1. this Agreement is terminated by Owner pursuant to §11.2 or §11.3; and



5.3.1.2. Owner accepts such assignment, after termination by notifying the Subcontractor and Design-Builder in writing, and assumes all rights and obligations of Design-Builder pursuant to each subcontract or supply agreement.

5.3.2. If Owner accepts such an assignment, and the Work has been suspended for more than thirty (30) consecutive Days, following termination, if appropriate, Subcontractor's or Supplier's compensation shall be equitably adjusted as a result of the suspension.

5.4. BINDING OF SUBCONTRACTORS AND SUPPLIERS Design-Builder agrees to bind every Subcontractor and Supplier (and require every Subcontractor to so bind its Subsubcontractors and significant Suppliers) to all the provisions of this Agreement and the Contract Documents' applicable provisions to that portion of the Work.

## ARTICLE 6 CONTRACT TIME

6.1. DATE OF COMMENCEMENT The Date of Commencement is the Agreement date in ARTICLE 1 unless otherwise set forth below. The Work shall proceed in general accordance with the Project Schedule which may be amended in accordance with this Agreement.

### 6.2. SUBSTANTIAL COMPLETION/FINAL COMPLETION

6.2.1. Substantial Completion of the Work shall be achieved no later than August 1, 2022.

6.2.2. Time is of the essence with regards to the obligations of the Contract Documents.

6.2.3. The Date of Final Completion of the Work is August 30, 2022, subject to adjustments as provided for in the Contract Documents.

6.2.4. Unless otherwise instructed by an Interim Directive, Design-Builder shall not knowingly commence the Work before the effective date of insurance required to be provided by Design-Builder.

### 6.3. DELAYS AND EXTENSIONS OF TIME

6.3.1. If Design-Builder is delayed at any time in the commencement or progress of the Work by any cause beyond the control of Design-Builder, Design-Builder shall be entitled to an equitable extension of the Date of Substantial Completion or the Date of Final Completion. Examples of causes beyond the control of Design-Builder include, but are not limited to, the following: (a) acts or omissions of Owner or Others; (b) changes in the Work or the sequencing of the Work ordered by Owner, or arising from decisions of Owner that impact the time of performance of the Work; (c) encountering Hazardous Materials, or concealed or unknown conditions; (d) delay authorized by Owner pending dispute resolution or suspension by Owner under §12.1; (e) transportation delays not reasonably foreseeable; (f) labor disputes not involving Design-Builder; (g) general labor disputes impacting the Project but not specifically related to the Worksite; (h) fire; (i) Terrorism; (j) epidemics; (k) adverse governmental actions, (l) unavoidable accidents or circumstances; (m) adverse weather conditions not reasonably anticipated. Design-Builder shall process any requests for equitable extensions of the Date of Substantial Completion or the Date of Final Completion in accordance with the provisions of ARTICLE 8.

6.3.2. In addition, if Design-Builder incurs additional costs as a result of a delay that is caused by acts or omissions of Owner or Others, changes in the Work or the sequencing of the Work ordered by Owner, or arising from decisions of Owner that impact the time of performance of the Work, encountering Hazardous Materials unanticipated by Design-Builder or concealed or unknown conditions, delay authorized by Owner pending dispute resolution, and suspension by Owner under



§ARTICLE 11, Design-Builder shall be entitled to an equitable adjustment in the Contract Price subject to §6.5.

6.3.3. In the event delays to the project are encountered for any reason, the Parties agree to undertake reasonable steps to mitigate the effect of such delays.

#### 6.4. LIQUIDATED DAMAGES

~~6.4.1. SUBSTANTIAL COMPLETION The Parties agree that this Agreement [ ] shall/ [ ] shall not provide for the imposition of liquidated damages based on the Date of Substantial Completion.~~

~~6.4.2. FINAL COMPLETION Owner and Design-Builder agree that this Agreement [ ] shall/ [ ] shall not provide for the imposition of liquidated damages based on the Date of Final Completion.~~

~~6.4.3. OTHER LIQUIDATED DAMAGES Owner and Design-Builder may agree upon the imposition of liquidated damages based on other project milestones or performance requirements. Such agreement shall be included as an exhibit to this Agreement.~~

6.5. LIMITED MUTUAL WAIVER OF CONSEQUENTIAL DAMAGES Except for damages mutually agreed upon by the Parties as liquidated damages in §6.4 and excluding losses covered by insurance required by the Contract Documents, Owner and Design-Builder agree to waive all claims against each other for any consequential damages that may arise out of or relate to this Agreement, except for those specific items of damages excluded from this waiver as mutually agreed upon by the Parties and identified below. Owner agrees to waive damages including but not limited to Owner's loss of use of the Project, any rental expenses incurred, loss of income, profit, or financing related to the Project, as well as the loss of business, loss of financing, principal office overhead and expenses, loss of profits not related to this Project, loss of reputation, or insolvency. Design-Builder agrees to waive damages including but not limited to loss of business, loss of financing, loss of profits not related to this Project, loss of bonding capacity, loss of reputation, or insolvency.

6.5.1. The following items of damages are excluded from this mutual waiver:

6.5.2. The provisions of this section shall also apply to the termination of this Agreement and shall survive such termination. Owner and Design-Builder shall require similar waivers in contracts with Subcontractors and Others retained for the Project.

### ARTICLE 7 CONTRACT PRICE

The Contract Price is Three million seven hundred eighty-one thousand fifty dollars (\$ 3,781,050.00) subject to adjustment as provided in ARTICLE 8.

### ARTICLE 8 CHANGES IN THE WORK

Changes in the Work which are within the general scope of this Agreement may be accomplished without invalidating this Agreement by Change Order, Interim Directive, or a minor change in the Work, subject to the limitations stated in the Contract Documents.

#### 8.1. CHANGE ORDERS

8.1.1. Design-Builder may request or Owner, without invalidating this Agreement, may order changes in the Work within the general scope of the Contract Documents consisting of adjustment to the Contract Price or the Date of Substantial Completion or the Date of Final Completion. All such



changes in the Work shall be authorized by applicable Change Order, and processed in accordance with this article. Each adjustment in the Contract Price resulting from a Change Order shall clearly separate the amount attributable to Design services.

8.1.2. The Parties shall negotiate an appropriate adjustment to Contract Price or the Date of Substantial Completion or the Date of Final Completion in good faith and conclude negotiations as expeditiously as possible. Acceptance of the Change Order and any adjustment in the Contract Price or the Date of Substantial Completion or the Date of Final Completion shall not be unreasonably withheld.

8.1.3. NO OBLIGATION TO PERFORM Design-Builder shall not be obligated to perform changes in the Work until a Change Order has been executed or a written Interim Directive has been issued.

## 8.2. INTERIM DIRECTIVE

8.2.1. Owner may issue an Interim Directive directing a change in the Work before agreeing on an adjustment, if any, in the Contract Price or the Date of Substantial Completion or the Date of Final Completion, and if appropriate, the compensation for Design services or directing Design-Builder to perform Work that Owner believes is not a change. If the Parties disagree that the Interim Directed work is within the scope of the Work, Design-Builder shall perform the disputed Work and furnish Owner with an estimate of the costs to perform the disputed work in accordance with Owner's interpretations.

8.2.2. The Parties shall negotiate expeditiously and in good faith for appropriate adjustments, as applicable, to the Contract Price or the Date of Substantial Completion or the Date of Final Completion, and if appropriate the compensation for Design services, arising out of Interim Directive. As the changed work is completed, the Design Builder shall submit its costs for such work with its Application for Payment beginning with the next Application for Payment within thirty (30) Days of the issuance of the Interim Directive. Owner's payment does not prejudice its right to be reimbursed should it be determined that the disputed work was within the scope of the Work.

8.2.3. If the Parties agree upon the adjustments in the Contract Price or the Date of Substantial Completion or the Date of Final Completion, and if appropriate, the compensation for Design services, for a change in the Work directed by an Interim Directive, such agreement shall be the subject of an appropriate Change Order. The Change Order shall include all outstanding Interim Directives issued since the last Change Order.

## 8.3. MINOR CHANGES IN THE WORK

8.3.1. Design-Builder may make minor changes in the design and construction of the Project consistent with the intent of the Contract Documents which do not involve an adjustment in the Contract Price or the Date of Substantial Completion or the Date of Final Completion; and do not materially and adversely affect the design of the Project, the quality of any of the materials or equipment specified in the Contract Documents, the performance of any materials, equipment, or systems specified in the Contract Documents, or the quality of workmanship required by the Contract Documents.

8.3.2. Design-Builder shall promptly inform Owner in writing of any such changes and shall record such changes on the Design-Build Documents maintained by Design-Builder.

8.4. CONCEALED OR UNKNOWN SITE CONDITIONS If a condition encountered at the Worksite are (a) subsurface or other physical conditions materially different from those indicated in the Contract Documents, or (b) unusual and unknown physical conditions materially different from conditions ordinarily encountered and generally recognized as inherent in Work provided for in the Contract Documents,



Design-Builder shall stop affected Work after the concealed or unknown condition is first observed and give prompt written notice of the condition to Owner. Owner shall investigate and then issue an Interim Directive specifying the extent to which Owner agrees that a concealed or unknown condition exists and directing how Design-Builder is to proceed. Design-Builder shall not be required to perform any Work relating to the unknown condition without the written mutual agreement of the Parties. Any change in the Contract Price or Contract Time as a result of the condition, including any dispute about its existence or nature, shall be determined as provided in this ARTICLE 8.

## 8.5. DETERMINATION OF COST

8.5.1. An increase or decrease in the Contract Price resulting from a change in the Work shall be determined by one or more of the following methods:

8.5.1.1. unit prices set forth in this Agreement or as subsequently agreed;

8.5.1.2. a mutually accepted, itemized lump sum; or

8.5.1.3. COST OF THE WORK Cost of the Work as defined by this §8.5.1.3 plus 10% for Overhead and profit. "Cost of the Work" shall include the following costs reasonably incurred to perform a change in the Work:

8.5.1.3.1. Labor wages directly employed by Design-Builder performing the Work; provided that "labor wages" shall not include any bonuses paid by the Design-Builder;

8.5.1.3.2. Salaries of Design-Builder's employees when stationed at the field office to the extent necessary to complete the applicable Work, employees engaged on the road expediting the production or transportation of material and equipment, and supervisory employees from the principal or branch office as mutually agreed by the Parties in writing; provided that salaries shall not include any bonuses paid by the Design-Builder;

8.5.1.3.3. Cost of applicable employee benefits and taxes, including but not limited to, workers' compensation, unemployment compensation, social security, health, welfare, retirement and other fringe benefits as required by law, labor agreements, or paid under Design-Builder's standard personnel policy, insofar as such costs are paid to employees of Design-Builder who are included in the Cost of the Work in §8.5.1.3.1 and §8.5.1.3.2;

8.5.1.3.4. Reasonable transportation, travel, and hotel expenses of Design-Builder's personnel incurred in connection with the Work;

8.5.1.3.5. Cost of all materials, supplies, and equipment incorporated in the Work, including costs of inspection and testing if not provided by Owner, transportation, storage, and handling. Any such items used but not consumed, which are paid for by the Owner, shall become the property of the Owner and shall be delivered to the Owner upon completion of the Work in accordance with instructions furnished by the Owner. If the Owner elects, however, the Design-Builder shall purchase any such items from the Owner at a purchase price equal to the original cost charged to the Owner, less the reduction in fair market value resulting directly from use of any such item in connection with the Work or such other price that is mutually acceptable to the Owner and the Design-Builder. Upon demand by the Owner, the Design-Builder shall furnish the Owner with any information and documentation necessary to verify that period of time for which such items were used in connection with the Work. ;

8.5.1.3.6. Payments made by Design-Builder to Subcontractors for performed Work;



8.5.1.3.7. Fees and expenses for design services procured or furnished by Design-Builder

8.5.1.3.8. Cost, including transportation and maintenance of all materials, supplies, equipment, temporary facilities, and hand tools not owned by the workers that are used or consumed in the performance of the Work, less salvage value or residual value; and cost less salvage value of such items used, but not consumed that remain the property of Design-Builder;

8.5.1.3.9. Rental charges of all necessary machinery and equipment, exclusive of hand tools owned by workers, used at the Worksite, whether rented from Design-Builder or others, including installation, repair and replacement, dismantling, removal, maintenance, transportation, and delivery costs. Rental from unrelated third parties shall be reimbursed at actual cost. Rentals from Design-Builder or its affiliates, subsidiaries, or related parties shall be reimbursed at the prevailing rates in the locality of the Worksite up to eighty-five percent (85%) of the value of the piece of equipment;

8.5.1.3.10. Cost of the premiums for all insurance and surety bonds which Design-Builder is required to procure or deems necessary, and approved by Owner including any additional premium incurred as a result of any increase in the cost of the Work;

8.5.1.3.11. Sales, use, gross receipts or other taxes, tariffs, or duties related to the Work for which Design-Builder is liable;

8.5.1.3.12. Permits, fees, licenses, tests, and royalties;

8.5.1.3.13. Losses, expenses or damages to the extent not compensated by insurance or otherwise, and the cost of corrective work, provided that such did not arise from Design-Builder's negligence.

8.5.1.3.14. Water, power, and fuel costs necessary for the changed Work;

8.5.1.3.15. Cost of removal of all nonhazardous substances, debris, and waste materials;

8.5.1.3.16. Costs directly incurred to perform a change in the Work which are reasonably inferable from the Contract Documents for the changed Work

8.5.1.3.17. DISCOUNTS All discounts for prompt payment shall accrue to Owner to the extent such payments are made directly by Owner. To the extent payments are made with funds of Design-Builder, all cash discounts shall accrue to Design-Builder. All trade discounts, rebates and refunds, and all returns from sale of surplus materials and equipment, shall be credited to the Cost of the Work;

8.5.1.3.18. COST REPORTING Design-Builder shall maintain complete and current records that comply with generally accepted accounting principles and calculate the Cost of Work. Owner shall be afforded access to Design-Builder's records, books, correspondence, instructions, drawings, receipts, vouchers, memoranda and similar data relating to requested payment for Cost of the Work. Design-Builder shall preserve all such records for a period of three years after the final payment or longer where required by Law;



8.5.1.3.19. COST AND SCHEDULE ESTIMATES Design-Builder shall use reasonable skill and judgment in the preparation of a cost estimate or schedule for a change to the Work, but does not warrant or guarantee their accuracy.

8.5.1.3.20. Cost of the Work pursuant to §8.5.1.3 is determined net of savings from the change. Design-Builder's Overhead and profit shall be added to any net increase in Cost of the Work. No Overhead and profit shall be applied to any net decrease in the Cost of the Work that is less than ten (10) percent of the Contract Price. Overhead and profit shall be applied to any net decrease ten (10) percent or more. Design-Builder shall maintain a documented, itemized accounting evidencing expenses and savings.

8.5.2. If unit prices are indicated in the Contract Documents or are subsequently agreed to by the Parties, but the character or quantity of such unit items as originally contemplated is so different in a proposed Change Order that the original unit prices will cause substantial inequity to Owner or Design-Builder, such unit prices shall be equitably adjusted.

8.5.3. If Owner and Design-Builder disagree as to whether work required by Owner is within the scope of the Work, Design-Builder shall furnish Owner with an estimate of the costs to perform the disputed work in accordance with Owner's interpretations. If Owner issues a written order for Design-Builder to proceed, Design-Builder shall perform the disputed work and Owner shall pay Design-Builder fifty percent (50%) of its estimated cost to perform the work. In such event, both Parties reserve their rights as to whether the work was within the scope of the Work. Owner's payment does not prejudice its right to be reimbursed should it be determined that the disputed work was within the scope of Work. Design-Builder's receipt of payment for the disputed work does not prejudice its right to receive full payment for the disputed work should it be determined that the disputed work is not within the scope of the Work.

8.6. CHANGES NOTICE For any claim for an increase in the Contract Price or an extension in the Date of Substantial Completion or the Date of Final Completion, Design-Builder shall give Owner written notice of the claim within twenty-one (21) Days after the occurrence giving rise to the claim or within twenty-one (21) Days after Design-Builder first recognizes the condition giving rise to the claim, whichever is later. Except in an emergency, notice shall be given before proceeding with the Work. Claims for design and estimating costs incurred in connection with possible changes requested by Owner, but which do not proceed, shall be made within twenty-one (21) Days after the decision is made not to proceed. Thereafter, Design-Builder shall submit written documentation of its claim, including appropriate supporting documentation, within twenty-one (21) Days after giving notice, unless the Parties mutually agree upon a longer period of time. Owner shall respond in writing denying or approving Design-Builder's claim no later than fourteen (14) Days after receipt of Design-Builder's documentation of claim. Owner's failure to so respond shall be deemed a denial of Design-Builder's claim. Any change in Contract Price or the Date of Substantial Completion or the Date of Final Completion resulting from such claim shall be authorized by Change Order.

8.7. INCIDENTAL CHANGES Owner may direct Design-Builder to perform incidental changes in the Work upon concurrence with Design-Builder that such changes do not involve adjustments in the Cost of the Work or Contract Time. Incidental changes shall be consistent with the scope and intent of the Contract Documents. Owner shall initiate an incidental change in the Work by issuing a written order to Design-Builder. Such written notice shall be carried out promptly and is binding on the Parties.

## ARTICLE 9 PAYMENT

### 9.1. PROGRESS PAYMENT



9.1.1. Before submitting the first application for payment, Design-Builder shall provide a Schedule of Values satisfactory to Owner, consisting of a breakdown of the Contract Price, with a separate line item for Design services.

9.1.2. On or before the 30<sup>th</sup> Day of each month after the Work has commenced, Design-Builder shall submit to Owner an application for payment in accordance with the Schedule of Values based upon the Work completed and materials suitably stored on the Worksite or at other locations approved by Owner. Approval of payment applications for such stored materials shall be conditioned upon submission by Design-Builder of bills of sale and applicable insurance or such other procedures satisfactory to Owner to establish Owner's title to such materials, or otherwise to protect Owner's interest including transportation to the site.

9.1.3. Within fifteen (15) Days after receipt of each monthly application for payment, Owner shall give written notice to Design-Builder of Owner's acceptance or rejection, in whole or in part, of such application for payment. Within twenty (20) Days after accepting such Application, Owner shall pay directly to Design-Builder the appropriate amount for which application for payment is made, less amounts previously paid by Owner. If such application is rejected in whole or in part, Owner shall indicate the reasons for its rejection. If Owner and Design-Builder cannot agree on a revised amount, then, within twenty (20) Days after its initial rejection in part of such application, Owner shall pay directly to Design-Builder the appropriate amount for those items not rejected by Owner for which application for payment is made, less amounts previously paid by Owner. Those items rejected by Owner shall be due and payable when the reasons for the rejection have been removed.

9.1.4. If Owner fails to pay Design-Builder at the time payment of any amount becomes due, then Design-Builder may, at any time thereafter, upon serving written notice that the Work will be stopped within seven (7) Days after receipt of the notice by Owner, and after such seven (7) Day period, stop the Work until payment of the amount owing has been received.

9.1.5. Payments due but unpaid pursuant to §9.1.3, less any amount retained pursuant to §9.2 or §9.3, may bear interest from the date payment is due at the prime rate prevailing at the place of the Project.

9.1.6. Design-Builder warrants and guarantees that title to all Work, materials, and equipment covered by an application for payment, whether incorporated in the Project or not, will pass to Owner upon receipt of such payment by Design-Builder free and clear of all liens, claims, security interests, or encumbrances, hereinafter referred to as "liens."

9.1.7. Owner's progress payment, occupancy, or use of the Project, whether in whole or in part, shall not be deemed an acceptance of any Work not conforming to the requirements of the Contract Documents.

9.1.8. Upon Substantial Completion of the Work, Owner shall pay Design-Builder the unpaid balance of the Contract Price, less a sum equal to one hundred fifty percent (150%) of Design-Builder's estimated cost of completing any unfinished items as agreed to between The Parties as to extent and time for completion. Owner thereafter shall pay Design-Builder monthly the amount retained for unfinished items as each item is completed.

9.1.9. STORED MATERIALS AND EQUIPMENT Unless otherwise provided in the contract documents, applications for payment may include materials and equipment not yet incorporated into the Work but delivered to and suitably stored onsite or offsite, including applicable insurance, storage and costs incurred transporting the materials to an offsite storage facility. Approval of payment applications for stored materials and equipment stored offsite shall be conditioned on submission by Design-Builder of bills of sale and proof of required insurance, or such other procedures satisfactory to Owner to establish the proper valuation of the stored materials and equipment, Owner's title to



such materials and equipment, and to otherwise protect Owner's interests therein, including transportation to the site.

9.2. RETAINAGE From each progress payment made before the time of Substantial Completion, Owner may retain ten percent (10%) of the amount otherwise due after deduction of any amounts as provided in §9.3, provided such percentage doesn't exceed the Law. If Owner chooses to use this retainage provision:

9.2.1. after the Work is fifty percent (50%) complete, Owner shall withhold no additional retainage and pay Design-Builder the full amount due on account of subsequent progress payments;

9.2.2. Owner may, in its sole discretion, reduce the amount to be retained at any time;

9.2.3. Owner may release retainage on that portion of the Work a Subcontractor has completed, in whole or in part, and which work Owner has accepted;

9.2.4. in lieu of retainage, Design-Builder may furnish a retention bond or other security interest acceptable to Owner, to be held by Owner.

9.3. ADJUSTMENT OF AN APPLICATION FOR PAYMENT Owner may adjust or reject an application for payment or nullify a previously approved application for payment, in whole or in part, as may reasonably be necessary to protect Owner from loss or damage based upon the following, to the extent that Design-Builder is responsible under this Agreement:

9.3.1. Design-Builder's repeated failure to perform the Work as required by the Contract Documents;

9.3.2. except as accepted by the insurer providing Builders Risk or other property insurance covering the project, loss or damage arising out of or relating to this Agreement and caused by Design-Builder to Owner, or others to whom Owner may be liable;

9.3.3. Design-Builder's failure to pay either Design Professional, Subcontractor or Supplier following receipt of payment from Owner for that portion of the Work or for supplies, provided that Owner is making payments to Constructor in accordance with the terms of this Agreement;

9.3.4. Defective Work not corrected in a timely fashion;

9.3.5. reasonable evidence of delay in performance of the Work such that the Work will not be completed by the Date of Substantial Completion or the Date of Final Completion, and that the unpaid balance of the Contract Price is not sufficient to offset any direct damages that may be sustained by Owner as a result of the anticipated delay caused by Design-Builder;

9.3.6. reasonable evidence demonstrating that the unpaid balance of the Contract Price is insufficient to fund the cost to complete the Work;

9.3.7. uninsured third-party claims involving the Contractor or reasonable evidence demonstrating that third-party claims are likely to be filed unless and until the Contractor furnishes Owner with adequate security in the form of a surety bond, letter of credit, or other collateral or commitment which are sufficient to discharge such claims if established; and

9.3.8. uninsured third-party claims involving Design-Builder or reasonable evidence demonstrating that third-party claims are likely to be filed unless and until Design-Builder furnishes Owner with adequate security in the form of a surety bond, letter of credit, or other collateral or commitment sufficient to discharge such claims if established.



No later than seven (7) Days after receipt of an application for payment, Owner shall give written notice to Design-Builder, at the time of disapproving or nullifying all or part of an application for payment, stating its specific reasons for such disapproval or nullification, and the remedial actions to be taken by Design-Builder in order to receive payment. When the above reasons for disapproving or nullifying an application for payment are removed, payment will be promptly made for the amount previously withheld.

#### 9.4. OWNER OCCUPANCY OR USE OF COMPLETED OR PARTIALLY COMPLETED WORK

Portions of the Work that are completed or partially completed may be used or occupied by Owner when (a) the portion of the Work is designated in a Certificate of Substantial Completion, (b) appropriate insurer(s) or sureties consent to the occupancy or use, and (c) appropriate public authorities authorize the occupancy or use. Such partial occupancy or use shall constitute Substantial Completion of that portion of the Work. Design-Builder shall not unreasonably withhold consent to partial occupancy or use. Owner shall not unreasonably refuse to accept partial occupancy or use, provided such partial occupancy or use is of value to Owner.

#### 9.5. FINAL PAYMENT

9.5.1. Final payment, consisting of the unpaid balance of the Contract Price, shall be due and payable when the Work is fully completed. Before issuance of final payment, Owner may request satisfactory evidence that all payrolls, materials bills, and other indebtedness connected with the Work have been paid or otherwise satisfied.

9.5.2. Intentionally Deleted.

9.5.3. In accepting final payment, Design-Builder waives all claims except those previously made in writing and which remain unsettled.

### ARTICLE 10 INDEMNITY, INSURANCE, AND BONDS

#### 10.1. INDEMNITY

10.1.1. To the fullest extent permitted by law, Design-Builder shall indemnify and hold harmless Owner, Owner's officers, directors, members, consultants, agents, and employees (the Indemnitees) from all claims for bodily injury and property damage, other than to the Work itself and other property required to be insured under §10.3, including reasonable attorneys' fees, costs, and expenses that may arise from the performance of the Work, but only to the extent caused by the negligent or intentionally wrongful acts or omissions of Design-Builder, Subcontractors, or anyone employed directly or indirectly by any of them or by anyone for whose acts any of them may be liable. Design-Builder shall not be required to indemnify or hold harmless the Indemnitees for any negligent or intentionally wrongful acts or omissions of the Indemnitees. Design-Builder shall be entitled to reimbursement of any defense costs paid above Design-Builder's percentage of liability for the underlying claim to the extent provided for by the subsection below.

10.1.2. To the fullest extent permitted by law, Owner shall indemnify and hold harmless Design-Builder, its officers, directors, or members, Subcontractors, or anyone employed directly or indirectly by any of them or anyone for whose acts any of them may be liable from all claims for bodily injury and property damage, other than property insured under §10.3, including reasonable attorneys' fees, costs, and expenses, that may arise from the performance of work by Others, but only to the extent caused by the negligent or intentionally wrongful acts or omissions of Others. Owner shall be entitled to reimbursement of any defense costs paid above Owner's percentage of liability for the underlying claim to the extent provided for by the subsection above.



10.1.3. NO LIMITATION ON LIABILITY In any and all claims against the Indemnitees by any employee of Design-Builder, anyone directly or indirectly employed by Design-Builder or anyone for whose acts Design-Builder may be liable, the indemnification obligation shall not be limited in any way by any limitation on the amount or type of damages, compensation, or benefits payable by or for Design-Builder under Workers' Compensation acts, disability benefit acts, or other employee benefit acts.

## 10.2. DESIGN-BUILDER'S LIABILITY INSURANCE

10.2.1. Before commencing the Work and as a condition for payment, Design-Builder shall procure and maintain in force Workers' Compensation Insurance, Employers' Liability Insurance, Business Automobile Liability Insurance, and Commercial General Liability Insurance (CGL). The CGL policy shall include coverage for liability arising from premises, operations, independent contractors, products-completed operations, personal injury and advertising injury, contractual liability, and broad form property damage. Design-Builder shall maintain completed operations liability insurance for one year after Substantial Completion, or as required by the Contract Documents, whichever is longer. Design-Builder's Employers' Liability, Business Automobile Liability, and CGL policies shall be written with at least the following limits of liability:

### 10.2.1.1. Employers' Liability Insurance

- (a) \$1,000,000 bodily injury by accident per accident
- (b) \$1,000,000 bodily injury by disease policy limit
- (c) \$1,000,000 bodily injury by disease per employee

### 10.2.1.2. Business Automobile Liability Insurance per accident \$1,000,000.

### 10.2.1.3. Commercial General Liability Insurance

- (a) Per occurrence \$1,000,000
- (b) General aggregate \$5,000,000
- (c) Products/completed operations aggregate \$5,000,000
- (d) Personal and advertising injury limit \$1,000,000

10.2.2. Employers' Liability, Business Automobile Liability, and Commercial General Liability coverage required under §10.2.1 may be arranged under a single policy for the full limits required or by a combination of underlying policies with the balance provided by Excess or Umbrella Liability policies.

10.2.3. Design-Builder shall maintain in effect all insurance coverage required under §10.2.1 with insurance companies lawfully authorized to do business in the jurisdiction in which the Project is located. If Design-Builder fails to obtain or maintain any insurance coverage required under this Agreement, Owner may purchase such coverage and charge the expense to Design-Builder, or terminate this Agreement.

10.2.4. Insurance policies required under §10.2.1 shall contain a provision that the insurance company or its designee must give Owner written notice transmitted in paper or electronic format: (a) 30 Days before coverage is nonrenewed by the insurance company and (b) within 10 Business Days after cancelation of coverage by the insurance company. Before commencing the Work and upon renewal or replacement of the insurance policies, Design-Builder shall furnish Owner with certificates of insurance until one year after Substantial Completion or longer if required by the Contract Documents. In addition, if any insurance policy required under §10.2.1 is not to be immediately replaced without lapse in coverage when it expires, exhausts its limits, or is to be cancelled, Design-



Builder shall give Owner prompt written notice upon actual or constructive knowledge of such condition.

### 10.3. PROPERTY INSURANCE

10.3.1. Design-Builder shall obtain and maintain a Builder's Risk Policy upon the entire Project for the full cost of replacement at the time of loss, including existing structures. This insurance shall also: (a) name Design-Builder, Subcontractors, Subsubcontractors, Suppliers, and Design Professional as insureds; (b) be written in such form as to cover all risks of physical loss except those specifically excluded by the policy; and (c) insure at least against and not exclude:

10.3.1.1. the perils of fire, lightning, explosion, windstorm, hail, smoke, aircraft (except aircraft, including helicopter, operated by or on behalf of the Contractor) and vehicles, riot and civil commotion, theft, vandalism, malicious mischief, debris removal, flood, earthquake, earth movement, water damage, wind damage, testing if applicable, collapse however caused;

10.3.1.2. damage resulting from defective design, workmanship, or material; and

10.3.1.3. coverage extension for damage to existing buildings, plant, or other structures at the Worksite, when the Project is contained within or attached to such existing buildings, plant, or structures. Coverage shall be to the extent loss or damage arises out of Constructor's activities or operations at the Project;

10.3.1.4. equipment breakdown, including mechanical breakdown, electrical injury to electrical devices, explosion of steam equipment, and damage to steam equipment caused by a condition within the equipment;

10.3.1.5. testing coverage for running newly installed machinery and equipment at or beyond the specified limits of their capacity to determine whether they are fit for their intended use; and

10.3.1.6. physical loss resulting from Terrorism.

10.3.2. The Party that is the primary cause of a Builder's Risk Policy claim shall be responsible for any deductible amounts or coinsurance payments. If no Party is the primary cause of a claim, then the Party obtaining and maintaining the Builder's Risk Policy pursuant to §10.3.1 shall be responsible for the deductible amounts or coinsurance payments. This policy shall provide for a waiver of subrogation. This insurance shall remain in effect until final payment has been made or until no person or entity other than Owner has an insurable interest in the property to be covered by this insurance, whichever is sooner. Partial occupancy or use of the Work shall not commence until Design-Builder has secured the consent of the insurance company or companies providing the coverage required in this subsection. Before commencing the Work, Design-Builder shall provide a copy of the property policy or policies obtained in compliance with §10.3.1.

10.3.3. If Owner elects to purchase the property insurance required by this Agreement, including all of the same coverages and deductibles for the same duration specified in §10.3.1, then Owner shall give written notice to Design-Builder and the Design Professional before the Work is commenced and provide a copy of the property policy or policies obtained in compliance with §10.3.1. Owner may then provide insurance to protect its interests and the interests of the Design-Builder, Subcontractors, Suppliers, and Subsubcontractors.

10.3.4. The Parties waive all rights against each other and their respective employees, agents, contractors, subcontractors and subsubcontractors, and design professionals for damages caused by risks covered by the property insurance except such rights as they may have to the proceeds of the insurance.



10.3.5. Design-Builder shall indemnify and hold harmless Owner against any and all liability, claims, demands, damages, losses, and expenses, including attorneys' fees, in connection with or arising out of any damage or alleged damage to any of Owner's existing adjacent property that may arise from the performance of the Work, to the extent of the negligent acts or omissions of Design-Builder, Subcontractor, or anyone employed directly or indirectly by any of them or by anyone for whose acts any of them may be liable.

10.3.6. RISK OF LOSS Except to the extent a loss is covered by applicable insurance, risk of loss or damage to the Work shall be upon the Party obtaining and maintaining the Builder's Risk Policy pursuant to §10.3.1 until the Date of Final Completion.

#### 10.4. ADDITIONAL GENERAL LIABILITY COVERAGE

10.4.1. Owner shall not require Design-Builder to purchase and maintain additional liability coverage.

10.4.2. If required by the above subsection, the additional liability coverage required of Design-Builder shall be:

Additional Insured. Owner shall be named as an additional insured on Design-Builder's Commercial General Liability Insurance specified, for on-going operations and completed operations, excess/umbrella liability, commercial automobile liability, and any required pollution liability, but only with respect to liability for bodily injury, property damage, or personal and advertising injury to the extent caused by the negligent or intentionally wrongful acts or omissions of Design-Builder, or those acting on Design-Builder's behalf, in the performance of Design-Builder's Work for Owner at the Worksite. The insurance of the Subcontractor shall be primary and non-contributory to any insurance available to the Additional Insureds.

OCP. Design-Builder shall provide an Owners' and Contractors' Protective Liability Insurance ("OCP") policy with limits equal to the limits on Commercial General Liability Insurance specified, or limits as otherwise required by Owner.

Any documented additional cost in the form of a surcharge associated with procuring the additional liability coverage in accordance with this subsection shall be paid by Owner directly or the costs may be reimbursed by Owner to Design-Builder by increasing the contract price to correspond to the actual cost required to purchase and maintain the additional liability coverage.

Before commencing the Work, Design-Builder shall provide either a copy of the OCP policy, or a certificate and endorsement evidencing that Owner has been named as an additional insured, as applicable.

10.5. ROYALTIES, PATENTS, AND COPYRIGHTS Design-Builder shall pay all royalties and license fees which may be due on the inclusion of any patented or copyrighted materials, methods, or systems selected by Design-Builder and incorporated in the Work. Design-Builder shall indemnify and hold Owner harmless from all suits or claims for infringement of any patent rights or copyrights arising out of such selection. Owner agrees to indemnify and hold Design-Builder harmless from any suits or claims of infringement of any patent rights or copyrights arising out of any patented or copyrighted materials, methods, or systems specified by Owner.

10.6. PROFESSIONAL LIABILITY INSURANCE Design-Builder shall obtain, ~~either itself or~~ through Design Professional, professional liability insurance for claims arising from the negligent performance of professional services under this Agreement, which shall be:

#### Project Specific Coverage



written for not less than \$5,000,000.00 per claim and in the aggregate ~~with a deductible not to exceed~~ \$[ ]-The Professional Liability Insurance shall include prior acts coverage sufficient to cover all services rendered by Design Professional. This coverage shall be continued in effect for one year(s) after the Date of Substantial Completion.

## 10.7. BONDING

10.7.1. Performance and Payment Bonds are required of Design-Builder. Such bonds shall be issued by a surety licensed in the state in which the Project is located and must be acceptable to Owner. Owner's acceptance shall not be withheld without reasonable cause.

10.7.2. Such Performance Bond shall be issued in the penal sum equal to one hundred percent (100%) of the:

Contract price, including design and construction.

Such Performance Bond shall cover the cost to complete the Work, but shall not cover any damages of the type specified to be covered by the insurance pursuant to §10.2 and §10.3, whether or not such insurance is provided or in an amount sufficient to cover such damages.

10.7.3. The penal sum of the Payment Bond shall equal the penal sum of the Performance Bond. Design-Builder's payment bond for the Project, if any, shall be made available by Owner or Design-Builder upon Subcontractor's written request.

10.7.4. Design-Builder shall endeavor to keep its surety advised of changes within the scope of the initial Agreement potentially impacting the Contract Price or the Dates of Substantial Completion or Final Completion, though Design-Builder shall require that its surety waives any requirement to be notified of any alteration or extension of time.

## ARTICLE 11 SUSPENSION, NOTICE TO CURE, AND TERMINATION

### 11.1. SUSPENSION BY OWNER FOR CONVENIENCE

11.1.1. Owner may order Design-Builder in writing to suspend, delay, or interrupt all or any part of the Work without cause for such period of time as Owner may determine to be appropriate for its convenience.

11.1.2. Adjustments caused by suspension, delay, or interruption shall be made for increases in the Contract Price or the Date of Substantial Completion or the Date of Final Completion. No adjustment shall be made if Design-Builder is or otherwise would have been responsible for the suspension, delay, or interruption of the Work, or if another provision of this Agreement is applied to render an equitable adjustment.

### 11.2. NOTICE TO CURE A DEFAULT

11.2.1. If Design-Builder persistently fails to supply enough qualified workers, proper materials, or equipment to maintain the approved Construction Schedule, or fails to make prompt payment to its workers, Subcontractors, or Suppliers, disregards Laws or orders of any public authority having jurisdiction, or is otherwise guilty of a material breach of a provision of this Agreement, Design-Builder may be deemed in default.



If Design-Builder fails within seven (7) Days after receipt of written notice to commence and continue satisfactory correction of such default, then Owner shall give Design-Builder a second notice to correct the default within a three (3) Day period.

11.2.2. After receiving Owner's written notice, if Design-Builder fails to promptly commence and continue satisfactory correction of the default, then Owner without prejudice to any other rights or remedies may: (a) take possession of the Worksite; (b) complete the Work utilizing any reasonable means; (c) withhold payment due to Design-Builder; and (d) as Owner deems necessary, supply workers and materials, equipment, and other facilities for the satisfactory correction of the default, and charge Design-Builder the costs and expenses, including reasonable Overhead, profit, and attorneys' fees.

11.2.3. In the event of an emergency affecting the safety of persons or property, Owner may immediately commence and continue satisfactory correction of a default without first giving written notice to Design-Builder, but shall give Design-Builder prompt notice.

### 11.3. OWNER'S RIGHT TO TERMINATE FOR DEFAULT

11.3.1. TERMINATION BY OWNER FOR DEFAULT Upon expiration of the second notice for default period pursuant to §12.2 and absent appropriate corrective action, Owner may terminate this Agreement by written notice. Termination for default is in addition to any other remedies available to Owner under §12.2. If Owner's costs arising out of Design-Builder's failure to cure, including the costs to complete the Work and reasonable attorneys' fees, exceed the GMP, Design-Builder shall be liable to Owner for such excess costs. If Owner's costs are less than the GMP, Owner shall pay the difference to Design-Builder. If Owner exercises its rights under this section, upon the request of Design-Builder, Owner shall furnish to Design-Builder a detailed accounting of the costs incurred by Owner.

11.3.2. If Design-Builder files a petition under the bankruptcy code, this Agreement shall terminate if Design-Builder or Design-Builder's trustee rejects the Agreement or, if a default occurs and Design-Builder is unable to give adequate assurance of required performance; or (c) Design-Builder is otherwise unable to comply with the requirements for assuming this Agreement under the applicable provisions of the Bankruptcy Code.

11.3.3. Owner shall make reasonable efforts to mitigate damages arising from Design-Builder's default, and shall promptly invoice Design-Builder for all amounts due.

11.4. TERMINATION BY OWNER FOR CONVENIENCE If Owner terminates this Agreement other than as set forth in §11.1.2, Owner shall pay Design-Builder for all Work executed and for all proven loss, cost, or expense in connection with the Work, plus all demobilization costs. In addition, Design-Builder shall be paid an amount calculated as set forth below.

11.4.1. If Owner terminates this Agreement before commencing construction, Design-Builder shall be paid the unpaid balance of Design-Builder's design costs as set forth in the Schedule of Values.

11.4.2. If Owner terminates this Agreement after commencing construction, Design-Builder shall be paid the unpaid balance of Design-Builder's design costs as set forth in the Schedule of Values and, the Construction services provided to date.

11.4.3. Owner shall also pay to Design-Builder fair compensation, either by purchase or rental at the election of Owner, for all equipment retained. Owner shall assume and become liable for obligations, commitments, and unsettled claims that Design-Builder has previously undertaken or incurred in good faith in connection with the Work or as a result of the termination of this Agreement. As a condition of receiving the payments provided under this article, Design-Builder shall cooperate with Owner by



taking all steps necessary to accomplish the legal assignment of Design-Builder's rights and benefits to Owner, including the execution and delivery of required papers.

#### 11.5. TERMINATION BY DESIGN-BUILDER

11.5.1. Seven (7) Days' after Owner's receipt of written notice from Design-Builder, Design-Builder may terminate this Agreement for any of the following reasons: if the Work has been stopped for a thirty (30) Day period through no fault of the Design-Builder: (a) under court order or order of other governmental authorities having jurisdiction, or (b) as a result of the declaration of a national emergency or other governmental act emergency during which, through no act or fault of Design-Builder, materials are not available; (c) Work is suspended by Owner for Convenience;

11.5.2. In addition, upon seven (7) Days written notice to Owner and an opportunity to cure within three (3) Days, Constructor may terminate this Agreement if Owner: (a) fails to furnish reasonable evidence that sufficient funds are available and committed for the entire cost of the Project ;(b) assigns this Agreement over Design-Builder's reasonable objection; (c) fails to pay Design-Builder in accordance with this Agreement and Design-Builder stopped Work accordingly; or (d) otherwise materially breaches this Agreement.

11.5.3. Upon termination by Design-Builder in accordance with §11.5.1, Design-Builder shall be entitled to recover from Owner payment for all Work executed and for all proven loss, cost, or expense in connection with the Work, plus all demobilization costs and reasonable damages. In addition, Design-Builder shall be paid an amount calculated as set forth either in §11.4.1 or §11.4.2, depending on when the termination occurs, and §11.4.3.

11.6. LIMITATION OF THE OWNER'S PAYMENT OBLIGATIONS. In the event of termination of this Agreement for any reason by either party, the Owner shall pay only those amounts, if any, due and owing to Design-Builder for which the Owner is obligated to pay pursuant to this Agreement; provided however, that in the event the Owner terminates this Agreement due to lack of funds or change in law, the Owner's obligation to pay Design-Builder such amounts and other compensation shall be limited by, and subject to, legally available funds. Payment will be made only upon submission of invoices and proper proof of Design-Builder's claim. Notwithstanding the foregoing, this Section in no way limits the rights or remedies available to the Owner and shall not be construed to require the Owner to pay any compensation or other amounts hereunder in the event of Design-Builder's breach of this Agreement or any amounts withheld by the Owner in accordance with the terms of this Agreement. The Owner shall not be liable, under any circumstances, for any of the following: i. The payment of unemployment compensation to Design-Builder's employees; ii. The payment of workers' compensation claims, which occur during the Agreement or extend beyond the date on which the Agreement terminates; iii. Any costs incurred by Design-Builder in its performance of the Agreement, including, but not limited to, startup costs, overhead or other costs associated with the performance of the Agreement; iv. Any damages or other amounts associated with the loss of prospective profits, anticipated sales, goodwill, or for expenditures, investments or commitments made in connection with this Agreement; v. Any taxes Design-Builder may owe in connection with the performance of this Agreement, including, but not limited to, sales taxes, excise taxes, use taxes, income taxes or property taxes.

11.7. TERMINATION DUTIES. Upon receipt of notice of termination or upon request of the Owner, Design-Builder shall: i. Cease providing services under this Agreement and take all necessary or appropriate steps to limit disbursements and minimize costs, and furnish a report within thirty (30) days of the date of notice of termination, describing the status of all services provided under the Agreement and such other matters as the Owner may require; ii. Immediately cease using and return to the Owner any property or materials, whether tangible or intangible, provided by the Owner to Contractor; iii. Cooperate in good faith with the Owner and its employees, agents and independent contractors during the transition period between the notification of termination and the substitution of any replacement service provider; iv.



Immediately return to the Owner any payments made by the Owner for services that were not rendered or provided by Design-Builder.

## ARTICLE 12 DISPUTE MITIGATION OR RESOLUTION

12.1. WORK CONTINUANCE AND PAYMENT Unless otherwise agreed in writing, Design-Builder shall continue the Work and maintain the approved schedules during any dispute mitigation or resolution proceedings. If Design-Builder continues to perform, Owner shall continue to make payments in accordance with the Agreement.

12.2. DIRECT DISCUSSIONS If the Parties cannot reach resolution on a matter relating to or arising out of this Agreement, the Parties shall endeavor to reach resolution through good faith direct discussions between the Parties' representatives, who shall possess the necessary authority to resolve such matter and who will record the date of first discussions. If the Parties' representatives are not able to resolve such matter within five (5) Business Days of the date of first discussion, the Parties' representatives shall immediately inform senior executives of the Parties in writing that a resolution could not be reached. Upon receipt of such notice, the senior executives of the Parties shall meet within five (5) Business Days to endeavor to reach resolution. If the dispute remains unresolved after fifteen (15) Days from the date of first discussion, the Parties may submit such matter to the dispute resolution procedures selected below.

### 12.3. LITIGATION

Litigation in either the state or federal court having jurisdiction of the matter in the location of the Project

If not indicated, then litigation is default as opposed to arbitration.

12.3.1. COSTS The costs of any binding dispute resolution procedures and reasonable attorneys' fees shall be borne by the non-prevailing Party, as determined by the adjudicator of the dispute.

12.3.2. VENUE The Project location shall serve as the venue.

12.4. MULTIPARTY PROCEEDING The Parties agree that all Parties necessary to resolve a matter shall be Parties to the same dispute resolution procedure, if possible. Appropriate provisions shall be included in all other contracts relating to the Work to provide for the joinder or consolidation of such dispute resolution proceedings.

12.5. LIEN RIGHTS Nothing in this article shall limit any rights or remedies not expressly waived by Design-Builder that Design-Builder may have under lien laws.

## ARTICLE 13 MISCELLANEOUS PROVISIONS

13.1. EXTENT OF AGREEMENT Except as expressly provided, this Agreement is solely for the benefit of the Parties, represents the entire and integrated agreement between the Parties, and supersedes all prior negotiations, representations, or agreements, either written or oral. This Agreement and each and every provision is for the exclusive benefit of The Parties and not for the benefit of any third party.

13.2. ASSIGNMENT Neither Owner nor Design-Builder shall assign its interest in this Agreement without the written consent of the other except as to the assignment of proceeds. The terms and conditions of this Agreement shall be binding upon both Parties, their partners, successors, assigns, and legal representatives. Neither Party to this Agreement shall assign the Agreement as a whole without written



consent of the other except that Owner may assign the Agreement to a wholly owned subsidiary of Owner when Owner has fully indemnified Design-Builder or to an institutional lender providing construction financing for the Project as long as the assignment is no less favorable to Design-Builder than this Agreement. In the event of such assignment, Design-Builder shall execute all consents reasonably required. In such event, the wholly-owned subsidiary or lender shall assume Owner's rights and obligations under the Contract Documents. If either Party attempts to make such an assignment, that Party shall nevertheless remain legally responsible for all obligations under the Agreement, unless otherwise agreed by the other Party.

13.3. GOVERNING LAW The Law in effect at the location of the Project shall govern this Agreement.

13.4. SEVERABILITY The partial or complete invalidity of any one or more provisions of this Agreement shall not affect the validity or continuing force and effect of any other provision.

13.5. NOTICE Unless changed in writing, a Party's address indicated in ARTICLE 1 shall be used when delivering notice to a physical address. Except for Agreement termination and as otherwise specified in the Contract Documents, notice is effective upon transmission by any effective means, including U.S. postal service and overnight delivery service

13.6. NO WAIVER OF PERFORMANCE The failure of either Party to insist, in any one or more instances, on the performance of any of the terms, covenants, or conditions of this Agreement, or to exercise any of its rights, shall not be construed as a waiver or relinquishment of such term, covenant, condition, or right with respect to further performance.

13.7. TITLES AND GROUPINGS The title given to the articles and sections are for ease of reference only and shall not be relied upon or cited for any other purpose.

13.8. JOINT DRAFTING The Parties expressly agree that this Agreement was jointly drafted, and that both had opportunity to negotiate its terms and to obtain the assistance of counsel in reviewing its terms before execution. Therefore, this Agreement shall be construed neither against nor in favor of either Party, but shall be construed in a neutral manner.

13.9. E-VERIFY. The Design-Builder shall use a federal immigration verification system to determine the work eligibility status of employees hired on or after October 1, 2009 and who are physically performing services within the State of Nebraska. If the Design-Builder employs or contracts with any Subcontractor in connection with this Agreement, the Design-Builder shall include a provision in the contract requiring the Subcontractor to use a federal immigration verification system to determine the work eligibility status of new employees physically performing services within the State of Nebraska.

13.10. NONDISCRIMINATION. The Design-Builder and all Subcontractors, if any, shall not discriminate against any employee or applicant who is to be employed for performance of this Agreement with respect to his or her hire, tenure, terms, conditions, or privileges of employment, because of his race, color, religion, sex, disability, or national origin.

13.11. DRUG AND WEAPON FREE. The Design-Builder and all Subcontractors, if any, shall not manufacture, sell, distribute, dispense, possess or use controlled substances or marijuana, as defined by Nebraska law, during the performance of this Agreement while on school premises or at school related functions. The Design-Builder and all Subcontractors, if any, shall not possess any weapon, as defined by Nebraska law and the federal "Drug-Free Schools Act," on school property or at school related functions. The Design-Builder and all Subcontractor, if any, also shall adhere to all District's policies and regulations that prohibit the possession, distribution, sale, dispensation, or use of any alcohol or tobacco products while on school premises or at school related functions. Failure to comply with this provision may be considered a material breach. The District may suspend or terminate the Design-Builder, Subcontractor, or both if it violates these laws, regulations, or policies or this provision.



13.12. RULES AND REGULATIONS. When present on the Owner's property, the Design-Builder and its subcontractors, or anyone directly or indirectly employed by or representing any of them, shall:

- A. carry photo identification;
- B. not smoke or otherwise use tobacco;
- C. not use, or be under the influence of, alcohol or drugs;
- D. not carry a firearm or other weapon; and
- E. comply with all of the Owner's rules, policies, procedures which are intended to protect the safety and health of its faculty, staff, students, and visitors.

13.13. FAIR LABOR STANDARDS. Pursuant to NEB. REV. STAT. § 73-102, the Design-Builder certifies that it is complying with, and will continue complying with, fair labor standards in the pursuit of its business and in the execution of this Agreement. For the purposes of this section, fair labor standards means a scale of wages and conditions of employment as are paid and maintained by at least fifty percent of the contractors in the same business or field of endeavor as the Design-Builder.

UNEMPLOYMENT COMPENSATION. The Design-Builder shall pay to the Unemployment Compensation Fund of the State of Nebraska and the State Unemployment Insurance Trust Fund unemployment combined tax and interest due under the Employment Security Law on wages paid to individuals employed in the performance of the Agreement as required by Neb. Rev. Stat. § 48-657.

13.14. BACKGROUND CHECKS Design-Builder shall conduct a background check for all employees or subcontractors providing services under this Agreement in a manner approved by Owner. Owner will determine if the person is authorized to provide services, in accordance with state, federal and local policy.

13.15. Material Escalation Clause. The Contractor shall use its best efforts to obtain the lowest possible price on the materials necessary for the performance of this Agreement. However, if the price of the materials necessary to complete the work of this Agreement increases by more than five percent (5%) from the date of the execution of the Agreement through no fault of the Contractor, the Contractor shall provide written notice to the Owner stating the increased cost, identification of the materials, and the identification of the supplier. If the increased cost of the materials would cause the total contract price to increase by more than 10 %, the Owner shall have the option to terminate the Agreement by providing written notice of such decision to the Contractor within five (5) business days. If the Owner does not terminate the Agreement, the price of said materials shall be equitably adjusted to cover such increase. The price increases shall be documented through written invoices or receipts.

## ARTICLE 14 CONTRACT DOCUMENTS

14.1. CONTRACT DOCUMENTS The Contract Documents are as follows:

- 14.1.1.1. EXHIBIT A: Owners Performance Criteria and General Guidelines
- 14.1.1.2. EXHIBIT B: Clark Enersen Construction Drawings and Specifications dated 09/17/2021 – project No. 359-002-21 and ASI #001 dated 09/20/2021 and ASI #002 dated 10/12/2021 and ASI #003 dated 10/25/2021 and Proposal Request #001 dated 10/15/2021.
- 14.1.1.3. EXHIBIT C: Certified Testing Services Geotechnical Addendum dated 10/14/2021
- 14.1.1.4. EXHIBIT D: Clarifications and Supplemental Information to the Plans and Specifications
- 14.1.1.5. EXHIBIT E: MUSCO Sports Lighting design submittals dated 09/20/2021

14.2. ORDER OF PRECEDENCE In case of any inconsistency, conflict, or ambiguity among the Contract Documents, the documents shall govern in the following order: (a) Change Orders and written amendments to this Agreement; (b) this Agreement; (c) design documents approved by Owner pursuant



to §2.4.17 and §3.1.3 in order of the most recently approved; (d) information furnished by Owner pursuant to §4.1 or designated as a Contract Document in §ARTICLE 14; (e) other documents listed in this Agreement. Except as otherwise provided, among categories of documents having the same order of precedence, the term or provision that includes the latest date shall control. Where figures are given, they shall be preferred to scaled dimensions. Unless otherwise specifically defined in this Agreement, any terms that have well-known technical or trade meanings shall be interpreted in accordance with their well-known meanings.

OWNER: [ ]

BY: \_\_\_\_\_ NAME: \_\_\_\_\_ TITLE: \_\_\_\_\_

WITNESS: \_\_\_\_\_ NAME: \_\_\_\_\_ TITLE: \_\_\_\_\_

DESIGN-BUILDER: [ ]

BY: *Jeff Emanuel* NAME: Jeff Emanuel TITLE: President

WITNESS: *Kyle King* NAME: Kyle King TITLE: Vice President

END OF DOCUMENT.



## **Exhibit A – Performance Criteria and General Guidelines**

### **1.0 Background and Site Information**

#### **1.1 Background**

The Wakefield Community School District has approximately 500 students. As part of the school athletics program, a surfaced track was constructed on the west side of the school in 2009 as the first steps toward the sports complex. The proposed project will complete the sports complex with the design and construction of a new athletic turf field, stadium bleachers, team and locker rooms, restrooms, concessions, press box, lighting, sound system, parking and sidewalks.

#### **1.2 Site**

##### **1.2.1 Access**

Any existing structures, sidewalks, paving, utilities, fencing and gates or other features that are damaged or disturbed, and where that respective function is to be retained, shall be replaced at the Design-Builder's expense.

Access will be provided to the Design-Builder; however compliance with Owner's needs must be accommodated by the Design-Builder.

Access to the school during and throughout the project is important and is required. Minor inconveniences to the school staff are expected, however, a planned and systematic approach to minimize impacts is appreciated.

The design shall incorporate adequate access, for both vehicle and foot traffic, in and out of the school complex, while in session. The Project shall conform to the requirements of the Americans with Disabilities Act (ADA). All new sidewalks shall be concrete and designed for snow removal with small motorized equipment.

##### **1.2.2 Drainage, Landscaping and Hardscaping**

Site drainage is to the adjacent 8<sup>th</sup> Street.

##### **1.2.3 City Utilities**

#### **Contact**

Zach Dolen, City Clerk/Treasurer  
City of Wakefield  
P.O. Box 178  
Wakefield, NE 68784  
(402) 287-2080  
wakeclerk@abbnebraska.com

### Water Supply

The water supply for the school is provided by a Public Water Supply system that is owned and operated by the City of Wakefield. Hydrant flow test data was provided by the City. The static water pressure at the fire hydrant on the west end of 8<sup>th</sup> Street is 68 psi and flowed approximately 900 gpm. The fire hydrant located at 8<sup>th</sup> and Michener flowed approximately 1200 gpm.

The City of Wakefield requires water meters on each service line.

### Sanitary Sewer

The sanitary sewer is provided by the City of Wakefield and is located beneath 8<sup>th</sup> Street. Modifications or additions to the sewer system shall not cause adverse effects to the Owner or the City and shall be included in the Design-Builder's scope of Work.

### Electric Utility

The electric service to the school complex is provided by the City of Wakefield.

### Street Access and Closure

Access to the site from 8<sup>th</sup> Street should be maintained throughout the project unless special provisions have been made with the City and the School District. The homes on the north side of 8<sup>th</sup> Street as well as the communications tower and elevated water storage facility west of the site require access.

### Zoning Requirements

The project area is zoned R-1 as per the City Zoning Regulations. A copy of the pertinent City Zoning Regulations is included in Exhibit E. There is City no building permit fee for this project.

#### 1.2.4 Site Soils

The District retained Certified Testing Services, Inc. to conduct a geotechnical investigation of the soils in the vicinity of the Project. A copy of the Geotechnical Engineering Report is included in Exhibit F.

## **2.0 Site Work**

The Design-Builder is responsible for determining the layout of the proposed facility to meet the general space and function requirements of the Project. The concepts that may be included in the performance criteria or as part of this RFP are guides and are meant to outline the Project for the Design-Builder. The Design-Builder is encouraged to utilize its experience, expertise and talents to evaluate and explore the most beneficial design and construction for the Owner.

## **2.1 Demolition, Earthwork, Drainage, Utilities & Concrete**

### 2.1.1 Demolition

- Demolition or modification of existing systems at the site may be required for the Project, including, but not limited to electrical, storm drainage inlets and piping, irrigation piping and systems, chain link fence and gates.

### 2.1.2 Earthwork, Grading and Site Restorations

- Strip topsoil and stockpile for use in site restoration
- Excavate and fill to design grades and elevations
- Prepare subgrade
- Fine grade, landscape grade
- Seed and/or sod areas for revegetation
- Erosion protection as may be required for the area and purpose

### 2.1.3 Stormwater Drainage

- Proposed structures shall be provided with collection and downspout system to control roof drainage.
- Building downspouts shall terminate in storm sewers, gutters or other improved structures or facilities to minimize surface impacts, aesthetics and hazards while also addressing the need for maintenance. Discharge of downspouts directly or indirectly across sidewalks or other area of general foot traffic is not acceptable and should be avoided.
- Stormwater runoff is inevitable and should be addressed by the proposed improvements. It is the responsibility of the Design-Builder to provide a Stormwater Pollution and Prevention Plan for the project and maintain all erosion control measures as well as all reporting and conformance with the Nebraska Department of Energy and Environment for stormwater runoff as may be required by regulation or codes

### 2.1.4 Utilities

- Provide water service to building and irrigation system from City water main
- Provide sewer service from building to City sewer main
- Design and construct water and sewer services in accordance with State and local codes
- Coordinate with Owner and City for primary electrical capacity and location at the site
- Furnish and install secondary underground electrical and natural gas as may be required

### 2.1.5 Concrete

- Site paving, sidewalks, plaza and concourse areas, access drives, etc. should be designed for the specific use with consideration for occasional light vehicle traffic for maintenance of structures and systems. All pedestrian surfacing should be comply with ADA requirements.
- All exterior concrete should be air entrained and have a finish appropriate for exterior traffic whether pedestrian or vehicular. All concrete should be properly cured and sealed. Control of expansion and contraction should be included and should be sealed.
- Paved parking should be considered along 8<sup>th</sup> Street or as may be feasible for the design layout. Parking areas should include ADA spaces.

### 2.1.6 Fence

- Furnish and install chain link fence and gates as may be appropriate for the location and purpose including height, post spacing, rail sizing, etc.

## 2.2 Athletic Field

### 2.2.1 Preparation

- Strip existing topsoil
- Prepare subgrade in accordance with Geotechnical Report
- Laser grade

### 2.2.2 Drainage

- Grade field and area for adequate drainage including sub-drainage
- Prepare, furnish and install aggregate base for turf

### 2.2.3 Turf

- Construct concrete curb along interior edge of existing track and around existing high jump pad
- Furnish and install synthetic turf on all areas inside existing track
- Work and finish around existing high jump pad

### 2.2.4 Accessories

- Furnish and install goal post footings for both 8-man and future 11-man distances

### 2.2.5 Lighting

- Design system to adequately light the track and athletic field for sport and large areas
- Utilize LED lighting systems with at least 25 year manufacturer's warranty
- Provide pedestrian lighting as may be needed for ingress and egress of the site
- Consider lighting parking areas that may not be lit by track and field lighting system

### 2.2.6 Bleachers

Changed to 750

- Provide seating for approximately ~~1,000~~ person capacity
- If area beneath bleacher is open, provide fabric and crushed rock surfacing

### 2.2.7 Scoreboard & Play Clocks **By Owner**

- ~~Provide basic scoreboard design with clock, team score, period/quarter~~
- ~~Provide considerations for upgrades as may be discussed and negotiated~~

### 2.2.8 Sound System **By Owner**

- ~~Due to the wide range of available sound systems, provide recommendations and suggestions for a medium price range system suitable for the size of facility~~
- ~~Provide considerations for upgrades as may be discussed and negotiated~~

## 3.0 Building

### 3.1 General Layout, Design and Structures

#### 3.1.1 Design

- Design loading shall conform to applicable codes and standards
- Design-Builder is responsible for investigating the soils, and suitability at the proposed building location as described in the RFP
- The specific type, size, configuration and design of the structure shall be proposed by the Design-Builder to meet

#### 3.1.2 Space Requirements

- Concessions area
- Men's and Women's restrooms sized for bleacher capacity
- Two team rooms with restroom approximately 650 s.f. each
- Press box with two additional rooms for team coaches

### 3.1.3 Entrance and Egress

- Design all entrances and exits so the area can be locked and secured
- Design entrance doors to be controlled by a security system, if selected by Owner.

### 3.1.4 Building Structure

#### Exterior

- Exterior materials shall be selected that are aesthetic and robust
- Materials shall be low maintenance and energy efficient
- Metal roof panels shall utilize concealed fastener system and minimize penetrations
- Materials used for exterior enclosures shall be of commercial grade intended for institutional use with a minimum of a 50-year life cycle.
- Products should be able to handle heavy use.
- Products that require paints or sealants or other maintenance are strongly discouraged.
- The Design-Builder should select products that are robust and will result in low maintenance and reduced replacement expenses for the Owner.

#### Insulation

- Insulation systems shall be of high quality and of the highest thermal resistance for the location and the purpose to environmentally and mechanically heat and cool the space, as applicable
- Insulation systems shall conform to the applicable building, thermal and energy codes.
- Interior insulation and sound deadening should be provided where necessary

### 3.1.5 Interior and Finishes

- Materials shall be selected that are aesthetic, acoustical, and present quality and function as well as reliability, serviceability and longevity
- Interior of walls finished with metal liner panels, high-impact drywall, and/or concrete masonry units or other systems recommended by the Design-Builder as may suitable for the area
- Consider colors, textures and materials that provide an atmosphere coordinated with the type of use of the facility
- Wall and ceiling finishes shall be designed and selected to provide reflection of light and low maintenance

- Colors shall be selected by the Owner from standard color charts
- Cabinets, casework and countertops should be durable, commercial-grade components suitable for institutional use. Colors selected by Owner from standard color charts

### 3.1.6 Doors & Windows

- Doors should be adequately sized and rated for the space and function. Doors should be of suitable quality and construction for use at a school facility with security, durability and low-maintenance features. Hardware and operators should be provided that are suitable for the location and function. Safety glass should be provided where necessary and appropriate.
- Coiling door should be provided at the concession area.
- Windows should be adequately sized and rated for the space and function. Windows should be commercial grade of suitable quality and construction for use at a school facility with security, durability and low-maintenance features. Fixed and operable windows should be provided where appropriate.

### 3.1.7 Concrete

- Concrete footings, foundation and slab systems shall be designed and constructed for the applicable loading in accordance with applicable codes. Footings should extend to frost-depth. Structural stoops should be provided at all exterior doors.
- Interior floors should slope to floor drains, where applicable. Interior floors should be finished smooth and appropriate floor coverings. All polished concrete should utilize hardeners and densifiers and polished to a high gloss sheen to provide a hard, smooth and durable surface.

## 3.2 Mechanical, Electrical, & Plumbing

### 3.2.1 Mechanical

- Concessions – heat ~~and air conditioning~~  
Press Box – heat and option for air conditioning  
All other rooms – heat only
- The design of the mechanical system shall be conform to the requirements of federal, state and local codes, recommendations and standards established by NFPA, ASHRAE and applicable associations. The design(s) shall provide adequate clearances for maintenance, replacement and operation of the components.
- Heating, ventilation and air conditioning, where necessary, shall be designed for the space, use and occupancy of the facility. The use of zones with controls appropriate to the space and use should be considered. Special consideration should be given to mechanical systems for team rooms and areas with showers.

- Electricity and natural gas are potential sources of heat for the proposed mechanical systems. The Design-Builder shall determine the best life-cycle value for the Owner in selection of the mechanical systems.

### 3.2.2 Electrical

- Electrical system shall be in accordance with federal, state and local codes. All electrical components shall be UL listed and bear such label.
- In general, the design of any and all lighting systems shall be in accordance with the latest design standards and practices utilizing LED fixtures for low maintenance. Consideration shall be given to convenient means to change lamps, repair or replace fixtures.
- Lighting systems shall be coordinated with architectural and fire suppression systems, where required, so as to control interior brightness for the general purpose of the facility. Special consideration shall be given to fixture mounting and inaccessible locations shall be avoided wherever possible. Exit lighting, where required, shall be provided and shall utilize low wattage LED's.

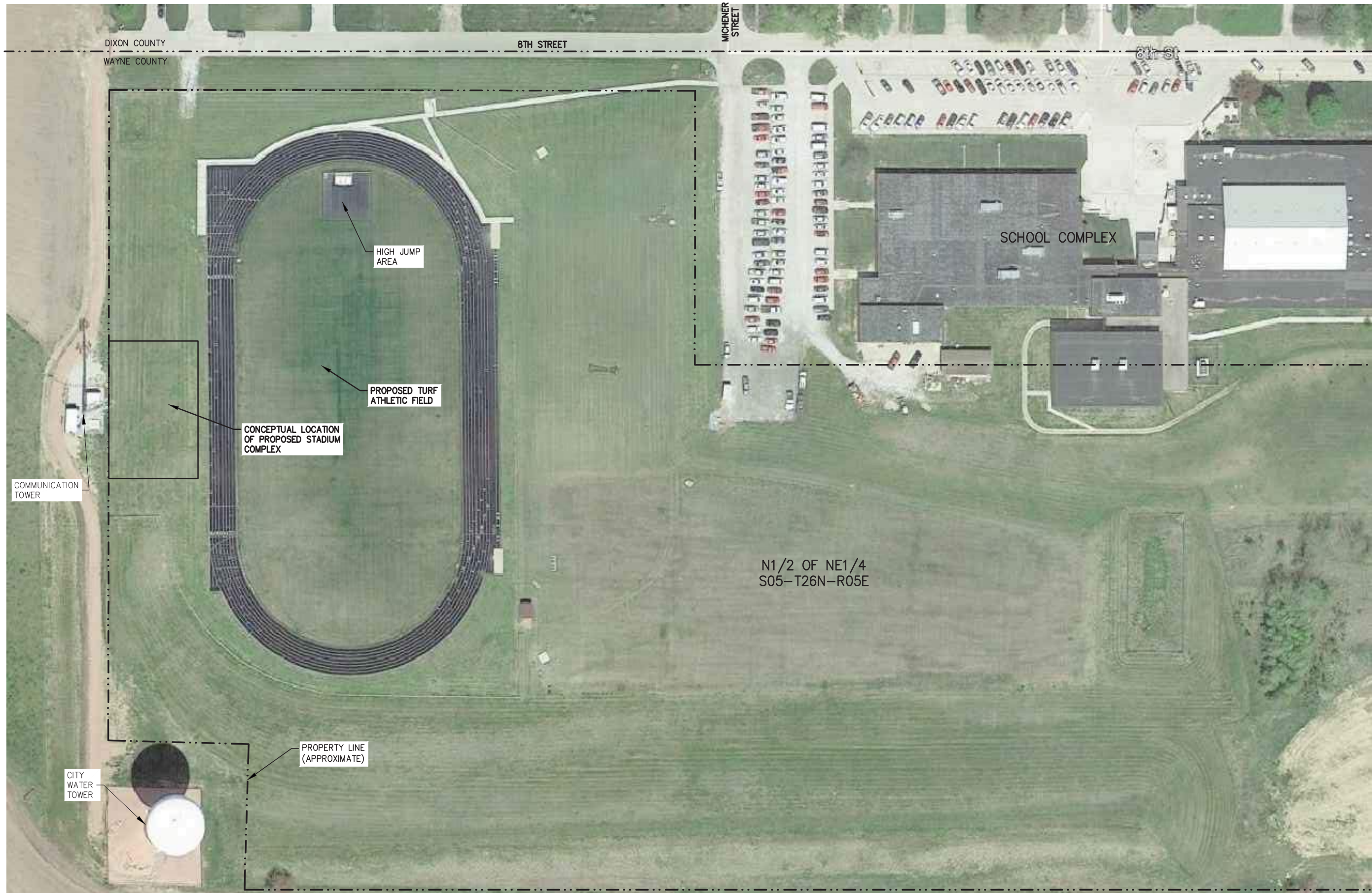
### 3.2.3 Plumbing

- Internal plumbing systems are necessary components of the Project and shall be planned to serve the appropriate function and comply with all codes and standards. Consideration should be given to minimize design and construction of below-floor plumbing in areas that will be inaccessible for future maintenance.
- Plumbing piping and fixtures should be designed and installed to be easily drained and winterized.

Request for Proposals for Design-Build Services  
Wakefield Community School, Wakefield, Nebraska  
Design-Build Project  
Athletic Field & Stadium Complex – 2021

**Exhibit B – Project Documents**





DIXON COUNTY  
WAYNE COUNTY

8TH STREET

MICHENER STREET

SCHOOL COMPLEX

N1/2 OF NE1/4  
S05-T26N-R05E

HIGH JUMP  
AREA

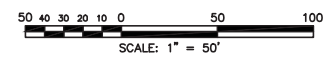
PROPOSED TURF  
ATHLETIC FIELD

CONCEPTUAL LOCATION  
OF PROPOSED STADIUM  
COMPLEX

COMMUNICATION  
TOWER

CITY  
WATER  
TOWER

PROPERTY LINE  
(APPROXIMATE)



**CONCEPTUAL SITE PLAN**

SCALE: 1"=50'



REVISIONS	
NO.	DATE

Design-Build Project - Athletic Field & Stadium Complex - 2021

**CONCEPTUAL SITE PLAN**

Wakefield, Wayne County, Nebraska

SCALE: See Sht	HORIZONTAL
None	VERTICAL
PROJECT NO: Wakefield	
DRAWN BY: CAD	
CHECKED BY: DLP	
DATE: March 2021	

**HALF SIZE**  
THIS DRAWING HAS BEEN  
REDUCED FROM ITS ORIGINAL  
SIZE BY HALF. ALL DIMENSIONS  
AND SCALES SHALL BE  
ADJUSTED ACCORDINGLY.

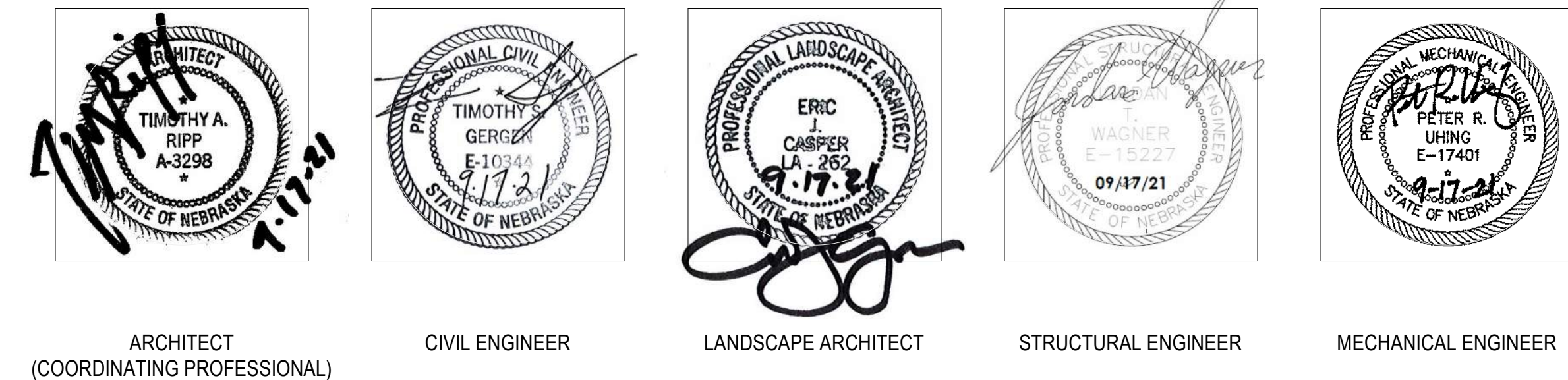
SHEET  
**1**  
OF  
1

# Wakefield Athletic Complex

## Construction Documents

### WAKEFIELD CONTRACT EXHIBIT "B"

802 Highland St, Wakefield, NE 68784  
 CE Project No.: 359-002-21  
 September 17, 2021



#### GENERAL

- G0.00 Title Sheet & Drawing Index
- G0.01 General Notes, Symbols & Abbreviations
- G0.10 Code Compliance Plan
- G0.20 ADA Details
- G0.21 ADA Details

#### CIVIL

- C1.01 Site Utility Plan

#### LANDSCAPE ARCHITECTURAL

- L1.01 Existing Conditions / Site Demolition Plan
- L2.01 Site Layout Plan
- L3.01 Site Grading Plan
- L3.02 Site Erosion Control Plan
- L3.03 Erosion Control Details
- L4.01 Site Details
- L4.02 Site Details

#### ARCHITECTURAL

- A1.11 Basement and First Floor Plan
- A1.12 Press Box and Roof Plan
- A1.20 Reflected Ceiling Plans
- A2.10 Exterior Elevations
- A3.10 Building Cross Sections
- A3.11 Building Cross Sections & Vertical Circulation Plans
- A6.10 Interior Elevations, Schedules & Details
- A6.20 Door Schedule, Door Types, Frame Types & Finish Schedules

#### STRUCTURAL

- S0.1 STRUCTURAL NOTES
- S1.1 SCHEDULES AND TYPICAL DETAILS
- S2.1 FOUNDATION PLAN & FIRST FLOOR FRAMING PLAN
- S2.2 PRESSBOX ROOF AND FLOOR FRAMING PLAN
- S3.1 STRUCTURAL DETAILS
- S3.2 STRUCTURAL DETAILS

#### MECHANICAL

- M0.00 Mechanical Abbreviations, Symbols, & Notes
- M1.01 HVAC Plans
- M1.02 Press Box HVAC & Roof Plans
- M2.01 Piping Plans
- M2.02 Piping Plans
- M3.01 Waste & Vent Riser
- M3.02 Mechanical Details
- M4.01 Mechanical Schedules



#### Wakefield Athletic Complex

802 Highland St  
 Wakefield, NE 68784

CE No.: 359-002-21

September 17, 2021

# WAKEFIELD CONTRACT EXHIBIT "B"

Architecture \ Engineering \ Interior Design \ Landscape Architecture \ Planning

# CLARK & ENERSEN

## PROJECT MANUAL

Wakefield Athletic Complex  
Wakefield, Nebraska

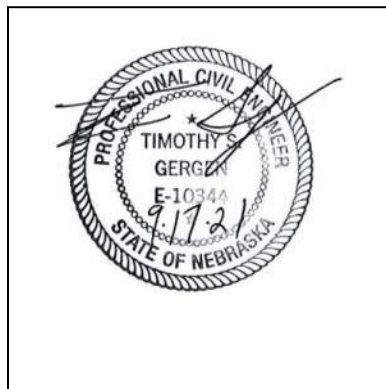
September 17, 2021

Clark & Enersen Project No.: 359-002-21



Architect

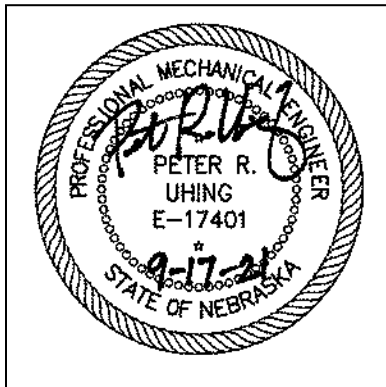
(Coordinating Professional)



Civil Engineer



Landscape Architect



Mechanical Engineer

Clark & Enersen Project No.: 359-002-21

**SECTION 00 00 03 - TABLE OF CONTENTS**

**BIDDING REQUIREMENTS AND CONDITIONS OF THE CONTRACT**

---

- 00 31 32 Geotechnical Data

**DIVISION 02 - EXISTING CONDITIONS**

---

- 02 40 00 Selective Demolition

**DIVISION 03 - CONCRETE**

---

- 03 30 00 Cast-In-Place Concrete

**DIVISION 22 - PLUMBING**

---

- 22 05 00 Basic Plumbing Requirements
- 22 05 13 Electrical Requirements for Plumbing Equipment
- 22 05 19 Plumbing Meters and Gauges
- 22 05 29 Plumbing Hangers and Supports
- 22 05 53 Plumbing Identification
- 22 07 19 Plumbing Piping Insulation
- 22 10 00 Plumbing Piping
- 22 11 19 Plumbing Specialties
- 22 13 13 Facility Sanitary Sewers
- 22 30 00 Plumbing Equipment
- 22 40 00 Plumbing Fixtures

**DIVISION 23 – HEATING VENTILATING AND AIR CONDITIONING**

---

- 23 04 00 HVAC Duct and Equipment Cleaning
- 23 05 00 Basic HVAC Requirements
- 23 05 13 Electrical Requirements for Mechanical Equipment
- 23 05 29 HVAC Hangers and Supports
- 23 05 53 HVAC Identification
- 23 05 93 Testing, Adjusting and Balancing
- 23 31 13 Ductwork
- 23 33 00 Ductwork Accessories
- 23 34 23 HVAC Power Ventilators
- 23 37 00 Air Outlets and Inlets

Clark & Enersen Project No.: 359-002-21

**DIVISION 31 - EARTHWORK**

---

- 31 10 00 Site Clearing
- 31 20 00 Earth Moving
- 31 25 00 Erosion and Sedimentation Controls
- 31 32 00 Soil Stabilization

**DIVISION 32 - EXTERIOR IMPROVEMENTS**

---

- 32 13 13 Concrete Paving
- 32 31 13 Chain Link Fences and Gates
- 32 31 19 Heavy Industrial Aluminum Ornamental Fence System
- 32 32 23 Segmental Retaining Wall System

**DIVISION 33 - UTILITIES**

---

- 33 41 00 Storm Drain Systems
- 33 44 60 Precast Channel Drain
- 33 46 00 Subdrainage Systems

END OF SECTION 00 00 03



## WAKEFIELD CONTRACT EXHIBIT "C"

### **Certified Testing Services, Inc.**

419 W. 6th Street • P.O. Box 1193 • Sioux City, Iowa 51102 • Phone (712) 252-5132

October 14, 2021

Attn: Mr. Matt Farup, Principal  
Wakefield Community Schools  
802 Highland Street  
Wakefield, Nebraska 68784

Re: Addendum  
Proposed Athletic Field Improvements  
Wakefield, Nebraska  
CTS Job No. G6207A

Dear Mr. Farup:

This letter is an addendum to our original report. The reason for this addendum is that Mr. Jeff Emanuel of Nemaha Sports Construction provided additional information for the proposed building in telephone conversations and email on October 14, 2021. The email included Sheet L3.01 that was dated September 17, 2021, and titled, "Site Grading Plan". Please make a copy of this addendum and attach to your original report.

CTS understands that the issue that Mr. Emanuel is having is that the distance from the existing buildings and cell tower, west of the facility, and the proposed building is only 15 feet. Mr. Emanuel expressed in the telephone conversation the concern with having construction issues based on the depth needed to get to the foundation overexcavation depth and width of 30 inches beyond the outer edge of the footing in the west footing wall. During the telephone conversation, it was discussed by the structural engineer that he could decrease the depth of the bottom of the footing to a foot, which would help with the depth of the overexcavation. Based on the new information provided by Mr. Emanuel, CTS has performed an addition settlement analysis and it is CTS's opinion that the overexcavation for the foundations in the west wall area, where the structural engineer has decreased the depth to 12 inches, can be reduced from 3 feet to 2 feet, which would still require the horizontal overexcavation of a minimum of 20 inches from the outer edges of the foundations.

Mr. Emanuel also indicated in a second telephone conversation that they are planning on cutting a minimum of 12 inches of the existing fill material in the pavement areas and was wondering if they scarified, moisture conditioned and recompacted the top 12 inches of the subgrade instead of removing all of the fill material would this reduce the risk of some movement. It is CTS's opinion that removing the top 12 inches of the existing fill and compacting the 12 inches of the existing fill material below the material

Wakefield Community Schools  
October 14, 2021  
CTS Job Number G6207A  
Page 2

that was removed would greatly reduce the risk to the owner of movement, in that the existing fill material below the top 2 feet of Borings B12 and B13 appeared to have been placed with considerable compactive effort.

With the exception of the above recommendations, the recommendations presented in our original report should be followed. If you have any questions pertaining to this addendum or if we may be of further service, please contact our office.

Respectfully submitted,  
CERTIFIED TESTING SERVICES, INC.

Handwritten signature of James A. Bertsch in blue ink.

James A. Bertsch, P.E. NE E-6985  
Senior Geotechnical Engineer

Handwritten signature of Matthew R. Dailey in blue ink.

Matthew R. Dailey, P.E. NE E-13225  
Geotechnical Department Manger

JAB/MRD/jb

cc: Nemaha Sports Construction

## WAKEFIELD CONTRACT EXHIBIT "D"

### CLARIFICATIONS AND SUPPLEMENTAL INFORMATION TO THE PLANS AND SPECIFICATIONS

#### Site

- All areas disturbed by construction will be restored by seeding. Contract price does not include sod, new lawn irrigation, trees, or shrubbery.
- Local State Fire Marshall Inspector said a fire access road is not required. Contract price does not include a fire access road.
- The plans are currently under review by the Nebraska State Fire Marshall. If the review requires changes, the contract value will change accordingly via change order.
- The cost for play clocks and wiring is included in the contract value. However, the Owner recently indicated they do not want field play clocks. A Proposal Request has been issued to the Electrical Subcontractor to provide a credit. The credit will be provided in the Change Order to add the Track Timing infrastructure (see next line).
- Track timing power and CAT6 is not shown on the drawings. Owner indicated they want to add to the contract. This scope of work will be added to the contract price via change order.
- Contract value does not include track surfacing on the new LJ/TJ runway shown on plan sheet L2.01
- Field and Parking lot lighting is per Musco Sports Lighting, LLC's project #154837C and design dated September 20, 2021, attached as Exhibit "E" to the contract. Separate pathway or parking lot lighting is not included in the contract.
- New football goal posts and concrete foundations will be installed at 11-man football locations. Contract value does not include temporary/portable goal posts for 8-man football.
- One set (pair) Soccer Goals are included in the contract value.
- Synthetic Turf field is as per Shaw Sportsturf proposal dated July 01, 2021.
- Owner is providing and installing the scoreboard. Power supply and connection to the scoreboard is included in the contract value.
- Owner is providing and installing the Public Address System (PA) and data service to the press box.
- Ornamental steel arch connecting the two entry columns is by owner.
- Owner has agreed to not utilize the facility for 2022 track season.
- Geotechnical and concrete inspections/testing is by Owner

#### Building

- Soffit, gutters, metal siding and fascia are manufacture standard colors. Color selection to be made by owner during submittal phase
- HVAC – all rooms are heated. The south press box room is the only room with air-conditioning
- Signage Allowance- Contract value includes a \$25,000 building signage allowance. Final signage design and final cost to be collaborated with owner. Any unused allowance will be returned to the owner via change order deduct.
- All interior furnishings, i.e. benches, chairs, marker boards, concession equipment, etc. are by owner and not included in the contract value.
- Concrete footing design is based on the owner keeping the building interior above freezing
- Special Inspections as listed on Plan Sheet S0.1 is by Owner.

# Wakefield High School Football

Wakefield, NE

## WAKEFIELD CONTRACT EXHIBIT "E"

### Lighting System

Pole / Fixture Summary						
Pole ID	Pole Height	Mtg Height	Fixture Qty	Luminaire Type	Load	Circuit
F1	80'	80'	6	TLC-LED-1500	8.58 kW	A
		16'	2	TLC-BT-575	1.15 kW	A
		65'	1	TLC-LED-400	0.40 kW	A
		30'	1	CREE OSQ	0.13 kW	A
F2	80'	70'	1	TLC-LED-400	0.40 kW	B
		80'	6	TLC-LED-1500	8.58 kW	A
		16'	2	TLC-BT-575	1.15 kW	A
		65'	1	TLC-LED-400	0.40 kW	A
F3	80'	70'	1	TLC-LED-600	0.58 kW	A
		30'	1	CREE OSQ	0.13 kW	A
		55'	1	TLC-LED-400	0.40 kW	B
		80'	6	TLC-LED-1500	8.58 kW	A
F4	80'	16'	2	TLC-BT-575	1.15 kW	A
		70'	1	TLC-LED-600	0.58 kW	A
		30'	1	CREE OSQ	0.13 kW	A
		70'	1	TLC-LED-400	0.40 kW	B
<b>4</b>			<b>44</b>		<b>43.00 kW</b>	

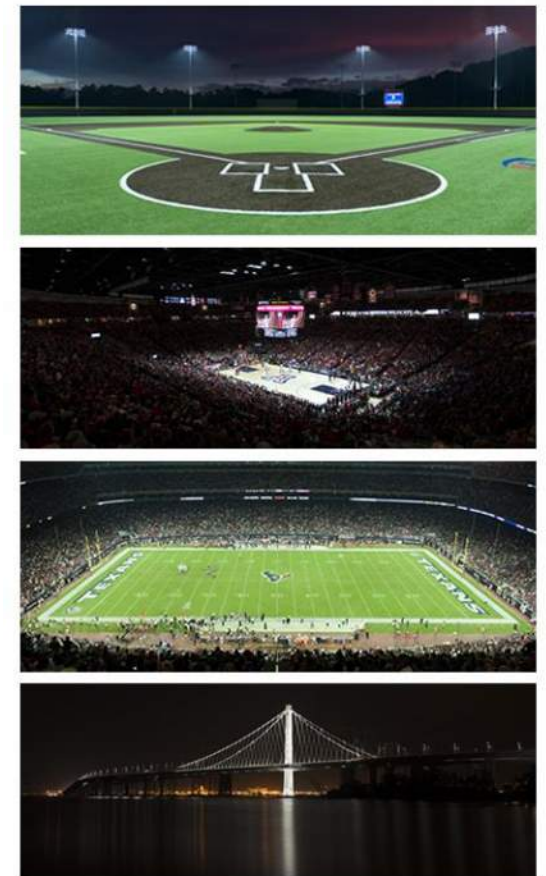
Circuit Summary			
Circuit	Description	Load	Fixture Qty
A	Football	41.4 kW	40
B	Security	1.6 kW	4

Fixture Type Summary							
Type	Source	Wattage	Lumens	L90	L80	L70	Quantity
TLC-LED-1500	LED 5700K - 75 CRI	1430W	160,000	>120,000	>120,000	>120,000	24
CREE OSQ	LED 5700K - 70 CRI	130W	16,599	--	--	--	4
TLC-LED-400	LED 5700K - 75 CRI	400W	46,500	>120,000	>120,000	>120,000	6
TLC-LED-600	LED 5700K - 75 CRI	580W	65,600	>120,000	>120,000	>120,000	2
TLC-BT-575	LED 5700K - 75 CRI	575W	52,000	>120,000	>120,000	>120,000	8

### Light Level Summary

Calculation Grid Summary								
Grid Name	Calculation Metric	Illumination					Circuits	Fixture Qty
		Ave	Min	Max	Max/Min	Ave/Min		
Behind Bleachers	Horizontal	6.61	0	16	0.00		B	4
Bleachers	Horizontal	11.6	6	15	2.37	1.94	A	40
Football	Horizontal Illuminance	30.9	25	38	1.53	1.24	A	40
Long jump	Horizontal	8.28	3	14	3.99	2.76	A	40
Parking Lot	Horizontal	1.86	0	5	0.00		B	4
Pathway	Horizontal	2.60	0	11	575.37		A	40
Spill Line	Horizontal	0.17	0	0.34	766.07		A	40
Spill Line	Max Vertical Illuminance Metric	0.74	0.01	1.51	269.00	74.20	A	40
Track	Horizontal Illuminance	11.7	2	21	9.76	5.84	A	40

### From Hometown to Professional



# Wakefield High School Football

Wakefield, NE

## WAKEFIELD CONTRACT EXHIBIT "E"

EQUIPMENT LIST FOR AREAS SHOWN									
Pole				Luminaires					
QTY	LOCATION	SIZE	GRADE ELEVATION	MOUNTING HEIGHT	LUMINAIRE TYPE	QTY / POLE	THIS GRID	OTHER GRIDS	
1	F1	80'	0'	15.48'	TLC-BT-575	2	2	0	
				65'	TLC-LED-400	1	1	0	
				30'	CREE OSQ	1	1	0	
				70'	TLC-LED-400	1	0	1	
				80'	TLC-LED-1500	6	6	0	
1	F2	80'	0'	15.48'	TLC-BT-575	2	2	0	
				65'	TLC-LED-400	1	1	0	
				70'	TLC-LED-600	1	1	0	
				30'	CREE OSQ	1	1	0	
				55'	TLC-LED-400	1	0	1	
1	F3	80'	0'	15.48'	TLC-BT-575	2	2	0	
				70'	TLC-LED-600	1	1	0	
				30'	CREE OSQ	1	1	0	
				70'	TLC-LED-400	1	0	1	
				80'	TLC-LED-1500	6	6	0	
1	F4	80'	0'	15.48'	TLC-BT-575	2	2	0	
				30'	CREE OSQ	1	1	0	
				70'	TLC-LED-400	1	0	1	
				80'	TLC-LED-1500	6	6	0	
				TOTALS					

GRID SUMMARY	
Name:	Football
Size:	360' x 160'
Spacing:	30.0' x 30.0'
Height:	3.0' above grade

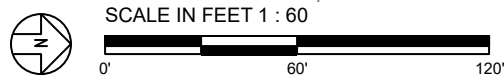
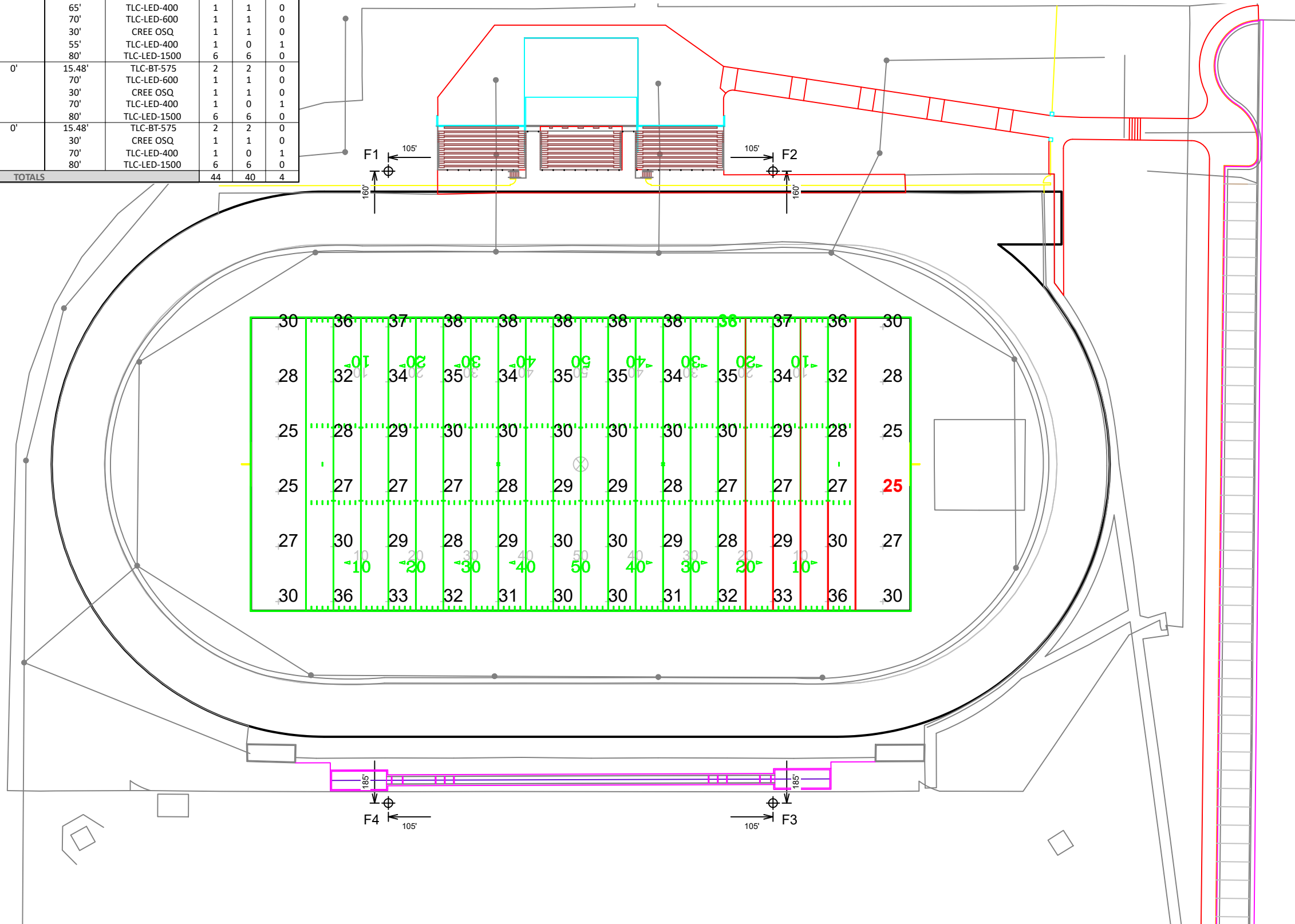
ILLUMINATION SUMMARY	
MAINTAINED HORIZONTAL FOOTCANDLES	
Entire Grid	
Guaranteed Average:	30
Scan Average:	30.90
Maximum:	38
Minimum:	25
Avg / Min:	1.23
Guaranteed Max / Min:	2.5
Max / Min:	1.53
UG (adjacent pts):	1.20
CU:	0.45
No. of Points:	72
LUMINAIRE INFORMATION	
Applied Circuits:	A
No. of Luminaires:	40
Total Load:	41.4 kW

**Guaranteed Performance:** The ILLUMINATION described above is guaranteed per your Musco Warranty document and includes a 0.95 dirt depreciation factor.

**Field Measurements:** Individual field measurements may vary from computer-calculated predictions and should be taken in accordance with IESNA RP-6-15.

**Electrical System Requirements:** Refer to Amperage Draw Chart and/or the "Musco Control System Summary" for electrical sizing.

**Installation Requirements:** Results assume ± 3% nominal voltage at line side of the driver and structures located within 3 feet (1m) of design locations.



Pole location(s) ⊕ dimensions are relative to 0,0 reference point(s) ⊗



WAKEFIELD CONTRACT EXHIBIT "E"

EQUIPMENT LIST FOR AREAS SHOWN								
Pole			Luminaires					
QTY	LOCATION	SIZE	GRADE ELEVATION	MOUNTING HEIGHT	LUMINAIRE TYPE	QTY / POLE	THIS GRID	
1	F1	80'	-	15.5'	TLC-BT-575	2	2	
				65'	TLC-LED-400	1	1	
				30'	CREE OSQ	1	1	
				70'	TLC-LED-400	1	0	
				80'	TLC-LED-1500	6	6	
1	F2	80'	-	15.5'	TLC-BT-575	2	2	
				65'	TLC-LED-400	1	1	
				70'	TLC-LED-600	1	1	
				30'	CREE OSQ	1	1	
				55'	TLC-LED-400	1	0	
1	F3	80'	-	15.5'	TLC-BT-575	2	2	
				70'	TLC-LED-600	1	1	
				30'	CREE OSQ	1	1	
				70'	TLC-LED-400	1	0	
				80'	TLC-LED-1500	6	6	
1	F4	80'	-	15.5'	TLC-BT-575	2	2	
				30'	CREE OSQ	1	1	
				70'	TLC-LED-400	1	0	
				80'	TLC-LED-1500	6	6	
				4	TOTALS			

GRID SUMMARY	
Name:	Track
Size:	Irregular
Spacing:	30.0' x 30.0'
Height:	3.0' above grade

ILLUMINATION SUMMARY	
MAINTAINED HORIZONTAL FOOTCANDLES	
Entire Grid	
Scan Average:	11.68
Maximum:	21
Minimum:	2
Avg / Min:	5.35
Max / Min:	9.76
UG (adjacent pts):	0.00
CU:	0.11
No. of Points:	46

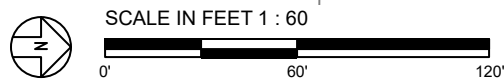
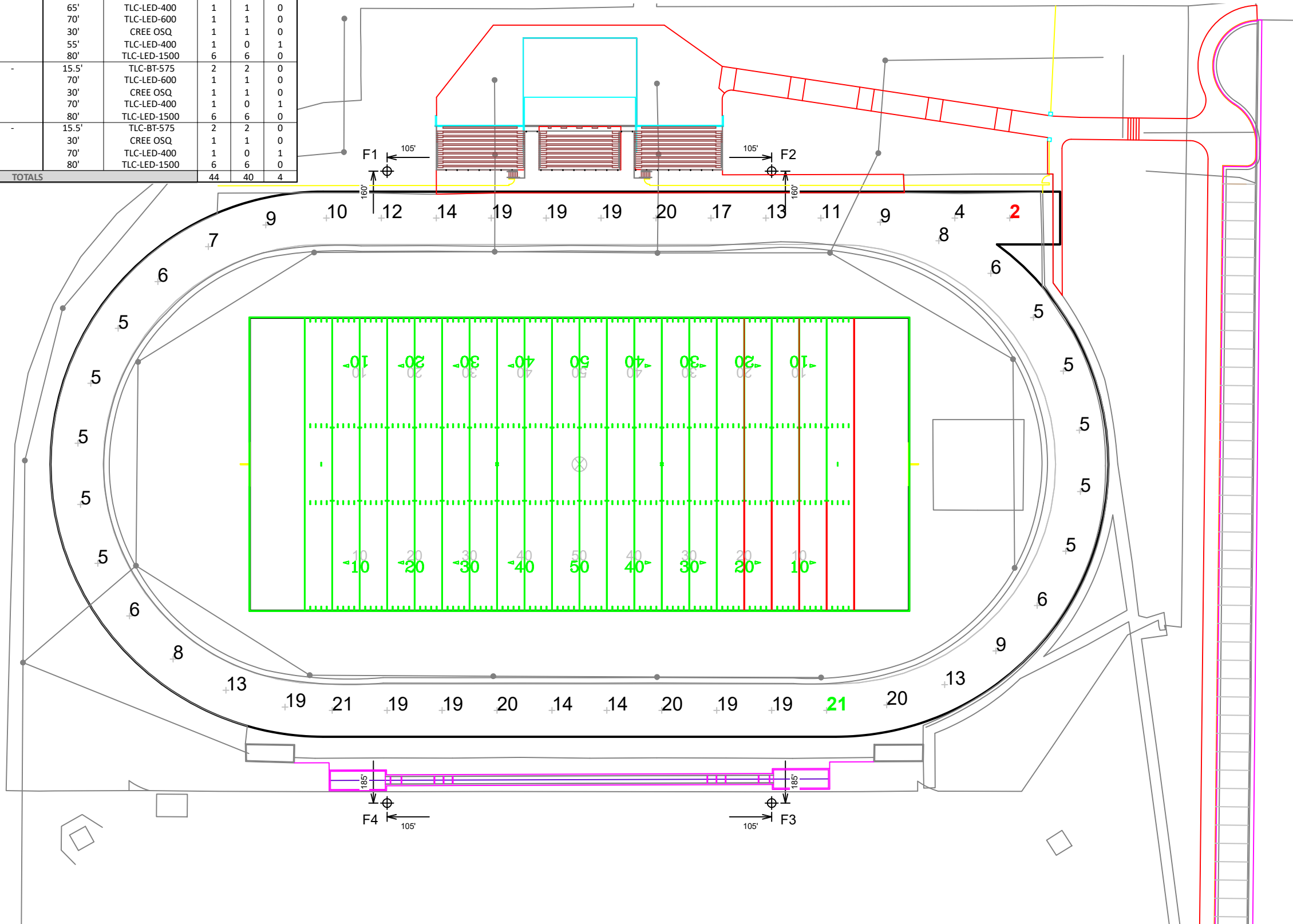
LUMINAIRE INFORMATION	
Applied Circuits:	A
No. of Luminaires:	40
Total Load:	41.4 kW

**Guaranteed Performance:** The ILLUMINATION described above is guaranteed per your Musco Warranty document and includes a 0.95 dirt depreciation factor.

**Field Measurements:** Individual field measurements may vary from computer-calculated predictions and should be taken in accordance with IESNA RP-6-15.

**Electrical System Requirements:** Refer to Amperage Draw Chart and/or the "Musco Control System Summary" for electrical sizing.

**Installation Requirements:** Results assume ± 3% nominal voltage at line side of the driver and structures located within 3 feet (1m) of design locations.



Pole location(s) ⊕ dimensions are relative to 0,0 reference point(s) ⊗



EQUIPMENT LIST FOR AREAS SHOWN							
Pole				Luminaires			
QTY	LOCATION	SIZE	GRADE ELEVATION	MOUNTING HEIGHT	LUMINAIRE TYPE	QTY / POLE	THIS GRID / OTHER GRIDS
1	F1	80'	-	15.5'	TLC-BT-575	2	2 0
				65'	TLC-LED-400	1	1 0
				30'	CREE OSQ	1	1 0
				70'	TLC-LED-400	1	0 1
				80'	TLC-LED-1500	6	6 0
1	F2	80'	-	15.5'	TLC-BT-575	2	2 0
				65'	TLC-LED-400	1	1 0
				70'	TLC-LED-600	1	1 0
				30'	CREE OSQ	1	1 0
				55'	TLC-LED-400	1	0 1
1	F3	80'	-	15.5'	TLC-BT-575	2	2 0
				70'	TLC-LED-600	1	1 0
				30'	CREE OSQ	1	1 0
				70'	TLC-LED-400	1	0 1
				80'	TLC-LED-1500	6	6 0
1	F4	80'	-	15.5'	TLC-BT-575	2	2 0
				30'	CREE OSQ	1	1 0
				70'	TLC-LED-400	1	0 1
				80'	TLC-LED-1500	6	6 0
				4	TOTALS		

# WAKEFIELD CONTRACT EXHIBIT "E"

## Wakefield High School Football Wakefield, NE

GRID SUMMARY	
Name:	Bleachers
Size:	Irregular
Spacing:	10.0' x 10.0'

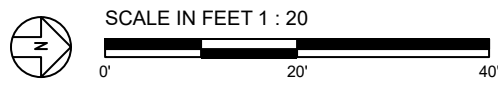
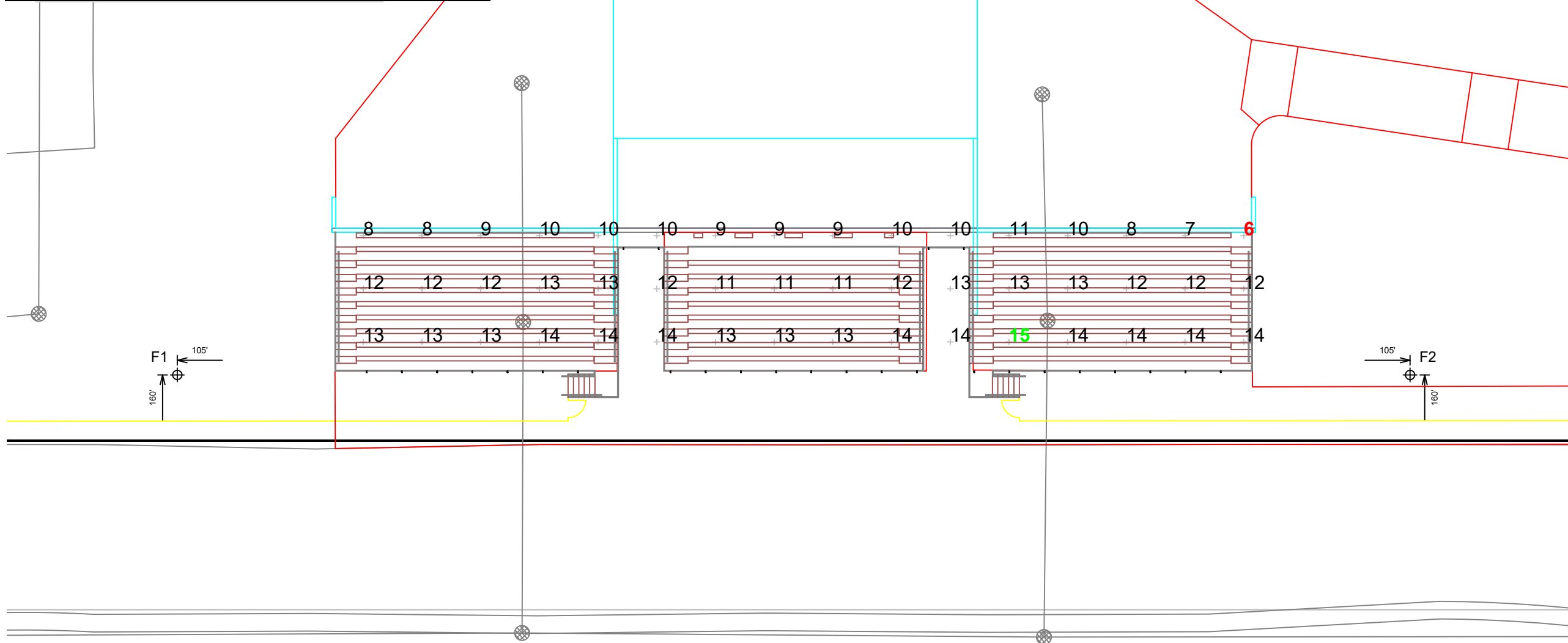
ILLUMINATION SUMMARY	
MAINTAINED HORIZONTAL FOOTCANDLES	
Entire Grid	
Scan Average:	11.63
Maximum:	15
Minimum:	6
Avg / Min:	1.85
Max / Min:	2.37
UG (adjacent pts):	1.87
CU:	0.01
No. of Points:	48
LUMINAIRE INFORMATION	
Applied Circuits:	A
No. of Luminaires:	40
Total Load:	41.4 kW

**Guaranteed Performance:** The ILLUMINATION described above is guaranteed per your Musco Warranty document and includes a 0.95 dirt depreciation factor.

**Field Measurements:** Individual field measurements may vary from computer-calculated predictions and should be taken in accordance with IESNA RP-6-15.

**Electrical System Requirements:** Refer to Amperage Draw Chart and/or the "Musco Control System Summary" for electrical sizing.

**Installation Requirements:** Results assume ± 3% nominal voltage at line side of the driver and structures located within 3 feet (1m) of design locations.



Pole location(s) ⊕ dimensions are relative to 0,0 reference point(s) ⊗



WAKEFIELD CONTRACT EXHIBIT "E"

EQUIPMENT LIST FOR AREAS SHOWN							
Pole				Luminaires			
QTY	LOCATION	SIZE	GRADE ELEVATION	MOUNTING HEIGHT	LUMINAIRE TYPE	QTY / POLE	THIS GRID / OTHER GRIDS
1	F1	80'	-	15.5'	TLC-BT-575	2	2 0
				65'	TLC-LED-400	1	1 0
				30'	CREE OSQ	1	1 0
				70'	TLC-LED-400	1	0 1
				80'	TLC-LED-1500	6	6 0
1	F2	80'	-	15.5'	TLC-BT-575	2	2 0
				65'	TLC-LED-400	1	1 0
				70'	TLC-LED-600	1	1 0
				30'	CREE OSQ	1	1 0
				55'	TLC-LED-400	1	0 1
1	F3	80'	-	15.5'	TLC-BT-575	2	2 0
				70'	TLC-LED-600	1	1 0
				30'	CREE OSQ	1	1 0
				70'	TLC-LED-400	1	0 1
				80'	TLC-LED-1500	6	6 0
1	F4	80'	-	15.5'	TLC-BT-575	2	2 0
				30'	CREE OSQ	1	1 0
				70'	TLC-LED-400	1	0 1
				80'	TLC-LED-1500	6	6 0
				4	TOTALS		

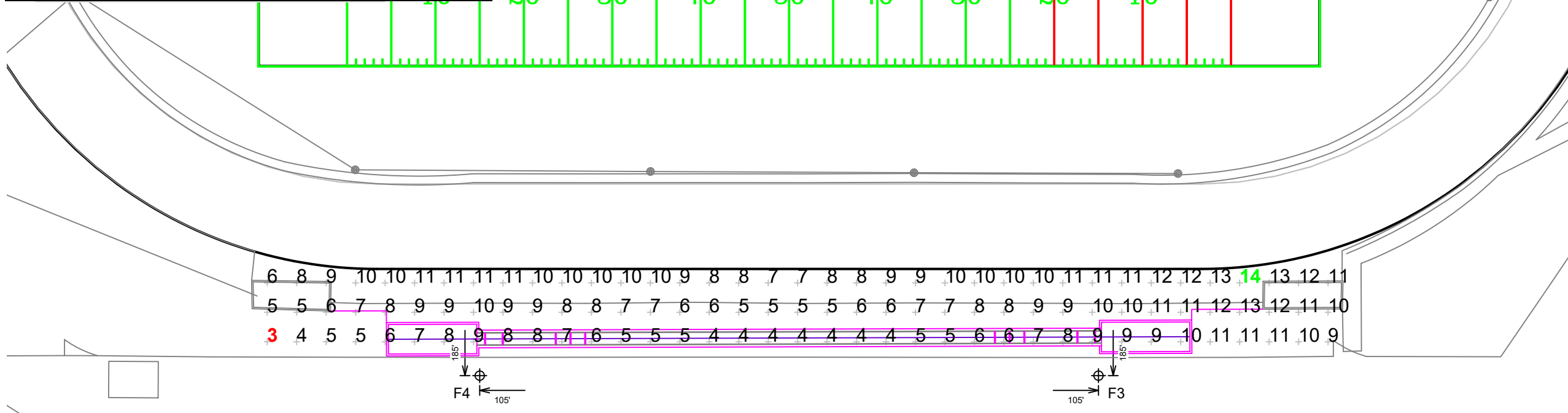
GRID SUMMARY	
Name:	Long jump
Size:	Irregular
Spacing:	10.0' x 10.0'
Height:	0.0' above grade

ILLUMINATION SUMMARY	
MAINTAINED HORIZONTAL FOOTCANDLES	
Entire Grid	
Scan Average:	8.28
Maximum:	14
Minimum:	3
Avg / Min:	2.43
Max / Min:	3.99
UG (adjacent pts):	1.44
CU:	0.02
No. of Points:	111

LUMINAIRE INFORMATION	
Applied Circuits:	A
No. of Luminaires:	40
Total Load:	41.4 kW

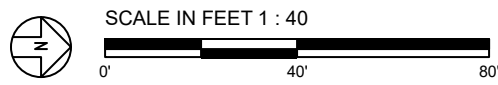


**Guaranteed Performance:** The ILLUMINATION described above is guaranteed per your Musco Warranty document and includes a 0.95 dirt depreciation factor.

**Field Measurements:** Individual field measurements may vary from computer-calculated predictions and should be taken in accordance with IESNA RP-6-15.

**Electrical System Requirements:** Refer to Amperage Draw Chart and/or the "Musco Control System Summary" for electrical sizing.

**Installation Requirements:** Results assume ± 3% nominal voltage at line side of the driver and structures located within 3 feet (1m) of design locations.



Pole location(s) ⊕ dimensions are relative to 0,0 reference point(s) ⊗



**EQUIPMENT LIST FOR AREAS SHOWN**

Pole		Luminaires						
QTY	LOCATION	SIZE	GRADE ELEVATION	MOUNTING HEIGHT	LUMINAIRE TYPE	QTY / POLE	THIS GRID	OTHER GRIDS
1	F1	80'	-	15.5'	TLC-BT-575	2	2	0
				65'	TLC-LED-400	1	1	0
				30'	CREE OSQ	1	1	0
				70'	TLC-LED-400	1	0	1
				80'	TLC-LED-1500	6	6	0
1	F2	80'	-	15.5'	TLC-BT-575	2	2	0
				65'	TLC-LED-400	1	1	0
				70'	TLC-LED-600	1	1	0
				30'	CREE OSQ	1	1	0
				55'	TLC-LED-400	1	0	1
1	F3	80'	-	15.5'	TLC-BT-575	2	2	0
				70'	TLC-LED-600	1	1	0
				30'	CREE OSQ	1	1	0
				70'	TLC-LED-400	1	0	1
				80'	TLC-LED-1500	6	6	0
1	F4	80'	-	15.5'	TLC-BT-575	2	2	0
				30'	CREE OSQ	1	1	0
				70'	TLC-LED-400	1	0	1
				80'	TLC-LED-1500	6	6	0
				4	TOTALS			44

**WAKEFIELD CONTRACT EXHIBIT "E"**

**Wakefield High School Football**

Wakefield, NE

GRID SUMMARY	
Name:	Pathway
Size:	Irregular
Spacing:	20.0' x 20.0'
Height:	0.0' above grade

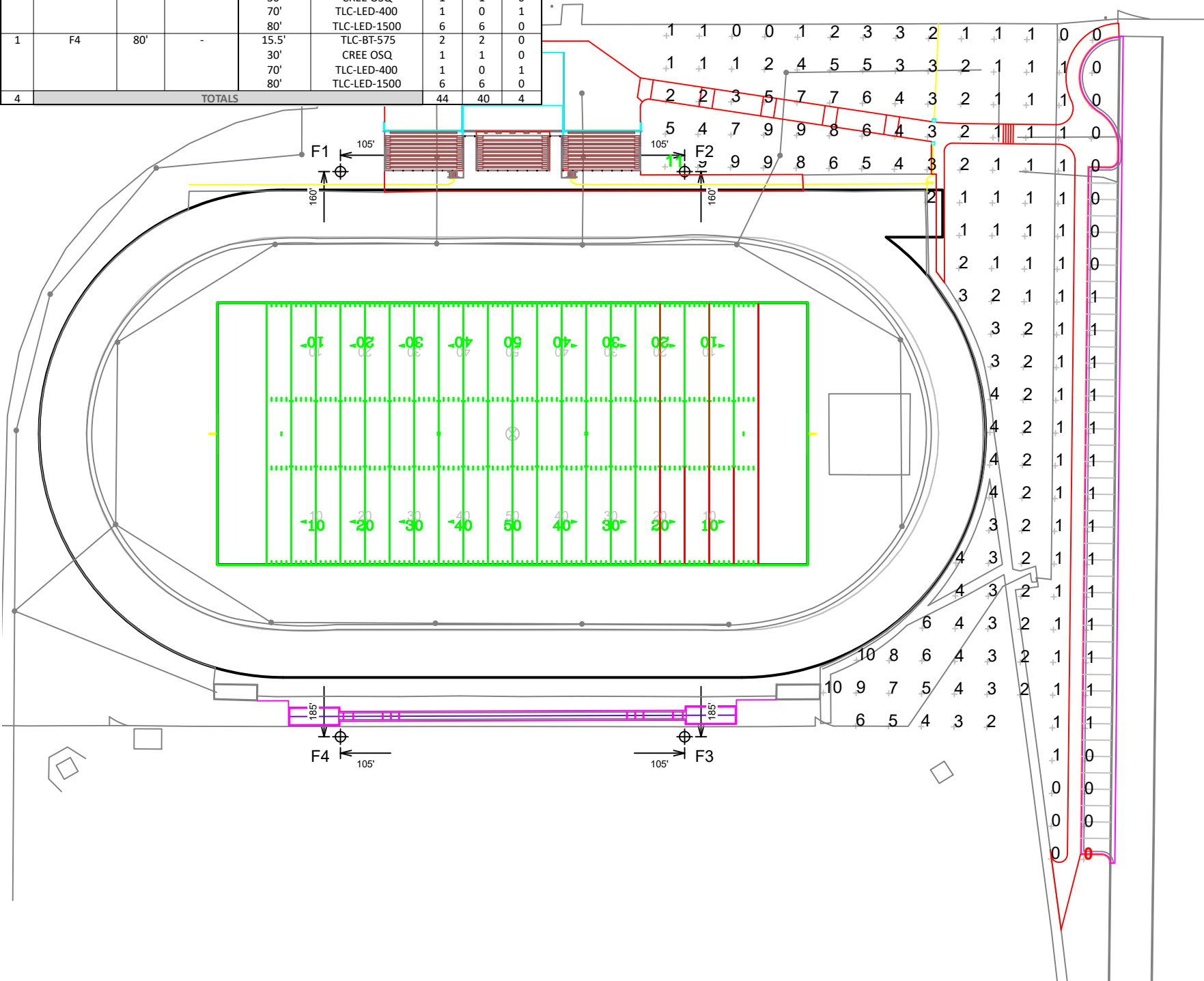
ILLUMINATION SUMMARY	
MAINTAINED HORIZONTAL FOOTCANDLES	
Entire Grid	
Scan Average:	2.60
Maximum:	11
Minimum:	0
Avg / Min:	137.84
Max / Min:	575.37
UG (adjacent pts):	4.66
CU:	0.04
No. of Points:	167
LUMINAIRE INFORMATION	
Applied Circuits:	A
No. of Luminaires:	40
Total Load:	41.4 kW

**Guaranteed Performance:** The ILLUMINATION described above is guaranteed per your Musco Warranty document and includes a 0.95 dirt depreciation factor.

**Field Measurements:** Individual field measurements may vary from computer-calculated predictions and should be taken in accordance with IESNA RP-6-15.

**Electrical System Requirements:** Refer to Amperage Draw Chart and/or the "Musco Control System Summary" for electrical sizing.

**Installation Requirements:** Results assume ± 3% nominal voltage at line side of the driver and structures located within 3 feet (1m) of design locations.



Pole location(s) ⊕ dimensions are relative to 0,0 reference point(s) ⊗



EQUIPMENT LIST FOR AREAS SHOWN								
Pole				Luminaires				
QTY	LOCATION	SIZE	GRADE ELEVATION	MOUNTING HEIGHT	LUMINAIRE TYPE	QTY / POLE	THIS GRID	
1	F1	80'	-	15.5'	TLC-BT-575	2	0	
				65'	TLC-LED-400	1	0	
				30'	CREE OSQ	1	0	
				70'	TLC-LED-400	1	1	
				80'	TLC-LED-1500	6	0	
1	F2	80'	-	15.5'	TLC-BT-575	2	0	
				65'	TLC-LED-400	1	0	
				70'	TLC-LED-600	1	0	
				30'	CREE OSQ	1	0	
				55'	TLC-LED-400	1	1	
1	F3	80'	-	15.5'	TLC-BT-575	2	0	
				70'	TLC-LED-600	1	0	
				30'	CREE OSQ	1	0	
				70'	TLC-LED-400	1	1	
				80'	TLC-LED-1500	6	0	
1	F4	80'	-	15.5'	TLC-BT-575	2	0	
				30'	CREE OSQ	1	0	
				70'	TLC-LED-400	1	1	
				80'	TLC-LED-1500	6	0	
				4	TOTALS			

# WAKEFIELD CONTRACT EXHIBIT "E"

## Wakefield High School Football Wakefield, NE

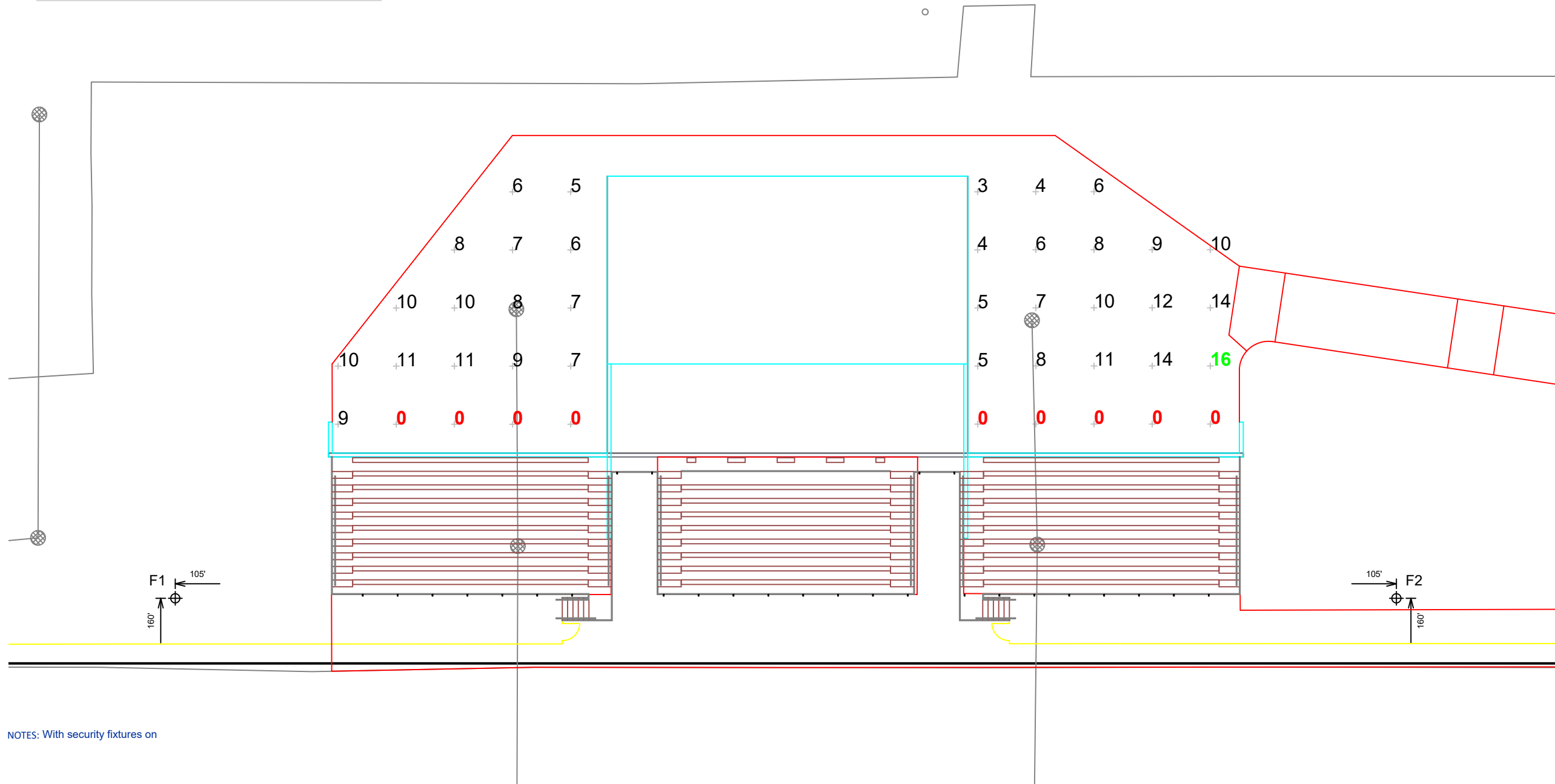
GRID SUMMARY	
Name:	Behind Bleachers
Size:	Irregular
Spacing:	10.0' x 10.0'
Height:	3.0' above grade

ILLUMINATION SUMMARY	
MAINTAINED HORIZONTAL FOOTCANDLES	
	Entire Grid
Scan Average:	6.61
Maximum:	16
Minimum:	0
Avg / Min:	-
Max / Min:	-
UG (adjacent pts):	1.59
CU:	0.15
No. of Points:	42

LUMINAIRE INFORMATION	
Applied Circuits:	B
No. of Luminaires:	4
Total Load:	1.6 kW



**Guaranteed Performance:** The ILLUMINATION described above is guaranteed per your Musco Warranty document and includes a 0.95 dirt depreciation factor.

**Field Measurements:** Individual field measurements may vary from computer-calculated predictions and should be taken in accordance with IESNA RP-6-15.

**Electrical System Requirements:** Refer to Amperage Draw Chart and/or the "Musco Control System Summary" for electrical sizing.

**Installation Requirements:** Results assume ± 3% nominal voltage at line side of the driver and structures located within 3 feet (1m) of design locations.

NOTES: With security fixtures on



ENGINEERED DESIGN By: Z.Morris · File #154837C · 20-Sep-21

Pole location(s) ⊕ dimensions are relative to 0,0 reference point(s) ⊗



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### ILLUMINATION SUMMARY

EQUIPMENT LIST FOR AREAS SHOWN								
Pole				Luminaires				
QTY	LOCATION	SIZE	GRADE ELEVATION	MOUNTING HEIGHT	LUMINAIRE TYPE	QTY / POLE	THIS GRID	
1	F1	80'	-	15.5'	TLC-BT-575	2	2	
				65'	TLC-LED-400	1	1	
				30'	CREE OSQ	1	1	
				70'	TLC-LED-400	1	0	
				80'	TLC-LED-1500	6	6	
1	F2	80'	-	15.5'	TLC-BT-575	2	2	
				65'	TLC-LED-400	1	1	
				70'	TLC-LED-600	1	1	
				30'	CREE OSQ	1	1	
				55'	TLC-LED-400	1	0	
1	F3	80'	-	15.5'	TLC-BT-575	2	2	
				70'	TLC-LED-600	1	1	
				30'	CREE OSQ	1	1	
				70'	TLC-LED-400	1	0	
				80'	TLC-LED-1500	6	6	
1	F4	80'	-	15.5'	TLC-BT-575	2	2	
				30'	CREE OSQ	1	1	
				70'	TLC-LED-400	1	0	
				80'	TLC-LED-1500	6	6	
4	TOTALS					44	40	4

# WAKEFIELD CONTRACT EXHIBIT "E"

**Wakefield High School Football**  
Wakefield, NE

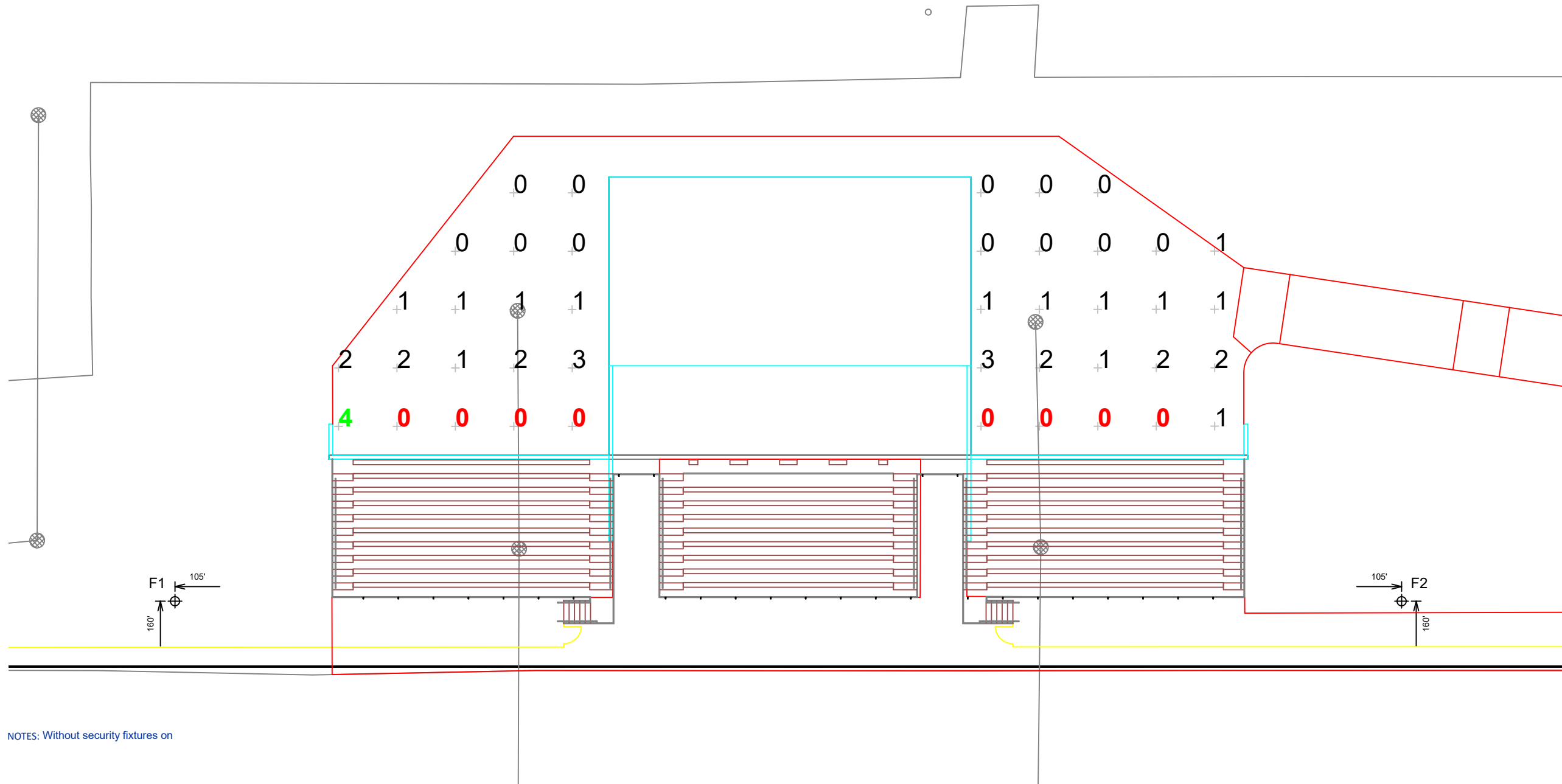
GRID SUMMARY	
Name:	Behind Bleachers
Size:	Irregular
Spacing:	10.0' x 10.0'
Height:	3.0' above grade

ILLUMINATION SUMMARY	
MAINTAINED HORIZONTAL FOOTCANDLES	
Entire Grid	
Scan Average:	0.84
Maximum:	4
Minimum:	0
Avg / Min:	-
Max / Min:	-
UG (adjacent pts):	3.91
CU:	0.00
No. of Points:	42

LUMINAIRE INFORMATION	
Applied Circuits:	A
No. of Luminaires:	40
Total Load:	41.4 kW



**Guaranteed Performance:** The ILLUMINATION described above is guaranteed per your Musco Warranty document and includes a 0.95 dirt depreciation factor.

**Field Measurements:** Individual field measurements may vary from computer-calculated predictions and should be taken in accordance with IESNA RP-6-15.

**Electrical System Requirements:** Refer to Amperage Draw Chart and/or the "Musco Control System Summary" for electrical sizing.

**Installation Requirements:** Results assume ± 3% nominal voltage at line side of the driver and structures located within 3 feet (1m) of design locations.

NOTES: Without security fixtures on



ENGINEERED DESIGN By: Z.Morris · File #154837C · 20-Sep-21

Pole location(s) ⊕ dimensions are relative to 0,0 reference point(s) ⊗



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**ILLUMINATION SUMMARY**

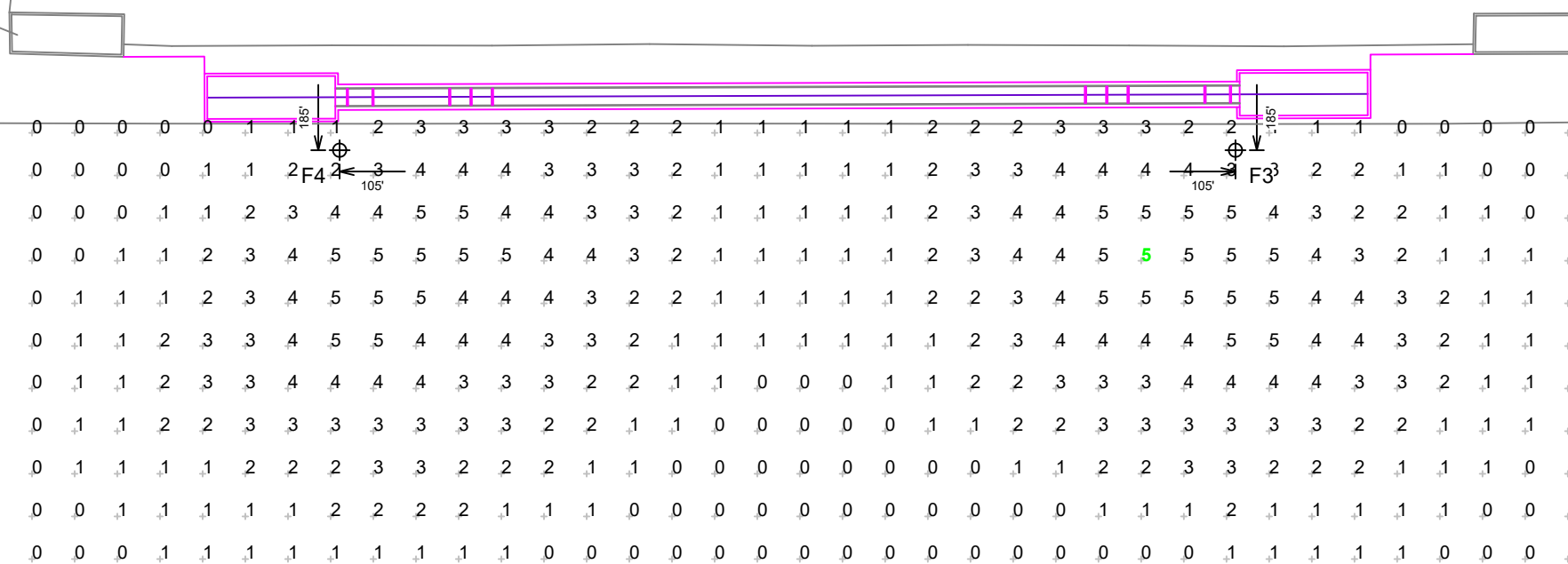
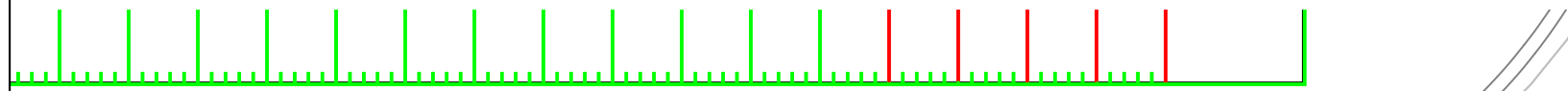
EQUIPMENT LIST FOR AREAS SHOWN								
Pole			Luminaires					
QTY	LOCATION	SIZE	GRADE ELEVATION	MOUNTING HEIGHT	LUMINAIRE TYPE	QTY / POLE	THIS GRID	OTHER GRIDS
1	F1	80'	-	15.5'	TLC-BT-575	2	0	2
				65'	TLC-LED-400	1	0	1
				30'	CREE OSQ	1	0	1
				70'	TLC-LED-400	1	1	0
				80'	TLC-LED-1500	6	0	6
1	F2	80'	-	15.5'	TLC-BT-575	2	0	2
				65'	TLC-LED-400	1	0	1
				70'	TLC-LED-600	1	0	1
				30'	CREE OSQ	1	0	1
				55'	TLC-LED-400	1	1	0
1	F3	80'	-	15.5'	TLC-BT-575	2	0	2
				70'	TLC-LED-600	1	0	1
				30'	CREE OSQ	1	0	1
				70'	TLC-LED-400	1	1	0
				80'	TLC-LED-1500	6	0	6
1	F4	80'	-	15.5'	TLC-BT-575	2	0	2
				30'	CREE OSQ	1	0	1
				70'	TLC-LED-400	1	1	0
				80'	TLC-LED-1500	6	0	6
4	TOTALS					44	4	40

# WAKEFIELD CONTRACT EXHIBIT "E"

## Wakefield High School Football Wakefield, NE

GRID SUMMARY	
Name:	Parking Lot
Size:	Irregular
Spacing:	10.0' x 10.0'
Height:	0.0' above grade

ILLUMINATION SUMMARY	
MAINTAINED HORIZONTAL FOOTCANDLES	
Entire Grid	
Scan Average:	1.86
Maximum:	5
Minimum:	0
Avg / Min:	-
Max / Min:	-
UG (adjacent pts):	395.93
CU:	0.41
No. of Points:	407
LUMINAIRE INFORMATION	
Applied Circuits:	B
No. of Luminaires:	4
Total Load:	1.6 kW



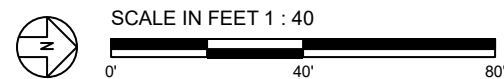
**Guaranteed Performance:** The ILLUMINATION described above is guaranteed per your Musco Warranty document and includes a 0.95 dirt depreciation factor.

**Field Measurements:** Individual field measurements may vary from computer-calculated predictions and should be taken in accordance with IESNA RP-6-15.

**Electrical System Requirements:** Refer to Amperage Draw Chart and/or the "Musco Control System Summary" for electrical sizing.

**Installation Requirements:** Results assume ± 3% nominal voltage at line side of the driver and structures located within 3 feet (1m) of design locations.

NOTES: With security fixtures on



ENGINEERED DESIGN By: Z.Morris · File #154837C · 20-Sep-21

Pole location(s) ⊕ dimensions are relative to 0,0 reference point(s) ⊗



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### ILLUMINATION SUMMARY

EQUIPMENT LIST FOR AREAS SHOWN								
Pole				Luminaires				
QTY	LOCATION	SIZE	GRADE ELEVATION	MOUNTING HEIGHT	LUMINAIRE TYPE	QTY / POLE	THIS GRID	OTHER GRIDS
1	F1	80'	-	15.5'	TLC-BT-575	2	2	0
				65'	TLC-LED-400	1	1	0
				30'	CREE OSQ	1	1	0
				70'	TLC-LED-400	1	0	1
				80'	TLC-LED-1500	6	6	0
1	F2	80'	-	15.5'	TLC-BT-575	2	2	0
				65'	TLC-LED-400	1	1	0
				70'	TLC-LED-600	1	1	0
				30'	CREE OSQ	1	1	0
				55'	TLC-LED-400	1	0	1
1	F3	80'	-	15.5'	TLC-BT-575	2	2	0
				70'	TLC-LED-600	1	1	0
				30'	CREE OSQ	1	1	0
				70'	TLC-LED-400	1	0	1
				80'	TLC-LED-1500	6	6	0
1	F4	80'	-	15.5'	TLC-BT-575	2	2	0
				30'	CREE OSQ	1	1	0
				70'	TLC-LED-400	1	0	1
				80'	TLC-LED-1500	6	6	0
				4	TOTALS			

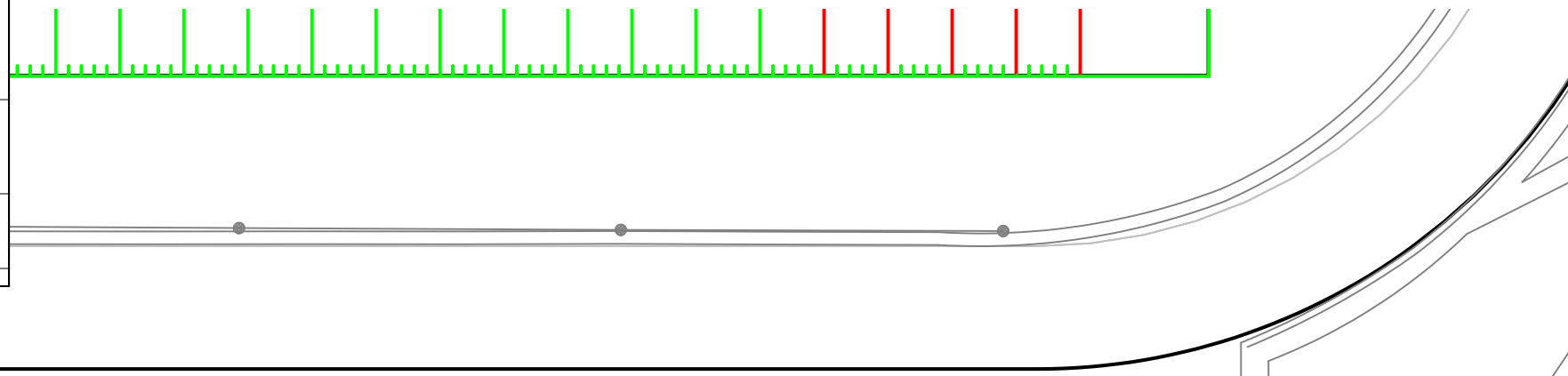
# WAKEFIELD CONTRACT EXHIBIT "E"

## Wakefield High School Football

Wakefield, NE

GRID SUMMARY	
Name:	Parking Lot
Size:	Irregular
Spacing:	10.0' x 10.0'
Height:	0.0' above grade

ILLUMINATION SUMMARY	
MAINTAINED HORIZONTAL FOOTCANDLES	
Entire Grid	
Scan Average:	1.76
Maximum:	10
Minimum:	0
Avg / Min:	54.69
Max / Min:	307.14
UG (adjacent pts):	2.23
CU:	0.02
No. of Points:	407
LUMINAIRE INFORMATION	
Applied Circuits:	A
No. of Luminaires:	40
Total Load:	41.4 kW



**Guaranteed Performance:** The ILLUMINATION described above is guaranteed per your Musco Warranty document and includes a 0.95 dirt depreciation factor.

**Field Measurements:** Individual field measurements may vary from computer-calculated predictions and should be taken in accordance with IESNA RP-6-15.

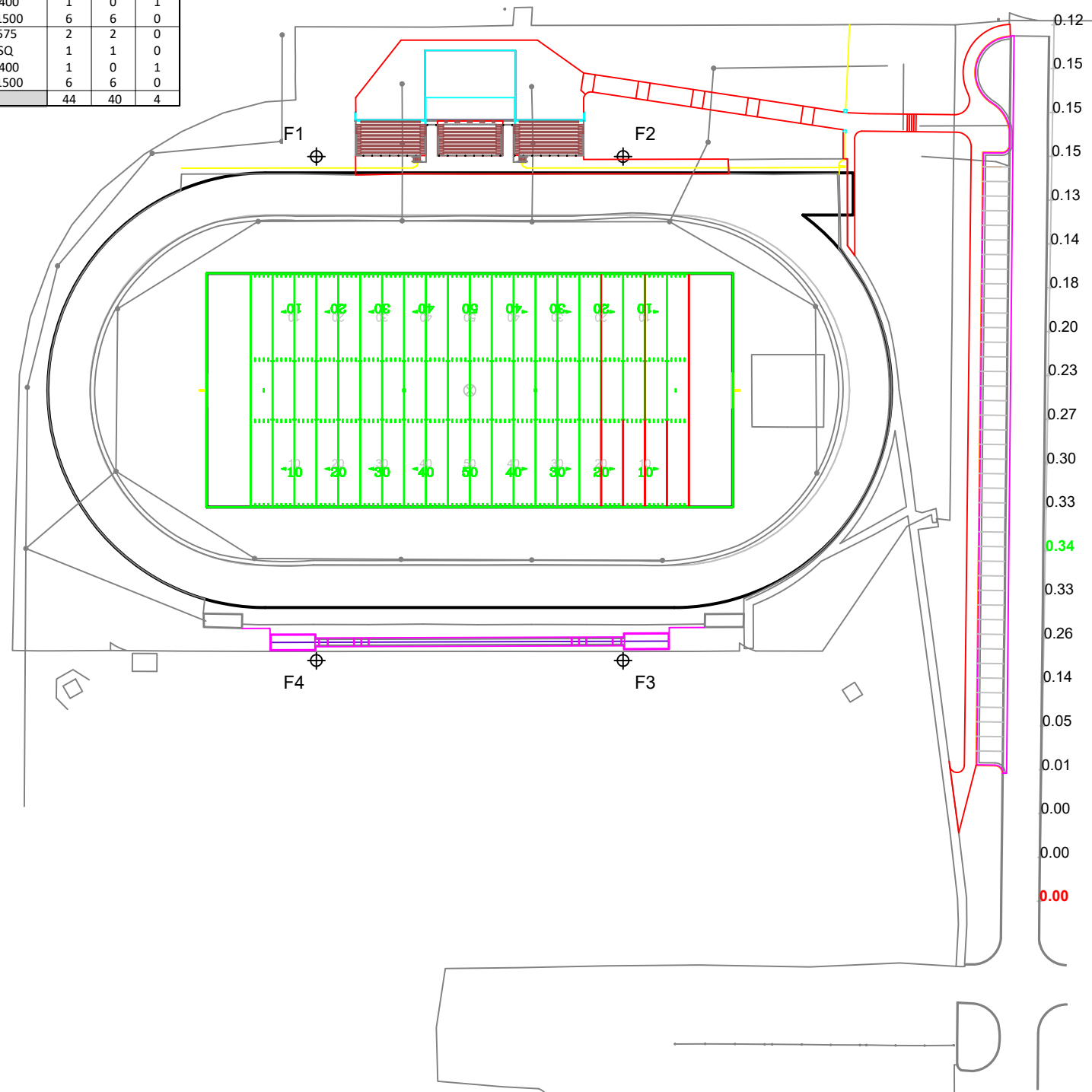
**Electrical System Requirements:** Refer to Amperage Draw Chart and/or the "Musco Control System Summary" for electrical sizing.

**Installation Requirements:** Results assume ± 3% nominal voltage at line side of the driver and structures located within 3 feet (1m) of design locations.

3	3	4	4	5	6	7	8	8	6	6	5	4	4	4	3	3	3	3	3	3	3	3	3	4	4	5	5	6	7	9	8	9	9	10	9	8	
2	2	3	4	4	5	6	7	5	4	4	3	3	3	2	2	2	2	2	2	2	2	2	2	3	3	4	4	5	7	7	6	7	7	7	7	6	6
.1	.2	.2	.3	.4	.4	.5	.5	.5	.5	.4	.3	.3	.2	.2	.2	.2	.2	.2	.2	.2	.2	.2	.2	.3	.3	.4	.4	.5	.5	.5	.5	.5	.5	.4	.4	.3	
.1	.1	.2	.2	.3	.3	.3	.3	.3	.3	.2	.2	.2	.2	.1	.1	.1	.1	.1	.1	.1	.1	.1	.1	.2	.2	.3	.3	.3	.3	.3	.3	.3	.2	.2	.2	.2	
.1	.1	.1	.2	.2	.2	.2	.3	.3	.3	.2	.2	.2	.1	.1	.1	.1	.1	.1	.1	.1	.1	.1	.1	.1	.2	.2	.2	.2	.3	.3	.3	.2	.2	.2	.2	.1	.1
0	.1	.1	.1	.1	.1	.1	.1	.1	.1	.1	.1	.1	.1	.1	.1	.1	.1	.1	.1	.1	.1	.1	.1	.1	.1	.1	.1	.1	.1	.1	.1	.1	.1	.1	.1	.1	.1
0	0	0	0	.1	.1	.1	.1	.1	.1	.1	.1	.1	.1	.1	.1	.1	.1	.1	.1	.1	.1	.1	.1	.1	.1	.1	.1	.1	.1	.1	.1	.1	.1	.1	.1	.1	.1
0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
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0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
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0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
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0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
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0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
0	0	0	0																																		

EQUIPMENT LIST FOR AREAS SHOWN								
Pole			Luminaires					
QTY	LOCATION	SIZE	GRADE ELEVATION	MOUNTING HEIGHT	LUMINAIRE TYPE	QTY / POLE	THIS GRID	OTHER GRIDS
1	F1	80'	-	15.5'	TLC-BT-575	2	2	0
				65'	TLC-LED-400	1	1	0
				30'	CREE OSQ	1	1	0
				70'	TLC-LED-400	1	0	1
				80'	TLC-LED-1500	6	6	0
1	F2	80'	-	15.5'	TLC-BT-575	2	2	0
				65'	TLC-LED-400	1	1	0
				70'	TLC-LED-600	1	1	0
				30'	CREE OSQ	1	1	0
				55'	TLC-LED-400	1	0	1
1	F3	80'	-	15.5'	TLC-BT-575	2	2	0
				70'	TLC-LED-600	1	1	0
				30'	CREE OSQ	1	1	0
				70'	TLC-LED-400	1	0	1
				80'	TLC-LED-1500	6	6	0
1	F4	80'	-	15.5'	TLC-BT-575	2	2	0
				30'	CREE OSQ	1	1	0
				70'	TLC-LED-400	1	0	1
				80'	TLC-LED-1500	6	6	0
				4	TOTALS			

## WAKEFIELD CONTRACT EXHIBIT "E"



## Wakefield High School Football

Wakefield, NE

GRID SUMMARY	
Name:	Spill Line
Spacing:	30.0'
Height:	3.0' above grade

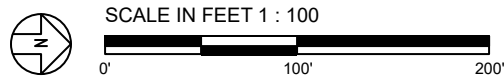
ILLUMINATION SUMMARY	
HORIZONTAL FOOTCANDLES	
Scan Average:	Entire Grid 0.1666
Maximum:	0.34
Minimum:	0.00
No. of Points:	21
LUMINAIRE INFORMATION	
Applied Circuits:	A
No. of Luminaires:	40
Total Load:	41.4 kW

**Guaranteed Performance:** The ILLUMINATION described above is guaranteed per your Musco Warranty document.

**Field Measurements:** Individual field measurements may vary from computer-calculated predictions and should be taken in accordance with IESNA RP-6-15.

**Electrical System Requirements:** Refer to Amperage Draw Chart and/or the "Musco Control System Summary" for electrical sizing.

**Installation Requirements:** Results assume ± 3% nominal voltage at line side of the driver and structures located within 3 feet (1m) of design locations.



ENGINEERED DESIGN By: Z.Morris · File #154837C · 20-Sep-21

Pole location(s) ⊕ dimensions are relative to 0,0 reference point(s) ⊗

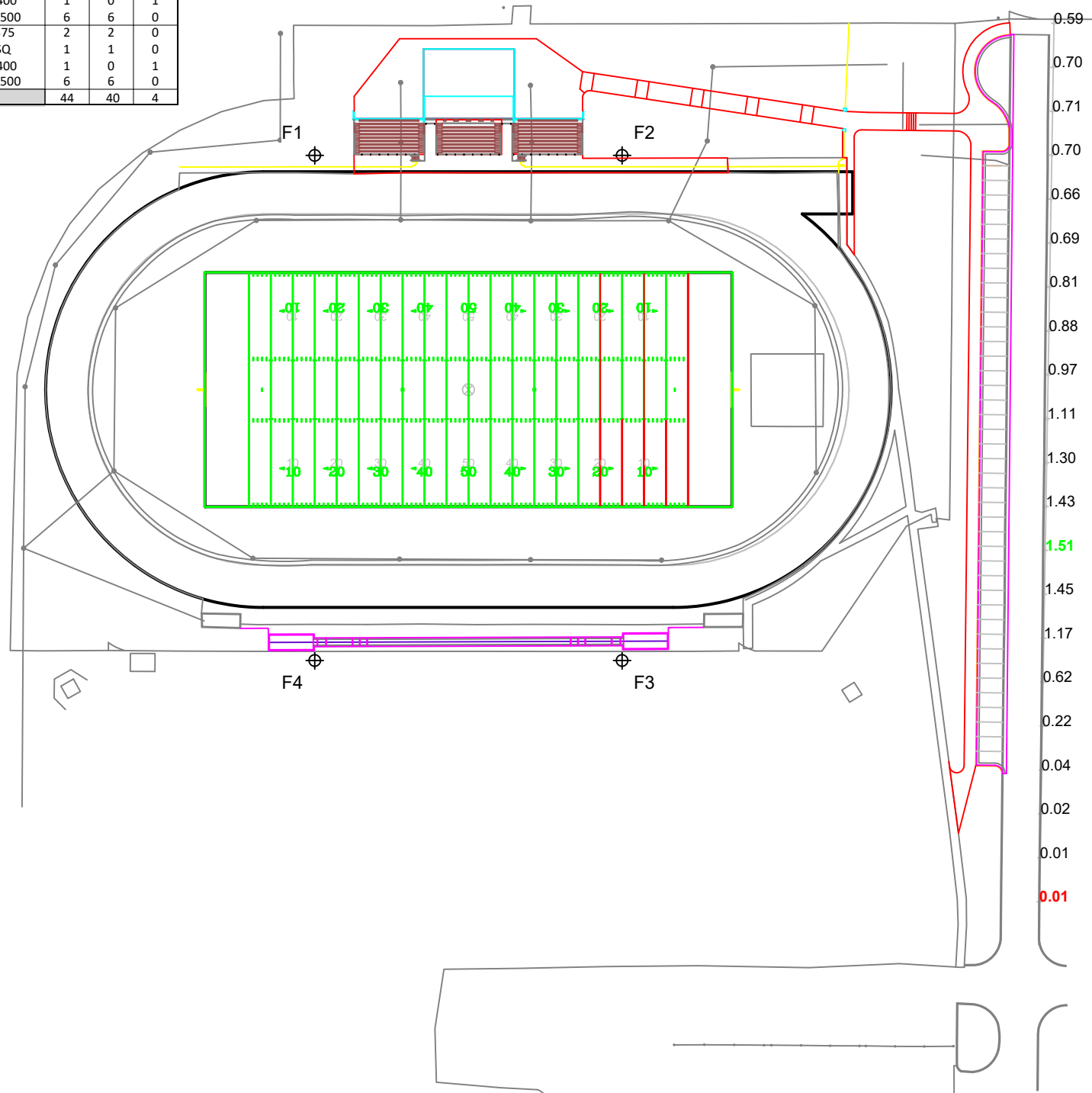


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## ILLUMINATION SUMMARY

EQUIPMENT LIST FOR AREAS SHOWN								
Pole			Luminaires					
QTY	LOCATION	SIZE	GRADE ELEVATION	MOUNTING HEIGHT	LUMINAIRE TYPE	QTY / POLE	THIS GRID	OTHER GRIDS
1	F1	80'	-	15.5'	TLC-BT-575	2	2	0
				65'	TLC-LED-400	1	1	0
				30'	CREE OSQ	1	1	0
				70'	TLC-LED-400	1	0	1
				80'	TLC-LED-1500	6	6	0
1	F2	80'	-	15.5'	TLC-BT-575	2	2	0
				65'	TLC-LED-400	1	1	0
				70'	TLC-LED-600	1	1	0
				30'	CREE OSQ	1	1	0
				55'	TLC-LED-400	1	0	1
1	F3	80'	-	15.5'	TLC-BT-575	2	2	0
				70'	TLC-LED-600	1	1	0
				30'	CREE OSQ	1	1	0
				70'	TLC-LED-400	1	0	1
				80'	TLC-LED-1500	6	6	0
1	F4	80'	-	15.5'	TLC-BT-575	2	2	0
				30'	CREE OSQ	1	1	0
				70'	TLC-LED-400	1	0	1
				80'	TLC-LED-1500	6	6	0
				4	TOTALS			

# WAKEFIELD CONTRACT EXHIBIT "E"



## Wakefield High School Football Wakefield, NE

GRID SUMMARY	
Name:	Spill Line
Spacing:	30.0'
Height:	3.0' above grade

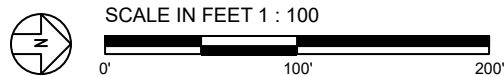
ILLUMINATION SUMMARY	
MAX VERTICAL FOOTCANDLES	
Scan Average:	Entire Grid 0.7420
Maximum:	1.51
Minimum:	0.01
No. of Points:	21
LUMINAIRE INFORMATION	
Applied Circuits:	A
No. of Luminaires:	40
Total Load:	41.4 kW

**Guaranteed Performance:** The ILLUMINATION described above is guaranteed per your Musco Warranty document.

**Field Measurements:** Individual field measurements may vary from computer-calculated predictions and should be taken in accordance with IESNA RP-6-15.

**Electrical System Requirements:** Refer to Amperage Draw Chart and/or the "Musco Control System Summary" for electrical sizing.

**Installation Requirements:** Results assume ± 3% nominal voltage at line side of the driver and structures located within 3 feet (1m) of design locations.



ENGINEERED DESIGN By: Z.Morris · File #154837C · 20-Sep-21

Pole location(s) ⊕ dimensions are relative to 0,0 reference point(s) ⊗



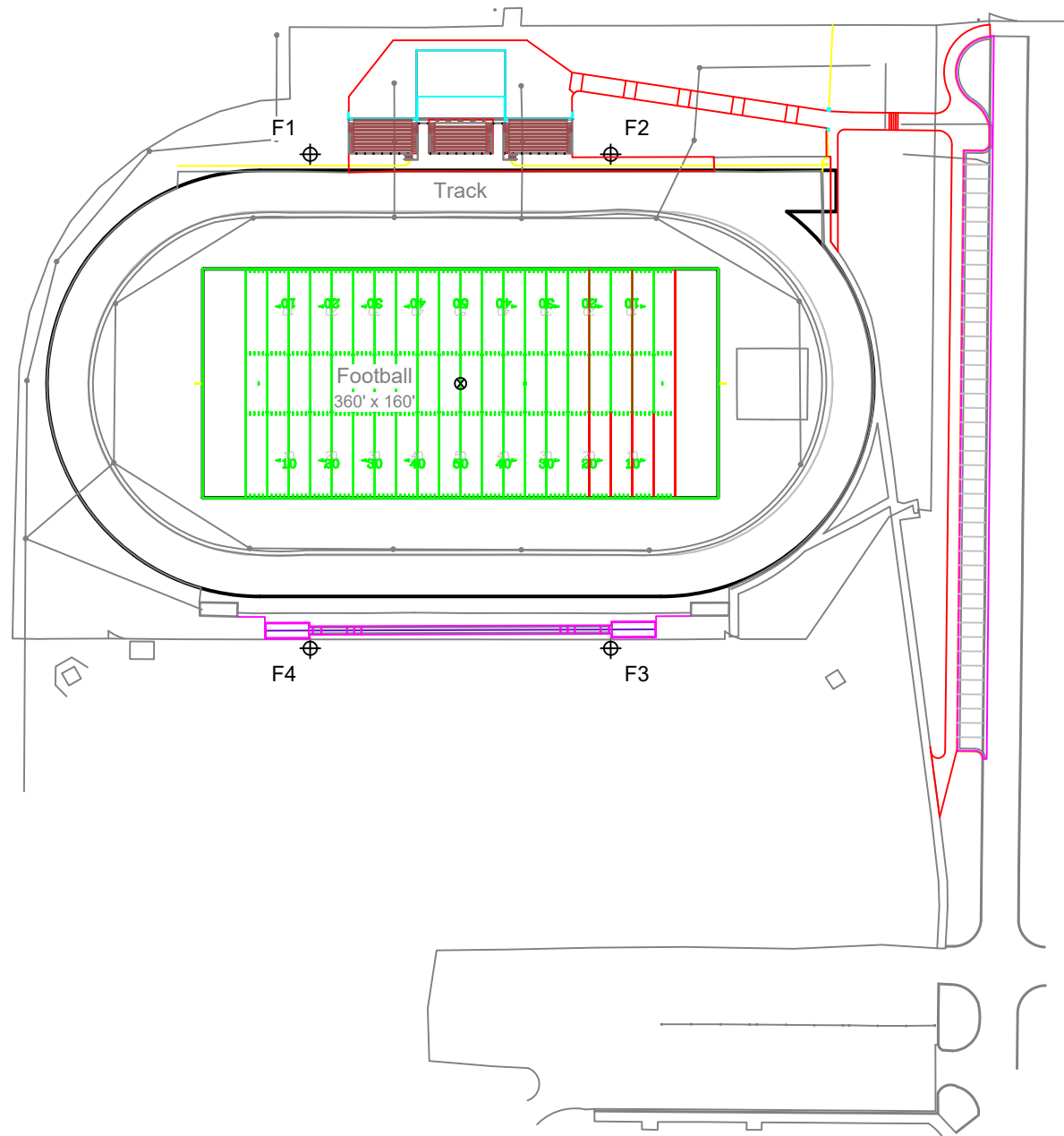
We Make It Happen.

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### ILLUMINATION SUMMARY

# WAKEFIELD CONTRACT EXHIBIT "E"

## Wakefield High School Football Wakefield, NE



**EQUIPMENT LAYOUT**

**INCLUDES:**

- Football
- Track

**Electrical System Requirements:** Refer to Amperage Draw Chart and/or the "Musco Control System Summary" for electrical sizing.

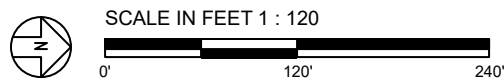
**Installation Requirements:** Results assume ± 3% nominal voltage at line side of the driver and structures located within 3 feet (1m) of design locations.

**EQUIPMENT LIST FOR AREAS SHOWN**

QTY	Pole			Luminaires		
	LOCATION	SIZE	GRADE ELEVATION	MOUNTING HEIGHT	LUMINAIRE TYPE	QTY / POLE
1	F1	80'	0'	15.48'	TLC-BT-575	2
				65'	TLC-LED-400	1
				30'	CREE OSQ	1
				70'	TLC-LED-400	1
				80'	TLC-LED-1500	6
1	F2	80'	0'	15.48'	TLC-BT-575	2
				65'	TLC-LED-400	1
				70'	TLC-LED-600	1
				30'	CREE OSQ	1
				55'	TLC-LED-400	1
1	F3	80'	0'	15.48'	TLC-BT-575	2
				70'	TLC-LED-600	1
				30'	CREE OSQ	1
				70'	TLC-LED-400	1
				80'	TLC-LED-1500	6
1	F4	80'	0'	15.48'	TLC-BT-575	2
				30'	CREE OSQ	1
				70'	TLC-LED-400	1
				80'	TLC-LED-1500	6
				TOTALS		

**SINGLE LUMINAIRE AMPERAGE DRAW CHART**

Ballast Specifications (.90 min power factor)	Line Amperage Per Luminaire (max draw)						
	208 (60)	220 (60)	240 (60)	277 (60)	347 (60)	380 (60)	480 (60)
Single Phase Voltage	208 (60)	220 (60)	240 (60)	277 (60)	347 (60)	380 (60)	480 (60)
TLC-LED-1500	8.5	8.1	7.4	6.4	5.1	4.7	3.7
Cree OSQ	-	-	-	-	0.4	-	0.3
TLC-LED-400	2.3	2.2	2.0	1.7	1.4	1.3	1.0
TLC-LED-600	3.4	3.2	3.0	2.6	2.0	1.9	1.5
TLC-BT-575	3.4	3.2	2.9	2.5	2.0	1.8	1.5



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Pole location(s) ⊕ dimensions are relative to 0,0 reference point(s) ⊗



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## Extracurricular Drug Testing Program

The school district supports and values student participation in extracurricular activities. Students in all extracurricular activities in grades 7-12 shall be subject to mandatory and random testing for the presence of alcohol or illegal drugs.

### Overview

The procedure for initial and random drug testing of students in athletics and extracurricular activities is accomplished in conjunction with an independent drug testing Drug Program Administrator (DPA) approved by the Board of Education. Prior to the initial testing, the DPA is provided by the Designated Official a list of eligible students and in turn randomly selects these students for drug testing at regular intervals. The DPA will send qualified collectors to the school who will oversee the collection of all specimens as outlined in this document. The DPA will provide Medical Review Officer (MRO) services for interpretation and verification of results. Results are reported to the Designated Official by the MRO. Specimens are collected as split specimens.

### 1. Purpose of Random Drug Testing

Recognizing that observed and suspected use of alcohol and illicit drugs by Wakefield Community Schools students is a serious concern, a program of deterrence will be instituted as a proactive approach to a truly drug free school. Likewise, students using illegal drugs pose a threat to their own safety, as well as to that of other students. The purpose of this program guided by the following principles:

- a. The school district seeks to provide a safe, drug-free school.
- b. The school district seeks to deter the use of illegal and prohibited drugs and alcohol among students.
- c. To undermine the effects of peer pressure by providing a legitimate reason for students to refuse to use illegal drugs
- d. The school district recognizes that students who use illegal and prohibited drugs pose a threat to the health and safety of themselves, other students, teachers, administrators, and other persons.
- e. To encourage students who use drugs to participate in drug treatment programs;
- f. Prevent the impact drug and alcohol use has on the learning centers of the brain allowing students to achieve their full academic potential while a student within Wakefield Community Schools Schools.
- g. The school district finds that the drug and alcohol problem among the student body will be effectively addressed by making sure that the large number of students participating in extracurricular activities do not use drugs and alcohol.

The program is designed to create a safe, drug free, environment for students and assist them in getting help when needed.

### **SUPPORTING DATA**

Random urine drug testing of a public school is legal as determined by the United States Supreme Court in the case of **Vernonia School District 47J (Oregon) v. Wayne and Judy Acton** and **Pottawatomie v. Earls**.

#### **2. Non-Punitive Nature of Policy**

No student will be penalized academically for testing positive for illegal drugs or banned substances. The results of drug tests pursuant to this policy will not be documented in any student's academic records. Information regarding the results of drug tests will not be disclosed to criminal or juvenile authorities absent legal compulsion by valid and binding subpoena or other legal process, which the Wakefield Community School Board of Education will not solicit. In the event of service of any such subpoena or legal process, the student and the student's custodial parent, legal guardian, or custodian will be notified at least 72 hours before response is made by the Wakefield Community School Board of Education, to the extent permitted by such subpoena or legal process.

**3. Notice.** Each student who participates or seeks to participate in extracurricular activities is responsible for reading the policy in the Student Handbook. The Student Handbook is available online at [wakefieldschools.org](http://wakefieldschools.org) or a hardcopy can be obtained at the High School office.

**4. Designated Official.** The Designated Official shall be the Superintendent or his or her designee unless otherwise indicated.

#### **5. Testing Year**

The testing year begins the date the first activity/practice for the upcoming school year commences and continues for 365 days thereafter.

**6. Sample Collection.** Samples will be collected as outlined under Drug Program Administrator Requirements, Paragraph 5 and 9 below. Any eligible student selected randomly for urine drug testing who is not in school on the day of testing will be tested at the next available testing time. Students not able to provide an adequate urine specimen at the testing time will be unable to participate until the proper specimen is provided. Arrangements may be made for special collections at a Collection site with prior approval of the Designated Official. There may be an additional fee associated with the use of an off-site collection point.

#### **7. Drug Program Administrator Requirements**

At a minimum, the Vendor must be able to provide the following services:

##### **a. Random Selection of Eligible Students**

Once provided a list of eligible students, the DPA must select the required number of students in a random and confidential manner. Up to bi-weekly,

the DPA will arrange with the Designated Official a day and time to do the collection of specimens. The schedule will not follow any recognizable pattern. The selected student names will be given to the Designated Official, who will arrange for these students to report to the collection area.

b. **Collection of Urine Specimens**

The DPA will oversee the collection of urine specimens as outlined in the **Procedures for Random Urine Drug Testing of Wakefield Community School Students**. Chain of Custody forms will be provided by the DPA that meet the criteria of this Policy and that of the testing laboratory. Students will be given as much privacy as possible in the obtaining of the specimen.

c. **Testing of Urine Specimens**

The DPA will have all specimens tested for the specified illicit or banned substances by a qualified laboratory certified by the **Substance Abuse and Mental Health Services Administration (SAMHSA)**. The testing laboratory should have greater than 10 years experience in toxicology testing and chain-of-custody procedures. All specimens must be initially tested using a highly accurate immuno-assay technique, with all presumptive positive results then confirmed by a **Liquid Chromatography/Mass Spectroscopy (LC/MS)** or similar confirmatory test.

- d. The testing laboratory must be able to test for the following drug classes, substances or their metabolites in collected urine specimens. The Building Principal may specify specific classes or substances to be tested.

Alcohol	Amphetamines	Anabolic Steroids
Barbiturates	Benzodiazepines	Cocaine Metabolites
LSD	Marijuana Metabolites	Methadone
MDMA (Ecstasy)	Nicotine	Opiates
Phencyclidine	Propoxyphene	Synthetic Cannabinoids

e. **Medical Review Officer (MRO) Services**

The DPA will provide MRO services by a licensed physician who is certified by the **Medical Review Officer Certification Council (MROCC)** or the **American Association of Medical Review Officers** as having proven by examination to have had the appropriate medical training to interpret and evaluate drug test results and thus qualified for certification as a Medical Review Officer. Additionally the MRO must demonstrate a willingness to abide by the **Procedure for Random Urine Drug Testing of Wakefield Community School** as to the evaluation of positive drug tests and reporting findings in a timely and confidential manner. All results will be kept on file for a period of five years.

f. **Reporting of Random Urine Test Results by DPA**

The MRO will certify all urine drug screens as negative or positive. Positive findings will be reported by telephone in a confidential manner to the Parent and then the Designated Official.

g. **Statistical Reporting and Confidentiality of Urine Drug Test Results**

The DPA, testing laboratory, or MRO may not release any statistics on the rate of positive drug tests to any person, organization, news publication or media without expressed written consent of the Wakefield Community School Board of Education. The DPA will provide the Designated Official with an annual report showing the number of tests performed, rate of positive and negative tests, and what substances were found in the positive urine specimens.

8. **Activities subject to the Drug Testing.** This policy applies to any activity that meets the guidelines of any extracurricular activity at the school district which includes but is not necessarily limited to the following:

For grades 9-12:

Art Club, Basketball, District Music Contest Participants, FBLA, FCCLA, FFA, **Skills USA**, Football, Golf, NHS, One-Act, Pep Band, Quiz Bowl, SpeechTeam, Student Council, Swing Choir, **Color Guard**, Track, Volleyball, Wrestling.

For grades 7-8:

Basketball, FBLA, FCCLA, FFA, **Skills USA**, **Color Guard**, Football, Swing Choir, Student Council, Track, Volleyball, Wrestling.

Activities under these guidelines shall also include activity events, trips, conferences, community service events, dances, Homecoming events (including coronation and dance), Prom (including the grand march and dance), Post Prom, the Athletic Banquet, and music trips. Music students will be held to the guidelines for solo or small group performances, but shall be allowed to participate in large group performances (such as home pep band events, or concert events) that are part of their academic grade for those classes. Students participating in activities are representing our school and subject to additional voluntary guidelines in order to be involved in the activity. General student activity discipline guidelines still apply.

For testing purposes, an emphasis may be placed on activities that are currently “in-season” but the district may draw from the roster of other “out-of-season” activities as well.

9. **Students Who Are Required to Submit to Drug Testing**

- a. **Grades.** All students in grades 7-12 who participate in any extracurricular activity or competition are part of the pool subject to random drug testing.

- b. **Informed Consent for Testing.** At the beginning of each year/season or when a student moves into the District, students and parent/guardian/custodian will complete and sign the **Wakefield Community School Code of Conduct and Consent to Perform Random Drug Testing**. A student and his or her parent/guardian/custodian must sign the consent form before the student shall be eligible to try out for, practice with, or participate in the extracurricular activity. The consent form is attached to this policy.
  - c. **Selection Pool Eligibility.** Students shall remain in the selection pool for an entire school year from the date the consent form is received by the school district except that students who quit during the season or activity (prior to being selected for testing) or students who are cut from an activity will be removed from the testing pool.
  - d. **Withdrawal.** Students who have a consent form on file remain eligible for drug tests from the date the consent form is received by the school district and throughout the remainder of the school year or until the student files a Withdrawal of Student from Activity form signed by the student and his or her parent/guardian/custodian. Upon withdrawal, the student shall not be eligible to participate in any activity that is subject to drug testing for 90 school days. A student who files a Withdrawal of Student from Activity form after selected for a random drug test but before submitting to the test or after testing positive shall be ineligible to participate in any extracurricular activities for 90 school days from the date the Withdrawal of Student from Activity form is received by the **Designated Official**.
- 10. Drugs.** Students participating in extracurricular activities are prohibited from using, possessing, distributing, manufacturing, or having drugs present in their system. "Drugs" means:
- a. Any substance considered illegal by the Uniform Controlled Substances Act, Neb. Rev. Stat. § 28-401 *et seq.*
  - b. Any substance which is controlled by the Food and Drug Administration unless prescribed to the student by any licensed medical practitioner authorized to prescribe controlled substances or other prescription drugs;
  - c. Alcohol for any student under the age of 21. Alcohol shall have the meaning as provided in Neb. Rev. Stat. § 48-1902(1).

## **11. Testing Procedures**

- a. **Student Selection.** All students who participate in extracurricular activities and submit a consent form will be included in a master list created by the Designated Official and will be subject to random drug screening. The master list may be submitted to the Drug Program Administrator (DPA) by the Designated Official. Once provided a list of eligible students, the DPA must select the required number of students in a random and confidential manner. The DPA will use a system to assure that students are selected in a random fashion. This system will utilize a computer based system designed specifically for the purpose of randomly selecting individuals for drug testing. The selected student names will be given to the Designated Official, who will arrange for these students to report to the collection area.
- b. **Reasonable Suspicion Testing.** In addition to random drug testing, a student is subject to drug testing at any time when the Drug Testing Coordinator determines there is individualized reasonable suspicion based upon articulable facts to believe that the student has used a drug. The Drug Testing Coordinator will notify the student and take the necessary steps to schedule a test as soon as practicable.
- c. **Parental Request.** Students who do not participate in extracurricular activities may be added to the random drug screening master list upon parental request. Parents/guardians/custodians may also request that their student be subject to non-random drug screening. The school will arrange for the test as soon as practicable. The parents/guardians/custodians making a request under this subparagraph must submit a signed consent form and indicate which type of test is being requested. Any cost associated with tests administered as a result of parental request must be paid by the parents/guardians/custodians in advance of the test.
- d. **Type of Test.** The school district reserves the right to utilize breath, saliva, hair or urinalysis testing procedures. Urine and oral fluid samples which screen positive will be confirmed by GC/MS. Positive saliva or breath alcohol tests will be confirmed by EBT (Evidential Breath Tester).
- e. **Scheduling of Drug Testing**  
Urine drug testing is unannounced. The day and date are selected by the Designated Official and confirmed with the DPA. Random testing may be done up to bi-weekly, but not during holidays and spring break.
- f. **Collection Site.** The Designated Official will designate the collection site at which students will provide specimens.

g. **Collection Procedures.** The school board will **approve** a Drug Program Administrator (DPA) **recommended by the Designated Official**. The DPA shall randomly select the students subject to drug testing from the master list. The DPA will maintain and follow generally accepted industry standards for collecting, maintaining, shipping, and accessing all specimens. The DPA will seek to obtain the sample in a manner designed to insure accurate testing protocols while minimizing intrusion into a student's privacy. **The DPA will oversee the collection of urine specimens as outlined in the Procedures for Random Urine Drug Testing of Wakefield Community School Students .** Chain of Custody forms will be provided by the DPA that meet the criteria of this Policy and that of the testing laboratory. Students will be given as much privacy as possible in the obtaining of the specimen.

h. **Procedures for Random Urine Drug Testing of Wakefield Community School Students**

Selected Students are called from class to the collection site. A specimen of urine is collected following this process:

- i. No purses, bags or containers may be taken into the collection area with the student. All extra coats, vests, jackets, sweaters, etc., are to be removed before entering the collection area.
- ii. The collector may add a bluing agent (food coloring) to the water in the urinal or toilet.
- iii. Students are asked to not wash their hands unless visible by the collector . A non-alcoholic wipe may be used instead.
- iv. The drug testing custody and control form is initiated by the Student and collector.
- v. The student is told to urinate directly into the provided container and should provide a sufficient amount of urine (at least 45ml) in one attempt. The student is also told they are to hand the container of urine to the collector upon completion.
- vi. The student enters a closed stall to collect the specimen, then hands the container to the collector.
- vii. The collector checks the volume, reads and records the temperature within four minutes of collection, and looks for evidence of tampering.
- viii. If tampering is suspected, a second specimen will be requested. A second suspected tampered specimen will be considered **a refusal to test** and the Designated Official notified.
- ix. With the student watching, the collector will pour the specimen into the two bottles and recap the specimen bottles tightly.

- x. The collector takes the bottle seals and places them over the caps and sides of the bottles and requests they be properly dated and initialized by the student.
- xi. The sealed bottles are placed inside the transport bag.
- xii. The top lab copy of the drug testing custody and control form is folded with the top portion visible to the outside and placed in the Requisition Pouch. The transport bag and pouch are sealed as indicated. The student completes the COC and is given the donor copy of the form.
- xiii. The Student may wash their hands and is then sent back to class.
- xiv. The collector distributes the remaining copies of the form as required, being responsible for getting the appropriate copy of the form to the MRO in a timely manner.
- xv. The Designated Official will be notified immediately of any student who refuses to give a urine sample or is suspected of adulteration.
- xvi. A copy of the Drug Test Form will be given to the Designated Official by the collector the day of the testing.
- xvii. The DPA is responsible for seeing that specimens are delivered to or picked up by the testing laboratory and the Chain of Custody form properly annotated.

The DPA is responsible for seeing that proper drug testing custody and control forms are used that satisfy the needs of the **Policy for Random Urine Drug Testing of Wakefield Community School** and the testing laboratory. A student number will be used for identification with the student's name only appearing on the copies that go to the donor, MRO, and Designated Official.

**i. Medical Review Officer (MRO) Responsibilities**

The MRO team will review all results of urine drug testing. Any urine specimen testing positive for illicit drugs, banned substances, or adulteration will be handled in the following manner:

- i. The MRO determines if any discrepancies have occurred in the **Chain of Custody**.
- ii. Depending on the substances found in the urine, if necessary the parent/guardian/custodian will be contacted to determine if the student is on any prescribed medication from a physician.
- iii. If the student is on medication, the parent/guardian/custodian will be asked to obtain a letter from the prescribing physician, within five working days, to document what medications the student is currently taking. Failure to provide such requested information will be considered a positive result.
- iv. The MRO will then determine if any of the prescribed medications resulted in the positive drug screen.

(1) For example, a drug screen positive for codeine may be ruled negative by the MRO when he receives a letter from the treating physician that the student has been prescribed Tylenol with codeine as a pain medication following tooth extraction.

(2) Or, if the student has a positive drug screen for codeine and has no documented physician order for the medication (maybe a parent gave the student one of their pills), this would likely be ruled a positive drug test by the MRO.

(3) Drug screens positive for illicit drugs (marijuana, heroin, cocaine or alcohol, etc.) would automatically be considered positive by the MRO.

- v. The MRO may use quantitative results to determine if positive results on repeat tests indicate recent use of illicit or banned substances or the natural decline of levels of the illicit or banned substance from the body. If the MRO feels the quantitative levels determined to be above the established cutoffs do not reflect current use but natural decay, then negative results may be reported.
- vi. Finally, the MRO, based on the information given, will certify the drug test results as positive or negative. Positives will be reported to the Building Principal by phone.

- j. **Drugs.** The DPA will have all specimens tested for the specified illicit or banned substances by a qualified laboratory certified by the **Substance Abuse and Mental Health Services Administration (SAMHSA)**. The testing laboratory should have greater than 10 years experience in toxicology testing and chain-of-custody procedures. All specimens must be initially tested using a highly accurate immuno-assay technique, with all presumptive positive results then confirmed by a **Liquid Chromatography/Mass Spectroscopy (LC/MS)** or similar confirmatory test.

The testing laboratory can test for the following drug classes, substances or their metabolites in collected urine specimens. The Designated Official may specify specific classes or substances to be tested.

Alcohol	Amphetamines	Anabolic Steroids
Barbiturates	Benzodiazepines	Cocaine Metabolites
LSD	Marijuana Metabolites	Methadone
MDMA (Ecstasy)	Nicotine	Opiates
Phencyclidine	Propoxyphene	Synthetic Cannibinoids

- k. **Results.** The DPA will use a secure method to transmit all positive test results to the DPA's Medical Review Officer (MRO). The MRO will be certified by an MRO accreditation body. The DPA will be responsible for reviewing test results and determining whether the use of a substance identified by the sample analysis is from illicit use or a legitimate medical use. Prior to making a final decision, the DPA or his or her assistant shall contact the student's **parent/guardian/custodian** to discuss the result either face-to-face or over the telephone. If the DPA determines the test results are negative, no further action shall be taken against the student. The DPA shall then notify the **Designated Official** of the positive test result. The **Designated Official** shall notify the **student's parent/guardian/custodian** and any staff member responsible for implementing the consequences of the policy.

Whenever a student's test result indicates the presence of illegal drugs or banned substances or adulteration, the following will occur after notification of the parent:

(1) The **Designated Official** , within 24 hours, will notify the **parent/guardian/custodian** first, then the student of any positive results. The **Designated Official** may keep all test results for a period up to 5 years.

(2) If the **parent/guardian/custodian** or student wishes to contest the results, the DPA will arrange for the split portion of the specimen to be submitted to another laboratory approved by the **Designated Official** for testing. This is done at **parent/guardian/custodian** or student expense. Such a request must be made to the **Designated Official** in writing within 72 hours from first notification of positive test results. The student and his or her **parent/guardian/custodian** must pay the associated costs for an additional test in advance. The costs will be reimbursed if the result of the split sample test is negative. The student will remain subject to the consequences of this policy during the retesting procedure.

(3) The MRO may use quantitative results to determine if positive results on repeat testing indicate recent use of illicit or banned substances or the natural decline of levels of the illicit or banned substance from the body. If the MRO feels the quantitative levels determined to be above the established cutoffs do not reflect current use but natural decay, then a negative result may be reported.

**12. Consequences for Testing Positive.** Whenever the test results indicate the presence of drugs, the **Designated Official** shall schedule and hold a confidential meeting with the student, **parent/guardian/custodian**, and sponsor/coach. Other members of the school's administration may also attend the meeting. At the meeting, the **Designated Official** shall explain the drug testing procedures and the policy of the district. The consequences shall be as follows. At the end of each consequence period, the student must submit another test and the test must be negative before becoming eligible again. All offenses are cumulative in grades 7-8. Offenses that occur in grades 7-8 shall not count as offenses in grades 9-12. All offenses are cumulative in grades 9-12:

**a. First Offense**

- i. The student may be required to attend practice.
- ii. The student will be ineligible to publicly perform in any extracurricular activity for 30 school days. The day of the positive test result shall be the first day for counting purposes. In the case of the student admitting guilt prior to a positive test, the day of admission of guilt shall be the first day for counting purposes. In this case, the student will still be asked to submit a test.
- iii. **Loss of any leadership position(s)**
- iv. **Participate in a drug assistance program as assigned by the Designated Official or an agreed upon program with the parent/guardian/custodian.**
- v. **Complete 20 hours of community service approved by the designated official,**
- vi. **Submit to two follow-up drug tests at the parent/guardian expense.**
- vii. **Failure to comply will result in suspension from activity privileges for one calendar year.**

**b. Second Offense**

- i. The student may be required to attend practice.
- ii. The student will be ineligible to publicly perform in any extracurricular activity for 60 school days. The day of the positive test result shall be the first day for counting purposes.
- iii. **Loss of any leadership position(s)**
- iv. **Participate in a drug assistance program as assigned by the Designated Official or an agreed upon program with the parent/guardian/custodian.**
- v. **Complete 20 hours of community service approved by the designated official,**
- vi. **Submit to two follow-up drug tests at the parent/guardian expense.**

- vii. The student must appear before the Board of Education at a regularly scheduled meeting and formally request reinstatement into the extra-curricular activities program.
- viii. Failure to comply will result in suspension from activity privileges for one calendar year.

**c. Third and Subsequent Offenses**

- i. The student will be ineligible to publicly perform in any extracurricular activity for 180 school days. The day of the positive test result shall be the first day for counting purposes.
- ii. Loss of any leadership position(s),
- iii. Participate in a drug assistance program as assigned by the Designated Official or an agreed upon program with the parent/guardian/custodian.
- iv. Complete 20 hours of community service approved by the designated official,
- v. Submit to two follow-up drug tests at the parent/guardian expense.
- vi. The student must appear before the Board of Education at a regularly scheduled meeting and formally request reinstatement into the extra-curricular activities program.
- vii. Failure to comply will result in suspension from activity privileges for one calendar year.

**13. Refusal to Test.** A student who refuses to submit to a drug test authorized under this policy, or fails or refuses to comply with any other provision of this policy, shall be deemed to have submitted a positive test.

**14. Tampering.** Tampering is the use of any agent or technique which is designed to avoid detection of a drug and/or compromise the integrity of a drug test and is prohibited. This includes providing false urine samples (for example, urine substitution), contaminating the urine sample with chemicals or chemical products, the use of diuretics to dilute urine samples, and the use of masking. If the Designated Official, DPA or the MRO determines that a student tampered with a drug test, the student shall not be eligible to participate in any activities covered under this policy including all meetings, practices, performances and competitions for 180 school days.

The use of any such agent or technique shall be treated as a positive test for drugs prohibited by this Policy and shall be subject to the penalties set forth in Section 12 of this Policy.

**15. Maintenance of Records.** All results of drug testing shall be confidential. Procedures for maintaining confidentiality will be developed by the school district and the testing organization. The **Designated Official** shall maintain records of positive tests in a secure location. This information will not be available to anyone other than appropriate school personnel and parents. This information will be destroyed upon the student's graduation or one year after the student's class graduates. Under no circumstances will this information become a part of the student's permanent file, nor will it be sent to another school when the student moves to another district or transfers to another school. The school district will not share drug testing results with any law enforcement agencies.

**16. Appeal.** A student participating in extracurricular activities who has been determined by school district officials to be in violation of this policy shall have the right to appeal the decision to the Superintendent or his/her designee(s). The request for a review must be submitted to the Superintendent in writing within seven (7) school days of notice of the positive test. A student requesting a review will be deemed ineligible to participate in any extracurricular activities until the review is completed. The Superintendent or his/her designee(s) shall then determine whether the original finding was justified. No further review of the Superintendent's decision will be provided, and his/her decision shall be final in all respects. Any necessary interpretation or application of this policy shall be in the sole and exclusive judgment and discretion of the Superintendent which shall be final and non-appealable.

**17. Severability.** If any portion of this policy is deemed to be contrary to the law of the state of Nebraska or the United States by judicial decision or an act of Congress, then only such portion or provision directly deemed to be unconstitutional shall be stricken, and the remainder of the policy shall remain in full force.

**18. DEFINITIONS**

- a. **Drug Program Administrator (DPA)** - The medical office or company approved by the Board of Education to carry out the policy and procedure.
- b. **Designated Official** - The individual hired by the school or district to oversee the drug testing program of the school or district.
- c. **Medical Review Officer (MRO)** - A licensed physician trained and certified in the process and interpretation of drug testing results.
- d. **Illicit substance** - A drug classified by the Drug Enforcement Administration (DEA) as being available only by prescription from a physician or classified as being controlled and having no therapeutic use.
- e. **Banned Substance** - A substance defined by School policy as being banned from use by students.
- f. **Student Participant** - A qualified student participating on a sanctioned athletic team as defined by the State Athletic Association, an

extracurricular activity as defined by the board, or a student wishing to receive a parking permit.

- g. **SAMHSA** - The Substance Abuse and Mental Health Services Administration; a governmental agency that certifies toxicology laboratories that perform drug testing following strict guidelines and constant quality assurance programs.
- h. **LC/MS** - Liquid Chromatography/Mass Spectrometry; a scientific process to identify specific chemical compounds. A molecular fingerprint is obtained that identifies a chemical compound with 100% accuracy.
- i. **Quantitative Levels** - The measurement levels of a specific chemical in the urine reported usually in nanograms per milliliter (ng/ml).
- j. **Chain-of-custody Form** - A preprinted form provided by the testing laboratory that records all contact with the provided specimen. The form is initiated by the collector and donor then follows with the specimen until the results are certified by the testing scientist and forwarded to the MRO for final certification.
- k. **Adulterant/Adulteration** Any attempt to alter the outcome of a urine drug test by adding a substance to the sample, attempting to switch the sample, or otherwise interfere with the detection of illicit or banned substances in the urine, or purposefully over hydrating oneself in an attempt to dilute the urine to decrease possible detection of illicit or banned substances.