

**Wakefield Community School
Board of Education Regular Meeting
Tuesday, March 15, 2022 5:30 PM
Posted Locations:**

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

Posted Date: 03/10/2022

The Board of Education Regular Meeting convened in open and public session on Tuesday, March 15, 2022 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:

Absent: Emily Godinez, **Present:** Bree Brown, Jeffrey Keagle, Jim Litchfield, Sherri Lundahl, Eric Riewer. Present: 5, Absent: 1.

Opening Procedures

Call to Order

Open Meetings Act

Pledge of Allegiance

School District Mission Statement

Roll Call

Approval of Agenda

Motion to approve the modified agenda Passed with a motion by Eric Riewer and a second by Jim Litchfield.

Bree Brown: Yea

Jeffrey Keagle: Yea

Jim Litchfield: Yea

Sherri Lundahl: Yea

Eric Riewer: Yea

Yea: 5, Nay: 0

Awards and Special Recognition

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

Recognition of Visitors/Communication from the Public

WEA

Discussion and Action Items

Consent Agenda

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

Bree Brown: Yea

Jeffrey
Keagle: Yea

Jim Litchfield: Yea

Sherri
Lundahl: Yea

Eric Riewer: Yea

Yea: 5, Nay: 0

Minutes of the previous meeting

Financial Reports

Hold for discussion and appropriate action a recommendation to approve a contract with Riverside Technologies, Inc. (RTI) to update/Add Network Controllers, Switches and Wireless Access Points, as well as Rack and Cabling

Move to approve a contract with Riverside Technologies, Inc. (RTI) to update/Add Network Controllers, Switches, and Wireless Access Points, as well as Rack and Cabling. Passed with a motion by Sherri Lundahl and a second by Jim Litchfield.

Bree Brown: Yea

Jeffrey
Keagle: Yea

Jim Litchfield: Yea

Sherri
Lundahl: Yea

Eric Riewer: Yea

Yea: 5, Nay: 0

Discuss and take appropriate action on letters of resignations/retirements.

Move to accept the resignations of Pam Peters, Jan Simmons, Dawn Lubberstedt and Christy Roberts. Passed with a motion by Jeffrey Keagle and a second by Eric Riewer.

Bree Brown: Yea

Jeffrey
Keagle: Yea

Jim Litchfield: Yea

Sherri
Lundahl: Yea

Eric Riewer: Yea

Yea: 5, Nay: 0

Hold for discussion and take appropriate action on an administrative recommendation to approve initial certified employment contracts.

Move to approve initial certified employment contracts for Beth Dather and Brandy Langley. Passed with a motion by Sherri Lundahl and a second by Jeffrey Keagle.

Bree Brown: Yea

Jeffrey
Keagle: Yea

Jim Litchfield: Yea

Sherri
Lundahl: Yea

Eric Riewer: Yea

Yea: 5, Nay: 0

Hold for discussion and take appropriate action on recommendation to approve volunteer coach Veronica Guenther.

Move to approve volunteer coach Veronica Guenther. Passed with a motion by Eric Riewer and a second by Jeffrey Keagle.

Bree Brown: Yea

Jeffrey
Keagle: Yea

Jim Litchfield: Yea

Sherri
Lundahl: Yea

Eric Riewer: Yea

Yea: 5, Nay: 0

Discuss and take appropriate action regarding a recommendation from the Policy Committee to approve revisions to policies 4025, 4029, 4041, 6025, Graduation Requirements, and the deletion of Policy 5034.

Move to approve a recommendation from the Policy Committee to approve revisions to policies 4025, 4029, 4041, 6025, Graduation Requirements, and the deletion of Policy 5034. Passed with a motion by Jeffrey Keagle and a second by Sherri Lundahl.

Bree Brown: Yea

Jeffrey
Keagle: Yea

Jim Litchfield: Yea

Sherri
Lundahl: Yea

Eric Riewer: Yea

Yea: 5, Nay: 0

Hold for discussion and take appropriate action on the recommendation from the Superintendent to set the building principal's salaries for the 2022-2023 school year.

Move to approve the recommendation from the Superintendent to set the building principal's salaries for the 2022-2023 school year. Passed with a motion by Sherri Lundahl and a second by Jeffrey Keagle.

Bree Brown: Yea

Jeffrey
Keagle: Yea

Jim Litchfield: Nay

Sherri
Lundahl: Yea

Eric Riewer: Yea

Yea: 4, Nay: 1

Motion to enter into closed to discuss setting Angie Zach ans Jerad Wulf's salaries for the 2022-2023 school year Passed with a motion by Bree Brown and a second by Jeffrey Keagle.

Bree Brown: Yea

Jeffrey
Keagle: Yea

Jim Litchfield: Yea

Sherri
Lundahl: Yea

Eric Riewer: Yea

Yea: 5, Nay: 0

Upcoming Dates and Times

Set the date and time for the next regular meeting

Adjournment

Motion to adjourn the meeting at 6:40pm Passed with a motion by Jeffrey Keagle and a second by Eric Riewer.

Bree Brown: Yea

Jeffrey Keagle: Yea

Jim Litchfield: Yea

Sherri Lundahl: Yea

Eric Riewer: Yea

Yea: 5, Nay: 0

Ezequiel Ramirez
5th Grade
Nebraska

CHANNEL CATFISH

Do you want to know about Channel Catfish? If you do, you've come to the right place.

The reason I chose the channel catfish is because it's Nebraska's state fish and I'm from Nebraska. Did you know that Channel Catfish are covered entirely in taste buds and have venom on their spines?

A Channel Catfish's life expectancy is 11 years, and it looks as though it has no scales. A usual Channel Catfish is 24 inches and weighs 20 pounds, but some can grow to be bigger. The heaviest Channel Catfish caught weighed 58 pounds. Also Channel Catfish look like they're covered in a coat of slime.

A Channel Catfish's habitat is usually shallow parts of freshwater. Also it sometimes lives in the area with the most current in a river. One thing that is having a bad impact on its habitat is pollution. Pollution is killing Channel Catfish and other fish, but it's not just harming fish; it is also harming the animals that drink the water.

A Channel Catfish's meals are crayfish, bluegill, snails, minnows, and worms. Flathead catfish and Muskies eat channel catfish. Channel Catfish love to spawn during spring.

I chose this fish to write about because it's my state fish and I love fishing. Also it's my favorite fish to eat and catch. As a fisherman, it is my job that these fish do not get overpopulated or extinct. We must hunt and fish by following the law and keep our rivers clean.

Elementary Principal Report

Board of Education

March 2022

- Kindergarten Enrollment will be held on Wednesday, April 6, 2022. Eligible student's parents will be invited to attend to hear information from Mrs. Steinman and Mrs. Jech. In addition, Nurse Borg and Mrs. Ronhovde will be in attendance to discuss required health items and to address speech/language and other special education concerns. Enrollment paperwork will be mailed to parents soon. We will have interpreters available to help with paperwork if it is needed on April 6th.
- Preschool Enrollment will be held on Wednesday, May 4, 2022. Eligible student's (ages 3 & 4) parents will be invited to attend to hear information from preschool staff about programming, expectations and home visits. In addition, Nurse Borg will discuss health requirements. It looks as if we will be maxed out on students in our program, so in order to guarantee a spot, parents must attend and have all requirements met. If we have overflow, they will be put on a waiting list.
- NSCAS testing will begin in a few weeks. This is a new test (which was piloted in December). This assessment is said to be "more of an adaptive test." I have participated in numerous Zoom sessions regarding the revisions to the state test. Teachers have been provided with multiple recordings to help them with understanding the testing process and procedures. There will be practice test questions available. These have not been released yet, so hopefully they will soon. It is important to note that comparisons of this year's results to previous years is not recommended.
- During our PLC times, elementary staff members have been working on grade level curriculum as well as identifying student needs based on data. Teachers meet weekly to discuss programming and individual student performance. Teachers have been doing a great job of making sure that all students have access to the core (tier I) curriculum and then providing additional support/interventions (tier II). District-wide Department Level PLCs have been working on vertical and horizontal curriculum alignment.
- VIP Day (formally Grandparent's Day) will be held on April 14th. We will have breakfast, have an assembly and our guests will get to observe what happens in the classroom. There will be an 11:00 dismissal on this day for elementary students.
- New Teacher Orientation-new staff members have been assigned a mentor. Each new staff member has a few books to read and discuss with their mentor as well as a monthly checklist of items to discuss. I have met with new staff to check in and see how things are going. Teachers who are new to the profession (1st year) participate in the ESU 1 New Teacher Cadre.
- SPED Update-With the addition of the 7-12 Learning Strategist, our plan is to change the philosophy of special education at the high school. The focus will be on an "achievement center" where all students can get additional support.
- SPED staff is allowed to work with general education students in the general education classroom but their focus is on individual student IEP goals. Instruction is tailored to address targeted deficit areas. Elementary SPED staff is required to progress monitor student performance using a variety of tools.
- Staff Changes (Fall 2022)
 - Beth Dather-4-6 Science

- Brandy Langley-1st Grade
- Sara Schlickbernd-Reading Specialist

Secondary Principal Report
March, 2022
Angie Zach

Celebrations

- On March 3, we had an assembly during Trojan Time to celebrate the kindness projects students did for their SEL groups. We watched a short film about kindness. Each SEL group shared about their project.
- 92 parents/guardians attended Spring parent/teacher conferences.
- We have filled the Learning Strategist position. Jaime Manz will be joining the secondary staff to provide tier 2 supports for our students. Tier 2 supports are targeted supports in our general education classrooms. We will be able to provide a more inclusive learning environment for all students through co-teaching and differentiated instruction. This will greatly impact our English learners, special education students, and at-risk students. At the secondary level, we will have two tier 2 learning strategists. This supports the MTSS essential elements of Layered Continuum of Supports and Evidence-based Practices: Curriculum, Instruction, Intervention and Assessment.

Continuous School Improvement

- District department PLC's have met twice. The focus of these PLC's is Pk-12 curriculum alignment.
- Department PLC's are facilitated by teacher leaders. Each facilitator completes an agenda prior to meeting. PLC's have established group norms and brainstorm discussions to set goals. I have been checking in regularly with facilitators to provide support. Fostering and supporting teacher leaders is in alignment with the following essential elements of MTSS of Shared Leadership and Building Capacity and Infrastructure.
- The secondary staff completed a checklist of evidence-based practices they use in the classroom and the estimated frequency in which they use those practices. The practices listed on the checklist were the research based practices that impact student achievement the most. Identifying and reflecting on evidence-based practices supports the MTSS essential element of Evidence-based Practices.
- During the secondary building level PD, grade level student problem solving teams have been created. These teams will replace the SAT process. Every secondary teacher is on a team. Each team chose the roles of facilitator, co-facilitator, notetaker, timekeeper, and data collector. We will be identifying data points to use to make decisions and tiering each student according to data. This will help identify what students are in need of tier 2 supports. Our grade level teams support the MTSS essential elements of Layered Continuum of Supports, Evidence-based Practices, Data-based Problem Solving and Decision Making, and Shared Leadership.
- Leslie Ziska and I are exploring platforms to document Pk-12 curriculum scope and sequence. We are using ESU 1 as a resource to research platforms that will fit our district needs.

Additional Notes

- At the secondary level, the new teacher mentor program continues to meet bi-weekly. There are 6 teachers in the groups. The group includes teachers new to the district and second or third year non-tenured teachers who chose to be a part of the group. The groups chose to meet every other Tuesday during their lunch period. Each teacher brings their lunch to my office for our meeting. For that reason, we have called this time together “picnic”. During our meetings, I have used the book *The Beginning Teacher’s Field Guide: Embarking on Your First Years* by Tina Boogren. This book focuses on the phases teachers move through during the school year. These phases are Anticipation, Survival, Disillusionment, Rejuvenation, Reflection, and Second Anticipation. As we looked at each phase, we discussed what is going on in our classrooms at this phase as well as where we are at mentally and emotionally. I use the reflection questions as discussion points. We have discussed self-care, classroom management, student relationships, behaviors, colleague relationships, and growth mindset. Our time together has also given teachers the opportunity to share celebrations and vent frustrations. I also used reflective activities from *Onward: Cultivating Emotional Resilience in Educators* by Elena Aquilar. Each new teacher selected a mentor teacher. Each mentor teacher was given a list of topics to discuss with their mentee with the expectation to check in with their mentee bi-weekly.

Per Mr. Farup, mentees completed a survey to provide feedback about their new teacher program in their respective buildings.



NASB BOARD QUICKS



A MONTHLY E-UPDATE OF KEY DATES FROM THE NEBRASKA ASSOCIATION OF SCHOOL BOARDS

LEADERSHIP

INNOVATION

VISION

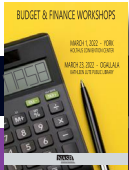
ENGAGEMENT

#liveNASB

#weLIVEhere

<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.



REG BY 3/17

MARCH

BUDGET & FINANCE WORKSHOP - MARCH 23 - OGALLALA

STATE EDUCATION CONFERENCE - CALL FOR BREAKOUT PROPOSALS - DUE MARCH 18

<https://nasb.envisiams.com/>

NAEP STATE CONVENTION - MARCH 29-30 - GRAND ISLAND

REG BY 3/22



APRIL

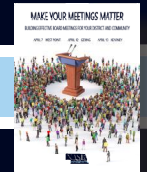


NEBRASKA RECEPTION AT THE NSBA CONFERENCE - APRIL 2 - SAN DIEGO

MAKE YOUR MEETINGS MATTER - APRIL 7 - WEST POINT

MAKE YOUR MEETINGS MATTER - APRIL 12 - GERING

MAKE YOUR MEETINGS MATTER - APRIL 13 - KEARNEY



OTHER KEY DATES



LINCOLN MARATHON - MAY 1 - LET MATT OR MEGAN KNOW IF YOU'RE PARTICIPATING

NASB MEMBER GOLF OUTING - JUNE 22 - KEARNEY

SCHOOL LEADERS & LAW CONFERENCE - JUNE 22-23 - KEARNEY

NASB ORIENTATION - JULY 20 - LINCOLN

AREA MEMBERSHIP MEETINGS - AUGUST THROUGH SEPTEMBER

ANNUAL SPARQ DATA SOLUTIONS TAILGATE PARTY - SEPTEMBER 17 - LINCOLN

FACILITIES & CONSTRUCTION - SEPTEMBER 22 - KEARNEY

LABOR RELATIONS - FALL 2022

STATE EDUCATION CONFERENCE - NOVEMBER 16-18 - OMAHA

NEW BOARD MEMBER WORKSHOPS - DECEMBER

GERING - NORTH PLATTE - YORK - KEARNEY - NORFOLK - LA VISTA



LEADERSHIP

INNOVATION

VISION

ENGAGEMENT

#liveNASB

#weLIVEhere

The Nebraska Association of School Boards provides programs, services and advocacy to strengthen public education for all Nebraskans. Learn more at www.NASBonline.org

YOUR 2022 PLATINUM AFFILIATES



If your business would like to become an Affiliate Member of NASB for 2022, please visit:

<http://nasbonline.org/registrations/AffiliateMembershipProgram.aspx>

Bringing the Good Life to the 6-1-9 Nebraska Reception at the NSBA Conference

Saturday, April 2 - 4:00 to 7:00 PM
Rustic Root Rooftop
Downtown San Diego

RSVP to Sharon Endorf at sendorf@NASBonline.org
Conference attendees and their guests are welcome to attend



Sponsored by D.A. Davidson & Co.
member SIPC and FINRA



Wakefield Community Schools
Superintendent Board Report
March 2022

- Staffing update. Open positions:
 - K-12 Technology
 - Secondary Spanish
 - Secondary English Language Arts
 - Preschool
 - We will also be down 5 paraprofessionals
 - Secondary Secretary
 - Kitchen Assistant

- Facilities update:
 - RFP for a Master Plan was sent out to 14 architect firms. 10 responded wanting more information. RFP proposals are due March 22nd. We should form a committee to go through the selection process of who to interview.

- I meet next Tuesday with Matt Fischer from FNBO to start looking at the preliminary budget process.
- Continuous Improvement Process
 - Both administrators are doing a great job establishing building-level teams and are working on creating a collaborative, data-driven, problem-solving culture.
 - We have met twice in our District Level team establishing assessment and data collection processes. We have been working with NDE MTSS trainers and will continue to work with them on February 21st.
- Mission and Vision
 - The staff will begin finalizing Mission, Vision, and Belief Statements on April 6th and 27th.
 - I will have the statements ready for Board approval at the May Board meeting.

Project Updates:

- Stadium:
 - We had our track assessed today. Good news! We have some maintenance to do but

- The fundraising site through GiveCampus has raised \$114,198 of our \$500,000 goal. Tomorrow is Trojan Tuesday where we have made a \$50,000 goal. (Recall that \$250,000 is matching)

**Wakefield Community School
Board of Education Regular Meeting
Monday, February 14, 2022 5:30 PM**

Posted Locations:

- Wakefield Post Office • BankFirst • Wakefield Republican • School Main Entrance
Posted Date: 2/10/2022

The Board of Education Regular Meeting convened in open and public session on Monday, February 14, 2022 at 5:30 PM in the High School 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.

Opening Procedures

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

Attendance Taken at 5:30 PM:

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

Absent: Emily Godinez

Present: 5, Absent: 1

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

Approval of Agenda

Motion to approve the agenda passed with a motion by Keagle and a second by Riewer.

Yea: Brown, Keagle, Litchfield, Lundahl, Riewer

Yea: 5, Nay: 0

Awards and Special Recognition

- Ms. Ovando has been selected to sing the National Anthem at the Sioux City Musketeer game on April 3. She is also entered into their "Dash for Cash" contest during the game with a chance to win \$1,000 towards curriculum. \$5 of ticket price will come back to the school district.

Reports

Elementary Principal Report

- All students in grades K-6 completed the middle of the year benchmark assessment in reading. This was done using AimsWeb.
- Our 6th graders participated in the new ELA NSCAS pilot assessment. This information and troubleshooting will be used to inform NDE about the issues that took place so that the spring assessment process is easier.
- ELPA-21 testing will take place during the week of February 14-18. All students who are eligible for ELL services must participate
- Kindergarten Round-up will be April 6th.
- Preschool Round-up will be on May 4th.

Secondary Principal Report

- SEL groups (all but 2) elected to do kindness projects during the month of February. It was an open-ended project so groups could decide what they would like to do. One group in particular scheduled dress up days to raise money for the family in Pierce. We will have an assembly on Thursday, March 3, to share about and celebrate our projects
- Our CTE department will be meeting this week to review our reVision goals and align our current courses with CTE pathways.

- The 1:00 dismissals on Wednesdays was very beneficial for students. The purpose of this time was to respond to the surge in Covid cases based on medical professional information. We did see an increase in absences during the predicted surge time frame. However, with the most current medical advice, the number of Covid cases has decreased dramatically and rather quickly. We have also seen a decrease in student extended absences at school. For this reason, we will resume regular 2 p.m. dismissals on Wednesdays.
- During the secondary staff PD, we are spending time unpacking the elements of tier 1 core instruction. Teachers have compiled lists of high-quality instructional materials they use in their classrooms. Next step is to look at evidence-based instructional strategies.

Superintendent Report

- We have met twice in our District Level team establishing assessment and data collection processes. We have been working with NDE MTSS trainers and will continue to work with them on February 21st.
 - It has been reported that ESU 8 has been using our MTSS process and problem-solving model in their training.
- Facility Planning: I met with Ayars & Ayars on January 31st and gave them notes from our Board Retreat. They are formulating a draft master plan for us.
 - Boyd Jones will be visiting our campus on February 15th.
- Stadium: The basement floor was poured on February 8th.
 - The fundraising site through GiveCampus has raised \$114,198 of our \$500,000 goal.
 - West parking lot/Bus parking: the expanded parking lot and bus parking is working out well.
- The district will be hosting the April 7 Community Club meeting. We will serve a school lunch in the cafeteria and give facility tours.

Board Committee Reports

Board Policy

- The committee will set a meeting date to discuss policy 4025.
- KSB usually sends out policy updates in March.

Building, Sites & Transportation

- Mr. Farup and Rex are working on a plan to remodel/repair the lower elementary restrooms over summer.

Business & Finance

- The committee reviewed the bills and found them to be in order.
- Met on January 19 to discuss the First National Capital Markets consulting contract. Recommendation later in the agenda.

American Civics, Curriculum & Technology

- American Civics committee is required to hold no fewer than two public meetings annually. There are various conditions that the district is obligated to meet mandated by state statute. We will schedule a public meeting for this spring and we will make sure we do another next fall.

Negotiations & Public Relations

- The committee met with the Association on February 2. The Association voted down the tentative agreement, so negotiations are not settled.

Strategic Planning

- There is a meeting scheduled for Wednesday, February 16 at 5:30 to hear the outcome of the community engagement meetings from NASB.

Recognition of Visitors/Communication from the Public

WEA

- Cathy Hoffart and Sara Schlickbernd shared with the board how they use the Haggerty program to teach phonics in 1st Grade.

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, Litchfield, Lundahl, Riewer

Yea: 5, Nay: 0

Bills were reviewed by the Finance Committee and approved as follow: General: \$473,814.02; Lunch: \$51,373.64; Payroll: \$262,943.46; Special Building: \$101,700; Activities: \$25,514.44.

Discuss and take appropriate action to continue our membership with the Nebraska Association of School Boards for NASB Fiscal Year 4/1/2022 to 3/31/2023

Motion to approve membership in the Nebraska Association of School Boards for calendar year April 1 2022-March 31, 2023 passed with a motion by Keagle and a second by Riewer.

Yea: Brown, Keagle, Litchfield, Lundahl, Riewer

Yea: 5, Nay: 0

Hold for discussion and appropriate action an administrative recommendation to approve the 2022-2023 service contract with Educational Service Unit #1.

ESU #1 provides a wealth of specialized programs and services that we could not afford to offer in a "stand alone" environment. They are an excellent and necessary partner. The dollar amounts are estimates at this point in time because special education reimbursement rates are not set by the Nebraska Department of Education until the fall.

Motion to approve that 2022-23 service contract with Educational Service Unit # 1 passed with a motion by Lundahl and a second by Keagle.

Yea: Brown, Keagle, Litchfield, Lundahl, Riewer

Yea: 5, Nay: 0

Hold for discussion and appropriate action approval of an administrative recommendation to employ Mrs. Emily David as a certificated teacher.

Emily is currently supervising the Alternative Education Program. Next year when she is not substituting, she will be using her CTE skills to develop a work base learning program.

Motion to approve an employment contract with Emily David passed with a motion by Riewer and a second by Lundahl.

Yea: Brown, Keagle, Litchfield, Lundahl, Riewer

Yea: 5, Nay: 0

Hold for discussion and appropriate action approval of an administrative recommendation to employ Mrs. Megan Rose as the High School Guidance Counselor.

Meg's current role is as our high school EL para and substitute. She will be working with Mrs. Harding in the transition into Guidance Counselor.

Motion to approve an employment contract with Meg Rose passed with a motion by Lundahl and a second by Riewer.

Yea: Brown, Keagle, Litchfield, Lundahl, Riewer

Yea: 5, Nay: 0

Hold for discussion, consideration, and appropriate action an administrative recommendation to purchase technology upgrades and replacement equipment.

We have established a five-year rotation on our technology in use. Every year we replace approximately 120 iPads and 25 computers.

Motion to approve the recommended technology purchases as presented passed with a motion by Keagle and a second by Litchfield.

Yea: Brown, Keagle, Litchfield, Lundahl, Riewer

Yea: 5, Nay: 0

Hold for discussion and take appropriate action on a recommendation by the Superintendent and the Business and Finance Committee to approve a Consulting Services Agreement between Wakefield Community Schools and First National Capital Markets, Inc.

First National Capital Markets' associates would assist District personnel with budgeting and budget planning for the next two years. The contract date will begin March 1, 2022, and commence February 29, 2024. Activities may include but are not limited to:

- Annual NDE Budget Assistance
- Annual Itemized Budget/Coding Assistance
- Monthly Expenditure Analysis/Comparability

- Budget Calendar
- Budget Efficiency Recommendations
- Capital Replacement Schedule
- Annual Financial Report Comparability Study
- Analysis of Current and Projected Enrollment
- Study of facility needs and financial impact of options

Motion to approve the Consulting Services Agreement between Wakefield Community Schools and First National Capital Markets, Inc. in the amount of \$25,000 and authorize the Superintendent to execute the agreement on behalf of the school district passed with a motion by Riewer and a second by Keagle.

Yea: Brown, Keagle, Litchfield, Lundahl, Riewer

Yea: 5, Nay: 0

Hold for discussion and appropriate action approval of the Superintendent's contract for the school years 2022-23 and 2023-24.

In December, the Board agreed to enter into a two-year contract with Matt Farup to serve as the Superintendent of Schools. This action will serve to approve a two-year contract for the 2022-2023 and 2023-2024 school years.

Motion to extend a two-year contract as presented to Matt Farup for the position of Superintendent of Schools passed with a motion by Keagle and a second by Riewer.

Yea: Brown, Keagle, Litchfield, Lundahl, Riewer

Yea: 5, Nay: 0

Discuss and take appropriate action on the Negotiated Agreement for the 2022-2023 and 2023-24 The Negotiations Committee has negotiated an agreement with the Wakefield Education Association for the 2022-23 and 2023-2024 contract years. The WEA has met but has yet to approve the tentative agreement.

Motion to approve the 2022-2023 and 2023-2024 tentative Negotiated Agreement as presented passed with a motion by Keagle and a second by Lundahl.

Yea: Brown, Keagle, Litchfield, Lundahl, Riewer

Yea: 5, Nay: 0

Upcoming Dates and Times


- Special Board Meeting – February 16 at 5:30
- American Civics, Curriculum & Technology Committee – March 2 at 5:15
- Board Policy Committee – March 2 at 6:00
- Regular Board Meeting – Tuesday, March 15 at 5:30

Adjournment

Motion to adjourn the meeting at 6:34pm passed with a motion by Keagle and a second by Litchfield.

Yea: Brown, Keagle, Litchfield, Lundahl, Riewer

Yea: 5, Nay: 0


Sherri Lundahl, Secretary


Becky Gothier, Recording Secretary

**Wakefield Community School
Board of Education Special Meeting
Wednesday, February 16, 2022 5:30 PM**

Posted Locations:

- Wakefield Post Office • BankFirst • School Main Entrance

Posted Date: 2/11/2022

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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.

Opening Procedures

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

Attendance Taken at 5:30 PM:

Present: Bree Brown, Emily Godinez, Jeffrey Keagle, Eric Riewer.

Absent: Jim Litchfield, Sherri Lundahl,

Present: 4, Absent: 2

Approval of Agenda

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

Yea: Brown, Godinez, Keagle, Riewer

Yea: 4, Nay: 0

Attendance Taken at 5:33 PM:

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

Absent: Sherri Lundahl

Present: 5, Absent: 1

Discussion and Action Items

Hold for discussion, consideration, and appropriate action a letter of resignation from Mrs. LaVonne Carson

Mrs. Carson will be retiring at the end of this school year. She has taught at Wakefield for 35 years.

Motion to accept the letter of resignation from LaVonne Carson with appreciation for her years of service passed with a motion by Godinez and second by Riewer.

Yea: Brown, Godinez, Keagle, Litchfield, Riewer

Yea: 5, Nay: 0

Attendance Taken at 5:40 PM:

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

Present: 6, Absent: 0

Strategic Plan Presentation by Kari Stephens of NASB

Marcia Herring of NASB presented the Strategic Plan Needs Analysis and Kari Stephens of NASB presented a Strategic Plan Framework.

Adjournment

Motion to adjourn the meeting at 7:00pm passed with a motion by Litchfield and second by Keagle.

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

Yea: 6, Nay: 0


Sherri Lundahl, Secretary

**Wakefield Community School
Board of Education Special Meeting
Monday, February 21, 2022 5:30 PM**

Posted Locations:

- Wakefield Post Office • School Main Entrance

Posted Date: 2/19/2021

The Board of Education Special Meeting convened in open and public session on Monday, February 21, 2022 at 5:30 PM in the High School 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, Eric Riewer.

Present: 6, **Absent:** 0

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 second by Riewer.

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

Yea: 6, Nay: 0

Discussion and Action Items

Discuss and take appropriate action on the Negotiated Agreement for the 2022-2023 and 2023-2024 school years as negotiated with the WEA.

The Negotiations Committee has negotiated an agreement with the Wakefield Education Association for the 2022-23 and the 2023-24 contract years. The base salary for 2022-23 will be \$39,140. The base salary for 2023-2024 is subject to change based on insurance cost increases, but is tentatively set to be \$39,990.

Motion to approve the 2022-2023 and 2023-2024 Negotiated Agreement as presented passed with a motion by Keagle and second by Godinez.

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


Yea: 6, Nay: 0

Adjournment

Motion to adjourn the meeting at 5:330pm passed with a motion by Litchfield and second by Keagle.

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

Yea: 6, Nay: 0


Sherri Lundahl, Secretary

Wakefield Community School

Cash Summary Report

Accounting Cycle: FY21-22; Beginning Period: Period 06 (02/01/2022 - 02/28/2022) ; Ending Period: Period 06 (02/01/2022 - 02/28/2022) ; 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: 3/11/2022 2:13:20 PM

Fund	Description	Beginning Balance	Revenue	Expenditure	Other	Ending Balance	Encumbrances	Liabilities	Available
01	General Fund	\$2,259,201.68	\$779,903.60	(\$718,251.31)	\$0.00	\$2,320,853.97	(\$53,696.30)	\$0.00	\$2,267,157.67
02	Depreciation Fund	\$417,815.18	\$60.90	\$0.00	\$0.00	\$417,876.08	\$0.00	\$0.00	\$417,876.08
03	Employee Benefit Fund	\$68,503.48	\$7.88	\$0.00	\$0.00	\$68,511.36	\$0.00	\$0.00	\$68,511.36
05	Activity Fund	\$68,440.86	\$15,911.23	(\$13,949.67)	\$0.00	\$70,402.42	\$0.00	\$0.00	\$70,402.42
06	School Nutrition Fund	\$169,921.15	\$47,220.66	(\$58,456.74)	\$0.00	\$158,685.07	\$0.00	\$0.00	\$158,685.07
07	Bond Fund	\$39,496.41	\$4.54	\$0.00	\$0.00	\$39,500.95	\$0.00	\$0.00	\$39,500.95
08	Special Building Fund	\$4,003,669.18	\$29,678.05	(\$101,700.00)	\$0.00	\$3,931,647.23	\$0.00	\$0.00	\$3,931,647.23
09	QCPUF Fund	\$41,162.26	\$7,359.55	\$0.00	\$0.00	\$48,521.81	\$0.00	\$0.00	\$48,521.81
11	Interim Fund	\$4,684.74	\$120.32	(\$450.00)	\$0.00	\$4,355.06	\$0.00	\$0.00	\$4,355.06
12	Student Fees Fund	\$844.73	\$0.00	\$0.00	\$0.00	\$844.73	\$0.00	\$0.00	\$844.73
Sub Total		\$7,073,739.67	\$880,266.73	(\$892,807.72)	\$0.00	\$7,061,198.68	(\$53,696.30)	\$0.00	\$7,007,502.38

Wakefield Community School

Budget Report - February 28, 2022

FUNCTION	February Expenses	Current Budget	Actuals (YTD)	Encumbrances (YTD)	Available	% of Budget Remaining
01100 - Regular Instruction	\$241,905.55	\$3,239,400.32	\$1,484,120.09	\$5,926.21	\$1,749,354.02	54.19
01125 - Regular Instructional Programs School Age (Flex-Spending)	\$2,066.22	\$25,685.38	\$12,398.31	\$0.00	\$13,287.07	51.73
01150 - Limited English Proficiency Programs	\$22,780.74	\$285,519.07	\$143,810.95	\$169.70	\$141,538.42	49.63
01160 - Poverty Programs	\$25,946.62	\$333,757.03	\$159,096.62	\$0.00	\$174,660.41	52.33
01190 - Early Childhood Educational Programs	\$7,092.91	\$83,242.89	\$40,188.23	\$1,218.49	\$41,836.17	51.72
01200 - Special Education Instructional Programs - School Age	\$53,380.12	\$660,540.82	\$321,316.80	\$953.06	\$338,270.96	51.36
01291 - Special Education Instructional Programs - Ages 3-5	\$23,594.30	\$267,416.23	\$141,232.20	\$0.00	\$126,184.03	47.19
02120 - Guidance Services	\$10,122.59	\$149,751.55	\$70,757.22	\$975.00	\$78,019.33	52.75
02130 - Health Services	\$5,088.07	\$71,257.47	\$26,093.88	\$388.00	\$44,775.59	63.38
02141 - Psychological Services - SPED - School Age	\$25,312.50	\$99,500.00	\$50,625.00	\$0.00	\$48,875.00	49.12
02151 - Speech Pathology and Audiology Services - SPED - School Age	\$26,313.87	\$102,630.00	\$52,326.49	\$0.00	\$50,303.51	49.01
02161 - Occupational Therapy-Related Services - SPED - School Age	\$1,960.00	\$9,840.00	\$4,226.25	\$0.00	\$5,613.75	57.05
02171 - Physical Therapy-Related Services - SPED - School Age	\$889.00	\$1,845.00	\$1,270.00	\$0.00	\$575.00	31.17
02181 - Visually Impaired or Vision Services - SPED - School Age	\$0.00	\$245.00	\$0.00	\$0.00	\$245.00	100.00
02190 - Support Services - Student - Other	\$1,138.30	\$20,975.72	\$13,850.03	\$0.00	\$7,125.69	33.97
02213 - Instructional Staff Training	\$843.97	\$9,000.00	\$1,822.72	\$0.00	\$7,177.28	79.75
02220 - Library or Media Services	\$2,403.72	\$58,349.99	\$21,310.93	\$1,622.00	\$35,417.06	63.48
02290 - Other Support Services - Instructional Staff	\$5.50	\$0.00	\$181.15	\$0.00	(\$181.15)	
02310 - Board of Education	\$912.52	\$65,000.00	\$28,937.49	\$0.00	\$36,062.51	55.48
02320 - Executive Administration	\$15,143.59	\$186,254.98	\$90,997.90	\$0.00	\$95,257.08	51.14
02330 - District Legal Services	\$650.00	\$25,000.00	\$7,080.00	\$0.00	\$17,920.00	71.68
02410 - Office of the Principal	\$28,411.13	\$348,358.47	\$176,181.00	\$0.00	\$172,177.47	49.43
02510 - Fiscal Services	\$3,088.37	\$151,669.29	\$60,146.85	\$0.00	\$91,522.44	60.34
02570 - Personnel Services	\$453.50	\$0.00	\$1,129.00	\$0.00	(\$1,129.00)	
02580 - Administrative Technology Service	\$7,950.79	\$160,547.59	\$57,868.21	\$0.00	\$102,679.38	63.96
02610 - Operation of Buildings	\$33,654.76	\$471,340.08	\$177,735.59	\$9,730.97	\$283,873.52	60.23
02620 - Maintenance of Buildings	\$1,425.00	\$37,032.44	\$27,185.78	\$9,846.66	(\$37,032.44)	
02630 - Care and Upkeep of Grounds	\$94.00	\$36,917.09	\$4,513.10	\$285.58	\$32,118.41	87.78
02650 - Vehicle Operation and Maintenance (Other Than Student Transportation Vehicles)	\$0.00	\$40,000.00	\$0.00	\$0.00	\$40,000.00	100.00
02670 - Safety	\$0.00	\$1,500.00	\$17.99	\$0.00	\$1,482.01	98.80
02710 - Vehicle Operation and Purchasing - Regular Education	\$14,262.90	\$224,820.30	\$115,524.72	\$0.00	\$109,295.58	60.03
02712 - Vehicle Operation and Purchasing - School Age SPED	\$0.00	\$1,500.00	\$0.00	\$0.00	\$0.00	100.00
02730 - Vehicle Servicing and Maintenance - Regular Education	\$4,407.69	\$60,206.06	\$18,673.96	\$0.00	\$41,532.10	68.98
02732 - Vehicle Servicing and Maintenance - School Age SPED	\$0.00	\$1,100.00	\$0.00	\$0.00	\$1,100.00	100.00
03535 - High Ability Learners	\$475.90	\$5,663.27	\$3,322.78	\$0.00	\$2,340.49	41.33
06200 - Federal Services - Title I, Part A ESSA Improving Basic Programs Operated by Local Educational Agencies	\$9,052.38	\$116,656.37	\$56,269.30	\$0.00	\$60,387.07	51.77
06404 - Federal Services - IDEA Part B (611) Base Allocation - Birth Through Age Four	\$0.00	\$26,853.00	\$0.00	\$0.00	\$26,853.00	100.00

FUNCTION	February Expenses	Current Budget	Actuals (YTD)	Encumbrances (YTD)	Available	% of Budget Remaining
06406 - Federal Services - IDEA Preschool (619) Base Allocation	\$0.00	\$740.00	\$0.00	\$0.00	\$740.00	100.00
06408 - IDEA Part B Base & Enrollment Poverty Allocation	\$13,919.91	\$0.00	\$29,264.16	\$0.00	(\$29,264.16)	
06410 - Federal Services - IDEA Enrollment or Poverty (611)	\$0.00	\$116,775.00	\$0.00	\$0.00	\$116,775.00	100.00
06700 - Federal Services - Federal Vocational and Applied Technology Education (Carl Perkins)	\$0.00	\$10,000.00	\$0.00	\$0.00	\$10,000.00	100.00
06992 - Federal Services - REAP	\$2,038.36	\$44,622.00	\$20,913.81	\$0.00	\$23,708.19	53.13
06997 - Emergency Relief - ESSER II	\$27,457.15	\$30,971.45	\$30,971.45	\$0.00	\$0.00	0.00
06998 - Emergency Relief - ESSER III	\$104,009.38	\$716,650.92	\$257,541.29	\$22,580.63	\$436,529.00	60.91
08000 - Transfers (Outgoing)	\$0.00	\$50,000.00	\$20,000.00	\$0.00	\$30,000.00	60.00
General Fund Grand Total	\$718,251.31	\$8,349,134.78	\$3,728,901.25	\$53,696.30	\$4,566,537.23	54.69
General Fund Grand Total	\$589,259.25	\$7,210,504.74	\$3,388,442.84	\$89,879.40	\$3,732,182.50	51.76

**GENERAL FUND
TREASURER'S REPORT AS OF FEBRUARY 28, 2022**

BALANCE AS OF FEBURARY 1, 2022 **\$2,259,201.68**

REVENUE

Various Summer Insurance Premium Reimb.	164.61	
iPad Deposit	60.00	
Little Troy Quick Cart Proceeds	197.50	
NECC - Dual Credit	2,446.88	
NASB Alicap Workers Comp Premium Refund	5,352.00	
iPad Repairs	66.00	
SON - IDEA Reimb	105,046.00	
SON - SPED Reimb	34,604.00	
SON - State Aid	178,649.00	
SON - State Apportionment	55,359.99	
Thurston County - Proceeds	72,939.88	
Dixon County - Proceeds	291,130.66	
Wayne County- Proceeds	39,336.19	
Bank - Interest	331.00	
TOTAL REVENUE		<u><u>\$785,683.71</u></u>

EXPENSES

February Payables	468,424.56	
February Payroll	255,606.86	
TOTAL EXPENDITURES		<u><u>\$724,031.42</u></u>

TOTAL **\$2,320,853.97**

GENERAL FUND AS OF FEBRUARY 28, 2021 **\$2,320,853.97**

**SPECIAL BUILDING FUND
TREASURER'S REPORT AS OF FEBRUARY 28, 2022**

BALANCE AS OF FEBRUARY 1, 2022 **\$4,003,669.18**

REVENUE

GiveCampus Online Donations	2,985.00	
Cash Donations	10,800.00	
Thurston County - Proceeds	2,848.81	
Dixon County - Proceeds	11,207.39	
Wayne County- Proceeds	1,254.11	
Bank - Interest	582.74	
TOTAL REVENUE		<u><u>\$29,678.05</u></u>

EXPENSES

Nemaha Sports Construction	101,700.00	
TOTAL EXPENDITURES		<u><u>\$101,700.00</u></u>

TOTAL		<u><u>\$3,931,647.23</u></u>
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SPECIAL BUILDING FUND AS OF FEBRUARY 28, 2022 **\$3,931,647.23**

Current Cash Balance

Sorted by Site ID, Group ID, Activity ID.
From 09/01/2021 to 02/28/2022.

Site ID Group ID	Site Name Group Name	Activity ID	Activity Name	Beginning Cash	Receipts	Disbursements	Adjustments	Cash Balance
WCS	Wakefield Community School							
A	ATHLETICS							
	100		FOOTBALL	656.86	1,740.32	884.11	0.00	1,513.07
	110		VOLLEYBALL	3,687.16	1,527.00	1,891.18	0.00	3,322.98
	125		BOYS BASKETBALL	3,375.51	2,314.75	-214.25	0.00	5,904.51
	130		GIRLS BASKETBALL	1,903.36	3,080.00	3,145.10	0.00	1,838.26
	145		TRACK	-43.00	43.00	0.00	0.00	0.00
	160		NEW UNIFORMS	-27,085.43	10,000.00	3,863.90	0.00	-20,949.33
	170		WRESTLING	2,217.13	376.00	215.00	0.00	2,378.13
	175		GEN ATHLETICS	8,331.67	29,025.37	31,328.91	0.00	6,028.13
	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
			A Totals:	-6,356.74	48,106.44	41,113.95	0.00	635.75
B	CLASSES							
	211		CLASS OF 2022	845.42	0.00	0.00	0.00	845.42
	212		CLASS OF 2023	391.11	3,624.00	3,259.30	0.00	755.81
	215		CLASS OF 2024	583.31	0.00	0.00	0.00	583.31
	216		CLASS OF 2025	263.28	0.00	0.00	0.00	263.28
	582		CLASS OF 2026	455.76	0.00	0.00	0.00	455.76
	584		CLASS OF 2027	0.00	0.00	0.00	0.00	0.00
			B Totals:	2,538.88	3,624.00	3,259.30	0.00	2,903.58

Current Cash Balance

Sorted by Site ID, Group ID, Activity ID.
From 09/01/2021 to 02/28/2022.

Site ID Group ID	Site Name Group Name	Activity ID	Activity Name	Beginning Cash	Receipts	Disbursements	Adjustments	Cash Balance
C	ORGANIZATIONS							
	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	2,860.20	424.00	990.27	0.00	2,293.93
	305		DISTRICT 7 FCCLA	5,466.97	1,116.00	145.60	0.00	6,437.37
	306		MUSIC BOOSTERS	0.00	0.00	0.00	0.00	0.00
	310		NATIONAL HONOR SOCIETY	2,355.36	437.00	590.00	0.00	2,202.36
	315		FBLA	6,257.47	3,611.00	3,439.90	0.00	6,428.57
	320		ANNUAL	-3,730.85	5,730.85	1,484.06	0.00	515.94
	325		TOTAD	0.00	0.00	0.00	0.00	0.00
	330		FCCLA	6,588.79	5,377.23	7,237.84	0.00	4,728.18
	335		STUCO	3,032.47	215.00	500.18	0.00	2,747.29
	340		SPEECH & DRAMA	0.00	0.00	0.00	0.00	0.00
	345		ONE ACT	-328.62	1,887.62	1,357.53	0.00	201.47
	346		ART CLUB	626.92	0.00	0.00	0.00	626.92
	355		ENTREPRENEURSHIP	0.00	3,131.04	1,704.42	0.00	1,426.62
	385		LIBRARY	1,804.30	1,735.85	1,730.30	0.00	1,809.85
	395		HOMECOMING	-1,148.26	2,944.33	1,011.07	0.00	785.00
	401		CHEER SQUAD	0.00	0.00	0.00	0.00	0.00
	501		COLOR GUARD	939.08	2,194.00	1,988.70	0.00	1,144.38
	553		ELEMENTARY STUCO	65.80	0.00	46.60	0.00	19.20
	578		SKILLS USA	3,656.18	0.00	1,708.00	0.00	1,948.18
	581		FCA	46.02	550.00	103.50	0.00	492.52
	902		EDUCATION CLUB	0.00	500.00	35.96	0.00	464.04
	C Totals:			29,117.25	29,853.92	24,073.93	0.00	34,897.24
D	CONCESSIONS							
	400		CONCESSIONS	0.00	18,665.74	8,336.51	0.00	10,329.23
	D Totals:			0.00	18,665.74	8,336.51	0.00	10,329.23

Current Cash Balance

Sorted by Site ID, Group ID, Activity ID.
From 09/01/2021 to 02/28/2022.

Site ID Group ID	Site Name Group Name	Activity ID	Activity Name	Beginning Cash	Receipts	Disbursements	Adjustments	Cash Balance
E	MISC							
		350	SCHOLARSHIPS	1,000.00	0.00	0.00	0.00	1,000.00
		390	STUDENT ASSISTANCE	2,126.09	1,064.56	0.00	0.00	3,190.65
		502	YOUTH FOUNDATION	750.00	0.00	0.00	0.00	750.00
		503	LOUNGE	-408.51	2,204.11	1,873.55	0.00	-77.95
		505	CHECKING INTEREST	116.09	48.77	0.00	0.00	164.86
		510	CD Plus Interest	2,701.60	0.00	0.00	0.00	2,701.60
		520	ELEMENTARY	111.95	3,859.00	3,018.35	0.00	952.60
		540	POP FUND	3,344.49	1,259.40	1,017.35	0.00	3,586.54
		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	-3,923.14	3,923.14	0.00	0.00	0.00
		901	D-Day Band Trip	1,332.66	15,095.66	8,000.00	0.00	8,428.32
			E Totals:	7,927.23	27,618.64	13,909.25	0.00	21,636.62

Current Cash Balance

Sorted by Site ID, Group ID, Activity ID,
From 09/01/2021 to 02/28/2022.

Site ID Site Name Group Name Group ID
Activity ID Activity Name Beginning Cash Receipts Disbursements Adjustments Cash Balance

Activity ID	Activity Name	Beginning Cash	Receipts	Disbursements	Adjustments	Cash Balance
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	0.00	0.00	0.00	0.00	0.00
210	CLASS OF 2021	0.00	0.00	0.00	0.00	0.00
220	CLASS OF 2006	0.00	0.00	0.00	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
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

Z Totals:

0.00	0.00	0.00	0.00	0.00	0.00	0.00
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WCS Activity Totals:

33,226.62	127,868.74	90,692.94	0.00	70,402.42
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Begin Balance	Transfers	Receipts	Disbursements	Adjustments	End Balance
33,226.62	0.00	127,868.74	90,692.94	0.00	70,402.42
WCS Checking:	33,226.62				
WCS Investment:	0.00				
WCS Bank Balances:	33,226.62	127,868.74	90,692.94	0.00	70,402.42

Report Activity Totals:

33,226.62

127,868.74

90,692.94

0.00

70,402.42

Receipt History

Detail report. Sorted by Site, Receipt Number.
From 02/01/2022 to 02/28/2022.

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 Amount		
Tax Name	Tax Activity				Tax Rate %			
WCS Wakefield Community School								
000657	02/01/2022				Gate			Conference BB Gate
175	GEN ATHLETICS					1,676.00	0.00	1,676.00
								Total For 000657: 1,676.00
000658	02/01/2022				Class of 2024			Concessions
400	CONCESSIONS					1,149.50	0.00	1,149.50
								Total For 000658: 1,149.50
000660	02/04/2022				BB Gate			Conference BB Gate
175	GEN ATHLETICS					1,577.00	0.00	1,577.00
								Total For 000660: 1,577.00
000661	02/04/2022				Teammates			Concessions
400	CONCESSIONS					1,240.00	0.00	1,240.00
								Total For 000661: 1,240.00
000662	02/07/2022				WR Gate			WR Gate
175	GEN ATHLETICS					967.00	0.00	967.00
								Total For 000662: 967.00
000663	02/07/2022				Music Boosters			Concessions
400	CONCESSIONS					664.00	0.00	664.00
								Total For 000663: 664.00
000664	02/09/2022				Mogus			Yearbook
320	ANNUAL					40.00	0.00	40.00
								Total For 000664: 40.00
000665	02/09/2022				Change for Change			Family Fund
390	STUDENT ASSISTANCE					64.56	0.00	64.56
								Total For 000665: 64.56
000666	02/09/2022				Madison, Ponca, Randolph, Wrestling Entry Fee			
175	GEN ATHLETICS					540.00	0.00	540.00
								Total For 000666: 540.00
000667	02/09/2022				Color Guard			Color Guard
501	COLOR GUARD					40.00	0.00	40.00
								Total For 000667: 40.00
000668	02/09/2022				Color Guard			Color Guard
501	COLOR GUARD					40.00	0.00	40.00
								Total For 000668: 40.00
000669	02/09/2022				Bake Sale			Junior Class
212	CLASS OF 2023					496.00	0.00	496.00
								Total For 000669: 496.00
000670	02/09/2022				Michael Foods			VB ACE Sponsorship
110	VOLLEYBALL					370.00	0.00	370.00
								Total For 000670: 370.00
000671	02/09/2022				Stanton			Wrestling Entry Fee
175	GEN ATHLETICS					135.00	0.00	135.00

Receipt History

Detail report. Sorted by Site, Receipt Number.

From 02/01/2022 to 02/28/2022.

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				Tax Amount		
	Tax Name		Tax Activity		Tax Rate %				
						Total For 000671:			135.00
000672	02/09/2022				FCCLA	Valentine Cookies			
330	FCCLA						1,125.75	0.00	1,125.75
						Total For 000672:			1,125.75
000673	02/09/2022				Color Guard	Color Guard			
501	COLOR GUARD						20.00	0.00	20.00
						Total For 000673:			20.00
000674	02/10/2022				Class of 2023	Concessions			
400	CONCESSIONS						1,032.75	0.00	1,032.75
						Total For 000674:			1,032.75
000675	02/10/2022				BB Gate	BB Gate/Winnebago			
175	GEN ATHLETICS						733.00	0.00	733.00
						Total For 000675:			733.00
000676	02/10/2022				School Store	School Store			
355	ENTREPRENEURSHIP						421.34	0.00	421.34
						Total For 000676:			421.34
000677	02/14/2022				Class of 2023	Cookie Dough			
212	CLASS OF 2023						231.00	0.00	231.00
						Total For 000677:			231.00
000678	02/14/2022				Fort Calhoun	Wrestling Entry Fee			
175	GEN ATHLETICS						135.00	0.00	135.00
						Total For 000678:			135.00
000679	02/14/2022				Athletic Boosters	Concessions			
400	CONCESSIONS						408.50	0.00	408.50
						Total For 000679:			408.50
000680	02/14/2022				Millard South	Wrestling Entry Fee			
175	GEN ATHLETICS						135.00	0.00	135.00
						Total For 000680:			135.00
000681	02/14/2022				Concordia Lutheran	Wrestling Entry Fee			
175	GEN ATHLETICS						135.00	0.00	135.00
						Total For 000681:			135.00
000682	02/16/2022				Speech Entry Fee	Speech Entry Fee			
303	SPEECH CLUB						424.00	0.00	424.00
						Total For 000682:			424.00
000683	02/16/2022				Kitchen	Cookie Dough			
212	CLASS OF 2023						96.00	0.00	96.00
						Total For 000683:			96.00
000684	02/16/2022				School District 60R	Teacher Fair Items			
355	ENTREPRENEURSHIP						64.00	0.00	64.00
						Total For 000684:			64.00
000685	02/21/2022				Teammates	Concessions			
400	CONCESSIONS						649.50	0.00	649.50

Receipt History

Detail report. Sorted by Site, Receipt Number.
From 02/01/2022 to 02/28/2022.

Receipt Number	Activity ID	Receipt Date	Void Date	Deposit Number	Fee Name & Student ID	Check Number	Tax Activity	Received From	Tax Rate %	Amount	Sales Tax	Amount	Receipt Description	
													Total For 000685:	649.50
000686		02/21/2022	02/21/2022					BB Gate/Homer					BB Gate	
	175	GEN ATHLETICS								595.00	0.00	595.00		
													Total For 000686:	595.00
000686		02/21/2022	02/21/2022					BB Gate/Homer					BB Gate	
	175	GEN ATHLETICS								-595.00	0.00	-595.00		
													Total For 000686:	-595.00
000687		02/21/2022						BB Gate/Homer					BB Gate	
	175	GEN ATHLETICS								592.00	0.00	592.00		
													Total For 000687:	592.00
000690		02/28/2022						February 2022					Interest	
	505	CHECKING INTEREST								9.33	0.00	9.33		
													Total For 000690:	9.33
000692		02/10/2022						Gen Athletics					Gen Athletics	
	175	GEN ATHLETICS								700.00	0.00	700.00		
													Total For 000692:	700.00
													Site Total	15,911.23
													Report Total	15,911.23

Check Summary

Sorted by Activity ID, Site ID.
From 02/01/2022 to 02/28/2022.

Activity ID Site ID	Activity Name Site Name		Check / Void Date	Vendor Name	PO Number	Invoice No.#	Description	Amount
100 FOOTBALL								
WCS			Wakefield Community School					
011138	Cleared	02/24/2022	VISA				Misc	300.00
Total:								\$ 300.00
125 BOYS BASKETBALL								
WCS			Wakefield Community School					
011138	Cleared	02/24/2022	VISA				Misc	199.75
Total:								\$ 199.75
175 GEN ATHLETICS								
WCS			Wakefield Community School					
011019	Void	02/28/2022	RUDIS				Wrestling	-4,212.55
011097	Cleared	02/02/2022	Dave Uldrich				Wrestling Official	144.00
011098	Cleared	02/02/2022	Clint Dennis				Wrestling Official	144.00
011099	Cleared	02/02/2022	Ryan Specht				Wrestling Official	144.00
011100	Cleared	02/03/2022	Conner Kramer				Wrestling Official	300.00
011101	Printed	02/03/2022	Paul Schlecht				Wrestling Official	300.00
011102	Cleared	02/03/2022	Jeff Zimmerman				Wrestling Official	300.00
011103	Cleared	02/03/2022	Charles Sherer				Wrestling Official	300.00
011106	Cleared	02/04/2022	Lewis & Clark Conference				Conference BB	1,718.66
011108	Cleared	02/04/2022	Pac N Save				Supplies	71.96
011111	Cleared	02/08/2022	Dean Pallas				BB Official	70.00
011112	Cleared	02/08/2022	Roger Bentz Jr				BB Official	70.00
011113	Cleared	02/08/2022	Zack Johnson				BB Official	70.00
011114	Cleared	02/08/2022	Ron Williams				BB Official	70.00
011115	Cleared	02/08/2022	Paul Steuter				BB Official	140.00
011116	Cleared	02/08/2022	Derek Westring				BB Official	140.00
011117	Printed	02/08/2022	Chris Wooldrik				BB Official	140.00
011119	Cleared	02/15/2022	Emerson-Hubbard High School				Entry Fee Clough Tournament	50.00
011121	Cleared	02/15/2022	Crofton High School				Admission for Band Students	150.00
011122	Cleared	02/16/2022	Crofton High School				Admission for Band Students	25.00
011124	Printed	02/17/2022	Nate Hahne				BB Official	140.00
011125	Cleared	02/17/2022	Eric Wemhoff				BB Official	140.00
011126	Cleared	02/17/2022	Tyson Bodlak				BB Official	140.00
011137	Cleared	02/24/2022	Wisner-Pilger High School				Sub Districts	198.00
Total:								\$ 753.07
212 CLASS OF 2023								
WCS			Wakefield Community School					
011139	Printed	02/28/2022	Jeron's Java Roasting Company				Coffee	1,241.00
Total:								\$ 1,241.00

Check Summary

Sorted by Activity ID, Site ID.
From 02/01/2022 to 02/28/2022.

Activity ID Site ID	Activity Name Site Name	Check / Void Date	Vendor Name	PO Number	Invoice No.#	Description	Amount
303		SPEECH CLUB					
WCS	Wakefield Community School						
011107	Printed	02/04/2022	Homer High School			Speech Entry Fee	70.00
011131	Printed	02/18/2022	GACC			Speech Entry Fee	48.00
011138	Cleared	02/24/2022	VISA			Misc	403.29
Total:							\$ 521.29
305		DISTRICT 7 FCCLA					
WCS	Wakefield Community School						
011128	Cleared	02/17/2022	DLG Enterprises Inc			Registration	73.60
011129	Cleared	02/17/2022	Chartwells Dining Services			District 7 FCCLA	72.00
Total:							\$ 145.60
315		FBLA					
WCS	Wakefield Community School						
011138	Cleared	02/24/2022	VISA			Misc	1,508.00
Total:							\$ 1,508.00
330		FCCLA					
WCS	Wakefield Community School						
011123	Cleared	02/17/2022	Amazon				113.21
011127	Printed	02/17/2022	Vels Bakery			FCCLA	96.00
011130	Cleared	02/17/2022	Nebraska FCCLA			SLC	209.00
011138	Cleared	02/24/2022	VISA			Misc	494.00
Total:							\$ 912.21
355		ENTREPRENEURSHIP					
WCS	Wakefield Community School						
011123	Cleared	02/17/2022	Amazon				228.72
Total:							\$ 228.72
400		CONCESSIONS					
WCS	Wakefield Community School						
011104	Cleared	02/03/2022	Sysco			Popcorn Oil	57.25
011105	Cleared	02/03/2022	Pepsi-Cola of Siouxland			Pop	1,005.35
011108	Cleared	02/04/2022	Pac N Save			Supplies	135.33
011109	Cleared	02/04/2022	Cubbys			Concessions	448.00
011123	Cleared	02/17/2022	Amazon				70.00
Total:							\$ 1,715.93
503		LOUNGE					
WCS	Wakefield Community School						
011105	Cleared	02/03/2022	Pepsi-Cola of Siouxland			Pop	41.60
Total:							\$ 41.60

Check Summary

Sorted by Activity ID, Site ID.
From 02/01/2022 to 02/28/2022.

Activity ID Site ID			Activity Name Site Name				
Check Number	Status	Check / Void Date	Vendor Name	PO Number	Invoice No.#	Description	Amount
520							
ELEMENTARY							
<hr/>							
WCS Wakefield Community School							
011105	Cleared	02/03/2022	Pepsi-Cola of Siouxland			Pop	100.50
011118	Cleared	02/08/2022	Wakefield Community Club			Conferences	390.00
011120	Cleared	02/15/2022	Bank First			PT Conference Translators	60.00
Total:							\$ 550.50
<hr/>							
540							
POP FUND							
<hr/>							
WCS Wakefield Community School							
011105	Cleared	02/03/2022	Pepsi-Cola of Siouxland			Pop	156.00
Total:							\$ 156.00
<hr/>							
578							
SKILLS USA							
<hr/>							
WCS Wakefield Community School							
011110	Cleared	02/08/2022	SkillsUSA			Registration	316.00
011136	Printed	02/23/2022	SkillsUSA Nebraska			Conference	1,360.00
Total:							\$ 1,676.00
<hr/>							
901							
D-Day Band Trip							
<hr/>							
WCS Wakefield Community School							
011132	Printed	02/23/2022	Esly OVando			D Day Trip	1,000.00
011133	Printed	02/23/2022	Rachael Nuernberger			D Day Trip	1,000.00
011134	Cleared	02/23/2022	Susana Prado			D Day Trip	1,000.00
011135	Printed	02/23/2022	Cataleena Lortz			D Day Trip	1,000.00
Total:							\$ 4,000.00
Report Total :							13,949.67

Wakefield Community School

Check Payments By Fund Report

Sorted By	Value	Description		
FUND	01	General Fund		
Check Number	Check Date	Payee	Reason	Amount
	3/11/2022	Amazon	Mac Sports Collapsible Folding Outdoor Utility Wagon, Black	\$99.99
	3/11/2022	Amazon	Sand Timers Combo Pack, 12PCS Plastic Hourglass Timer 2 Minutes Sand Clock Timer	\$29.94
	3/11/2022	Amazon	[16 oz - 100 Sets with Lids and Sleeves] PREMIUM Paper Hot Coffee Cups with Resealable Lids - Leak Free To Go Disposable Hot Beverage Drinks	\$41.49
	3/11/2022	Amazon	Hiware 2-Pack Cooling Racks for Baking - 10" x 15" - Stainless Steel Wire Cookie Rack Fits Jelly Roll Sheet Pan, Oven Safe for Cooking, Roasting, Grilling	\$33.98
	3/11/2022	Amazon	Keurig	\$89.99
	3/11/2022	Amazon	Rubbermaid Easy Find Lid Square 1.5-Gallon Food Storage Container, 2-Pack, 24 Cup, Clear/Red	\$56.62
	3/11/2022	Amazon	Door Closer	\$160.00
		Amazon Total		\$512.01
52624	3/11/2022	Appearia	ITE Towels, Mops & Coats	\$36.74
52624	3/11/2022	Appearia	Mops, Towels & Uniforms	\$273.63
52624	3/11/2022	Appearia	BB Towels & Uniforms	\$80.50
52624	3/11/2022	Appearia	BB Towels & Uniforms	\$80.51
		Appearia Total		\$471.38
52625	3/11/2022	Apple, Inc.	Apple TV 4K 32GB	\$1,432.00
52625	3/11/2022	Apple, Inc.	iPad 7th & 8th Generation Gray - 10pack	\$349.50
		Apple, Inc. Total		\$1,781.50
52626	3/11/2022	Bressler, Kip D	Bus Diesel	\$61.40
		Bressler, Kip D Total		\$61.40
52627	3/11/2022	Capital One Trade Credit	Staff Wellness/Office Supplies	\$74.64
52627	3/11/2022	Capital One Trade Credit	First Grade Supplies	\$15.16
52627	3/11/2022	Capital One Trade Credit	Kindergarten Supplies	\$84.37
52627	3/11/2022	Capital One Trade Credit	Staff Wellness/Office Supplies	\$5.98
		Capital One Trade Credit Total		\$180.15
52628	3/11/2022	City of Wakefield	BB Utilities	\$36.00
52628	3/11/2022	City of Wakefield	Utilities	\$348.65
52628	3/11/2022	City of Wakefield	BB Utilities	\$373.79
52628	3/11/2022	City of Wakefield	PF Utilities	\$185.44
52628	3/11/2022	City of Wakefield	Utilities	\$5,060.56
		City of Wakefield Total		\$6,004.44
52629	3/11/2022	City of Wakefield - Civic Center	ACT Test Rental	\$95.00
		City of Wakefield - Civic Center Total		\$95.00
52630	3/11/2022	Cubby's Inc.	Pep Band Supper	\$168.00
52630	3/11/2022	Cubby's Inc.	Bus Diesel	\$2,768.46
52630	3/11/2022	Cubby's Inc.	Van Fuel	\$419.12
		Cubby's Inc. Total		\$3,355.58
52631	3/11/2022	Dollar General	Bottled Water - ACT/Inservice	\$19.00
52631	3/11/2022	Dollar General	Personal Finance Taste Testing	\$32.40
52631	3/11/2022	Dollar General	Backpack Program Supplies	\$20.25
52631	3/11/2022	Dollar General	LTQC Supplies	\$20.00

Check Number	Check Date	Payee	Reason	Amount
52631	3/11/2022	Dollar General	Credit Recovery Incentives	\$51.00
52631	3/11/2022	Dollar General	Staff Wellness	\$40.30
52631	3/11/2022	Dollar General	Student Wellness	\$59.50
		Dollar General Total		\$242.45
52632	3/11/2022	Egan Supply Co.	Floor Scrubber Repairs	\$226.37
52632	3/11/2022	Egan Supply Co.	Supplies	\$901.81
52632	3/11/2022	Egan Supply Co.	Vacuum Motor	\$201.46
		Egan Supply Co. Total		\$1,329.64
52633	3/11/2022	Ekberg Auto Parts, Inc.	Repairs	\$9.48
52633	3/11/2022	Ekberg Auto Parts, Inc.	Van Repairs	\$59.29
52633	3/11/2022	Ekberg Auto Parts, Inc.	BB Supplies	\$67.88
		Ekberg Auto Parts, Inc. Total		\$136.65
52634	3/11/2022	ESU #1	SEBL Workshop	\$20.00
52634	3/11/2022	ESU #1	SEBL Workshop	\$20.00
52634	3/11/2022	ESU #1	SEBL Workshop	\$20.00
52634	3/11/2022	ESU #1	SEBL Workshop	\$20.00
52634	3/11/2022	ESU #1	LAN Manager Meeting	\$20.00
		ESU #1 Total		\$100.00
52635	3/11/2022	Faith Regional Health Services	DOT Random - CM	\$30.00
52635	3/11/2022	Faith Regional Health Services	DOT Random - RV	\$69.50
		Faith Regional Health Services Total		\$99.50
52636	3/11/2022	J.W. Pepper & Son, Inc	Before You Go	\$4.99
52636	3/11/2022	J.W. Pepper & Son, Inc	Pop Rounds for Choir	\$24.75
52636	3/11/2022	J.W. Pepper & Son, Inc	Some Things Are Meant to Be	\$4.99
52636	3/11/2022	J.W. Pepper & Son, Inc	Vocal Music	\$5.98
52636	3/11/2022	J.W. Pepper & Son, Inc	We Don't Talk About Bruno	\$13.75
52636	3/11/2022	J.W. Pepper & Son, Inc	You Will Be Found	\$11.75
52636	3/11/2022	J.W. Pepper & Son, Inc	Pop & Country Instrumental Solos Clarinet	\$29.98
52636	3/11/2022	J.W. Pepper & Son, Inc	Shipping	\$9.99
		J.W. Pepper & Son, Inc Total		\$106.18
52637	3/11/2022	John's Welding & Tool LLC	ITE Metal	\$556.84
		John's Welding & Tool LLC Total		\$556.84
52638	3/11/2022	Josten's Inc.	Diplomas	\$26.45
52638	3/11/2022	Josten's Inc.	Double Honor Cords	\$35.00
		Josten's Inc. Total		\$61.45
52639	3/11/2022	KSB School Law, PC LLO	Legal Services	\$1,050.00
		KSB School Law, PC LLO Total		\$1,050.00
52640	3/11/2022	Matheson Tri-Gas Inc	ITE Gases	\$387.57
52640	3/11/2022	Matheson Tri-Gas Inc	ITE Supplies	\$1,052.05
		Matheson Tri-Gas Inc Total		\$1,439.62
52641	3/11/2022	Menards-Norfolk	Bandsaw Blade, Sanding Belt	\$32.97
52641	3/11/2022	Menards-Norfolk	Spray Paint, Drill Bit, Stain, Primer	\$51.49
		Menards-Norfolk Total		\$84.46
52642	3/11/2022	Miller Building Supply	ITE Supplies	\$70.04
52642	3/11/2022	Miller Building Supply	Softner Salt	\$32.45
52642	3/11/2022	Miller Building Supply	Step Ladder	\$74.99
52642	3/11/2022	Miller Building Supply	BB Supplies	\$47.25
52642	3/11/2022	Miller Building Supply	Fastners	\$5.50
		Miller Building Supply Total		\$230.23

Check Number	Check Date	Payee	Reason	Amount
52643	3/11/2022	Navigate360 LLC	School Check In Subscription	\$375.00
		Navigate360 LLC Total		\$375.00
52644	3/11/2022	Nebr Assoc Of School Boards	Annual Membership Dues 4/1/22-3/31/23	\$4,408.00
52644	3/11/2022	Nebr Assoc Of School Boards	Board Leadership Retreat	\$951.23
52644	3/11/2022	Nebr Assoc Of School Boards	NAEP State Convention	\$105.00
		Nebr Assoc Of School Boards Total		\$5,464.23
52645	3/11/2022	Northeast Nebraska Tire & Trailer Sales	Balance Bags	\$27.00
		Northeast Nebraska Tire & Trailer Sales Total		\$27.00
52646	3/11/2022	Olson's Pest Technicians	Finance Charge	\$10.00
52646	3/11/2022	Olson's Pest Technicians	Pest Control	\$240.00
		Olson's Pest Technicians Total		\$250.00
52647	3/11/2022	Pac N Save, Inc.	FCS Supplies	\$135.35
52647	3/11/2022	Pac N Save, Inc.	SEL Supplies - DJ	\$13.58
52647	3/11/2022	Pac N Save, Inc.	LTQC Supplies	\$64.42
52647	3/11/2022	Pac N Save, Inc.	Staff Wellness	\$36.43
		Pac N Save, Inc. Total		\$249.78
52648	3/11/2022	PrecisionIT	Server Repair	\$142.50
		PrecisionIT Total		\$142.50
52649	3/11/2022	Quality Foods	FCS Supplies	\$15.51
		Quality Foods Total		\$15.51
52650	3/11/2022	Rasmussen Mechanical Service, Inc.	Ventilator Repair	\$1,430.50
		Rasmussen Mechanical Service, Inc. Total		\$1,430.50
52651	3/11/2022	RTI	Copier Lease	\$678.94
52651	3/11/2022	RTI	Print Services	\$117.31
52651	3/11/2022	RTI	Copier Lease	\$678.94
52651	3/11/2022	RTI	Print Services	\$117.30
52651	3/11/2022	RTI	Copier Staples	\$99.00
52651	3/11/2022	RTI	Copier Staples	\$99.00
		RTI Total		\$1,790.49
52652	3/11/2022	Scholastic Inc	Scholastic News 2	\$183.22
		Scholastic Inc Total		\$183.22
	3/11/2022	Staples	Binder Clips	\$62.55
	3/11/2022	Staples	Cardstock	\$58.62
	3/11/2022	Staples	Clasp Envelopes	\$32.23
	3/11/2022	Staples	Dry Erase Board Erasers	\$83.97
	3/11/2022	Staples	K Cups	\$4.99
	3/11/2022	Staples	Binder Clips	\$62.55
	3/11/2022	Staples	Cardstock	\$58.62
	3/11/2022	Staples	Clasp Envelopes	\$32.24
	3/11/2022	Staples	Dry Erase Board Erasers	\$83.97
		Staples Total		\$479.74
52653	3/11/2022	Symmetry Energy Solutions LLC	BHE195185 - Jan Natural Gas	\$1,715.25
52653	3/11/2022	Symmetry Energy Solutions LLC	BHE231582 - Jan Natural Gas	\$3,065.62
52653	3/11/2022	Symmetry Energy Solutions LLC	Dec BB Natural Gas - NGM829096	\$231.71
52653	3/11/2022	Symmetry Energy Solutions LLC	Dec Natural Gas - BHE195185	\$1,077.60
52653	3/11/2022	Symmetry Energy Solutions LLC	Dec Natural Gas - BHE231582	\$900.23
		Symmetry Energy Solutions LLC Total		\$6,990.41

Check Number	Check Date	Payee	Reason	Amount
52654	3/11/2022	Tri Tech Sales	Inducer	\$531.87
		Tri Tech Sales Total		\$531.87
52655	3/11/2022	Verizon	Mobile Hot Spots	\$601.64
		Verizon Total		\$601.64
	3/11/2022	VISA	PT Conf Envelopes	\$89.85
	3/11/2022	VISA	Sauder-Select-2-Door-Tall-Storage-Cabinet-White-Finish	\$165.99
	3/11/2022	VISA	Classroom Supplies	\$200.00
	3/11/2022	VISA	Hot Chocolate	\$47.74
	3/11/2022	VISA	Shipping	\$0.65
	3/11/2022	VISA	Waving through a window	\$9.99
	3/11/2022	VISA	Pear Deck Premium EDU - 2/2/22-2/2/23	\$149.99
	3/11/2022	VISA	Quizizz - 1 Yr Subscription	\$96.00
	3/11/2022	VISA	Title III Meeting Meal	\$43.72
	3/11/2022	VISA	If you give a pig a pancake--Preschool Books and Buddies book	\$189.00
	3/11/2022	VISA	Shipping	\$2.50
	3/11/2022	VISA	EducationQuest Symposium	\$25.00
	3/11/2022	VISA	Tylenol & Ibuprofen	\$39.40
	3/11/2022	VISA	JH GBB Subscription	\$9.99
	3/11/2022	VISA	Wrestling Subscription	\$9.99
	3/11/2022	VISA	NASB President's Retreat Lodging	\$259.90
	3/11/2022	VISA	Board Retreat Meal	\$73.13
	3/11/2022	VISA	Parking - Legislative Issues	\$11.25
	3/11/2022	VISA	1094 & 1095C IRS Mailing	\$9.25
	3/11/2022	VISA	Postage Machine Lease	\$237.98
	3/11/2022	VISA	Time Clock Subscription	\$100.24
	3/11/2022	VISA	American Flags	\$108.60
	3/11/2022	VISA	MSC - Cabinet Hinges	\$29.61
	3/11/2022	VISA	KwikStop - Van Fuel	\$56.63
	3/11/2022	VISA	Van Fuel	\$42.89
		VISA Total		\$2,009.29
52656	3/11/2022	Wakefield Republican, The	Feb Calendar	\$266.00
52656	3/11/2022	Wakefield Republican, The	Jan Calendars	\$266.00
52656	3/11/2022	Wakefield Republican, The	Meeting Notice	\$19.64
52656	3/11/2022	Wakefield Republican, The	Meeting Proceedings	\$212.48
52656	3/11/2022	Wakefield Republican, The	Mtg Proceedings/Calendar	\$542.15
52656	3/11/2022	Wakefield Republican, The	Retreat Notice	\$7.36
52656	3/11/2022	Wakefield Republican, The	Trojan Tuesday Advertising	\$275.31
52656	3/11/2022	Wakefield Republican, The	Employment Ad	\$154.00
52656	3/11/2022	Wakefield Republican, The	Guidance Counselor Ad	\$126.00
		Wakefield Republican, The Total		\$1,868.94
52657	3/11/2022	Wakefield School-Interim	District Music Contest	\$50.00
52657	3/11/2022	Wakefield School-Interim	Cell Phone Allowance	\$600.00
52657	3/11/2022	Wakefield School-Interim	Region III Meeting	\$15.00
52657	3/11/2022	Wakefield School-Interim	Postage	\$400.00
		Wakefield School-Interim Total		\$1,065.00
52658	3/11/2022	Waste Connections of Nebraska Inc	Garbage Service	\$360.00
52658	3/11/2022	Waste Connections of Nebraska Inc	Rolloff Service	\$55.00
		Waste Connections of Nebraska Inc Total		\$415.00

Check Number	Check Date	Payee	Reason	Amount
52659	3/11/2022	Wayne Herald	Job Ads/Wrestling Season	\$54.00
52659	3/11/2022	Wayne Herald	Job Ads/Wrestling Season	\$436.00
Wayne Herald Total				\$490.00
52660	3/11/2022	Wayne State College	Large ensemble performance at WSC Middle School music festival	\$40.00
52660	3/11/2022	Wayne State College	small group/solo performances at WSC Middle school music festival	\$150.00
Wayne State College Total				\$190.00
52661	3/11/2022	Wulf, Jerad D	Cell Phone Allowance	\$240.00
Wulf, Jerad D Total				\$240.00
52662	3/11/2022	Zach, Angela C	Cell Phone Allowance	\$240.00
Zach, Angela C Total				\$240.00
52663	3/11/2022	Apple, Inc.	Logitech Rugged Combo 3 Case with Integrated Smart Connector Keyboard for 10.2 Inch	\$1,999.00
Apple, Inc. Total				\$1,999.00
Sub Total				\$44,947.60

Sorted By	Value	Description
FUND	06	School Nutrition Fund

Check Number	Check Date	Payee	Reason	Amount
5522	3/11/2022	Appeara	Aprons, Mops & Towels	\$174.65
Appeara Total				\$174.65
5523	3/11/2022	Cash-Wa Distributing	Food/Supplies	\$1,419.77
5523	3/11/2022	Cash-Wa Distributing	Shortage Credit	(\$144.00)
5523	3/11/2022	Cash-Wa Distributing	Food/Supplies	\$16,637.42
5523	3/11/2022	Cash-Wa Distributing	Shortage Credit	(\$113.32)
Cash-Wa Distributing Total				\$17,799.87
5524	3/11/2022	City of Wakefield	Utilities	\$18.35
5524	3/11/2022	City of Wakefield	Utilities	\$266.35
City of Wakefield Total				\$284.70
5525	3/11/2022	Cubby's Inc.	Distilled Water	\$5.58
5525	3/11/2022	Cubby's Inc.	Inservice Lunch	\$321.81
Cubby's Inc. Total				\$327.39
5526	3/11/2022	Dollar General	Bowls	\$3.00
5526	3/11/2022	Dollar General	Groceries	\$5.00
Dollar General Total				\$8.00
5527	3/11/2022	Greenberg Fruit Co.	Fruit/Vegetables	\$1,639.60
5527	3/11/2022	Greenberg Fruit Co.	Fruit/Vegetables	\$1,909.61
Greenberg Fruit Co. Total				\$3,549.21
5528	3/11/2022	Hiland Dairy	Milk/Juice	\$3,462.06
5528	3/11/2022	Hiland Dairy	Return	(\$24.26)
Hiland Dairy Total				\$3,437.80
5529	3/11/2022	Quality Foods	Groceries	\$782.44
5529	3/11/2022	Quality Foods	Hamburger	\$300.31
Quality Foods Total				\$1,082.75
5530	3/11/2022	Symmetry Energy Solutions LLC	Dec Natural Gas - NGM811131	\$142.99
5530	3/11/2022	Symmetry Energy Solutions LLC	NGM811131 - Jan Natural Gas	\$133.26
5530	3/11/2022	Symmetry Energy Solutions LLC	NGM829096 - Jan BB Natural Gas	\$413.50
Symmetry Energy Solutions LLC Total				\$689.75
	3/11/2022	Sysco Lincoln	Food/Supplies	\$975.74

Check Number	Check Date	Payee	Reason	Amount
	3/11/2022	Sysco Lincoln	Knifes & Holder	\$92.06
	3/11/2022	Sysco Lincoln	Shortage Credit	(\$226.58)
	3/11/2022	Sysco Lincoln	Steam Table Pans	\$122.02
	3/11/2022	Sysco Lincoln	Food/Supplies	\$6,374.76
		Sysco Lincoln Total		\$7,338.00
	3/11/2022	VISA	Pampered Chef - Choppers	\$42.55
	3/11/2022	VISA	Plates/Cups	\$68.50
		VISA Total		\$111.05
5531	3/11/2022	Waste Connections of Nebraska Inc	Garbage Service	\$360.00
		Waste Connections of Nebraska Inc Total		\$360.00
Sub Total				\$35,163.17

Sorted By	Value	Description
FUND	08	Special Building Fund

Check Number	Check Date	Payee	Reason	Amount
1212	3/11/2022	BankFirst	Stadium Project Loan Payment	\$375,000.00
1212	3/11/2022	BankFirst	Stadium Project Loan Payment	\$29,241.66
		BankFirst Total		\$404,241.66
1213	3/11/2022	Certified Testing Services Inc	Concrete Testing	\$390.00
		Certified Testing Services Inc Total		\$390.00
1214	3/11/2022	Nemaha Landscape Construction Inc	Stadium Project	\$161,256.60
		Nemaha Landscape Construction Inc Total		\$161,256.60
Sub Total				\$565,888.26
Grand Total				\$645,999.03

Wakefield Community School

Check Payments By Fund Report

Accounting Cycle: FY21-22; Begin Date: 03/15/2022; End Date: 03/15/2022; Display Element Description: BUILDING; Check Type: Warrants;
 Sort By Element: FUND; Account Expression: [All]; Created On: 3/15/2022 5:31:59 PM

Sorted By	Value	Description		
FUND	01	General Fund		
Check Number	Check Date	Payee	Reason	Amount
52664	3/15/2022	Century Link	Phone Service	\$383.94
52664	3/15/2022	Century Link	BB Phone/Internet Service	\$115.14
Century Link Total				\$499.08
52665	3/15/2022	Cory Brown Construction	Door Installation	\$4,700.00
Cory Brown Construction Total				\$4,700.00
52666	3/15/2022	First National Capital Markets	EFAST Budget Assistance 3/1/22 to 2/28/23	\$15,000.00
First National Capital Markets Total				\$15,000.00
52667	3/15/2022	GiveCampus	PayPal/Venmo Subscription 11/12/21 to 11/11/22	\$800.00
52667	3/15/2022	GiveCampus	Subscription Fee - Social Fundraising Platform	\$19,220.00
GiveCampus Total				\$20,020.00
52668	3/15/2022	SkillsUSA Nebraska	Registration Fee	\$50.00
SkillsUSA Nebraska Total				\$50.00
Grand Total				\$40,269.08

Wakefield Community School

Payroll Voucher By Vendor Report

Accounting Cycle: FY21-22; Voucher: 031022,031022 HSA; Vendor: [All]; Order By: Vendor; Account Type: Liability; Created On: 3/11/2022 12:52:00 PM

Voucher Number	Bank Name	Account Number	Check Number	Vendor	Amount
031022	BankFirst	195103		Aflac	\$296.53
Register	Register Paid Date	Account Code	Deduction		Amount
031422	3/14/2022	01-00941-000	Aflac - Accident 125		\$127.01
031422	3/14/2022	01-00941-000	Aflac - Cancer 125		\$80.86
031422	3/14/2022	01-00941-000	Aflac - Short Term Disability		\$88.66
Sub Total					\$296.53
Voucher Number	Bank Name	Account Number	Check Number	Vendor	Amount
031022	BankFirst	195103	52619	American Fidelity	\$6,347.27
Register	Register Paid Date	Account Code	Deduction		Amount
031422	3/14/2022	01-00941-000	Amer Fidelity - Accident 125		\$455.66
031422	3/14/2022	01-00941-000	Amer Fidelity - Cancer		\$136.00
031422	3/14/2022	01-00941-000	Amer Fidelity - Cancer 125		\$196.50
031422	3/14/2022	01-00941-000	Amer Fidelity - Critical Illness		\$44.92
031422	3/14/2022	01-00941-000	Amer Fidelity - Hospital Indemnity		\$82.24
031422	3/14/2022	01-00941-000	Amer Fidelity - Term Life		\$185.71
031422	3/14/2022	01-00941-000	Amer Fidelity - Whole Life		\$236.34
031422	3/14/2022	01-00941-000	Child Care 125		\$1,766.64
031422	3/14/2022	01-00941-000	Med Reimb 125		\$3,104.06
031422	3/14/2022	06-00941-000	Amer Fidelity - Accident 125		\$71.88
031422	3/14/2022	06-00941-000	Amer Fidelity - Cancer		\$7.20
031422	3/14/2022	06-00941-000	Amer Fidelity - Cancer 125		\$60.12
Sub Total					\$6,347.27
Voucher Number	Bank Name	Account Number	Check Number	Vendor	Amount
031022 HSA	BankFirst	195103		Ann Milliken - HSA	\$278.83
Register	Register Paid Date	Account Code	Deduction		Amount
031422	3/14/2022	01-00941-000	HSA Ann Milliken		\$278.83
Sub Total					\$278.83
Voucher Number	Bank Name	Account Number	Check Number	Vendor	Amount
031022	BankFirst	195103		BankFirst	\$78,072.47
Register	Register Paid Date	Account Code	Deduction		Amount
031422	3/14/2022	01-00941-000	Federal Withholding		\$22,917.94
031422	3/14/2022	01-00941-000	FICA		\$42,951.92
031422	3/14/2022	01-00941-000	Medicare		\$10,045.20
03152022	3/15/2022	01-00941-000	FICA		\$240.52
03152022	3/15/2022	01-00941-000	Medicare		\$56.26
031422	3/14/2022	06-00941-000	Federal Withholding		\$402.99
031422	3/14/2022	06-00941-000	FICA		\$1,181.38
031422	3/14/2022	06-00941-000	Medicare		\$276.26
Sub Total					\$78,072.47

Voucher Number	Bank Name	Account Number	Check Number	Vendor	Amount	
031022	BankFirst	195103		Blue Cross and Blue Shield of NE	\$82,737.27	
Register	Register Paid Date	Account Code	Deduction		Amount	
031422	3/14/2022	01-00941-000	BCBS Empl Dental 125		\$1,625.23	
031422	3/14/2022	01-00941-000	BCBS Empl Health 125		\$3,220.43	
031422	3/14/2022	01-00941-000	BCBS Employer Dental		\$1,761.74	
031422	3/14/2022	01-00941-000	BCBS Employer Hlth		\$72,809.70	\$79,417.10
031422	3/14/2022	06-00941-000	BCBS Empl Dental 125		\$53.75	
031422	3/14/2022	06-00941-000	BCBS Employer Dental		\$88.62	
031422	3/14/2022	06-00941-000	BCBS Employer Hlth		\$3,177.80	\$3,320.17
Sub Total					\$82,737.27	
Voucher Number	Bank Name	Account Number	Check Number	Vendor	Amount	
031022 HSA	BankFirst	207276		Christy Roberts - HSA	\$110.19	
Register	Register Paid Date	Account Code	Deduction		Amount	
031422	3/14/2022	06-00941-000	HSA Christy Roberts		\$110.19	
Sub Total					\$110.19	
Voucher Number	Bank Name	Account Number	Check Number	Vendor	Amount	
031022 HSA	BankFirst	195103		Colton McCreary - HSA	\$110.19	
Register	Register Paid Date	Account Code	Deduction		Amount	
031422	3/14/2022	01-00941-000	HSA Colton McCreary		\$110.19	
Sub Total					\$110.19	
Voucher Number	Bank Name	Account Number	Check Number	Vendor	Amount	
031022 HSA	BankFirst	195103		Connie Wageman - HSA	\$231.38	
Register	Register Paid Date	Account Code	Deduction		Amount	
031422	3/14/2022	01-00941-000	HSA Connie Wageman		\$231.38	
Sub Total					\$231.38	
Voucher Number	Bank Name	Account Number	Check Number	Vendor	Amount	
031022 HSA	BankFirst	207276		Dave Lunz - HSA	\$110.19	
Register	Register Paid Date	Account Code	Deduction		Amount	
031422	3/14/2022	06-00941-000	HSA Dave Lunz		\$110.19	
Sub Total					\$110.19	
Voucher Number	Bank Name	Account Number	Check Number	Vendor	Amount	
031022	BankFirst	195103		Federal Reserve KC	\$253,816.30	
Register	Register Paid Date	Account Code	Deduction		Amount	
031422	3/14/2022	01-00941-000	Direct Deposit		\$244,933.17	
03152022	3/15/2022	01-00941-000	Direct Deposit		\$1,589.96	\$246,523.13
031422	3/14/2022	06-00941-000	Direct Deposit		\$7,293.17	
Sub Total					\$253,816.30	
Voucher Number	Bank Name	Account Number	Check Number	Vendor	Amount	
031022	BankFirst	195103		Iowa Department of Revenue	\$100.00	
Register	Register Paid Date	Account Code	Deduction		Amount	
031422	3/14/2022	01-00941-000	Iowa State Tax		\$100.00	
Sub Total					\$100.00	

Voucher Number	Bank Name	Account Number	Check Number	Vendor	Amount
031022 HSA	BankFirst	195103		Kim Barge - HSA	\$110.19
Register	Register Paid Date	Account Code	Deduction		Amount
031422	3/14/2022	01-00941-000	HSA Kim Barge		\$110.19
Sub Total					\$110.19
Voucher Number	Bank Name	Account Number	Check Number	Vendor	Amount
031022 HSA	BankFirst	195103		Lauren Barge - HSA	\$110.19
Register	Register Paid Date	Account Code	Deduction		Amount
031422	3/14/2022	01-00941-000	HSA Lauren Barge		\$110.19
Sub Total					\$110.19
Voucher Number	Bank Name	Account Number	Check Number	Vendor	Amount
031022	BankFirst	195103	52620	Madison National Life	\$2,705.79
Register	Register Paid Date	Account Code	Deduction		Amount
031422	3/14/2022	01-00901-000	Life Ins Employer		\$101.25
031422	3/14/2022	01-00941-000	Addtl Life Ins		\$256.84
031422	3/14/2022	01-00941-000	Dependent Life Ins		\$4.20
031422	3/14/2022	01-00941-000	Life Ins Employer		\$770.25
031422	3/14/2022	01-00941-000	Long Term Disability		\$1,534.25
031422	3/14/2022	06-00941-000	Life Ins Employer		\$39.00
Sub Total					\$2,705.79
Voucher Number	Bank Name	Account Number	Check Number	Vendor	Amount
031022 HSA	BankFirst	195103		Megan Virgil - HSA	\$310.69
Register	Register Paid Date	Account Code	Deduction		Amount
031422	3/14/2022	01-00941-000	HSA Megan Virgil		\$310.69
Sub Total					\$310.69
Voucher Number	Bank Name	Account Number	Check Number	Vendor	Amount
031022	BankFirst	195103		MG Trust Company	\$4,274.46
Register	Register Paid Date	Account Code	Deduction		Amount
031422	3/14/2022	01-00941-000	403b Plan		\$175.00
031422	3/14/2022	01-00941-000	403b Plan ROTH		\$3,660.00
031422	3/14/2022	01-00941-000	403b Plan ROTH - 10%		\$255.42
031422	3/14/2022	01-00941-000	403b Plan ROTH - 5%		\$184.04
Sub Total					\$4,274.46
Voucher Number	Bank Name	Account Number	Check Number	Vendor	Amount
031022	BankFirst	195103		Nebraska Department of Revenue	\$11,971.49
Register	Register Paid Date	Account Code	Deduction		Amount
031422	3/14/2022	01-00941-000	State Withholding - NE		\$11,750.57
03152022	3/15/2022	01-00941-000	State Withholding - NE		\$11.64
031422	3/14/2022	06-00941-000	State Withholding - NE		\$209.28
Sub Total					\$11,971.49

Voucher Number	Bank Name	Account Number	Check Number	Vendor	Amount	
031022	BankFirst	195103		Nebraska Retirement System	\$68,289.98	
Register	Register Paid Date	Account Code	Deduction		Amount	
031422	3/14/2022	01-00941-000	NPERS		\$66,128.51	
03152022	3/15/2022	01-00941-000	NPERS		\$381.30	\$66,509.81
031422	3/14/2022	06-00941-000	NPERS		\$1,780.17	
Sub Total					\$68,289.98	
Voucher Number	Bank Name	Account Number	Check Number	Vendor	Amount	
031022 HSA	BankFirst	195103		Patricia Wurdeman - HSA	\$110.19	
Register	Register Paid Date	Account Code	Deduction		Amount	
031422	3/14/2022	01-00941-000	HSA Patricia Wurdeman		\$110.19	
Sub Total					\$110.19	
Voucher Number	Bank Name	Account Number	Check Number	Vendor	Amount	
031022 HSA	BankFirst	195103		Rosa Morelos - HSA	\$110.19	
Register	Register Paid Date	Account Code	Deduction		Amount	
031422	3/14/2022	01-00941-000	HSA Rosa Morelos		\$110.19	
Sub Total					\$110.19	
Voucher Number	Bank Name	Account Number	Check Number	Vendor	Amount	
031022 HSA	BankFirst	195103		Shannon Carroll - HSA	\$681.38	
Register	Register Paid Date	Account Code	Deduction		Amount	
031422	3/14/2022	01-00941-000	HSA Shannon Carroll		\$681.38	
Sub Total					\$681.38	
Voucher Number	Bank Name	Account Number	Check Number	Vendor	Amount	
031022 HSA	BankFirst	195103		Teresa Soderberg - HSA	\$110.19	
Register	Register Paid Date	Account Code	Deduction		Amount	
031422	3/14/2022	01-00941-000	HSA Teresa Soderberg		\$110.19	
Sub Total					\$110.19	
Voucher Number	Bank Name	Account Number	Check Number	Vendor	Amount	
031022	BankFirst	195103	52621	Vision Service Plan	\$1,022.65	
Register	Register Paid Date	Account Code	Deduction		Amount	
031422	3/14/2022	01-00901-000	Vision 125		\$57.91	
031422	3/14/2022	01-00941-000	Vision 125		\$923.05	\$980.96
031422	3/14/2022	06-00941-000	Vision 125		\$41.69	\$41.69
Sub Total					\$1,022.65	
Voucher Number	Bank Name	Account Number	Check Number	Vendor	Amount	
031022	BankFirst	195103	52622	Washington National Insurance Co	\$60.90	
Register	Register Paid Date	Account Code	Deduction		Amount	
031422	3/14/2022	01-00941-000	WA Natl - Cancer Ins 125		\$60.90	
Sub Total					\$60.90	

	Bank Name	Account Number	Check Number	Vendor	Amount
031022	BankFirst	195103	52623	WCS-General Fund	\$166.49
Register	Register Paid Date	Account Code	Deduction		Amount
031422	3/14/2022	01-00941-000	Summer Ins 125		\$164.61
031422	3/14/2022	06-00941-000	Summer Ins 125		\$1.88
Sub Total					\$166.49
Grand Total					\$513,663.69

PASSION, CREATIVITY, & TEAMWORK

RTI[®]

RIVERSIDE TECHNOLOGIES, INC.

105 Gateway Drive | North Sioux City, SD 57049

Spin #143033191 | FRN #0012819603

Form 470 Application Number: 220014653



Wakefield Public School District

802 Highland Street
Wakefield, NE 68784

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March 1, 2022

Wakefield Public School District
802 Highland Street
Wakefield, NE 68784

Dear Leslie Ziska,

Riverside Technologies, Inc. (RTI) is pleased to provide Wakefield Public School District with the following response to Form 470 #220014653. We are confident that our proposed solution provided by our network engineers will exceed your expectations for affordability, quality, performance, and customer support.

Driven by passion, creativity, and teamwork, RTI is committed to providing you with the best hardware and customer service possible. With years of experience in data center engineering, technology support and customer service, your account management team is ready to go above and beyond to find solutions for you. RTI has worked with numerous school districts/organizations in varying industries across the United States, so we understand your unique challenges and are dedicated to developing systems that are efficient for your needs.

RTI can provide the following services to Wakefield Public School District:

- **E-Rate Experience:** RTI's 498 ID (formerly known as SPIN) is 143033191 and has been participating in the E-rate program since 2013.
- **Advanced Networking and Support:** RTI has the highest experience with Cisco, Meraki, HPE, Aruba, and Fortinet networking solutions. We can assist you with anything from design and implementation work to management and support of any network size.
- **Virtualization:** RTI specializes in VMware virtualization products and services in the server, storage, PC, and network spaces.
- **Managed Services:** Whether you need a little extra help with your IT support or want to completely outsource your IT, RTI can offer tailor-made solutions that work for you.

RTI is a trusted advisor and partner who delivers true peace of mind. We provide outstanding customer service, professionalism, advanced technical ability, and premium product. We look forward to collaborating with your school and employees. Together we can make a difference at Wakefield Public School District.

Please do not hesitate to reach out to Matt Collins at 866-804-4388 ext.1044 with any questions. We appreciate the opportunity to do business with you!

Sincerely,



Kevin Heiss
President
Riverside Technologies, Inc.
Cell | 712-490-9981
Phone | 866-804-4388
kevinh@lrti.com

E-Rate 470 request for proposal for network upgrade Wakefield Community School

Project: Update/Add Network Controllers, Switches and Wireless Access Points, as well as Rack and Cabling

1. Seeking up to a total of 46 Access Points, 1 controller, 2 Switches, 1 Wall-Mounted Rack, 4 cable runs, including 3-year maintenance and support, at Wakefield Community School (802 Highland Street, Wakefield, NE 68784). The following equipment must integrate with current network and equipment, which consists of Aruba and Ubiquiti switches:

a. Network Appliances and Access Points

- i. 46 - wireless access points - All should use the same controller and be compatible with each other
 1. 43 wireless access points - Similar or equivalent to the Aruba 515 Series Indoor Access Point
 2. 3 high density wireless access points - Similar or equivalent to the Aruba 535 Series Wi-Fi 6
- ii. 5-Year Cloud Licensing to manage all requested APs if applicable
- iii. 2 - 12-port switches - Similar or equivalent to Aruba 6100 24G 4SFP+
- iv. 5-Year Cloud Licensing to manage all requested switches if applicable
- v. 3-year maintenance/support contract should be included

b. Distribution Frame and Hardware

- i. 1 - Wall mounted network closet rack - Similar or equivalent to V7 RMWC6U-1N 6U. Must be fully enclosed and include a lock.

c. Cabling, Patch Cables and SFP Transceivers

- i. 4 - Multi-Mode SFP Fiber Modules, 10G (2 for each switch)
- ii. 4 - Cable runs - approximately 100ft, 150ft, 200ft, and 250ft - Cat 6 Cable Plenum (or equivalent).
- iii. Any necessary patch cables to complete the project.

d. Services

- i. Managed Internal Broadband Services (MIBS) - looking for equipment that works alongside existing WLAN equipment and provides complete wireless ecosystem visibility, AI-based automated problem and solution identification, historical forensics, wired and wireless network testing, and support for WiFi-6. Prefer a managed service that is a cloud-based WiFi diagnostic and monitoring solution that is vendor agnostic with proactive and reactive troubleshooting capabilities.

e. Installation

- i. Please include installation costs as a separate line item.

Riverside Technologies, Inc.:

Please see our included Quote includes the items listed above.

2. Warranty, applicable taxes and fees, licensing and delivery should be included.
3. Vendor will be expected to provide a list of equipment and related serial numbers.
4. A walkthrough visit will be available on **Feb. 4, 2022**, in order to determine the exact length and scope of any cable runs to be performed. Contact Leslie Ziska (l_ziska@wakefieldschools.org) to make an appointment.
5. All vendors are encouraged to contact the district for consultation concerning district needs before **Feb.**

4, 2022. Vendors must email to make an appointment for consultation with Leslie Ziska (lziska@wakefieldschools.org).

6. Questions must be submitted by email by **Feb. 9, 2022**, to Leslie Ziska (lziska@wakefieldschools.org).
7. If installation is required, no installation work can take place before April 1, 2022.
8. All contracts entered into as a result of this RFP may be contingent upon the specific funding of the FRN at the percentage rate submitted for.
9. If installation is required, vendor understands that they may be asked to work around school schedules to avoid impacting classroom or busy office times.
10. Not including all items listed could eliminate your bid from the evaluation process.
11. Any proposal received for this 470, regardless of service provider, that includes equipment and/or components within equipment that is from companies that have been banned by the FCC will be considered non-responsive and will be disqualified. If a service provider submits a proposal in response to this 470 they are certifying that the equipment and/or components of the equipment they are proposing are not from any FCC banned companies.
12. Pricing must be valid throughout the funding year.
13. Vendor is expected to reply within 3 days to questions associated with their proposal during the PIA review process.
14. Any quote/proposal submitted that does not specifically address the services requested, is generic in nature or otherwise does not meet the requirements contained in this Form 470 may be considered non-responsive and may be disqualified.
15. Include all taxes and associated fees and identify them. The term “applicable taxes and fees” is not acceptable).
16. The quote must clearly identify E-Rate eligible and non-eligible items.
17. Any pricing proposed must comply with the FCC Lowest Corresponding Price Rule as required by the Universal Service First Report and Order then restated in the FCC E-Rate Modernization Report and Order adopted July 11, 2014. The FCC Lowest Corresponding Price rule prohibits an E-Rate services provider from offering or charging E-Rate applicants a price higher than the lowest price that the provider charges to non-residential customers who are similarly situated to a particular school, library, rural health care provider or consortium that purchase directly from the provider.
18. Please indicate your willingness to offer SPI E-Rate billing.
19. The contractor is responsible for providing a valid SPIN (Service Provider Identification Number) at the time the bid is submitted.
20. This equipment purchase depends on partial funding from the E-rate program and should be purchased and delivered within the funding year.
21. We reserve the right to deny any or all proposals associated with this RFP, even after E-Rate funding approval.
22. We reserve the right to fund, or partially fund (proceed with project or purchase) regardless of E-Rate approval.

Riverside Technologies, Inc.:

Acknowledges and complies with the above E-Rate requirements. Note, we’ve included an E-Rate Agreement document that includes SPI Invoicing.

The technology coordinator and district administration will perform the evaluation. The evaluators will consider how well the vendor's proposed solution meets the needs and criteria set forth in the fair and competitive bidding process using the below matrix. It is important that bids be itemized, clear, and complete so that the evaluators can adequately understand all aspects of the proposal. Evaluation results are confidential and the property of Wakefield Community School.

Service Providers may bid on the entire project or any part of it using any of three options:

1. Full proposal (hardware and installation):

- a. Service provider will propose and coordinate configurations with the district to provide a “turn-key” installation.
- b. Install the specified network electronics equipment.
- c. Install specified copper and fiber optics cabling, if needed.
- d. Perform power-on system and functionality tests.
- e. Perform and demonstrate a verification of network connectivity and functionality.
- f. Verify access to the Internet and to district resources.
- g. Verify interoperability with current network equipment.
- h. Provide documentation listing all equipment, part numbers, quantities, serial numbers, IP addressing and equipment naming.
- i. Provide necessary training as agreed upon by vendor and district.
- j. Provide applicable licensing and maintenance agreement.

2. Proposal to list cost of equipment only:

- a. Service provider will deliver each component to its designated secured location.
- b. Provide documentation listing all equipment, part numbers, quantities, and serial numbers.
- c. Provide any applicable licensing and maintenance agreement.

3. Proposal to list cost of configuration and installation only:

- a. Service provider will coordinate equipment configurations with the district.
- b. Install the specified network electronics equipment.
- c. Install specified copper and fiber optics cabling, if needed.
- d. Perform power-on system and functionality tests.
- e. Perform and demonstrate a verification of network connectivity and functionality.
- f. Verify access to the Internet and to district resources.
- g. Verify interoperability with current network equipment.
- h. Provide documentation listing all equipment, location, IP addressing and equipment naming.

Riverside Technologies, Inc.:

RTI has provided a full response to the items listed in the 470/RFP and has line item pricing so you can see the Services Pricing.

All bids are due to the district on or before **March 10, 2022**. Proposals should be submitted via email to address noted below.

Wakefield Community School
802 Highland Street
Wakefield, NE 68784
Attn: Leslie Ziska
lziska@wakefieldschools.org

Evaluation Matrix

Factor	Points Available	Vendor 1	Vendor 2	Vendor 3	Vendor 4
Price of eligible services and products	40				
Compatibility with current network and controllers	20				
Prior experience with vendor	15				
Prices for ineligible products, services and fees	10				
Local or in-state vendor	10				
Willingness to do SPI billing	5				
Total	100				

name

signature

date

Addendum 2

02-09-22

Question from vendor

Can you clarify this part of your RFP for me? I am working on the Ruckus equivalent and wasn't sure you wanted 12 or 24 port switches.

Answer

We listed "**2 - 12-port switches - Similar or equivalent to Aruba 6100 24G 4SFP+**" on the RFP. The model should have been "Aruba 6100 **12G** 4SFP+" for the 12-port model.



FCC Form 470 – Funding Year 2022

Form 470 Application Number: 220014653

Wakefield 2022 Network Upgrade

Billed Entity

WAKEFIELD PUBLIC SCHOOL DIST
802 Highland St
WAKEFIELD, NE 68784
WAYNE
402-287-2012

Contact Information

Andrew Contreras
e-rate@esu1.org
402-287-2061

Billed Entity Number: 138701

FCC Registration Number: 0012819603

Application Type

Applicant Type: School District

Recipients of Services: Pre-K; Public School; Public School District

Number of Eligible Entities: 2

Consulting Firms

Name	Consultant Registration Number	Phone Number	Email
Educational Service Unit 1	17025675	402-287-2061	e-rate@esu1.org
Educational Service Unit 2	17001273	402-721-7710	erate@esu2.org

Consultants

Name	Phone Number	Email
Andrew Contreras	402-287-2061	e-rate@esu1.org
Andrew Contreras	402-287-2061	acontreras@esu1.org

RFPs

Id	Name
130204	Wakefield 2022 RFP and Matrix for Network Upgrade

Category One Service Requests

Service Type	Function	Function Other Description	Minimum Capacity	Maximum Capacity	Entities	Quantity	Unit	Installation and Initial Configuration?	Associated RFPs
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Description of Other Functions

Id	Name
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Narrative

Category Two Service Requests

Service Type	Function	Manufacturer	Manufacturer Other Description	Entities	Quantity	Unit	Installation and Initial Configuration?	Associated RFPs
Internal Connections	Wireless Access Points and Necessary Software and Licenses	Aruba or equivalent			43	Each	Yes	130204
Internal Connections	Wireless Access Points and Necessary Software and Licenses	Aruba or equivalent			3	Each	Yes	130204
Internal Connections	Switches and Necessary Software and Licenses	Aruba or equivalent			2	Each	Yes	130204
Internal Connections	Racks	No Preference			1	Each	Yes	130204
Internal Connections	Cabling	No Preference		2	700	Feet	Yes	130204
Internal Connections	Antennas, Connectors, and Related Components	No Preference		2	4	Each	Yes	130204
Managed Internal Broadband Services	Existing Equipment			2				130204

Description of Other Manufacturers

Id	Name
----	------

Narrative

Wakefield Community School is seeking up to a total of 46 Access Points, 4 lines of Cat 6, 1 controller, 2 switches, and 1 wall-mounted rack, including applicable licensing and 3-year maintenance and support, at 802 Highland Street, Wakefield, NE 68784. Equipment must integrate with the current network and equipment which consists of Aruba and Ubiquiti switches. Details can be found on the attached RFP.

Technical Contact

Leslie Ziska
 Technology Coordinator
 402-287-2012
 lziska@wakefieldschools.org

State and Local Procurement Restrictions

--

Billed Entities

Billed Entity Number	Billed Entity Name
138701	WAKEFIELD PUBLIC SCHOOL DIST

Certifications

I certify that the applicant includes:

I certify that the applicant includes schools under the statutory definitions of elementary and secondary schools found in the No Child Left Behind Act of 2001, 20 U.S.C. §§ 7801 (18) and (38), that do not operate as for-profit businesses, and do not have endowments exceeding \$50 million.

Other Certifications

I certify that this FCC Form 470 and any applicable RFP will be available for review by potential bidders for at least 28 days before considering all bids received and selecting a service provider. I certify that all bids submitted will be carefully considered and the bid selected will be for the most cost-effective service or equipment offering, with price being the primary factor, and will be the most cost-effective means of meeting educational needs and technology goals.

I certify that I will retain required documents for a period of at least 10 years (or whatever retention period is required by the rules in effect at the time of this certification) after the later of the last day of the applicable funding year or the service delivery deadline for the associated funding request. I certify that I will retain all documents necessary to demonstrate compliance with the statute and Commission rules regarding the form for, receipt of, and delivery of services receiving schools and libraries discounts. I acknowledge that I may be audited pursuant to participation in the schools and libraries program.

I certify that I have reviewed all applicable FCC, state, and local procurement/competitive bidding requirements and that I have complied with them. I acknowledge that persons willfully making false statements on this form may be punished by fine or forfeiture, under the Communications Act, 47 U.S.C. §§ 502, 503(b), or fine or imprisonment under Title 18 of the United States Code, 18 U.S.C. § 1001.

I acknowledge that FCC rules provide that persons who have been convicted of criminal violations or held civilly liable for certain acts arising from their participation in the schools and libraries support mechanism are subject to suspension and debarment from the program.

I certify that the services the applicant purchases at discounts provided by 47 U.S.C. § 254 will be used primarily for educational purposes, see 47 C.F.R. § 54.500, and will not be sold, resold or transferred in consideration for money or any other thing of value, except as permitted by the Commission's rules at 47 C.F.R. § 54.513. Additionally, I certify that the entity or entities listed on this form have not received anything of value or a promise of anything of value, other than services and equipment sought by means of this form, from the service provider, or any representative or agent thereof or any consultant in connection with this request for services.

I acknowledge that support under this support mechanism is conditional upon the school(s) and/or library(ies) I represent securing access, separately or through this program, to all of the resources, including computers, training, software, internal connections, maintenance, and electrical capacity necessary to use the services purchased effectively. I recognize that some of the aforementioned resources are not eligible for support. I certify that I have considered what financial resources should be available to cover these costs. I certify that I am authorized to procure eligible services for the eligible entity(ies). I certify that I am authorized to submit this request on behalf of the eligible entity(ies) listed on this form, that I have examined this request, and to the best of my knowledge, information, and belief, all statements of fact contained herein are true.

NOTICE:

In accordance with Section 54.503 of the Federal Communications Commission's ("Commission") rules, certain schools and libraries ordering services that are eligible for and seeking universal service discounts must file this Description of Services Requested and Certification Form (FCC Form 470) with the Universal Service Administrator. 47 C.F.R. § 54.503. The collection of information stems from the Commission's authority under Section 254 of the Communications Act of 1934, as amended. 47 U.S.C. § 254. The data in the report will be used to ensure that schools and libraries comply with the competitive bidding requirement contained in 47 C.F.R. § 54.503. Schools and libraries must file this form themselves or as part of a consortium.

An agency may not conduct or sponsor, and a person is not required to respond to, a collection of information unless it displays a currently valid OMB control number.

The FCC is authorized under the Communications Act of 1934, as amended, to collect the information requested in this form. We will use the information you provide to determine whether you have complied with the competitive bidding requirements applicable to requests for universal service discounts. If we believe there may be a violation or a potential violation of any applicable statute, regulation, rule or order, the information you provide in this form may be referred to the Federal, state, or local agency responsible for investigating, prosecuting, enforcing, or implementing the statute, rule, regulation or order. In certain cases, the information you provide in this form may be disclosed to the Department of Justice or a court or adjudicative body when (a) the FCC; or (b) any employee of the FCC; or (c) the United States Government is a party of a proceeding before the body or has an interest in the proceeding. In addition, information provided in or submitted with this form, or in response to subsequent inquiries, may also be subject to disclosure consistent with the Communications Act of 1934, FCC regulations, the Freedom of Information Act, 5 U.S.C. § 552, or other applicable law.

If you owe a past due debt to the federal government, the information you provide in this form may also be disclosed to the Department of the Treasury Financial Management Service, other Federal agencies and/or your employer to offset your salary, IRS

tax refund or other payments to collect that debt. The FCC may also provide the information to these agencies through the matching of computer records when authorized.

If you do not provide the information we request on the form, the FCC or Universal Service Administrator may return your form without action or deny a related request for universal service discounts.

The foregoing Notice is required by the Paperwork Reduction Act of 1995, Pub. L. No. 104-13, 44 U.S.C. § 3501, et seq.

Public reporting burden for this collection of information is estimated to average 3.5 hours per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, completing, and reviewing the collection of information. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing the reporting burden to the Federal Communications Commission, Performance Evaluation and Records Management, Washington, DC 20554. We also will accept your comments via the email if you send them to PRA@FCC.gov. DO NOT SEND COMPLETED WORKSHEETS TO THESE ADDRESSES.

Authorized Person

Andrew Contreras
Educational Service Unit 1
211 Tenth Street, 211 Tenth Street
Wakefield, NE 68784
Nebraska
402-287-2061
e-rate@esu1.org

Certified Timestamp

01/21/2022 12:54 PM EST



E-Rate

Maximize Every Dollar



E-rate can be complicated sometimes. **Riverside Technologies, Inc. (RTI)** has education technology specialists who understand the ins and outs of E-rate. We have worked with numerous educational institutions across the United States in Category 2 and other E-Rate responses in accordance with the Universal Service Administrative Company (USAC).

Complete, Reliable Solutions

Our consultants maximize every E-rate dollar while reducing complexity and improving security. We offer reliable solutions to help meet your specific technology needs.

Wired and Wireless Solutions

Let us worry about the details. We help improve student classroom performance and ease the teaching burden while reducing network complexity, risk, and cost. We'll ensure you have enough coverage and capabilities for all your devices.

Unified Wired and Wireless Network

Peak performance is the goal. Keep up with constantly changing technology demands with a unified wired and wireless network. Through design analysis and careful planning, we ensure you have the coverage you need.

Managed Services

Enjoy peace of mind. We will create a customized plan within your budget and help you stay ahead of the curve by monitoring, adjusting, and maintaining your IT environment.

Next-Generation Firewall

Protection is key. We will help ensure that your mobile, cloud, and data-sharing interactions are protected without impairing network performance.

Fiber and Cabling

Our BICSI certified engineers can bring increased performance to your network by installing up-to-date Fiber and Category 6 or 6A cables to connect your equipment at its best speeds.

Riverside Technologies, Inc. (RTI) is an IT service provider specializing in managed services, IT hardware, warehouse services, and technology deployment. We understand your challenges, develop creative solutions, and provide unmatched responsiveness. We service corporate clients, educational institutions, and state and local governments nationwide. RTI is your complete IT source.

E-Rate SPIN #14303319



2022 E-Rate Network Upgrade

Quote #MC079264 v1

Prepared For:

Wakefield Community Schools

Main
Leslie Ziska
P.O. Box 330
802 Highland St.
Wakefield, NE 68784

P: (402) 287-2012
E: lziska@wakefieldschools.org

Prepared by:

Riverside Technologies

Matt Collins
748 N 109th Court
Omaha, NE 68154

P: 866.804.4388
E: mcollins@1rti.com

Date Issued:

03.09.2022

Expires:

04.08.2022

Contract:

Aruba WAP's: AP-515 (Classroom) & AP-535's (High Density) w/ 5-years Aruba Central Licensing		Price	Qty	Ext. Price
Q9H63A	Aruba AP-515 (US) Unified AP	\$531.88	43	\$22,870.84
Q9G69A	AP-MNT-MP10-B AP mount bracket 10-pack B	\$86.19	4	\$344.76
R3J16A	AP-MNT-B AP mount bracket individual B: suspended ceiling rail, flat 15/16	\$12.61	3	\$37.83
JZ337A	Aruba AP-535 (US) Unified AP	\$727.39	3	\$2,182.17
R3J18A	AP-MNT-D AP mount bracket individual D: solid surface	\$14.72	3	\$44.16
Q9Y60AAE	Aruba Central AP Foundation 5y Sub E-STU	\$212.33	46	\$9,767.18
Subtotal:				\$35,246.94

Aruba Switches: 6100's w/ 5-years Aruba Central Licensing		Price	Qty	Ext. Price
JL679A	Aruba 6100 12G CL4 2SFP+ 139W Switch	\$714.35	2	\$1,428.70
Q9Y70AAE	Aruba Central 25xx/4100i/6000/6100/8-12p Switch Foundation 5y Sub E-STU	\$357.39	2	\$714.78
Subtotal:				\$2,143.48

Tripp Lite 6U Rack		Price	Qty	Ext. Price
SRW6UDP	6U WM Rack Switch Depth Deep	\$248.73	1	\$248.73
Subtotal:				\$248.73

RTI Cabling & AP Mounting		Price	Qty	Ext. Price
RTI-SVC-CBL	Cabling Services	\$3,545.00	1	\$3,545.00
<ul style="list-style-type: none"> • BICSI Certified Cat 6 data runs for new wireless access point locations – Qty 4 • Professional installation services for new wireless access points – Qty 46 • Professional Installation services for new network rack installation – Qty 1 				
Subtotal:				\$3,545.00



RTI Engineering Services		Price	Qty	Ext. Price
RTI-SVC-ENG	Engineering Services <ul style="list-style-type: none"> • Configure (46) access points into Aruba Central • Prepare, Configure, and Install (2) 12-port switches • Install and configure (1) Tripplite network rack • Remote Day-One Support 	\$3,051.00	1	\$3,051.00
Subtotal:				\$3,051.00

Managed Internal Broadband Services (MIBS) 1-year		Price	Qty	Ext. Price
RTMSP-T0002	Managed Internal Broadband Services (MIBS) 1-year	\$500.00	12	\$6,000.00
Subtotal:				\$6,000.00

Quote Summary	Amount
Aruba WAP's: AP-515 (Classroom) & AP-535's (High Density) w/ 5-years Aruba Central Licensing	\$35,246.94
Aruba Switches: 6100's w/ 5-years Aruba Central Licensing	\$2,143.48
Tripp Lite 6U Rack	\$248.73
RTI Cabling & AP Mounting	\$3,545.00
RTI Engineering Services	\$3,051.00
Managed Internal Broadband Services (MIBS) 1-year	\$6,000.00
Total:	\$50,235.15

Taxes, shipping, handling and other fees may apply. We reserve the right to cancel orders arising from pricing or other errors.

March 1, 2022

Wakefield Public School District
2701 Hill Ave
Spirit Lake, IA 51360

To whom it may concern,

This letter is an agreement that confirms Wakefield Public School District's decision to purchase \$50,235.15 of Erate eligible hardware/professional services from Riverside Technologies, Inc. during the Funding Year 2022 as specified in the attached specification and price quotations.

The procurement of the hardware/professional services will be dependent upon your acceptance of the below terms and conditions:

- I certify an FCC Form 470 was posted and that any related RFP was made available for at least 28 days before considering all bids received and selecting a service provider.
- I certify that the entity or entities listed on this application have not received anything of value or a promise of anything of value, as prohibited by the Commission's rules, other than services and equipment sought by means of this form, from the service provider, or any representative or agent thereof or any consultant in connection with this request for services.
- RTI will not invoice Wakefield Public School District until after July 1, 2022.
- A separate PO must be issued to Riverside Technologies, Inc. for Non-Erate services or hardware.
- The Service Provider will use the FCC Form 474, Service Provider Invoice (SPI) Form, to request reimbursements from the Universal Service Administrative Company (USAC) for eligible services provided at discounted prices. The service provider must provide the service and give a discounted bill to the applicant prior to submitting the FCC Form 474. It is the Applicants responsibility to file the FCC Form 486 within 120 days of receiving FCDL.
- I acknowledge that the Billed Entity is responsible for the full Purchase Order/Agreement dollar amount. Billed Entity is also responsible to check/understand their approved commitment dollar amount from USAC. After 120 days without USAC approval, the Billed Entity is required to pay the outstanding invoice in full and file a BEAR form when approved. I acknowledge that failure to comply with program rules could result in civil or criminal prosecution by the appropriate law enforcement authorities.

We look forward to working with Wakefield Public School District on this project.

Riverside Technologies, Inc.
Kevin Heiss, President

Wakefield Public School District
Leslie Ziska

By: _____

By: _____

Date: _____

Date: _____

PASSION, CREATIVITY, & TEAMWORK



RIVERSIDE TECHNOLOGIES, INC.

748 North 109th Court
Omaha, NE 68154

Wakefield School District Erate Network Upgrade – Statement of Work



Wakefield Schools
802 Highland St, Wakefield NE 68784

Prepared By:

 RIVERSIDE TECHNOLOGIES, INC.	
Mark Jones Project/Field Services Manager	P: 866.804.4388 x1161 C: 712.898.4146 E: MJones@1RTI.com W: www.1RTI.com
101 Gateway Dr. North Sioux City, SD 57049	
<i>Passion Creativity Teamwork</i>	

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About Riverside Technologies, Inc.

Riverside Technologies, Inc. (RTI) is an IT service provider specializing in managed services, IT hardware, warehouse services, and technology deployment. We understand your challenges, develop creative solutions, and provide unmatched responsiveness. We service corporate clients, educational institutions, and state and local governments nationwide. RTI is your complete IT source.

Statement of Work

This Statement of Work (SOW) describes the professional services to be performed by Riverside Technologies, Inc. ("RTI") for Wakefield Schools ("Customer"). This SOW represents a binding agreement between the parties and is governed by, incorporated into, and made part of the professional services ("Agreement") between Riverside Technologies, Inc. and Wakefield Schools. Additional work performed by RTI not explicitly stated in this SOW shall be "out of scope" and will require a "Change Order."

Wakefield School District Erate Network Upgrade

Wakefield Schools – 802 Highland St, Wakefield NE 68784

Experienced RTI personnel, or authorized agents, will perform the following tasks:

Engineering/Field Services:

- Installation of Cat 6 data cable for new wireless access locations – Qty 4
- Removal of existing wireless access points and placed in designated area for district disposal.
- Installation of new wireless access points at existing locations – Qty 42
- Installation of new network rack.
- Installation of new switches.
- Configuration of the switches and access points in Aruba Central.

Hardware:

- Cat 6 data cable (includes all cabling hardware): Qty 4
- New Wireless Access Points: Qty 46
- New 12 port network switches: Qty 2

Hours and Travel

- Weekdays, Weekends, 8-5, other? RTI will collaborate with school district on work schedule.

Project Assumptions:

- Use of school dumpsters for trash disposal.
- No need for a scissor lift.
- Drop tile ceilings throughout the school for WAP installation. Excludes Gyms/Auditoriums/Cafeteria.

Note: Installation requirements that differ from the above assumptions could result in additional charges.

Out of Scope

Any work not specifically provided within this SOW will be considered out of scope unless an approved Change Order is in place covering such work.

Work not included in this SOW:

- Hardware/software/database performance tuning.
- Maintenance/enhancement/development of any source data warehouses or upstream systems.
- Analyzing and fixing data anomalies in upstream/downstream data sources is outside scope of development.
- Training for end users on the use of the application.
- Scissor lift rental.
- Installation of any conduit/raceway/wire mold.

Contact Information

Customer Address	Wakefield Schools 802 Highland St Wakefield NE, 68784
Customer Contact	Leslie Ziska Technology Director (402) 287-2012 lziska@wakefieldschools.org
RTI Account Manager	Matt Collins (866) 804-4388 1044 MCollins@1RTI.com
Systems Engineer	Josh Dosedall (866) 804-4388 x1153 jdosedall@1RTI.com
RTI Project Manager	Mark Jones (866) 804-4388 x1161 Mjones@1RTI.com

Billing Summary

This fixed-fee engagement includes all the necessary services to satisfy this SOW, including travel expenses. Work is to be performed during business hours, defined as Monday – Friday, 8 a.m. to 5 p.m.

Please note: This price is for professional services only. The Bill of Materials contains all applicable costs for hardware, software, and maintenance agreement. Taxes, shipping, handling, and other fees may apply. We reserve the right to cancel orders arising from pricing or other errors.

Acceptance of Proposal

Due to the competitive confidentiality of information provided in the accompanying materials, all such information shall be kept in the strictest confidence and shall not be divulged to persons other than Wakefield Schools employees, unless authorized by RTI. The recommendations by RTI for equipment, programs, and services are based on information that Wakefield Schools has furnished to RTI and on observations by RTI. While RTI believes our price and materials list to be sound, there are many variables that can influence price changes and product availability of equipment, applications, and services which are beyond the reasonable control of RTI.

The signature below affirms and acknowledges that you have read the above contents in its entirety and agree to the terms and conditions of this proposal as outlined.

Accepted for Wakefield Schools by:

Name (Print): _____ Title: _____

Signature: _____ Date: _____

Accepted for Riverside Technologies, Inc. by:

Name (Print): _____ Title: _____

Signature: _____ Date: _____

Riverside Technologies, Inc. (RTI)

Dedicated Team:

Wakefield Public School District

Matt Collins,
Director of Sales

866-804-4388 ext.1044
712-560-6937
mcollins@lrti.com

Miranda Breece,
Sales Associate

866-804-4388 ext.1470
mbreece@lrti.com

Ralph Oxley, Director of
Enterprise Solutions

866-804-4388 ext.1045 319-899-2382
roxley@lrti.com

Erica Kallweit,
Senior Program Manager

(Erate Contracts, Invoicing)
866-804-4388 ext.1072
ekallweit@lrti.com

Kevin Heiss, President

866-804-4388 ext.1002
712-490-9981
kevinh@lrti.com

Green Light Status

Riverside Technologies, Inc. (RTI) is in Green Light Status with the FCC. Please see below:

FRN: 0022877153

SPIN: 143033191

FRN	FRN Name	Red Light Status
0022877153	Riverside Technologies, Inc.	Green Light

Dear Board of Education, Mr. Wulf and Mr. Farup,

Please accept this letter as notice of my resignation at the end of the 2021-2022 school year. I have accepted a position as a preschool teacher at Pender Public Schools.

It has been a pleasure working with the staff at Wakefield Community Schools. I have enjoyed being a part of the preschool program and will cherish the memories and friendships that have come from my time in Wakefield. I have seen many positive changes in the preschool and am thankful to have been a part of them.

Thank you again for the opportunity to work at Wakefield Community Schools. I wish everyone the best and look forward to staying in touch.

Sincerely,



Pam Peters

Jan Simmons
612 Oak Drive
Wayne, NE 68787

March 7, 2022

Wakefield School
802 Highland Street
Wakefield, NE 68784

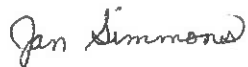
Dear Mr. Farup and Wakefield School Board of Education:

I am writing to inform you that I am going to retire at the end of this school year. My last day will be May 20, 2022.

Thank you for the years of employment and for the opportunity to serve the students. I have truly enjoyed working with them.

Best wishes for the future of Wakefield Community Schools.

Sincerely,

A handwritten signature in cursive script that reads "Jan Simmons".

Jan Simmons

To: Wakefield Community School Board

Re: Retirement

Dear School Board,

With this letter I want to formally announce my retirement on April 29, 2022.

I have enjoyed my years in the school and have loved looking forward to seeing the students and staff every day. Thank you for this opportunity.

Sincerely,

A handwritten signature in cursive script that reads "Dawn Lubberstedt". The signature is written in black ink and is positioned above the printed name.

Dawn Lubberstedt

3-15-22

To all it may concern

Effective the last day of the
2021-2022 school year I am
resigning my position as a
cook for the Wakefield Comm.
School.

Thank you

Christine Roberts

Brandy Langley

17378 C60 Sioux City, IA 51109 | (712) 577-1707 | brlang06@wsc.edu

Objective

To obtain a position with Wakefield Community Schools

Education

BACHELOR OF SCIENCE

- Endorsements: K- 6 Elementary Education and K-6 Special Education
- Supplemental Endorsements: K-12 English as a Second Language, Reading and Writing
- Wayne State College, Wayne, NE
- Degree to be conferred: May 2022
- GPA: 3.9

Teaching Experience

Elementary & Special Ed. Clinical Practicum, Wakefield Public Schools, Wakefield, NE (Current)

- Adapted curriculum lessons by incorporating visuals, manipulatives, and auditory supports
- Managed the classroom with strategies, such as: “you-me,” brag tags, and
- Implemented a behavior plan for a struggling student

English Language Learner Practicum, Wakefield Public Schools, Wakefield, NE (Fall 2021)

- Designed and taught a reading and writing lesson using the SIOP model
- Used nonlinguistic representations to meet needs of learners at all language acquisitions
- Observed elementary, middle, and high school levels of English Language Learners

Special Education Practicum, Norfolk Public Schools, Norfolk, NE (Spring 2021)

- Assisted K-4 students in specific subject areas to enrich learning of content
- Applied different strategies and techniques to fit the needs of individual learners
- Attended SAT, MDT, and IEP meetings to discuss and implement goals for IEP

Reading & Writing Practicum, Norfolk Public Schools, Norfolk, NE (Spring 2021)

- Administrated Dibels testing to assess a student’s literacy skills
- Co-taught using station teaching in small group reading, taught context clues
- Developed a case study on a student regarding assessment and instruction recommendations to assist with reading strategies

Elementary Education Practicum, Bancroft-Rosalie Public School, Bancroft, NE (Fall 2020)

- Taught in-depth math and reading lessons using real-world application
- Measured students understanding with formative and summative assessments
- Differentiated instruction with hands-on, visual, and auditory approaches

Brandy Langley

17378 C60 Sioux City, IA 51109 | (712) 577-1707 | brlang06@wsc.edu

Related Experience

PARAEDUCATOR, TOWER SCHOOL, WAYNE, NE | AUG 2021- DEC 2021

- Reinforced positive behavior with a token economy system for classroom management
- Worked one-on-one implementing interventions and supports for individual students
- Collaborated, communicated, and supported all staff members and students

SUBSTITUTE TEACHER, WAYNE ELEMENTARY, WAYNE, NE | AUG 2021- CURRENT

- Instructed and guided students in different lessons and activities
- Resolved student conflict and enforced classroom rules
- Kept students on task during whole group and independent work

RESIDENT ASSISTANT, RESIDENCE LIFE, WAYNE, NE | JAN 2019- MAY 2021

- Helped residents with needs and any assistance
- Made social interactions and events for residents to partake in
- Respectful and understanding to Alumni, parents, coworkers, supervisors, and bosses

Other Employment

CASHIER | SAMS CLUB | SIOUX CITY, IA | MAY 2020- SEPTEMBER 2021

- Assisted customers in membership services regarding returns and rewards
- Made positive interactions with customers and answered questions regarding merchandise
- Advertised and influenced customer applications of in-store promotions

MANAGER | WSC PHONATHON | WAYNE, NE | JANUARY 15, 2019- 2021

- Maintain a positive, sociable, upbeat attitude with Alumni and parents
- Answer any questions and concerns Alumni or parents may have
- Very persistent and flexible when making calls and conversation

CASHIER | GREENVILLE PHARMACY | SIOUX CITY, IA | APRIL 2015- AUGUST 2018

- Greeted customers, building relationships with loyal customers
- Enhance communication skills working directly with customers answering questions
- Accurately and efficiently kept inventory stocked
- Maintained a clean and organized environment for customers to shop

Activities and Honors

- Dean's List Recipient, Wayne State College
- Student Council for Exceptional Children, Member and Vice President
- Kappa Delta Pi, Education and Behavioral Science Honors Member
- Alpha Lambda Delta, Honors Member and Previous President

BD

Beth Dather

611 6th Ave, Verdigre, NE 68783,
4026404285. bealldat@gmail.com

Professional Summary

Relationship-focused middle school teacher passionate about student success. Prepare students for more rigorous work by offering ample opportunities to discuss and explore topics. Keep classrooms welcoming and supportive with structured approaches and effective disciplinary techniques.

Skills

- Teaching Experience
 - Academic support
 - Student support
 - IEP implementation
 - Strong Relationships
 - Progress monitoring
 - Classroom instruction
 - Parent relations
-

Experience

AUGUST 2016 - MAY 2021

Middle School Math and Science Teacher

St. Rose of Lima School | Crofton, NE Nebraska

- Modeled strength of character and inclusive mindset to enhance student minds, bolster morale, and foster intellectual curiosity.
- Created warm and welcoming learning environment to support academic, social, and emotional development.
- Served on IEP Team and worked with administrative staff to implement classroom support to foster IEP goal achievement.
- Supervised and documented student progress, attendance, and related information in Sycamore.
- Attended and participated in monthly staff meetings.
- Prepared and communicated clear lesson, unit and project objectives to students for both Math and Science.
- Arranged and lead regular parent-teacher conferences to discuss challenges and progress.
- Graded students based on classroom contributions, test scores and assignments.
- Managed needs of all students by adapting teaching methods and instructional materials. To include reading out loud and verbal testing.
- Helped students understand application of scientific principles with use of experiments and lab activities.

MARCH 2016 - MAY 2016

Long-Term 4th Grade Substitute Teacher

Verdigre Public School | Verdigre, NE

- Handled long-term teacher absences, developing lesson plans, grading assignments, and maintaining administrative records.
- Helped students understand concepts by teaching as instructed and

offering one-on-one insight.

- Sustained relationships between parents and school personnel by answering questions and offering support.
- Helped students deal with challenging situations by modeling collaboration, communication, and problem-solving skills.

Education

DECEMBER 2015

Bachelor of Arts Middle Level- Science and English Endorsements

Wayne State College , Wayne, Ne

GPA 3.65

Wakefield Community Schools

802 Highland Street • Wakefield, NE. 68784 • Phone: 402-287-2012

Matt Farup, Superintendent
Angela Zach, High School Principal
Jerad Wulf, Elementary Principal

Home of the Trojans



VOLUNTEER COACHING: STATEMENT OF AGREEMENT

To: Veronica Guenther

From: Matt Farup, Superintendent

Thank you for agreeing to serve as a volunteer Coaches Aide at Wakefield Community School this year. Please note that the Superintendent has approved you serving in a volunteer capacity, and I want to thank you in advance for agreeing to give your time to the furtherance of programs for the young people here in the community. Please also know that coverage under the School District's liability insurance policy goes with Board approval of your volunteer assignment.

As you probably know, the Nebraska School Activities Association (NSAA) governs most interscholastic programs, and a school's team eligibility depends upon compliance with the rules and regulations established by the NSAA. These rules and regulations can prove to be complex at times. If you have any questions concerning these rules and regulations, please visit with your respective Head Coach or contact Mr. Brenn, the Athletic Director.

Also, as you probably know, we have standards of student conduct, which we expect all students to follow under the guidance of teachers, paid coaches, and volunteer coaches alike. If you have any trouble in this area, please let Mr. Brenn, your respective Head Coach, or me know right away. Additionally, the Board of Education expects all coaches to serve as positive role models to the team, and we trust that all volunteer coaches subscribe to that concept as well. If you have any questions or concerns about the oversight that you will provide, the leadership that you will bring to the interscholastic program, or your specific duties, please let Mr. Brenn, your respective Head Coach, or me know right away.

Thank you once again for agreeing to voluntarily give so freely of your time. Your gift of time and talent to the school and community is certainly generous and appreciated.

Handwritten signature of Matt Farup in blue ink.

Matt Farup
Superintendent of Schools

Date 3/4/2022

Handwritten signature of Veronica Guenther in blue ink.

Veronica Guenther

Date 03/04/2022

4041: Staff Dress and Appearance

The attire worn by staff members conveys an important image to students and the general public.

Certificated staff, paraeducators and office staff should generally dress in business casual attire.

Classroom staff **may not** wear the following types of clothing during the traditional school day, when students or visitors are in attendance, or when the employee is supervising, directing or coaching students when the public is in attendance:

- Sweat, jogging and wind suits, except when teaching a physical education activity in the gymnasium or on a playing field or at athletic or other activity practices.
- Shorts, except when teaching physical education class or at athletic or other activity practices.
- Blue jeans, except at athletic or other activity practices.
-
- ~~Yoga pants (leggings, tights) must be discreetly worn covering the buttocks area.~~
- ~~Any clothing which is immodest and may distract other employees or students in the learning environment.~~

The superintendent may temporarily suspend all or a portion of the dress code when other factors support a lower dress expectation for school employees (e.g., special “casual days”).

The appearance of professional staff members shall be appropriate to their assigned duties and indicative of their professional standing in the school and community.

Custodial, maintenance and transportation staff should dress in attire appropriate to the work they are performing.

~~Staff **may not** wear visible body piercing jewelry, including tongue adornment, while at school or during a school function on or off school premises. This prohibition applies to all parts of the body other than the ear.~~

Adopted on: 04/12/2010

Revised on: 07/13/2017

Reviewed on: 11/9/2020

4029: Salary Schedule for Certificated Employees

The board of education recognizes the "salary schedule" and related provisions for compensation currently in effect resulting from negotiations between the board and the education association.

Horizontal Advancement. Certificated employees who wish to advance horizontally on the salary schedule must notify the superintendent in writing prior to ~~April 1~~ **May 15** of the preceding school year. The certificated employee must furnish the superintendent with college transcripts by September 1 for the certificated employee to qualify to move horizontally on the salary schedule. If an institution will not issue an official transcript by September 1, the certificated employee must provide the superintendent with written confirmation by September 1 from a college official attesting that the certificated employee has satisfactorily completed the courses.

Movement Past the BA Column. Certificated employees who wish to advance beyond the BA column must be accepted in a Masters Program that relates to their teaching field or taking graduate level hours needed to earn an additional endorsement that benefits the district, as determined by the superintendent. Certificated employees must inform the superintendent of their enrollment prior to the beginning of their class to discuss its work-related objectives.

Movement Past the MA Column. Certificated employees who wish to advance beyond the MA column must be enrolled in course work that relates to their teaching field, as determined by the superintendent. Certificated employees must inform the superintendent of their enrollment prior to the beginning of their class to discuss its work-related objectives.

Superintendent's Review. The superintendent shall review all requests for advancement on the salary schedule resulting from a certificated employee's acquiring additional teaching experience or for completion of college courses, and shall report all changes to the board of education annually.

Vertical Advancement. A certificated employee may advance only one step vertically on the schedule in any year.

Adopted on: 04/12/2010

Revised on:

Reviewed on: 11/9/2020

4025: Superintendent

The superintendent is hired by and shall report directly to the board of education. All school employees shall be under the direct and/or delegated supervision of the superintendent. All of the grounds and buildings are supervised by the superintendent. He or she shall, at his or her discretion, make the board aware of any needed repairs and improvements. The board of education delegates to the superintendent the power and authority to make necessary corrections and decisions on all matters concerning the running of the school. The board will review all such rulings, corrections, decisions and such at regular or special board meetings.

~~The superintendent is charged with presenting an annual school budget to meet necessary statutory deadlines, and this budget shall be subject to the approval of the board of education and voters at the annual budget hearing and annual meeting. In conjunction with this budget preparation, the superintendent is charged with implementing the budget and shall be authorized to make all purchases he deems necessary after the board of education and voters approve the budget at the budget hearing. The superintendent shall present all of the bills to the board of education and handle all monies in the activity accounts, as well as the lunch account. He or she shall supervise the bookkeeping of the accounts and shall sign all the checks and will have the final approval of how the money is spent. He or she shall be bonded or insured for \$5,000, and this bond or insurance will be provided by the school district. The superintendent shall, monthly, provide a balance sheet showing each activity account.~~

~~¶~~

~~The superintendent shall be in a position of approving all school activities, and he/she may delegate this authority to the principals, teachers, sponsors, etc. Such activities shall include, but not be limited to, the schedule, the closing of school, non-school activities (with board approval), calendars, and media releases.~~

~~¶~~

~~The superintendent will be the chief administrative officer of the board of education and shall keep the board informed on important issues. He or she shall review all certified and non-certified employees applying for vacancies and shall make recommendations regarding these employees.~~

~~¶~~

~~The superintendents other duties include, but are not limited to, the following:~~

- ~~1. Maintain high standards of student conduct and enforce discipline as necessary, according due process to the rights of students.~~
- ~~2. Develop and implement in-service training of teachers, with special responsibility for staff administrative procedures and instruction.~~
- ~~3. Prepare a school calendar for board adoption.~~
- ~~4. Recommend changes in board policy.~~
- ~~5. Be responsible for implementation of board policy.~~
- ~~6. Serve a vocational director.~~
- ~~7. Serve as transportation director.~~
- ~~8. Enforce the negotiated agreement.~~

- ~~9. Supervise the lunch program.¶~~
- ~~10. Supervise the teaching staff and evaluation.¶~~
- ~~11. Supervise the guidance program.¶~~
- ~~12. Supervise extra-curricular activities.¶~~

~~¶~~

~~¶~~

~~¶~~

~~¶~~

[Add link to duties of the Superintendent and Job Description](#)

Adopted on: 04/12/2010

Revised on: 07/13/2015

Reviewed on: 11/9/2020

5034: Handbooks

~~The student handbook is an extension of these policies and has the force and effect of board policy when approved by the board of education.~~

~~¶~~

~~-~~

Adopted on: 06/14/2010

Revised on:

Reviewed on: 04/12/2021

6025: Student Cell Phone and Other Electronic Devices

Students may use cellular phones, **smartwatches** or other electronic devices while at school, so long as they do so safely, responsibly and respectfully and comply with all other school rules while using these devices.

By bringing cell phones, **smartwatches** and other electronic communication devices to school, students consent to the search of said devices by school staff when permitted by law.

Students may not have cell phones **smartwatches** or electronic devices on while they are in locker rooms, restrooms, or any other area in which others may have a reasonable expectation of privacy.

Students may have cell phones **smartwatches** and other electronic devices while they are in school. Students may use electronic devices in classrooms with the express permission of the classroom teacher.

The taking, disseminating, transferring, or sharing of obscene, pornographic, lewd, or otherwise illegal images or photographs, whether by electronic data transfer or otherwise (including things like texting, sexting, e-mailing, etc.) may constitute a crime under state and/or federal law. Any person engaged in these activities while on school grounds, in a school vehicle or at a school activity will be subject to the disciplinary procedures of the student code of conduct.

While on school property, at a school activity, or in a school vehicle, students may not use their cell phones or electronic devices to bully, harass, or intimidate any other person as governed by the student code of conduct.

Students are strictly prohibited from sending, sharing, viewing, or possessing pictures, text messages, e-mails or other material of a sexual, bullying or illegal nature in electronic or any other form on a computer, cell phone or other electronic device while at school. Students who possess prohibited material on their cell phone or other electronic device while at school shall be subject to disciplinary consequences as articulated by the student handbook.

Students may use cell phones **smartwatches** or electronic devices while riding in school vehicles provided they have express permission to do so from the supervisor or driver of the vehicle.

Students shall be personally and solely responsible for the security of their electronic devices. The district is not responsible for theft, loss or damage of any electronic device, including any calls or downloads.

Students who violate this policy will have their cell phones or electronic devices confiscated immediately. The administration will return confiscated devices to the parent or guardian of the offending student, after meeting with the parent or guardian to discuss the rule violation. Students who violate this policy may, at the discretion of the school's administration, be subject to additional discipline, up to and including suspension or expulsion.

Adopted on: 8/9/2010
Revised on: 3/12/2018
Reviewed on: 06/14/2021

Current policy:

Graduation Requirements

The following is a brief guide, which should assist students in selecting courses. Students should consult with their parents, teachers, guidance counselor, or the principal if they have questions regarding registration or graduation requirements.

One hour of credit is granted for each period an academic class meets each week e.g. a typical class meets once a day - five days a week - and five (5) hours credit for that class is granted for each semester. Two hundred forty (240) hours are required for graduation; of these, 180 hours must be in areas other than physical education and music. All classes are solid except PE and music.

The following credits are required for all students for graduation:

English	40 hours (9th, 10th and 11th plus 10 hours of an English course during 12th grade)
Math	30 hours (must include Pre-Algebra or Algebra)
Science	30 hours (must include Earth Science and Biology)
Social Studies	30 hours (must include Government, US History, and World History)
Speech	5 hours
Fine Arts	5 hours (Band, Vocal, or an elective from Art Department)
Physical Education	15 hours

All students are required to be enrolled in a minimum of seven courses per semester.

To be added to the student handbook for the 2022-2023 school year:

Financial Literacy 5 credits

Beginning with the graduating class of 2025, the following credits will be required for graduation:

English	40 credits
Math	30 credits
Science	30 credits
Social Studies	30 credits
Speech	5 credits
Fine Arts	10 credits
Physical Education/Health	10 credits
Career and Technical Education	30 credits
Financial Literacy	5 credits

Total credits required: 240

**WAKEFIELD COMMUNITY SCHOOLS
SUPERINTENDENT JOB DESCRIPTION**

REQUIREMENTS:

- A. Education Level: M.A. or higher preferred. Must qualify for Nebraska Administrative and Supervisory Certificate.
- B. Certification: Must possess a Nebraska Administrative and Supervisory Certificate at all times during employment with a Superintendent endorsement and such other endorsements as required by NDE Rule 10.
- C. Experience Desired: Prior experience as a Superintendent preferred but not required.
- D. Other Requirements: Must have the ability to work effectively with professional staff to provide leadership in a creative learning climate.

REPORTS TO: Board of Education

OVERTIME: Exempt.

Administrative exemption: The Superintendent has the primary duty of performing administrative functions directly related to academic instruction or training.

Executive exemption: The primary duty of the Superintendent is the management of the school district. The Superintendent customarily and regularly directs the work of two or more other employees and has authority to hire or fire other employees or the Superintendent's recommendations as to hiring, firing, promotion or other change of status of other employees are given particular weight.

TASKS

The Superintendent is responsible for planning, directing, or coordinating the academic, clerical, or auxiliary activities of the school district. Specific duties and responsibilities may vary depending on the assignments given by the Board of Education. The Superintendent is expected to adhere to all Board policies and requirements state and federal laws and regulations, including ethics regulations. The tasks to be performed by the Superintendent include the following:

- Prepare for and attend meetings of the Board of Education and present information as requested or as needed.

- Direct and coordinate activities of teachers, administrators, and support staff at schools, public agencies, and institutions.
 - Evaluate curricula, teaching methods, and programs to determine their effectiveness, efficiency, and utilization, and to ensure that school activities comply with federal, state, and local regulations.
 - Collaborate with the administrative team and teachers to develop and maintain curriculum standards, develop mission statements, and set performance goals and objectives.
 - Prepare a budget in accordance with Board directives and state law and regulations. Determine allocations of funds for staff, supplies, materials, and equipment, and authorize purchases.
-
- Determine the scope of educational program offerings, and prepare drafts of course schedules and descriptions in order to estimate staffing and facility requirements.
 - Observe teaching methods and examine learning materials in order to evaluate and standardize curricula and teaching techniques, and to determine areas where improvement is needed.
 - Plan and develop instructional methods and content for educational, vocational, or student activity programs.
 - Prepare and submit budget requests and recommendations, or grant proposals to solicit program funding.
 - Prepare, maintain, or oversee the preparation/maintenance of attendance, activity, planning, or personnel reports and records.
 - Recommend personnel actions related to programs and services. Conduct staff observations and evaluations in accordance with the Board evaluation policy and legal requirements, and assure that observations and evaluations are completed by others who are delegated such duties. Implement improvement or corrective action plans implemented when needed. Make recommendations on employee actions requiring Board action.
 - Recruit, hire, train, and evaluate primary and supplemental staff.
 - Review and approve new programs, or recommend modifications to existing programs, submitting program proposals for school board approval as necessary.
 - Set educational standards and goals, and help establish policies and procedures to carry them out.
 - Collect and analyze survey data, regulatory information, and data on demographic and employment trends to forecast enrollment patterns and curriculum change needs.
 - Confer with parents and staff to discuss educational activities, policies, and student behavioral or learning problems.
 - Counsel and provide guidance to students regarding personal, academic, vocational, or behavioral issues.

- Develop partnerships with businesses, communities, and other organizations to help meet identified educational needs and to provide school-to-work programs.
- Direct and coordinate school maintenance services and the use of school facilities.
- Enforce discipline and attendance rules.
- Organize and direct committees of specialists, volunteers, and staff to provide technical and advisory assistance for programs.
- Review and interpret government codes, and develop programs to ensure adherence to codes and facility safety, security, and maintenance.
- Teach classes or courses to students when necessary in the absence of teachers.
- Write articles, manuals, and other publications, and assist in the distribution of promotional literature about facilities and programs.
- Advocate for new schools to be built, or for existing facilities to be repaired or remodeled.
- Establish, coordinate, and oversee particular programs across school districts, such as programs to evaluate student academic achievement.

KNOWLEDGE

The Superintendent should possess and effectively utilize knowledge in the following areas when performing job tasks:

- Education and Training — Knowledge of principles and methods for curriculum and training design, teaching and instruction for individuals and groups, and the measurement of training effects.
- Administration and Management — Knowledge of business and management principles involved in strategic planning, resource allocation, human resources modeling, leadership technique, production methods, and coordination of people and resources.
- English Language — Knowledge of the structure and content of the English language including the meaning and spelling of words, rules of composition, and grammar.
- Personnel and Human Resources — Knowledge of principles and procedures for personnel recruitment, selection, training, compensation and benefits, labor relations and negotiation, and personnel information systems.
- Sales and Marketing — Knowledge of principles and methods for showing, promoting, and selling products or services. This includes marketing strategy and tactics, product demonstration, sales techniques, and sales control systems.
- Mathematics — Knowledge of arithmetic, algebra, geometry, calculus, statistics, and their applications.
- Communications and Media — Knowledge of media production, communication, and dissemination techniques and methods. This includes alternative ways to inform and entertain via written, oral, and visual media.
- Customer and Personal Service — Knowledge of principles and processes for providing customer and personal services. This includes customer needs assessment, meeting quality standards for services, and evaluation of customer satisfaction.

- Economics and Accounting — Knowledge of economic and accounting principles and practices, the financial markets, banking and the analysis and reporting of financial data.
- Psychology — Knowledge of human behavior and performance; individual differences in ability, personality, and interests; learning and motivation; psychological research methods; and the assessment and treatment of behavioral and affective disorders.
- Clerical — Knowledge of administrative and clerical procedures and systems such as word processing, managing files and records, stenography and transcription, designing forms, and other office procedures and terminology.
- Sociology and Anthropology — Knowledge of group behavior and dynamics, societal trends and influences, human migrations, ethnicity, cultures and their history and origins.
- Law and Government — Knowledge of laws, legal codes, court procedures, precedents, government regulations, executive orders, agency rules, and the democratic political process.
- Public Safety and Security — Knowledge of relevant equipment, policies, procedures, and strategies to promote effective local, state, or national security operations for the protection of people, data, property, and institutions.
- Telecommunications — Knowledge of transmission, broadcasting, switching, control, and operation of telecommunications systems.
- Computers and Electronics — Knowledge of circuit boards, processors, chips, electronic equipment, and computer hardware and software, including applications and programming.
- Therapy and Counseling — Knowledge of principles, methods, and procedures for diagnosis, treatment, and rehabilitation of physical and mental dysfunctions, and for career counseling and guidance.
- Food Production — Knowledge of techniques and equipment for planting, growing, and harvesting food products (both plant and animal) for consumption, including storage/handling techniques.
- Geography — Knowledge of principles and methods for describing the features of land, sea, and air masses, including their physical characteristics, locations, interrelationships, and distribution of plant, animal, and human life.
- Philosophy and Theology — Knowledge of different philosophical systems and religions. This includes their basic principles, values, ethics, ways of thinking, customs, practices, and their impact on human culture.
- Engineering and Technology — Knowledge of the practical application of engineering science and technology. This includes applying principles, techniques, procedures, and equipment to the design and production of various goods and services.
- History and Archeology — Knowledge of historical events and their causes, indicators, and effects on civilizations and cultures.
- Chemistry — Knowledge of the chemical composition, structure, and properties of substances and of the chemical processes and transformations that they undergo. This includes uses of chemicals and their interactions, danger signs, production techniques, and disposal methods.

- Medicine and Dentistry — Knowledge of the information and techniques needed to diagnose and treat human injuries, diseases, and deformities. This includes symptoms, treatment alternatives, drug properties and interactions, and preventive health-care measures.
- Mechanical — Knowledge of machines and tools, including their designs, uses, repair, and maintenance.
- Transportation — Knowledge of principles and methods for moving people or goods by air, rail, sea, or road, including the relative costs and benefits.
- Biology — Knowledge of plant and animal organisms, their tissues, cells, functions, interdependencies, and interactions with each other and the environment.
- Fine Arts — Knowledge of the theory and techniques required to compose, produce, and perform works of music, dance, visual arts, drama, and sculpture.
- Production and Processing — Knowledge of raw materials, production processes, quality control, costs, and other techniques for maximizing the effective manufacture and distribution of goods.
- Building and Construction — Knowledge of materials, methods, and the tools involved in the construction or repair of houses, buildings, or other structures such as highways and roads.
- Design — Knowledge of design techniques, tools, and principles involved in production of precision technical plans, blueprints, drawings, and models.
- Foreign Language — Knowledge of the structure and content of a foreign (non-English) language including the meaning and spelling of words, rules of composition and grammar, and pronunciation.
- Physics — Knowledge and prediction of physical principles, laws, their interrelationships, and applications to understanding fluid, material, and atmospheric dynamics, and mechanical, electrical, atomic and sub-atomic structures and processes.

SKILLS

The Superintendent should possess and effectively utilize the following skills when performing job tasks:

- Coordination — Adjusting actions in relation to others' actions.
- Speaking — Talking to others to convey information effectively.
- Reading Comprehension — Understanding written sentences and paragraphs in work related documents.
- Writing — Communicating effectively in writing as appropriate for the needs of the audience.
- Social Perceptiveness — Being aware of others' reactions and understanding why they react as they do.
- Critical Thinking — Using logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions or approaches to problems.
- Judgment and Decision Making — Considering the relative costs and benefits of potential actions to choose the most appropriate one.

- Active Listening — Giving full attention to what other people are saying, taking time to understand the points being made, asking questions as appropriate, and not interrupting at inappropriate times.
- Management of Personnel Resources — Motivating, developing, and directing people as they work, identifying the best people for the job.
- Systems Evaluation — Identifying measures or indicators of system performance and the actions needed to improve or correct performance, relative to the goals of the system.
- Active Learning — Understanding the implications of new information for both current and future problem-solving and decision-making.
- Learning Strategies — Selecting and using training/instructional methods and procedures appropriate for the situation when learning or teaching new things.
- Systems Analysis — Determining how a system should work and how changes in conditions, operations, and the environment will affect outcomes.
- Complex Problem Solving — Identifying complex problems and reviewing related information to develop and evaluate options and implement solutions.
- Monitoring — Monitoring/Assessing performance of yourself, other individuals, or organizations to make improvements or take corrective action.
- Management of Financial Resources — Determining how money will be spent to get the work done, and accounting for these expenditures.
- Instructing — Teaching others how to do something.
- Management of Material Resources — Obtaining and seeing to the appropriate use of equipment, facilities, and materials needed to do certain work.
- Time Management — Managing one's own time and the time of others.
- Service Orientation — Actively looking for ways to help people.
- Operations Analysis — Analyzing needs and product requirements to create a design.
- Mathematics — Using mathematics to solve problems.
- Persuasion — Persuading others to change their minds or behavior.
- Equipment Selection — Determining the kind of tools and equipment needed to do a job.
- Negotiation — Bringing others together and trying to reconcile differences.
- Quality Control Analysis — Conducting tests and inspections of products, services, or processes to evaluate quality or performance.
- Operation and Control — Controlling operations of equipment or systems.
- Science — Using scientific rules and methods to solve problems.
- Installation — Installing equipment, machines, wiring, or programs to meet specifications.
- Technology Design — Generating or adapting equipment and technology to serve user needs.
- Troubleshooting — Determining causes of operating errors and deciding what to do about it.
- Operation Monitoring — Watching gauges, dials, or other indicators to make sure a machine is working properly.
- Equipment Maintenance — Performing routine maintenance on equipment and determining when and what kind of maintenance is needed.
- Repairing — Repairing machines or systems using the needed tools.

ABILITIES

The Superintendent is to possess and effectively utilize the following abilities when performing job tasks:

- Oral Expression — The ability to communicate information and ideas in speaking so others will understand.
- Written Expression — The ability to communicate information and ideas in writing so others will understand.
- Written Comprehension — The ability to read and understand information and ideas presented in writing.
- Oral Comprehension — The ability to listen to and understand information and ideas presented through spoken words and sentences.
- Speech Clarity — The ability to speak clearly so others can understand you.
- Near Vision — The ability to see details at close range (within a few feet of the observer).
- Fluency of Ideas — The ability to come up with a number of ideas about a topic (the number of ideas is important, not their quality, correctness, or creativity).
- Inductive Reasoning — The ability to combine pieces of information to form general rules or conclusions (includes finding a relationship among seemingly unrelated events).
- Deductive Reasoning — The ability to apply general rules to specific problems to produce answers that make sense.
- Originality — The ability to come up with unusual or clever ideas about a given topic or situation, or to develop creative ways to solve a problem.
- Information Ordering — The ability to arrange things or actions in a certain order or pattern according to a specific rule or set of rules (e.g., patterns of numbers, letters, words, pictures, mathematical operations).
- Problem Sensitivity — The ability to tell when something is wrong or is likely to go wrong. It does not involve solving the problem, only recognizing there is a problem.
- Mathematical Reasoning — The ability to choose the right mathematical methods or formulas to solve a problem.
- Number Facility — The ability to add, subtract, multiply, or divide quickly and correctly.
- Memorization — The ability to remember information such as words, numbers, pictures, and procedures.
- Speech Recognition — The ability to identify and understand the speech of another person.
- Category Flexibility — The ability to generate or use different sets of rules for combining or grouping things in different ways.
- Speed of Closure — The ability to quickly make sense of, combine, and organize information into meaningful patterns.
- Selective Attention — The ability to concentrate on a task over a period of time without being distracted.
- Time Sharing — The ability to shift back and forth between two or more activities or sources of information (such as speech, sounds, touch, or other sources).

- Perceptual Speed — The ability to quickly and accurately compare similarities and differences among sets of letters, numbers, objects, pictures, or patterns. The things to be compared may be presented at the same time or one after the other. This ability also includes comparing a presented object with a remembered object.
- Visualization — The ability to imagine how something will look after it is moved around or when its parts are moved or rearranged.
- Far Vision — The ability to see details at a distance.
- Auditory Attention — The ability to focus on a single source of sound in the presence of other distracting sounds.
- Flexibility of Closure — The ability to identify or detect a known pattern (a figure, object, word, or sound) that is hidden in other distracting material.
- Spatial Orientation — The ability to know your location in relation to the environment or to know where other objects are in relation to you.
- Extent Flexibility — The ability to bend, stretch, twist, or reach with your body, arms, and/or legs.
- Hearing Sensitivity — The ability to detect or tell the differences between sounds that vary in pitch and loudness.
- Manual Dexterity — The ability to quickly move your hand, your hand together with your arm, or your two hands to grasp, manipulate, or assemble objects.
- Finger Dexterity — The ability to make precisely coordinated movements of the fingers of one or both hands to grasp, manipulate, or assemble very small objects.
- Wrist-Finger Speed — The ability to make fast, simple, repeated movements of the fingers, hands, and wrists.
- Trunk Strength — The ability to use your abdominal and lower back muscles to support part of the body repeatedly or continuously over time without 'giving out' or fatiguing.

WORK ACTIVITIES

The Superintendent is to perform the following work activities associated with this position:

- Communicating with Persons Outside Organization — Communicating with people outside the organization, representing the organization to customers, the public, government, and other external sources. This information can be exchanged in person, in writing, or by telephone or e-mail.
 - conduct parent conferences
 - make presentations
- Communicating with Supervisors, Peers, or Subordinates — Providing information to supervisors, co-workers, and subordinates by telephone, in written form, e-mail, or in person.
 - conduct or present information at Board and Board Committee meetings
 - conduct or attend staff meetings
- Getting Information — Observing, receiving, and otherwise obtaining information from all relevant sources.

- Provide Consultation and Advice to Others — Providing guidance and expert advice to management or other groups on technical, systems-, or process-related topics.
 - consult with and provide advice to the Board on operations of the school
 - consult with and provide advice to the administrative team on operations of the school
 - consult with parents or school personnel to determine student needs
 - consult with parents or teachers to develop programs
 - recommend modifications to educational programs
- Coordinating the Work and Activities of Others — Getting members of a group to work together to accomplish tasks.
 - coordinate employee continuing education programs
 - direct and coordinate activities of workers or staff
 - oversee execution of organizational or program policies
- Training and Teaching Others — Identifying the educational needs of others, developing formal educational or training programs or classes, and teaching or instructing others.
 - conduct training for personnel
 - coordinate educational content
 - coordinate instructional outcomes
 - develop instructional materials
- Establishing and Maintaining Interpersonal Relationships — Developing constructive and cooperative working relationships with others, and maintaining them over time.
- Staffing Organizational Units — Recruiting, interviewing, selecting, hiring, and promoting employees in an organization.
 - develop staffing plan
 - evaluate information from employment interviews
 - hire, discharge, transfer, or promote workers
 - interview job applicants
 - recommend personnel actions, such as promotions, transfers, and dismissals
- Developing Objectives and Strategies — Establishing long-range objectives and specifying the strategies and actions to achieve them.
 - develop policies, procedures, methods, or standards
 - establish educational policy or academic codes
 - write public sector or educational grant proposals
- Organizing, Planning, and Prioritizing Work — Developing specific goals and plans to prioritize, organize, and accomplish your work.
 - plan meetings or conferences
 - use time management techniques
- Analyzing Data or Information — Identifying the underlying principles, reasons, or facts of information by breaking down information or data into separate parts.
 - analyze operational or management reports or records
 - analyze organizational operating practices or procedures
 - analyze survey data to forecast enrollment changes
 - evaluate educational outcomes

- Monitoring and Controlling Resources — Monitoring and controlling resources and overseeing the spending of money.
 - develop budgets
- Making Decisions and Solving Problems — Analyzing information and evaluating results to choose the best solution and solve problems.
 - resolve problems in educational settings
- Guiding, Directing, and Motivating Subordinates — Providing guidance and direction to subordinates, including setting performance standards and monitoring performance.
 - assign work to staff or employees
 - establish employee performance standards
 - evaluate performance of employees or contract personnel
 - maintain group discipline in an educational setting
 - motivate workers to achieve work goals
 - orient new employees
 - supervise student extra-curricular activities
- Identifying Objects, Actions, and Events — Identifying information by categorizing, estimating, recognizing differences or similarities, and detecting changes in circumstances or events.
- Performing Administrative Activities — Performing day-to-day administrative tasks such as maintaining information files and processing paperwork.
 - administer educational institutions
 - maintain educational records, reports, or files
 - oversee site-based school management
 - prepare educational reports
- Processing Information—Compiling, coding, categorizing, calculating, tabulating, auditing, or verifying information or data.
- Developing and Building Teams — Encouraging and building mutual trust, respect, and cooperation among team members.
- Judging the Qualities of Things, Services, or People — Assessing the value, importance, or quality of things or people.
- Coaching and Developing Others — Identifying the developmental needs of others and coaching, mentoring, or otherwise helping others to improve their knowledge or skills.
- Monitor Processes, Materials, or Surroundings — Monitoring and reviewing information from materials, events, or the environment, to detect or assess problems.
- Interpreting the Meaning of Information for Others — Translating or explaining what information means and how it can be used.
 - explain rules, policies or regulations
 - prepare instruction manuals
- Documenting/Recording Information — Entering, transcribing, recording, storing, or maintaining information in written or electronic/magnetic form.
- Scheduling Work and Activities — Scheduling events, programs, and activities, as well as the work of others.

- Estimating the Quantifiable Characteristics of Products, Events, or Information — Estimating sizes, distances, and quantities; or determining time, costs, resources, or materials needed to perform a work activity.
- Evaluating Information to Determine Compliance with Standards — Using relevant information and individual judgment to determine whether events or processes comply with laws, regulations, or standards.
- Updating and Using Relevant Knowledge — Keeping up-to-date technically and applying new knowledge to your job.
 - use conflict resolution techniques
 - use government regulations
 - use interpersonal communication techniques
 - use interviewing procedures
 - use public speaking techniques
 - use teaching techniques
- Resolving Conflicts and Negotiating with Others — Handling complaints, settling disputes, and resolving grievances and conflicts, or otherwise negotiating with others.
- Thinking Creatively — Developing, designing, or creating new applications, ideas, relationships, systems, or products, including artistic contributions.
- Interacting With Computers — Using computers and computer systems (including hardware and software) to program, write software, set up functions, enter data, or process information.
- Selling or Influencing Others — Convincing others to buy merchandise/goods or to otherwise change their minds or actions.
- Performing for or Working Directly with the Public — Performing for people or dealing directly with the public. This includes serving customers in restaurants and stores, and receiving clients or guests.
- Assisting and Caring for Others — Providing personal assistance, medical attention, emotional support, or other personal care to others such as coworkers, customers, or patients.
 - counsel individuals with personal problems
- Handling and Moving Objects — Using hands and arms in handling, installing, positioning, and moving materials, and manipulating things.
- Inspecting Equipment, Structures, or Material — Inspecting equipment, structures, or materials to identify the cause of errors or other problems or defects.
- Performing General Physical Activities — Performing physical activities that require considerable use of your arms and legs and moving your whole body, such as climbing, lifting, balancing, walking, stooping, and handling of materials.
- Drafting, Laying Out, and Specifying Technical Devices, Parts, and Equipment — Providing documentation, detailed instructions, drawings, or specifications to tell others about how devices, parts, equipment, or structures are to be fabricated, constructed, assembled, modified, maintained, or used.
- Operating Vehicles, Mechanized Devices, or Equipment — Running, maneuvering, navigating, or driving vehicles or mechanized equipment, such as passenger vehicles.
- Controlling Machines and Processes — Using either control mechanisms or direct physical activity to operate machines or processes (not including computers or vehicles).

- Repairing and Maintaining Electronic Equipment — Servicing, repairing, calibrating, regulating, fine-tuning, or testing machines, devices, and equipment that operate primarily on the basis of electrical or electronic (not mechanical) principles.
- Repairing and Maintaining Mechanical Equipment — Servicing, repairing, adjusting, and testing machines, devices, moving parts, and equipment that operate primarily on the basis of mechanical (not electronic) principles.

ESSENTIAL FUNCTIONS

The essential functions of the Superintendent position include the ability to perform the identified tasks and to possess and utilize the identified knowledge, skills, and abilities and to perform the identified work activities. The essential functions further include the ability to perform the following identified physical requirements:

Essential Physical Requirements						
Superintendent						
Stamina						
1.	Sitting					
2.	Walking					
3.	Standing					
4.	Sprinting/Running					
Flexibility						
5.	Bending or twisting at the neck more than the average person					
6.	Bending or twisting at the trunk more than the average person					
7.	Squatting/Stooping/Kneeling					
8.	Reaching above the head					
9.	Reaching forward					
10.	Repeating the same hand, arm or finger motion many times (For example: typing, data entry, etc.)					
Activities						
11.	Climbing (on ladders, into large trucks/vehicles, etc.)					
12.	Hand/grip strength					
13.	Driving on the job					
14.	Typing non-stop					
Use of Arms and Hands						
15.	Manual dexterity (using a wrench or screwing a lid on a jar)					
16.	Finger dexterity (typing or putting a nut on a bolt)					
Lifting Requirements						
17.	Lifting up to 10 pounds (Mark all that apply)					
	Floor to waist					
	Waist to shoulder					
	Shoulder to overhead					
18.	Lifting 11 to 25 pounds (Mark all that apply)					
	Floor to waist					
	Waist to shoulder					
	Shoulder to overhead					
19.	Lifting 26 to 50 pounds (Mark all that apply)					
	Floor to waist					
	Waist to shoulder					
	Shoulder to overhead					
20.	Lifting 51 to 75 pounds (Mark all that apply)					
	Floor to waist					
	Waist to shoulder					
	Shoulder to overhead					
21.	Lifting 76 plus pounds (Mark all that apply)					
	Floor to waist					
	Waist to shoulder					
	Shoulder to overhead					
22.	Can load/items weighing over 50 pounds that are lifted or carried be shared, or reduced into smaller loads?					
Pushing/Pulling						
23.	25 to 50 pounds					
24.	51 to 75 pounds					
25.	76 to 90 pounds					
26.	Over 90 pounds					
Carrying						
27.	10 to 25 pounds					
28.	26 to 50 pounds					
29.	51 to 75 pounds					
30.	76 to 90 pounds					
31.	Over 90 pounds					

Administrative

Duties of the Superintendent of Schools

1. The superintendent of schools is the chief executive officer of the board of education. The Superintendent shall perform such duties as are assigned by the Board and be subject to the directions given by the Board.
2. Serves as the educational leader of Wakefield Community Schools.
3. Administers the school in conformity with the adopted policies of the board of education, rules and regulations of the State Department of Education in accordance with state law, and all other laws and regulations.
4. Enforces the policies and regulations of the Board of Education, presents recommendations for Board policy, makes a continuous study of the development and needs of the schools, and prepares reports as appropriate to the Board of Education on the condition and development of the schools.
5. Provides long term planning to guide the board in policy development.
6. Makes board of education policies accessible to school board members, school personnel, and the general public.
7. Informs the board of education concerning decisions that are made which are not covered in board of education policies.
8. Attends all board meetings unless excused request, except for those executive sessions in which the Superintendent's reelection is under discussion.
9. Prepares and sends out agenda, special reports and minutes for board of education meetings on the Friday before each regular board meeting.
10. Prepares for monthly and special board of education meetings.
11. Keeps the board informed concerning the total school program.
12. Keeps up-to-date on trends and laws in education by attending local, district, state, and national meetings or conferences with prior board of education approval. (The expenses incurred by attending these meetings will be paid by the school district).
13. Directs the annual audit of school district funds: General Fund, Depreciation Fund, Activity Fund, School Lunch Fund, Special Building Fund, Qualified Capital Purpose Undertaking Fund, Employee Benefit Fund, Bond Fund, Cooperative Fund, Student Fee Fund, all Federal Programs, and the Special Education Program.

14. Prepares the annual budget for the ensuing year with the assistance of the staff and the board of education. After adoption the superintendent is to make every attempt possible to operate within the limits set forth by the budget.
15. Is in charge of all financial matters of the district.
16. Lets bids in terms of price, quality of product and service rendered when needed. On large items in which the board requests bids or items for which action by the board of education is required, the board of education shall determine the bid to be accepted.
17. Orders all supplies, text, library material, AV materials, equipment furniture, etc., when covered by the budget or by specific order of the board of education.
18. After consultation with the other administrators and the appropriate staff, shall make the selection of new text or text series.
19. Keeps an up-to-date inventory of textbooks, library books, moveable equipment, AV equipment, athletic equipment, music equipment, uniforms, computers, etc.
20. With board of education approval, advertises, interviews and offers contracts to teachers.
21. Hires, replaces, and supervises all non-certified employees and recommends their salaries.
22. Assigns or transfers all school personnel to their particular school, jobs, and responsibilities as seems best for the school system.
23. Develops, maintains and operates a constructive program of staff development for all employees of the school system, and for this service the Superintendent shall have power under budget control to employ lecturers, grant temporary leaves from work, and develop professional library facilities as required.
24. Issues such handbooks, manuals or booklets as the Superintendent may deem necessary for the effective administration of the schools. These manuals shall be distributed to the employees, students, parents and others directly concerned. Insofar as the provisions of such handbooks, manuals or booklets are not in violation of the policies and regulations or the officially adopted practices and procedures of the Board or the statutes of the State, these shall be binding.
25. Stresses the importance of public relations that will provide for good school-community relations. Provides the community with adequate information about the activities of the school.
26. Develops the school calendar and presents it to the board for board of education approval.

27. Completes, or oversees the completion of, all forms required by the State Department of Education and sees that they are sent in before the due date.
28. Is responsible for the over-all upkeep and maintenance of the school facilities, grounds, and equipment and sees to their maintenance and safety.
29. Is responsible for all long-range and short term planning concerning school facilities.
30. Shall have a census taken each year of all people under the age of twenty-one whose parents or guardians live within the boundaries of Wayne County School District #90-0560.
31. Adheres to the "Code of Ethics" set forth by the Nebraska Department of Education, the American Association of School Administrators, and Board policy.
32. Oversees the scheduling of buses and drivers for all activity trips.
33. Forms advisory committees or councils, including members who are not employees of the Board of Education, to advise the Superintendent in formulating policies and plans for carrying on the work of the schools. Such committees shall be advisory only and without expense to the School District.
34. Delegate duties or work to subordinate officers or employees as required for the effective administration of the school system except in such matters as when the statutes or resolutions of the Board of Education prohibit the delegation of such authority. Work completed upon delegation of the Superintendent shall be deemed as having been done by the Superintendent of Schools.
35. All reports or recommendations to the Board from any officer or employee under the direction of the Superintendent shall be made to the office of the Superintendent unless otherwise directed by the Board of Education.
36. A job description for the Superintendent will be adopted from time to time by the Board of Education which the Superintendent shall be expected to adhere to.