

## **Board of Education Regular Meeting**

Monday, June 13, 2016 5:30 PM

Gothenburg Public Schools Discovery Center  
1322 Avenue I  
Gothenburg, NE 69138

The mission of Gothenburg Public Schools is to prepare all students to become lifelong learners within a positive and innovative learning environment.

### **Attendance Taken at :**

#### **Present Board Members:    Other Present:**

Devin Brundage: Present	Seth Ryker	Ellen Mortenson -- Times
Amber Burge: Present	Allison Jonas	Jay Holmes
Lisa Geiken: Present		
Jon Hudson: Present	James Widdifield	Tyler Herman
Jeremy Sitorius: Present	Mary Meisinger	
Nate Wyatt: Present		
	Michael Teahon, Superintendent	
	Kay Streeter, Business Manager	

#### **1. Call to Order & Pledge of Allegiance**

#### **2. Approve the Agenda**

#### **3. Recognition of Visitors**

#### **4. Hearings**

**4.1. Public Hearing to discuss, consider and receive input on Student Fees Policy.**

**4.2. Public Hearing to discuss, consider, and receive input on Parent Involvement Policy.**

**5. Business Items**

**5.1. Action Items**

**5.1.1. Consent Agenda**

**5.1.2. Acknowledge accreditation status from Nebraska Department of Education  
Accreditation Certificate from NDE**

**5.1.3. Consider resignations of certificated staff (Executive Session Possible.)**

**5.1.4. Consider initial contracts for certificated staff for the 2016-17 school year.  
(Executive Session Possible)**

**5.1.5. Consider approval of extra-duty assignments for 2016-17 year.**

**5.1.6. Review of lunch program and consider proposal to set lunch prices for 2016-  
17.**

**5.2. Reports**

**5.2.1. Board of Education Reports**

**5.2.2. Proposed Handbooks and Evaluation Instruments**

**5.2.3. Administrative Reports**

**6. Policy Review**

**7. Discussion Items**

**7.1. Executive session to discuss strategy for potential real estate purchases.**

**8. Next Meeting**

**9. Adjournment**

BOARD OF EDUCATION MEETING

June 13, 2016

5:30 P.M.

Board of Education Regular Meeting  
June 13, 2016 5:30 PM  
Gothenburg Public Schools Discovery Center

**1. Call to Order & Pledge of Allegiance**

Mr. Wyatt

The mission of Gothenburg Public Schools, in partnership with the entire community, is to prepare all students within a positive, innovative, learning environment to become lifelong learners in the 21st century. A copy of the open meetings law is posted on the wall of the Board Room and is available to the public.

**2. Approve the Agenda**

Mr. Wyatt

The Board reserves the right to rearrange the order of items as needed.

**3. Recognition of Visitors**

**4. Hearings**

**1. Public Hearing to discuss, consider and receive input on Student Fees Policy.**

Dr. Teahon

The Board President will declare the Hearing open. 1. Review of Student Fees Policy 2. Review of the amount of money collected from students pursuant to, and the use of waivers provided in, the student fees policies of District #20 for the 2014-15 year. 3. Public comment, information, and input concerning Student Fees Policy. The Board President will declare the Hearing closed.

**2. Public Hearing to discuss, consider, and receive input on Parent Involvement Policy.**

Dr. Teahon

The Board President will declare the hearing open. 1. Review of Parent Involvement Policy (Policy 6400). 2. Public comment, information, and input concerning Parent Involvement Policy. The Board President will declare the hearing closed.

**5. Business Items**

**1. Action Items**

**1. Consent Agenda**

Mr. Wyatt,  
President

1. Approval of Previous Minutes a. Minutes of Regular Meeting held on May 9th, 2016 b. Minutes of Special Meeting held on May 20th, 2016 c. Corrected Minutes of March 14, 2016 Board Meeting The terms of the contract were reported incorrectly in the minutes. The contract goes through June 30, 2019 instead of June 30, 2018 as listed. The actual terms were included in the agenda item, the documentation, the discussion and the actual contract. 2. Approval of the Treasurer's Report 3. Approval of the Warrants / Bills a. Petty Cash b. Student Activity c. Hot Lunch d. Bank Statement e. Summary of Accounts and Receipts f. Monthly Expenditure Report g. Check Journal 4. Excuse Absent Board Members 5. Consider Option Enrollment Requests Sanger, Colter K from Brady 2016-17 Shafer, Cassandra 12 from Eustis-Farnam 2016-17 Shafer, Haylee 6 from Eustis-Farnam 2016-17 Shafer, Summer 8 from Eustis-Farnam 2016-17 Waddell, Katherine 2 from Eustis-Farnam 2016-17

**2. Acknowledge accreditation status from Nebraska Department of Education Accreditation Certificate from NDE**  
The State Board of Education voted to classify the Gothenburg Public School system as Accredited for the period of July 1, 2016, through June 30, 2017. This action follows a recommendation of the State Accreditation Committee and is based upon records indicating that District #20 operated in compliance with the accreditation requirements in Rule 10. This action confers upon the Gothenburg School system the legal right to fulfill provisions of the compulsory education law, to promote students, and to draw upon and expend tax funds.

**3. Consider resignations of certificated staff (Executive Session Possible.)**

Board Policy 4112 Release from Contract, states that "the action on a release from contract received after April 15th each year shall be discretionary with the Board. The earlier the request for release is submitted, the greater will be the likelihood of the release being granted. Requests for release received by the Superintendent after June 1st will ordinarily not be granted. Releases may be made subject to the conditions, including liquidated damages, payment of costs of securing a replacement, and the condition that a suitable replacement be secured." The resignation of Mr. Marcus Messersmith was approved at a Special Meeting held on May 20th, at 7:30 a.m. No further action is needed. No other resignations have been submitted.

**4. Consider initial contracts for certificated staff for the 2016-17 school year. (Executive Session Possible)**

Contracts for Mr. Nick Miller and Mrs. Ligia Peterson were approved at a Special Meeting held on May 20, 2016, at 7:30 a.m. No further action is needed.

**5. Consider approval of extra-duty assignments for 2016-17 year.**

Dr. Teahon

Mr. Ryker has submitted a list of extra-duty assignments for 2016-17 school year.

6. Review of lunch program and consider proposal to set lunch prices for 2016-17. Dr. Teahon  
PRICES Federal lunch program requires that districts eventually raise the price of their meals to a number equivalent to a reimbursable meal. I have also included a spreadsheet with lunch prices for the schools within the SWC as part of the proposal. None of the SWC schools offer more than two entre choices for lunch

## 2. Reports

### 1. Board of Education Reports

### 2. Proposed Handbooks and Evaluation Instruments

Dr. Teahon

1. Junior-Senior High Student Handbook (Attachments include Handbook and proposed changes) 2. Elementary Handbook (Attachments include Handbook and proposed changes) 3. Faculty Handbook (Attachments include Handbook and proposed changes) A. Certificated Employee Evaluation Instrument (Reg 4150 A) 4. Coaches Handbook (Attachments include Handbook and proposed changes) 5. Non-Certificated Employee Handbook (Attachments include Handbook and proposed changes) A. Employment Agreement - Form A - Non-Certificated B. Employee Evaluation Instrument - Non-Certificated 6. Administrators Evaluation Instruments A. Principal Evaluation Instrument B. Activities Director Evaluation Instrument C. Superintendent Evaluation Instrument 7. Volunteer Handbook

### 3. Administrative Reports

Dr. Teahon

1. Topic Specific Administrative Reports 2. General Administrative Reports a. Facilities Transportation (Mr. Holmes) b. Primary (Mrs. Jonas) c. Elementary (Mr. Widdifield) d. Activities (Mr. Ryker) e. High School (Mr. Evans) f. Superintendent (Dr. Teahon)

## 6. Policy Review

Dr. Teahon

Dawson County School District #20, Gothenburg Public Schools, participates in a policy update and revision process with the Perry Law Firm through Educational Service Unit #10. Mr. Perry typically sends proposed revisions upon completion of the legislative session so policies may not be available for the June meeting. According to the bylaws of the board, while policies may typically be introduced in one meeting and approved at a second meeting, policies may be approved in a single meeting if necessary. This may become applicable if policies are proposed which impact handbooks and are not received until after the June meeting. Internal Board Policies Policy 8310 - Formulation of Policies Policy 8320 - Adoption, amendment, or suspension of polices Bylaws of the Board Policy 9200 - Formulation, Adoption, Amendment of Policies

## 7. Discussion Items

### 1. Executive session to discuss strategy for potential real estate purchases.

Excerpts from Board Policy 9370 Closed Sessions The Board of Education may hold a closed session by the affirmative vote of a majority of its voting members if a closed session is clearly necessary for the protection of the public interest or for the prevention of needless injury to the reputation of an individual and if such individual has not requested a public meeting. The vote to hold a closed session shall be taken in open session. The subject matter and the reason necessitating the closed session shall be identified in the motion to close. If the motion to close passes, then the presiding officer immediately prior to the closed session shall restate on the record the limitation of the subject matter of the closed session. The Board shall restrict its consideration of matters during the closed portions to only those purposes set forth in the motion to close as the reason for the closed session. The meeting shall be reconvened in open session before any formal action may be taken. (The presiding officer will declare the session closed after discussion is completed.)

## 8. Next Meeting

Next Regular Meeting scheduled for July 11, 2016 TBD.

## 9. Adjournment

Board of Education Regular Meeting  
 May 09, 2016 5:30 PM  
 Gothenburg Public Schools Discovery Center

The mission of Gothenburg Public Schools, in partnership with the entire community, is to prepare all students within a positive, innovative, learning environment to become lifelong learners in the 21st century.

**Attendance Taken at 5:30 PM**

Present Board Members:

Devin Brundage  
 Amber Burge  
 Lisa Geiken  
 Jon Hudson  
 Jeremy Sitorius  
 Nate Wyatt

Others Present:

Randy Evans  
 Seth Ryker  
 Jim Widdifield  
 Allison Jonas  
 Wes Hird  
 Jay Holmes  
 Kim Graff  
 Beth Barrett-Times

**Call to Order & Pledge of Allegiance**

5:30 PM

**Approve the Agenda**

Motion to approve the agenda passed with a motion by Jon Hudson and a second by Amber Burge.

Devin Brundage	Yes	Jon Hudson	Yes
Amber Burge	Yes	Jeremy Sitorius	Yes
Lisa Geiken	Yes	Nate Wyatt	Yes

**Recognition of Visitors**

**Consent Agenda**

Motion to approve the consent agenda as presented passed with a motion by Devin Brundage and a second by Jeremy Sitorius.

Approve Board Minutes April 11, 2016

Approve Treasurers Report

Approve Warrants/Bills

Excuse Absent Board Members-None

Consider Option Enrollment Requests-None

Devin Brundage	Yes	Jon Hudson	Yes
Amber Burge	Yes	Jeremy Sitorius	Yes
Lisa Geiken	Yes	Nate Wyatt	Yes

**Consider resignations of certificated staff**

**Motion Passed:** Motion to accept resignation of Mrs. Kim Sudbeck passed with a motion by Jeremy Sitorius and a second by Lisa Geiken. Board thanks Mrs. Sudbeck for her service to Gothenburg Public Schools.

Devin Brundage	Yes	Jon Hudson	Yes
Amber Burge	Yes	Jeremy Sitorius	Yes
Lisa Geiken	Yes	Nate Wyatt	Yes

**Consider initial contracts for certificated staff for the 2016-17 school year.**

**Motion Passed:** A motion to approve an initial contract(s) for the 2016-17 school year for Jena Bowman, Connie Rocker, and Erin Beavers passed with a motion by Devin Brundage and a second by Amber Burge.

Devin Brundage	Yes	Jon Hudson	Yes
Amber Burge	Yes	Jeremy Sitorius	Yes
Lisa Geiken	Yes	Nate Wyatt	Yes

**Board of Education Regular Meeting**  
May 09, 2016 5:30 PM  
Gothenburg Public Schools Discovery Center  
Page 2

**Board of Education Reports**

A location for the Pre-School has been secured. Met with Methodist Church representatives and a lease is being prepared for signatures. Curriculum training will begin Wednesday for all providers. Thank you to all who worked to make this happen.

**Administrative Reports**

**High School--Mr. Evans**

Graduation, May 15, 2016. Mr. Hudson, Mr. Sitorius, and Mr. Wyatt will help with the ceremony. Rehearsal will be May 13 at 8:15 AM. Making changes to the student handbook for the 2016-17 school year. Registration for Credit Recovery has started. Sessions will begin June 1-28.

**Activities--Mr. Ryker**

Girls track claimed 8th SWC win in 9 years. Boys were 4th place. District track in Ogallala May 12. Boys District Golf in McCook, May 16. Spring Athletic program May 17 in Performing Arts Center. Extra duty assignments will be ready for June board meeting. Girls and boys won SWC Cup Award.

**Primary/SPED--Mrs. Jonas**

Track meet for K-3 will be May 10. Thank you to Mr. Mahlberg for putting together the Elementary Track Meet. QU wedding will be May 20 in the PAC. SPED personnel working on case loads for next year. K-2 Math Scores look fabulous with average scores of 90%. Jump Start and Summer School July 11-29.

**Elementary--Mr. Widdifield**

Track meet scheduled today for grades 4-6 was postponed until Wednesday due to rain forecast. Thank you to Mr. Meuret and Mrs. Speck and all staff that put on another great spring music program. Students did a great job. Fifth grade will leave for Halsey trip May 12-13. Congratulations to Mr. Belanger for a great band concert. Elementary students have made great progress this year. Outdoor Ed finished their 39th consecutive year. Another wonderful time of golfing, riding horses, canoeing, fishing and other outdoor activities. Thank you to all who participated. AR data for the year. NeSA testing complete for the year. Received Grant for Playground. Family Fun Night was a success.

**Jr. Hi Principal--Mr. Hird**

Nebraska State Championship will be Saturday May 15. Jr. High Spring vocal concert will be May 12. NeSA assessments are complete for Spring, 2016. Working on Jr. High schedules for 2016-2017.

**Maintenance--Mr. Holmes**

Marquee sign has been repaired. Mid West Tennis and Track have inspected the track and determined that it will not need the UV topcoat this summer. Basketball goals in both gyms have been inspected by Meyo Enterprises. New fixtures for community building shower area will be installed this summer. North elementary playground is in planning and organization stages.

**Board of Education Regular Meeting**  
May 09, 2016 5:30 PM  
Gothenburg Public Schools Discovery Center  
Page 3

**Superintendent--Dr. Teahon**

Preschool will be held in the United Methodist Church facility for 2016-17. Melissa Bell will be the preschool teacher. Legislative session was uneventful. National test such as ACT will replace NeSA for Juniors in 2017-18. Questions remain on how this will impact Nebraska State Standards. State formulas will also be effected. Upcoming Meetings: GNSA; STANCE; NCSA Executive Board; GNS. SWC Leadership Summit is being scheduled to discuss leadership, and how we can improve our schools. Last student will be May 24. Staff will have May 25-26 to work in their rooms and have a technology/curriculum day.

**Discussion Items**

A special meeting will be called before the regular June meeting to approve resignations as well as approve contracts.

**Next Meeting**

June 13, 2016--5:30 PM

**Adjournment**

**Motion Passed:** Motion to approve adjournment at 6:09 PM passed with a motion by Jon Hudson and a second by Jeremy Sitorius.

Devin Brundage	Yes	Jon Hudson	Yes
Amber Burge	Yes	Jeremy Sitorius	Yes
Lisa Geiken	Yes	Nate Wyatt	Yes

Kay Streeter, Business Manager/Recording Secretary

**Board of Education Special Meeting**

May 20, 2016 7:30 AM

High School Conference Room

The mission of Gothenburg Public Schools, in partnership with the entire community, is to prepare all students within a positive, innovative, learning environment to become lifelong learners in the 21st century.

**Attendance Taken at 7:30 AM:**

Present Board Members:

Devin Brundage  
Amber Burge  
Lisa Geiken  
Jeremy Sitorius  
Nate Wyatt

Others Present:

Kay Streeter-Business Manager

Absent Board Members:

Jon Hudson

**Call to Order & Pledge of Allegiance**

7:35 A.M.

**Approve the Agenda and Excuse Absent Board Members**

**Motion Passed:** Motion to approve the agenda and excuse absent board members passed with a motion by Devin Brundage and a second by Lisa Geiken.

Devin Brundage	Yes	Jon Hudson	Absent
Amber Burge	Yes	Jeremy Sitorius	Yes
Lisa Geiken	Yes	Nate Wyatt	Yes

**Recognition of Visitors-None**

**Action Items**

**Consider resignations of certificated staff.**

**Motion Passed:** Motion to accept resignation of Mr. Marcus Messersmith at the end of the 2015-2016 school year passed with a motion by Amber Burge and a second by Jeremy Sitorius.

Devin Brundage	Yes	Jon Hudson	Absent
Amber Burge	Yes	Jeremy Sitorius	Yes
Lisa Geiken	Yes	Nate Wyatt	Yes

**Consider contracts for certificated staff for the 2016-17 school year.**

**Motion Passed:** A motion to approve contract for Ligia Peterson and an initial contract for Nick Miller for the 2016-2017 school year passed with a motion by Amber Burge and a second by Jeremy Sitorius.

Devin Brundage	Yes	Jon Hudson	Absent
Amber Burge	Yes	Jeremy Sitorius	Yes
Lisa Geiken	Yes	Nate Wyatt	Yes

**Next Meeting**

June 13, 2015--5:30 P.M.

**Adjournment Motion Passed:** Motion to approve adjournment at 7:38 A.M. passed with a motion by Jeremy Sitorius and a second by Lisa Geiken.

Devin Brundage	Yes	Jon Hudson	Absent
Amber Burge	Yes	Jeremy Sitorius	Yes
Lisa Geiken	Yes	Nate Wyatt	Yes

Kay Streeter, Recording Secretary/Business Manager

**SCHOOL DISTRICT # 20**  
Treasurer's Report for the month of:  
**May 2016**

**GENERAL FUND**

04/30/16	Balance from last month		\$	3,295,114.81
05/05/16	Int CD xxx732 - 1410	\$		98.18
05/05/16	Int CD xxx888 - 1410	\$		38.87
05/05/16	Int CD xxx889 - 1410	\$		123.74
05/05/16	Summer School - 1220	\$		125.00
05/05/16	Ryker - 1100-670-2	\$		36.24
05/05/16	St of Neb-Unclaimed Property 1-5690	\$		4,049.67
05/06/16	Hot Lunch Payroll-April	\$		9,914.53
05/06/16	Pearson Education refund - 1100-420-2	\$		105.08
05/06/16	Bais Yaakov settlement - 5690	\$		56.30
05/11/16	St. of Neb- HC Claim Pmt	\$		100.27
05/11/16	St. of Neb- HC Claim Pmt	\$		628.48
05/11/16	St. of Neb- HC Claim Pmt	\$		1,703.72
05/13/16	Dawson County Treasurer Direct Deposit	\$		1,953,864.22
05/13/16	Custer County Treasurer Direct Deposit	\$		217,570.26
05/20/16	Hot Lunch Payroll-May	\$		9,213.13
05/20/16	St/Fed Withholding Taxes-May	\$		2,818.64
05/20/16	Laptop Purchase-5691	\$		401.00
05/20/16	St. of Neb-Special Ed School Age Reimbursement 14-15 FFR	\$		52,306.00
05/24/16	TeamMates 1100-318-0	\$		400.00
05/24/16	credit recovery - 1220	\$		250.00
05/24/16	University of Oregon NETA Conf refund 2222-313-1	\$		139.00
05/24/16	Gothenburg Dance Center - 1910	\$		350.00
05/24/16	The Crossing - 1910	\$		200.00
05/26/16	Int CD xxx055 - 1910	\$		2,506.85
05/26/16	Int CD xxx303 - 1410	\$		1,281.12
05/26/16	Sunbelt Rentals refund 2620-318	\$		190.21
05/26/16	City of Gothenburg Tobacco licenses - 1610	\$		90.00
05/26/16	City of Gothenburg liquor licenses - 1610	\$		2,300.00
05/26/16	Lincoln Co Treasurer - 20 -	\$		248,047.44
05/31/16	St. of Neb-State aid to education-May	\$		24,942.31
05/31/16	Interest DDA xxx063	\$		305.09
	<b>Total receipts for month</b>		<b>\$</b>	<b>2,534,155.35</b>
	<b>Dawson County transfers to</b>			
	<b>Special Building Fund</b>		<b>\$</b>	<b>11,426.15</b>
	<b>Bond Fund</b>		<b>\$</b>	<b>136,824.78</b>
	<b>Custer County transfers to</b>			
	<b>Special Building Fund</b>		<b>\$</b>	<b>1,318.44</b>
	<b>Bond Fund</b>		<b>\$</b>	<b>9,930.91</b>
	<b>Total Warrants paid</b>		<b>\$</b>	<b>760,157.75</b>
05/31/16	<b>Balance</b>		<b>\$</b>	<b><u>4,909,612.13</u></b>
05/31/16	First State Bank xxx101	\$		510,616.96
05/31/16	First State Bank xxx063	\$		1,713,818.91
	COD#xxx303 First State Bank 0.30% due 11-16-16	\$		1,027,708.90
	COD#xxx055 Gothenburg State Bank 0.40% due 5-16-17	\$		1,000,000.00
	COD#xxx839 Gothenburg State Bank 0.40% due 6-06-17	\$		234,300.35
	COD#xxx988 First State Bank 0.25% due 6-13-16	\$		20,705.98
	COD#xxx306 Gothenburg State Bank 0.25% due 7-8-16	\$		250,000.00
	COD#xxx889 First State Bank 0.60% due 1-10-17	\$		82,722.09
	COD#xxx888 First State Bank 0.60% due 1-10-17	\$		25,983.51
	COD#xxx732 First State Bank 0.92% due 10-10-18	\$		43,755.43
05/31/16	<b>Balance of investments and accounts</b>		<b>\$</b>	<b><u>4,909,612.13</u></b>

**SCHOOL DISTRICT # 20**  
Treasurer's Report for the month of:  
**May 2016**

**SPECIAL BUILDING FUND**

04/30/16 Balance		\$ 908,271.83
05/24/16 Dawson County Treas - transfer from General Fund	\$ 11,426.15	
05/24/16 Custer County Treas - transfer from General Fund	\$ 1,318.44	
05/26/16 Lincoln County Treas	\$ 1,606.56	
05/31/16 Interest DDA xxx866	\$ 236.31	
<b>Total receipts</b>	<b>\$ 14,587.46</b>	
<b>Total Warrants paid</b>	<b>\$ 19,000.00</b>	
<b>Transfers:</b>		
<b>Transfer to General Fund</b>	<b>\$ 4,471.70</b>	
<b>05/31/16 Balance</b>		<b><u>\$ 899,387.59</u></b>
05/31/16 First State Bank xxx866	\$ 899,387.59	
05/31/16 First State Bank xxx321	<u>\$ -</u>	
<b>05/31/16 Balance of investments and accounts</b>		<b><u>\$ 899,387.59</u></b>

**EMPLOYEE BENEFIT ACCOUNT**

04/30/16 Balance		\$ 55,539.48
05/20/16 Teacher Dues/Flex Plan	\$ 6,180.95	
05/20/16 Boson-2nd half	\$ 577.74	
05/26/16 City of Gothburg - Clymer Ins - June	\$ 588.62	
<b>Total Receipts</b>	<b>\$ 7,347.31</b>	
<b>Total Warrants paid</b>	<b>\$ 7,517.51</b>	
<b>05/31/16 Balance</b>		<b><u>\$ 55,369.28</u></b>
05/31/16 First State Bank - xxx545	\$ 55,369.28	
<b>05/31/16 Balance of investments and accounts</b>		<b><u>\$ 55,369.28</u></b>

**SCHOOL DISTRICT # 20**  
Treasurer's Report for the month of:  
**May 2016**

**DEPRECIATION FUND**

04/30/16 <b>Balance</b>			\$ 553,532.99
05/31/16 Interest DDA xxx515	\$	59.10	
<b>Total receipts</b>		<b>\$ 59.10</b>	
<b>Total Warrants paid</b>		<b>\$ -</b>	
05/31/16 <b>Balance</b>			<u><u>\$ 553,592.09</u></u>
05/31/16 Gothenburg State Bank xxx515	\$	343,714.64	
COD #xxx476 Gothenburg State Bank 0.25% due 8-20-16	\$	100,000.00	
COD#xxx266 First State Bank 0.40% due 8-24-16	\$	59,922.64	
COD#xxx477 Gothenburg State Bank 0.25% due 8-30-16	\$	50,000.00	
05/31/16 <b>Balance of investments and accounts</b>			<u><u>\$ 553,637.28</u></u>

**SCHOOL DISTRICT 20 BOND FUND**

04/30/16 <b>Balance</b>			\$ 605,229.11
05/26/16 Lincoln Co-K-8	\$	8,769.44	
05/26/16 Lincoln Co-9-12	\$	11,537.96	
05/24/16 Custer Co-transfer from General Fund K-8	\$	462.19	
05/24/16 Custer Co-transfer from General Fund 9-12	\$	9,468.72	
05/24/16 Dawson Co-transfer from General Fund K-8	\$	54,779.87	
05/24/16 Dawson Co-transfer from General Fund 9-12	\$	82,044.91	
05/31/16 Interest acct xxx753	\$	169.83	
<b>Total Receipts</b>		<b>\$ 167,232.92</b>	
<b>Total paid out</b>		<b>\$ -</b>	
05/31/16 <b>Balance</b>			<u><u>\$ 772,462.03</u></u>
05/31/16 First State Bank Acct xxx753	\$	772,462.03	
05/31/16 <b>Balance of Investments and accounts</b>			<u><u>\$ 772,462.03</u></u>
05/31/16 <b>TOTAL DEPOSITS OF THE DISTRICT</b>			<u><u>\$ 7,190,468.31</u></u>

Prepared by Randall G. Waskowiak, Treasurer Dist # 20

RW

**SCHOOL DISTRICT # 20**  
Treasurer's Report for the month of:  
**May 2016**

**First State Bank-total deposits**

DDA xxx101 General Fund	\$	510,616.96
DDA xxx321 Special Building Fund	\$	-
DDA xxx753 Bond Fund	\$	772,462.03
DDA xxx063 General Fund	\$	1,713,818.91
DDA xxx866 Special Building Fund	\$	899,387.59
DDA xxx545 Employee Benefit Account	\$	55,369.28
CD#xxx266 Depreciation Fund	\$	59,922.64
CD#xxx732 General Fund	\$	43,755.43
CD#xxx888 General Fund	\$	25,983.51
CD#xxx889 General Fund	\$	82,722.09
CD#xxx988 General Fund	\$	20,705.98
CD#xxx303 General Fund	\$	1,027,708.90

Total deposits to be covered by Insurance  
both FDIC and securities \$ 5,212,453.32

**Collateral Pledged**

	<u>Amount</u>	<u>Maturity</u>	<u>Receipt #</u>
<b>First State Bank, Gothenburg, Nebraska</b>			
Bellevue NE Pub Safety Dept Muni Cusip: 079212U38	\$ 200,000.00	6/1/2033	107533
Central City NE RFDG Muni Cusip: 153091BC6	\$ 155,000.00	6/15/2024	606911
Colfax Cnty NE S.D. #123 Muni Cusip: 194045AU4	\$ 200,000.00	12/15/2025	100960
Douglas Cnty NE SID #404 Muni Cusip: 25932KCA1	\$ 125,000.00	1/15/2030	605757
Douglas Cnty NE SID #441 Muni Cusip: 25930EBQ3	\$ 160,000.00	10/15/2025	107527
Douglas Cnty NE SID #496 Muni Cusip: 25927LCK4	\$ 125,000.00	5/15/2032	605758
Douglas Cnty NE SID #503 Muni Cusip: 25931EET3	\$ 100,000.00	8/15/2025	606310
Douglas Cnty NE SID #530 Muni Cusip: 25930LAW5	\$ 160,000.00	8/15/2028	107528
Douglas Cnty NE SID #541 Muni Cusip: 25932DAC5	\$ 100,000.00	5/15/2032	606315
Edgar NE Muni Bldg Muni Cusip: 279763CT1	\$ 200,000.00	9/1/2031	107532
FHLMC Agency Cusip: 3134G36X3	\$ 1,000,000.00	3/28/2018	617662
Furnas Cnty NE Muni Cusip: 36109PAQ1	\$ 240,000.00	12/15/2029	612254
GNMA Pass-thru Pool MA2247 Cusip: 36179QP88	\$ 930,031.00	9/20/2044	611833
Imperial Cnty FACS AGY NE Muni Cusip: 452705AS5	\$ 125,000.00	12/15/2028	606909
Nemaha Cnty NE S.D.#29 Muni Cusip: 64044XBP5	\$ 100,000.00	12/15/2033	105579
Otoe Cnty NE S.D. #27 Muni Cusip: 68905TDT3	\$ 200,000.00	12/15/2033	102807
Sarpy Cnty NE SID #202 Muni Cusip: 80377FCG6	\$ 100,000.00	1/15/2026	606311
Sarpy Cnty NE SID #223 Muni Cusip: 80373JBU2	\$ 100,000.00	9/15/2020	606308
Sarpy Cnty NE SID #235 Muni Cusip: 803763DF5	\$ 100,000.00	6/15/2033	606317
Sarpy Cnty NE SID #241 Muni Cusip: 803739CA7	\$ 100,000.00	4/15/2026	606312
Sarpy Cnty NE SID #261 Muni Cusip: 80376RDC9	\$ 100,000.00	4/15/2033	606316
Saunders Cnty NE S.D.#9 Muni Cusip: 80449PEB7	\$ 200,000.00	12/15/2033	105811
South Sioux City NE Muni Cusip: 840380BR9	\$ 200,000.00	6/15/2028	107531
<b>Total pledged</b>	<b>\$ 5,020,031.00</b>		

**SCHOOL DISTRICT # 20**  
Treasurer's Report for the month of:  
**May 2016**

**Gothenburg State Bank - Total deposits**

COD#xxx839 General Fund	\$ 234,300.35
COD#xxx306 General Fund	\$ 250,000.00
COD#xxx476 Depreciation Fund	\$ 100,000.00
DDA xxx515 Depreciation Fund	\$ 343,714.64
COD#xxx477 Depreciation Fund	\$ 50,000.00
COD#xxx055 General Fund	\$ 1,000,000.00
<b>Total</b>	<b>\$ 1,978,014.99</b>

Reconciled by Kay Streeter

05/31/16 DDA #xxx490 Hot Lunch Fund	\$ 77,772.38
05/31/16 DDA #xxx771 Student Activity Fund	\$ 189,085.49
05/31/16 DDA #xxx822 Petty Cash Fund	\$ 2,132.10
05/31/16 DDA #xxx852 Student Fees Fund	\$ 22,991.96

Total deposits to be covered by Insurance  
both FDIC and agency securities

**\$ 2,269,996.92**

**Collateral Pledged**

	<u>Amount</u>	<u>Maturity</u>	<u>Receipt #</u>
<b>Gothenburg State Bank, Gothenburg, Nebraska</b>			
Bellevue NE Muni Cusip: 079212H25	\$ 90,000.00	12/15/18	194021310
Bellevue NE Muni Cusip: 079212G91	\$ 65,000.00	12/15/17	194021307
Dawson NE Public Power Dist Muni Cusip: 239421DE7	\$ 205,000.00	6/15/17	186015706
Dodge Cnty NE S.D.#595 Muni Cusip: 256449AZ2	\$ 60,000.00	12/15/15	229032880
Dodge Cnty NE S.D.#595 Muni Cusip: 256449BA6	\$ 70,000.00	12/15/16	229032890
Douglas Cnty NE SID #432(Hillsborough Pointe) Muni Cusip: 25929BAG5	\$ 55,000.00	10/15/17	210001793
Douglas Cnty NE SID #432(Hillsborough Pointe) Muni Cusip: 25929BAH3	\$ 55,000.00	10/15/18	210001794
Federal Home Ln Bks Cusip: 3133XFPR1	\$ 165,000.00	6/10/16	210001558
Federal Home Ln Bks Cusip: 3130A0JR2	\$ 1,000,000.00	12/13/19	210003571
GNMA Pass-thru X Platinum Pool 781824 Cusip: 36241KAZ1	\$ 40,000.00	11/15/34	280021720
GNMA Pass-thru X Platinum Pool 781824 Cusip: 36241KAZ1	\$ 40,000.00	11/15/34	280021720
GNMA Pass-thru Pool 783091 Cusip: 36241LNG7	\$ 70,000.00	6/15/40	194023397
GNMA REMIC Trust 2010-29 Cusip: 38376XQY2	\$ 175,000.00	12/20/38	194023219
GNMA REMIC Trust 2010-29 Cusip: 38376XQY2	\$ 135,000.00	12/20/38	194023219
GNMA REMIC Trust 2010-29 Cusip: 38376XQY2	\$ 145,000.00	12/20/38	194023219
GNMA REMIC Trust 2009-116 Cusip: 38376PK82	\$ 155,000.00	11/16/38	322001361
GNMA REMIC Trust 2013-116 Cusip: 38378VJ48	\$ 120,000.00	2/20/43	322001384
Ord NE Rural Fire Protn Dist Muni Cusip: 68574TAF6	\$ 70,000.00	8/15/20	210003333
Wallace Vlg NE Muni Cusip: 93239TAC8	\$ 119,000.00	10/1/29	210003511
Washington Cnty NE S.D. 24 Muni Cusip: 93811RBU7	\$ 270,000.00	12/15/2022	210003932
<b>Total Pledged</b>	<b>\$ 3,104,000.00</b>		

# Check Journal

Fiscal Year: 2016

Check Number	Date	Vendor ID	Vendor Name	Direct Deposit
Invoice	Invoice Date	PO Number	Ereq Num	Accrued
Count Number			PO Date	Payment
			Description	
			Payable	
<b>Journal Number: 311      Check Journal      Posted: 05/16/2016</b>				
<b>Computer Checks</b>				
<b>1 - GENERAL FUND</b>				
Bank Account :A - Fsb				
00054232	05/11/2016	ALLIJONA	Allison Jonas	
Supplies	05/11/2016		05/11/2016	Teacher Appreciation
1-1100-410-1			Teaching Supplies-elementary	-70.07      70.07
			Invoice Total:	-70.07      70.07
			Check Total:	-70.07      70.07
00054233	05/11/2016	CITYGOTH	City Of Gothenburg	
April	05/11/2016		05/11/2016	Utilities
1-2610-322-0			Electricity	-10,771.49      10,771.49
1-2610-323-0			Water/sewer	-807.60      807.60
1-2610-690-0			Other Expense	-1,510.20      1,510.20
			Invoice Total:	-13,089.29      13,089.29
			Check Total:	-13,089.29      13,089.29
00054234	05/11/2016	DAYDONUT	Daylight Donut Shop	
412596	05/11/2016		05/11/2016	Supplies
1-1100-410-1			Teaching Supplies-elementary	-47.75      47.75
			Invoice Total:	-47.75      47.75
			Check Total:	-47.75      47.75
1235	05/11/2016	GOTHHOSP	Gothenburg Memorial Hospital	
101262	05/11/2016		05/11/2016	Drug Testing
1-2750-690-0			Other Expense	-33.00      33.00
			Invoice Total:	-33.00      33.00
			Check Total:	-33.00      33.00
00054236	05/11/2016	NCSA	Nebraska Council of School Administrators	
Registration	05/11/2016		05/11/2016	NCE Conference
1-1460-318-2			Purchased Services	-280.00      280.00
			Invoice Total:	-280.00      280.00
			Check Total:	-280.00      280.00
00054237	05/11/2016	NDE-ECTC	NDE-ECTC	
Supplies	05/11/2016		05/11/2016	Early Childhood
1-4400-410-1			Pre-School SPED-Supplies	-85.00      85.00
			Invoice Total:	-85.00      85.00
			Check Total:	-85.00      85.00
00054238	05/11/2016	OMAHWORL	Omaha World-herald	
160501	05/11/2016		05/11/2016	Advertising
1-2310-350-0			Advertising/printing	-700.00      700.00
			Invoice Total:	-700.00      700.00
			Check Total:	-700.00      700.00
00054239	05/11/2016	PERFTRUC	Performance Truck & Trailer	
3170/3200	05/11/2016		05/11/2016	Bus Maint/Repair
1-2750-337-0			Tires & Parts	-14.48      14.48
.750-338-0			Bus Repairs/main.	-440.00      440.00
			Invoice Total:	-454.48      454.48

# Check Journal

Fiscal Year: 2016

Check Number	Date	Vendor ID	Vendor Name	PO Date	Description	Payable	Direct Deposit Accrued Payment
Invoice Count Number	Invoice Date	PO Number	Ereq Num Account Description	PO Date	Description	Payable	Payment
Check Total:						-454.48	454.48
00054240	05/11/2016	PONYEXPR	Pony Express Chevrolet				
260819/1	05/11/2016			05/11/2016	Bus Maint/Repair		
1-2750-337-0			Tires & Parts			-168.77	168.77
1-2750-338-0			Bus Repairs/main.			-110.40	110.40
Invoice Total:						-279.17	279.17
Check Total:						-279.17	279.17
<b>1 - GENERAL FUND</b>						<b>-15,038.76</b>	<b>15,038.76</b>
<b>Total of Computer Checks</b>						<b>-15,038.76</b>	<b>15,038.76</b>
Fund Summary							
1 - GENERAL FUND						-15,038.76	15,038.76
Payroll Summary							
<b>Report Total:</b>						<b>-15,038.76</b>	<b>15,038.76</b>

# Check Journal

Fiscal Year: 2016

Check Number Invoice Account Number	Date Invoice Date	Vendor ID Invoice Date PO Number	Vendor Name Ereq Num Account Description	PO Date	Description	Payable	Direct Deposit Accrued Payment
<b>Journal Number: 325</b>			<b>Check Journal</b>		<b>Posted: 06/07/2016</b>		
<b>Computer Checks</b>							
<b>1 - GENERAL FUND</b>							
Bank Account :A - Fsb							
00054251	05/20/2016	LYNNSTEVE	Lynnette Stevens				
May	05/20/2016			05/19/2016	Purchased Services		
1-1100-318-0			Purchased Services-High Ability			-400.00	400.00
					Invoice Total:	-400.00	400.00
					Check Total:	-400.00	400.00
00054252	05/25/2016	CAROKEIS	Carol Keiser				
Mileage	05/25/2016			05/25/2016	Travel		
1-1216-670-0			Travel			-9.20	9.20
					Invoice Total:	-9.20	9.20
					Check Total:	-9.20	9.20
00054253	05/25/2016	CHRILECH	Chris Lecher				
Supplies	05/25/2016			05/25/2016	Supplies		
1-1100-410-1			Teaching Supplies-elementary			-12.00	12.00
					Invoice Total:	-12.00	12.00
					Check Total:	-12.00	12.00
00054254	05/25/2016	DANEANDE	Danette Anderson				
MANDT	05/25/2016			05/25/2016	MANDT Training		
1-1221-319-1			In-service			-225.00	225.00
					Invoice Total:	-225.00	225.00
					Check Total:	-225.00	225.00
00054255	05/25/2016	DANJENSE	Dan Jensen				
Supplies	05/25/2016			05/25/2016	Supplies		
1-1100-410-2			Teaching Supplies-secondary			-241.67	241.67
					Invoice Total:	-241.67	241.67
					Check Total:	-241.67	241.67
00054256	05/25/2016	GOTHSTAT	Gothenburg State Bank				
Payroll	05/25/2016			05/25/2016	May Payroll		
1-2510-660-0			Data Processing			-75.00	75.00
					Invoice Total:	-75.00	75.00
					Check Total:	-75.00	75.00
00054257	05/25/2016	JOHNDEER	John Deere Financial				
43621	05/25/2016			05/25/2016	Supplies		
1-1450-410-2			Vocational Ag Supplies			-69.55	69.55
1-2610-410-0			Supplies			-26.96	26.96
1-2620-318-0			Purchased Services			-198.69	198.69
					Invoice Total:	-295.20	295.20
					Check Total:	-295.20	295.20
00054258	05/25/2016	KITTMUSI	Kittle's Music				
1492	05/25/2016			05/25/2016	Supplies		
1-1181-410-2			Instrumental Music Supplies			-725.00	725.00
					Invoice Total:	-725.00	725.00
					Check Total:	-725.00	725.00

# Check Journal

Fiscal Year: 2016

Check Number	Date	Vendor ID	Vendor Name				Direct Deposit
Invoice	Invoice Date	PO Number	Ereq Num	PO Date	Description	Payable	Accrued
Account Number			Account Description				Payment
00054259	05/25/2016	MARCSPEC	Marcia Speck				
May	05/25/2016			05/25/2016	Vocal		
1-1180-318-2			Vocal			-591.25	591.25
					Invoice Total:	-591.25	591.25
					Check Total:	-591.25	591.25
00054260	05/25/2016	NDESPED	Nebraska Department of Education				
ECKERS-3	05/25/2016			05/25/2016	Training		
1-4400-318-1			Purchased Service			-35.00	35.00
					Invoice Total:	-35.00	35.00
					Check Total:	-35.00	35.00
00054261	05/25/2016	NSBA 1	NE State Bandmasters Assoc.				
Membership	05/25/2016			05/25/2016	Membership		
1-1181-318-2			Purchased Services			-65.00	65.00
					Invoice Total:	-65.00	65.00
					Check Total:	-65.00	65.00
00054262	05/25/2016	ROGEKOEH	Roger Koehler				
Mileage	05/25/2016			05/25/2016	Travel		
1-1480-670-2			Business Education Travel			-84.70	84.70
					Invoice Total:	-84.70	84.70
					Check Total:	-84.70	84.70
00054263	05/25/2016	TIMNEGL	Tim Negley				
Mileage	05/25/2016			05/25/2016	Travel		
1-1450-670-2			Vocational Ag Travel			-137.50	137.50
					Invoice Total:	-137.50	137.50
					Check Total:	-137.50	137.50
00054264	05/25/2016	TRI-KLAWN	Tri-K-Lawn Services				
228435	05/25/2016			05/25/2016	Maintenance		
1-2620-318-0			Purchased Services			-2,586.25	2,586.25
					Invoice Total:	-2,586.25	2,586.25
					Check Total:	-2,586.25	2,586.25
00054265	05/25/2016	USBANK	U.S. Bank				
9190	05/25/2016			05/25/2016	Supplies/Travel/Fuel		
1-1100-318-1			Purchased Services			-160.00	160.00
1-1100-318-2			Purchased Services			-115.00	115.00
1-1100-410-1			Teaching Supplies-elementary			-237.61	237.61
1-1100-410-2			Teaching Supplies-secondary			-137.80	137.80
1-1100-670-1			Travel-elementary			-125.98	125.98
1-1100-670-2			Travel-secondary			-259.78	259.78
1-1181-318-2			Purchased Services			-121.00	121.00
1-1221-670-1			Travel-elementary			-410.00	410.00
1-1400-410-2			Industrial Arts Supplies			-544.53	544.53
1-1450-410-2			Vocational Ag Supplies			-119.98	119.98
1-2222-318-2			Purchased Service			-99.00	99.00
1-2222-430-2			Books			-568.26	568.26
1-2222-670-2			Library Travel			-342.68	342.68
1-2320-410-0			Office Supplies			-122.84	122.84
1-2750-336-0			Gas & Oil			-195.97	195.97

# Check Journal

Fiscal Year: 2016

Check Number	Date	Vendor ID	Vendor Name	PO Date	Description	Payable	Direct Deposit Accrued Payment
Invoice Account Number	Invoice Date	PO Number	Ereq Num Account Description	PO Date	Description	Payable	Payment
1-2750-690-0			Other Expense			-219.22	219.22
					Invoice Total:	-3,779.65	3,779.65
					Check Total:	-3,779.65	3,779.65
00054266	05/31/2016	AAASPRINK	AAA Sprinklers				
2458	05/31/2016			06/07/2016	Maintenance		
1-2620-318-0			Purchased Services			-97.70	97.70
					Invoice Total:	-97.70	97.70
					Check Total:	-97.70	97.70
00054267	05/31/2016	ASCENT	AS Central Services				
1008966	05/31/2016			06/07/2016	Internet		
1-2510-382-0			Telephone-internet Line Usage			-227.47	227.47
					Invoice Total:	-227.47	227.47
					Check Total:	-227.47	227.47
00054268	05/31/2016	BAMFINC	Bamford, Inc.				
15493	05/31/2016			06/07/2016	Maintenance		
1-2620-318-0			Purchased Services			-500.00	500.00
					Invoice Total:	-500.00	500.00
					Check Total:	-500.00	500.00
00054269	05/31/2016	CHARCOMM	Charter Communications				
0000229	05/31/2016			06/07/2016	Internet		
1-2510-382-0			Telephone-internet Line Usage			-220.01	220.01
					Invoice Total:	-220.01	220.01
					Check Total:	-220.01	220.01
00054270	05/31/2016	CHEMSEAR	Chemsearch				
2321413	05/31/2016			06/07/2016	Supplies		
1-2610-410-0			Supplies			-358.50	358.50
					Invoice Total:	-358.50	358.50
2326326	05/31/2016			06/07/2016	Supplies		
1-2610-410-0			Supplies			-719.94	719.94
					Invoice Total:	-719.94	719.94
					Check Total:	-1,078.44	1,078.44
00054271	05/31/2016	CITYGOTH	City Of Gothenburg				
May	05/31/2016			06/07/2016	Utilities		
1-2610-322-0			Electricity			-5,243.63	5,243.63
1-2610-323-0			Water/sewer			-648.60	648.60
1-2610-690-0			Other Expense			-1,510.20	1,510.20
					Invoice Total:	-7,402.43	7,402.43
					Check Total:	-7,402.43	7,402.43
00054272	05/31/2016	COMPLOGI	Computer Logic Group Inc.				
7652/SIS000719	05/31/2016			06/07/2016	Updates		
1-1100-318-0			Purchased Services-High Ability			-2,750.00	2,750.00
					Invoice Total:	-2,750.00	2,750.00
					Check Total:	-2,750.00	2,750.00
00054273	05/31/2016	CONNORB	Connie Norby				
May	05/31/2016			06/07/2016	Mileage to Parents		
1-2750-333-0			Mileage To Parents			-362.17	362.17

# Check Journal

Fiscal Year: 2016

Check Number	Date	Vendor ID	Vendor Name	PO Date	Description	Payable	Direct Deposit Accrued Payment
Invoice Account Number	Invoice Date	PO Number	Ereq Num Account Description				
					Invoice Total:	-362.17	362.17
					Check Total:	-362.17	362.17
00054274	05/31/2016	CULLIGAN	Culligan				
1018702	05/31/2016			06/07/2016	Maintenance		
1-2620-318-0			Purchased Services			-84.00	84.00
					Invoice Total:	-84.00	84.00
					Check Total:	-84.00	84.00
00054275	05/31/2016	DANJENSE	Dan Jensen				
Composite	05/31/2016			06/07/2016	Class Composite		
1-2410-690-2			Other Expense			-150.00	150.00
					Invoice Total:	-150.00	150.00
					Check Total:	-150.00	150.00
00054276	05/31/2016	DANSCHER	Daniel Scherer				
Fuel	05/31/2016			06/07/2016	Fule		
1-2750-336-0			Gas & Oil			-26.66	26.66
					Invoice Total:	-26.66	26.66
					Check Total:	-26.66	26.66
00054277	05/31/2016	DEESFLOR	Dee's Floral & Gifts				
24777	05/31/2016			06/07/2016	Supplies		
1-1100-410-1			Teaching Supplies-elementary			-34.00	34.00
					Invoice Total:	-34.00	34.00
					Check Total:	-34.00	34.00
00054278	05/31/2016	DELLMARK	Dell Marketing, L.P.				
XJXCTN6P3	05/31/2016			06/07/2016	Computer Hardware		
1-1100-560-2			Computer Hardware			-2,185.20	2,185.20
					Invoice Total:	-2,185.20	2,185.20
					Check Total:	-2,185.20	2,185.20
00054279	05/31/2016	EAKEOFFI	Eakes Office Solutions				
126793/6881052	05/31/2016			06/07/2016	Computer Hardware/Copier Lease		
1-1100-532-0			Copier Lease/Purchase			-4,955.94	4,955.94
1-1100-560-2			Computer Hardware			-750.00	750.00
					Invoice Total:	-5,705.94	5,705.94
					Check Total:	-5,705.94	5,705.94
00054280	05/31/2016	ESU #10	Esu #10				
070600	05/31/2016			06/07/2016	Voc Ed/SPED/Deaf Ed		
1-1210-390-0			Hearing Conservation			-2,311.25	2,311.25
1-1212-318-0			Vocational Adjustment Co-op			-965.70	965.70
1-1221-319-2			In-service			-2,225.00	2,225.00
1-1232-318-0			SPED Purchsed Services (SRS)			-30.00	30.00
					Invoice Total:	-5,531.95	5,531.95
					Check Total:	-5,531.95	5,531.95
00054281	05/31/2016	FEEDSTORE	The Feed Store, Inc.				
738317	05/31/2016			06/07/2016	Maintenance		
1-2620-318-0			Purchased Services			-927.50	927.50
					Invoice Total:	-927.50	927.50
					Check Total:	-927.50	927.50

# Check Journal

Fiscal Year: 2016

Check Number	Date	Vendor ID	Vendor Name				Direct Deposit
Invoice	Invoice Date	PO Number	Ereq Num	PO Date	Description	Payable	Accrued
Account Number			Account Description				Payment
00054282	05/31/2016	FRANINC	Franzen Inc.				
128257	05/31/2016			06/07/2016	Maintenance		
1-2620-318-0			Purchased Services			-187.00	187.00
					Invoice Total:	-187.00	187.00
					Check Total:	-187.00	187.00
00054283	05/31/2016	GOGUARD	GoGuardian				
12261	05/31/2016			06/07/2016	Chromebook Filtering		
1-1100-560-2			Computer Hardware			-4,400.00	4,400.00
					Invoice Total:	-4,400.00	4,400.00
					Check Total:	-4,400.00	4,400.00
00054284	05/31/2016	GOTHHOSP	Gothenburg Memorial Hospital				
Boson	05/31/2016			06/07/2016	Bus Driver Exam		
1-2750-690-0			Other Expense			-29.00	29.00
					Invoice Total:	-29.00	29.00
					Check Total:	-29.00	29.00
00054285	05/31/2016	GOTHRURAL	Gothenburg Rural Health Clinic				
Boson	05/31/2016			06/07/2016	Bus Driver Exam		
1-2750-690-0			Other Expense			-110.00	110.00
					Invoice Total:	-110.00	110.00
					Check Total:	-110.00	110.00
00054286	05/31/2016	GOTHTIME	Gothenburg Times				
May	05/31/2016			06/07/2016	Supplies/Advertising		
1-1100-410-1			Teaching Supplies-elementary			-130.00	130.00
1-2310-350-0			Advertising/printing			-561.39	561.39
1-2410-410-2			Supplies			-33.00	33.00
					Invoice Total:	-724.39	724.39
					Check Total:	-724.39	724.39
00054287	05/31/2016	GOTHTIME2	Gothenburg Times				
FFA	05/31/2016			06/07/2016	Greenhouse Advertising		
1-1450-318-2			Voc Ag Purchased Services			-75.24	75.24
					Invoice Total:	-75.24	75.24
					Check Total:	-75.24	75.24
00054288	05/31/2016	GOTHTIRE	Gothenburg Tire & Service				
73883	05/31/2016			06/07/2016	Tires		
1-2750-337-0			Tires & Parts			-18.00	18.00
					Invoice Total:	-18.00	18.00
					Check Total:	-18.00	18.00
00054289	05/31/2016	HICKLUMB	Hicken Lumber Center				
383002	05/31/2016			06/07/2016	Supplies		
1-1100-410-1			Teaching Supplies-elementary			-11.49	11.49
1-1450-410-2			Vocational Ag Supplies			-77.35	77.35
1-2620-318-0			Purchased Services			-18.11	18.11
					Invoice Total:	-106.95	106.95
					Check Total:	-106.95	106.95
00054290	05/31/2016	HIRESOLU	HireRight Solutions Inc.				
P0561521	05/31/2016			06/07/2016	Background Checks		

# Check Journal

Fiscal Year: 2016

Check Number	Date	Vendor ID	Vendor Name	Description	Payable	Direct Deposit Accrued Payment
Invoice Account Number	Invoice Date	PO Number	Ereq Num	PO Date		
1-2320-690-0			Other Expense		-29.40	29.40
				Invoice Total:	-29.40	29.40
				Check Total:	-29.40	29.40
00054291	05/31/2016	HOMELEAS	Hometown Leasing			
12784624	05/31/2016			06/07/2016	Copier Lease	
1-1100-532-0			Copier Lease/Purchase		-1,712.89	1,712.89
				Invoice Total:	-1,712.89	1,712.89
				Check Total:	-1,712.89	1,712.89
00054292	05/31/2016	HOTLUNCH	Hot Lunch Fund			
Food Sales	05/31/2016			06/07/2016	Supplies	
1-1100-410-1			Teaching Supplies-elementary		-345.35	345.35
1-1100-410-2			Teaching Supplies-secondary		-25.00	25.00
1-2320-690-0			Other Expense		-405.00	405.00
1-2410-410-2			Supplies		-450.00	450.00
				Invoice Total:	-1,225.35	1,225.35
				Check Total:	-1,225.35	1,225.35
00054293	05/31/2016	ISLASUPP	Island Supply Welding Co.			
150124/151665	05/31/2016			06/07/2016	Supplies	
1-1450-410-2			Vocational Ag Supplies		-419.30	419.30
				Invoice Total:	-419.30	419.30
				Check Total:	-419.30	419.30
00054294	05/31/2016	JEANUNLI	Jeanne's Unlimited			
PO #15-15-3000	05/31/2016			06/07/2016	Supplies	
1-1400-410-2			Industrial Arts Supplies		-217.95	217.95
				Invoice Total:	-217.95	217.95
				Check Total:	-217.95	217.95
00054295	05/31/2016	JOURED.COM	JourneyEd.Com.Inc.			
10120185	05/31/2016			06/07/2016	Computer Hardware	
1-1100-560-2			Computer Hardware		-175.37	175.37
				Invoice Total:	-175.37	175.37
				Check Total:	-175.37	175.37
00054296	05/31/2016	KARLBRYA	Karla Bryant, Pt			
May	05/31/2016			06/07/2016	PT	
1-1201-319-0			Occupational Therapy (OPPT)		-958.42	958.42
1-4400-319-1			Pre School PT		-595.84	595.84
				Invoice Total:	-1,554.26	1,554.26
				Check Total:	-1,554.26	1,554.26
00054297	05/31/2016	KITTMUSI	Kittle's Music			
1492	05/31/2016			06/07/2016	Band	
1-1181-410-2			Instrumental Music Supplies		-59.00	59.00
				Invoice Total:	-59.00	59.00
				Check Total:	-59.00	59.00
00054298	05/31/2016	KSBSCHO	KSB School Law			
1701	05/31/2016			06/07/2016	Legal Services	
1-2310-317-0			Legal Services		-600.00	600.00
				Invoice Total:	-600.00	600.00

# Check Journal

Fiscal Year: 2016

Check Number	Date	Vendor ID	Vendor Name	PO Date	Description	Payable	Direct Deposit Accrued Payment
Invoice Account Number	Invoice Date	PO Number	Ereq Num Account Description	PO Date	Description	Payable	Payment
Check Total:						-600.00	600.00
00054299	05/31/2016	LANDIMPLE	Landmark Implement				
83069	05/31/2016			06/07/2016	Bus Maint		
1-2750-337-0			Tires & Parts			-180.60	180.60
Invoice Total:						-180.60	180.60
Check Total:						-180.60	180.60
00054300	05/31/2016	LEXPUBL	Lexington Public Schools				
9-05262016	05/31/2016			06/07/2016	ParaPro Assessment		
1-1100-318-1			Purchased Services			-55.00	55.00
Invoice Total:						-55.00	55.00
Check Total:						-55.00	55.00
00054301	05/31/2016	MAILFINA	MailFinance				
104044	05/31/2016			06/07/2016	Mail Machine Lease		
1-2510-341-0			Postage			-1,110.00	1,110.00
Invoice Total:						-1,110.00	1,110.00
Check Total:						-1,110.00	1,110.00
00054302	05/31/2016	MARVSANI	Marv's Sanitary Supply				
61866	05/31/2016			06/07/2016	Supplies		
1-2610-410-0			Supplies			-2,417.40	2,417.40
Invoice Total:						-2,417.40	2,417.40
Check Total:						-2,417.40	2,417.40
00054303	05/31/2016	MEYOENT	Meyo Enterprises, LLC				
988	05/31/2016			06/07/2016	Maintenance		
1-2620-318-0			Purchased Services			-2,365.00	2,365.00
Invoice Total:						-2,365.00	2,365.00
Check Total:						-2,365.00	2,365.00
00054304	05/31/2016	MIDAMRES	Mid-American Research Chemical				
0579788	05/31/2016			06/07/2016	Supplies		
1-2610-410-0			Supplies			-230.87	230.87
Invoice Total:						-230.87	230.87
Check Total:						-230.87	230.87
00054305	05/31/2016	MIDWCONN	Midwest Connect				
55605	05/31/2016			06/07/2016	Postage Supplies		
1-2510-341-0			Postage			-71.00	71.00
Invoice Total:						-71.00	71.00
Check Total:						-71.00	71.00
00054306	05/31/2016	MIDWFLOR	Midwest Floor Specialists				
13565	05/31/2016			06/07/2016	Supplies		
1-2610-410-0			Supplies			-1,311.00	1,311.00
Invoice Total:						-1,311.00	1,311.00
Check Total:						-1,311.00	1,311.00
00054307	05/31/2016	NCSA	Nebraska Council of School Administrators				
Membership	05/31/2016			06/07/2016	Membership		
1-2410-630-2			Dues & Fees			-585.00	585.00
Invoice Total:						-585.00	585.00

# Check Journal

Fiscal Year: 2016

Check Number Invoice Account Number	Date Invoice Date	Vendor ID Invoice Date PO Number	Vendor Name Ereq Num Account Description	PO Date	Description	Payable	Direct Deposit Accrued Payment
Check Total:						-585.00	585.00
00054308	05/31/2016	NCSPEARS	NCS Pearson, Inc.				
10729403	05/31/2016			06/07/2016	Supplies		
1-1214-410-0			Supplies			-153.50	153.50
Invoice Total:						-153.50	153.50
Check Total:						-153.50	153.50
00054309	05/31/2016	PAPE101	Paper101				
91473-00	05/31/2016			06/07/2016	Paper		
1-1100-410-1			Teaching Supplies-elementary			-3,571.11	3,571.11
1-1100-410-2			Teaching Supplies-secondary			-3,571.10	3,571.10
Invoice Total:						-7,142.21	7,142.21
Check Total:						-7,142.21	7,142.21
00054310	05/31/2016	PATHSERV	Pathology Services				
1067996	05/31/2016			06/07/2016	Bus Driver Exam		
1-2750-690-0			Other Expense			-97.15	97.15
Invoice Total:						-97.15	97.15
Check Total:						-97.15	97.15
00054311	05/31/2016	PAYFLEX	Pay Flex				
825726	05/31/2016			06/07/2016	Flex Plan		
1-2510-300-0			Flex Pay Contract			-207.10	207.10
Invoice Total:						-207.10	207.10
Check Total:						-207.10	207.10
00054312	05/31/2016	PERFTRUC	Performance Truck & Trailer				
3242/3293	05/31/2016			06/07/2016	Bus Maint/Repair		
1-2750-337-0			Tires & Parts			-219.78	219.78
1-2750-338-0			Bus Repairs/main.			-400.00	400.00
Invoice Total:						-619.78	619.78
Check Total:						-619.78	619.78
00054313	05/31/2016	PETESUPE	Peterson's Supermarket				
May	05/31/2016			06/07/2016	Supplies/Postage		
1-1100-410-2			Teaching Supplies-secondary			-74.72	74.72
1-1450-410-2			Vocational Ag Supplies			-152.16	152.16
1-2320-410-0			Office Supplies			-56.93	56.93
1-2510-341-0			Postage			-29.13	29.13
1-2610-410-0			Supplies			-20.22	20.22
Invoice Total:						-333.16	333.16
Check Total:						-333.16	333.16
00054314	05/31/2016	PETTCASH	Petty Cash Fund				
May	05/31/2016			06/07/2016	May Expenses		
1-2410-690-2			Other Expense			-70.00	70.00
1-2750-690-0			Other Expense			-7.50	7.50
Invoice Total:						-77.50	77.50
Check Total:						-77.50	77.50
00054315	05/31/2016	PINPOINT	PinPoint Communications				
155005364	05/31/2016			06/07/2016	Telephone		
1-2510-382-0			Telephone-internet Line Usage			-793.53	793.53

# Check Journal

Fiscal Year: 2016

Check Number	Date	Vendor ID	Vendor Name	PO Date	Description	Payable	Direct Deposit Accrued Payment
Invoice Account Number	Invoice Date	PO Number	Ereq Num Account Description	PO Date	Description	Payable	Payment
					Invoice Total:	-793.53	793.53
					Check Total:	-793.53	793.53
00054316	05/31/2016	POWESCHO	PowerSchool				
Maint/Support 1-1100-318-0	05/31/2016			06/07/2016	Maint/Support License Purchased Services-High Ability	-4,289.25	4,289.25
					Invoice Total:	-4,289.25	4,289.25
					Check Total:	-4,289.25	4,289.25
00054317	05/31/2016	R&CPETRO	R & C Petroleum, Inc.				
8274 1-2750-336-0	05/31/2016			06/07/2016	Fuel Gas & Oil	-134.83	134.83
					Invoice Total:	-134.83	134.83
					Check Total:	-134.83	134.83
00054318	05/31/2016	S&SAUTOP	S & S Auto Parts Inc.				
70637 1-2750-337-0	05/31/2016			06/07/2016	Parts Tires & Parts	-1.85	1.85
					Invoice Total:	-1.85	1.85
					Check Total:	-1.85	1.85
00054319	05/31/2016	SCHOSPEC	School Specialty Inc.				
208116221610 1-1100-410-1	05/31/2016			06/07/2016	Supplies Teaching Supplies-elementary	-222.83	222.83
					Invoice Total:	-222.83	222.83
					Check Total:	-222.83	222.83
00054320	05/31/2016	SHARCORP	Share Corp.				
947950/948110 1-2610-410-0	05/31/2016			06/07/2016	Supplies Supplies	-884.88	884.88
					Invoice Total:	-884.88	884.88
					Check Total:	-884.88	884.88
00054321	05/31/2016	SHOPKO	Shopko				
55660014 1-1100-410-2 1-2320-410-0	05/31/2016			06/07/2016	Supplies Teaching Supplies-secondary Office Supplies	-22.45	22.45
					Invoice Total:	-40.39	40.39
					Check Total:	-40.39	40.39
00054322	05/31/2016	SHREIT	Shred-It USA				
9410613804 1-2610-690-0	05/31/2016			06/07/2016	Custodial Other Expense	-89.63	89.63
					Invoice Total:	-89.63	89.63
					Check Total:	-89.63	89.63
00054323	05/31/2016	SOURGAS	Source Gas				
May 1-2610-321-0	05/31/2016			06/07/2016	Fuel Fuel	-1,834.54	1,834.54
					Invoice Total:	-1,834.54	1,834.54
					Check Total:	-1,834.54	1,834.54
00054324	05/31/2016	SOUTCENT	South Central Development				
May 1-1232-363-2	05/31/2016			06/07/2016	May Sped Tuition Sped Tuition-secondary	-1,563.79	1,563.79

# Check Journal

Fiscal Year: 2016

Check Number	Date	Vendor ID	Vendor Name	Description	Payable	Direct Deposit Accrued Payment
Invoice Account Number	Invoice Date	PO Number	Ereq Num Account Description	PO Date		
				Invoice Total:	-1,563.79	1,563.79
				Check Total:	-1,563.79	1,563.79
00054325	05/31/2016	STUDASSU	Student Assurance Services			
2016-2017	05/31/2016			06/07/2016	Insurance Renewal	
1-2310-341-0			Liability Insurance		-1,429.00	1,429.00
				Invoice Total:	-1,429.00	1,429.00
				Check Total:	-1,429.00	1,429.00
00054326	05/31/2016	TRI-CITY	Tri-city Tribune			
Advertising	05/31/2016			06/07/2016	Greenhouse Ad	
1-1450-318-2			Voc Ag Purchased Services		-66.00	66.00
				Invoice Total:	-66.00	66.00
				Check Total:	-66.00	66.00
00054327	05/31/2016	UNANIMOUS	Unanimous			
16782	05/31/2016			06/07/2016	Website Support	
1-1100-318-0			Purchased Services-High Ability		-115.00	115.00
				Invoice Total:	-115.00	115.00
				Check Total:	-115.00	115.00
00054328	05/31/2016	VERIZON	Verizon Wireless			
782996607	05/31/2016			06/07/2016	Telephone	
1-2510-382-0			Telephone-internet Line Usage		-121.97	121.97
				Invoice Total:	-121.97	121.97
				Check Total:	-121.97	121.97
00054329	05/31/2016	WEATCOMP	Weathercraft Company			
100409/100411	05/31/2016			06/07/2016	Maintenance	
1-2620-318-0			Purchased Services		-1,397.00	1,397.00
				Invoice Total:	-1,397.00	1,397.00
				Check Total:	-1,397.00	1,397.00
00054330	05/31/2016	WORLHERA	Omaha World-Herald			
10471-160529	05/31/2016			06/07/2016	Advertising	
1-2310-350-0			Advertising/printing		-700.00	700.00
				Invoice Total:	-700.00	700.00
				Check Total:	-700.00	700.00
00054331	05/31/2016	WT.COX	WT.Cox			
2084227	05/31/2016			06/07/2016	Periodicals	
1-2222-440-2			Periodicals		-624.22	624.22
				Invoice Total:	-624.22	624.22
				Check Total:	-624.22	624.22
00054332	05/31/2016	ZIEMROOF	Ziemba Roofing			
8353	05/31/2016			06/07/2016	Maintenance	
1-2620-318-0			Purchased Services		-218.00	218.00
				Invoice Total:	-218.00	218.00
				Check Total:	-218.00	218.00
<b>1 - GENERAL FUND</b>					<b>-79,672.97</b>	<b>79,672.97</b>
<b>Total of Computer Checks</b>					<b>-79,672.97</b>	<b>79,672.97</b>

# Check Journal

Fiscal Year: 2016

Check Number Invoice Account Number	Date	Vendor ID Invoice Date	Vendor Name PO Number	Ereq Num Account Description	PO Date	Description	Payable	Direct Deposit Accrued Payment
Fund Summary								
1 - GENERAL FUND							-79,672.97	79,672.97
Payroll Summary								
<b>Report Total:</b>							<b>-79,672.97</b>	<b>79,672.97</b>

GOTHENBURG PUBLIC SCHOOL DIST. #20  
Special Building Fund  
May, 2016

#710	Sterling West	Inv. 4138	1/2 of Playground Equip	\$48,995.46
------	---------------	-----------	-------------------------	-------------

Petty Cash Fund

Gothenburg School District #20  
Gothenburg, Nebraska

May 31, 2016

TO WHOM ISSUED	AMOUNT	
Peterson's Supermarket	\$ 70.00	
Jim Franzen	\$ 7.50	
<b>TOTAL</b>	<b>\$77.50</b>	
Beginning Balance		\$ 2,000.00
Receipts		<u>\$ 77.50</u>
		\$ 2,077.50
Expenditures		<u>\$ 77.50</u>
		\$ 2,000.00
Statement Balance	\$ 2,132.10	
Outstanding Deposits	<u>\$ 77.50</u>	
Total	\$ 2,209.60	
Outstanding Checks		\$ 209.60
		<u>\$ -</u>
Balance May 31, 2016		\$ 2,000.00

# Current Cash Balance Report

ALL Data

Date: 05/01/2016 thru 05/31/2016

Arranged by:  
Group ID and Activity Number

Activity Number and Name	Beginning Cash	Receipts	Disbursements	Adjustments	Cash Balance
<b>A Athletics</b>					
1000 Activities Account	202,093.36	0.00	0.00	0.00	202,093.36
1010 Activity Tickets	116,626.76	0.00	0.00	0.00	116,626.76
1015 Gates	588,191.41	11,955.00	0.00	0.00	600,146.41
1020 Sale of Equipment	12,018.85	40.00	0.00	0.00	12,058.85
1025 Meals/Lodging	-164,766.84	0.00	1,788.32	0.00	-166,555.16
1030 Officials	-264,337.98	0.00	0.00	0.00	-264,337.98
1035 Football Equipment	-103,932.61	0.00	4,195.39	0.00	-108,128.00
1040 Basketball Equipment	-49,807.63	0.00	0.00	0.00	-49,807.63
1045 Track Equipment	-112,965.94	0.00	3,040.52	0.00	-116,006.46
1050 Wrestling Equipment	-40,644.37	0.00	100.00	0.00	-40,744.37
1055 Golf Equipment	-14,764.69	0.00	346.54	0.00	-15,111.23
1060 Softball Equipment	-22,305.94	0.00	0.00	0.00	-22,305.94
1065 Misc. Athletic	-53,209.42	5,877.50	4,090.32	0.00	-51,422.24
1070 Entry Fees	25,706.01	0.00	120.00	0.00	25,586.01
1075 Volleyball Equipment	-25,440.12	0.00	0.00	0.00	-25,440.12
1080 Cross Country Equip.	-12,593.92	0.00	0.00	0.00	-12,593.92
1085 Supplies/Equipment	-74,338.76	0.00	227.00	0.00	-74,565.76
<b>A Athletics Totals:</b>	<b>5,528.17</b>	<b>17,872.50</b>	<b>13,908.09</b>	<b>0.00</b>	<b>9,492.58</b>
<b>B Adult Ed.</b>					
1100 Adult Ed.	2,024.41	0.00	0.00	0.00	2,024.41
<b>B Adult Ed. Totals:</b>	<b>2,024.41</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>2,024.41</b>
<b>C School</b>					
1200 Yearbook	12,713.61	100.00	0.00	0.00	12,813.61
1210 Helping Hands	6,033.14	0.00	83.50	0.00	5,949.64
1215 History Grant	1,435.07	0.00	0.00	0.00	1,435.07
1220 FCS	-1,298.04	0.00	0.00	0.00	-1,298.04
1225 Industrial Tech	3,094.15	5,681.48	163.30	0.00	8,612.33
1229 Life Skills	162.04	0.00	0.00	0.00	162.04
1230 Renaissance	7,034.23	17.61	192.10	0.00	6,859.74
1240 Band	3,904.03	528.27	713.36	-80.00	3,638.94
1241 Flag Corp	49.41	0.00	0.00	0.00	49.41
1245 Vocal	9,586.74	0.00	0.00	0.00	9,586.74
1246 Special Music	2,723.93	0.00	0.00	0.00	2,723.93
1250 Art Club	4,859.44	89.00	0.00	0.00	4,948.44
1251 Jr. Hi. Art Club	1,154.72	0.00	879.50	0.00	275.22
1255 Pop/Lounge	-1,340.63	32.51	0.00	0.00	-1,308.12
1260 General	19,686.73	0.00	819.67	0.00	18,867.06
1261 Chromebook Repair	4,376.62	570.00	1,134.15	0.00	3,812.47
<b>C School Totals:</b>	<b>74,175.19</b>	<b>7,018.87</b>	<b>3,985.58</b>	<b>-80.00</b>	<b>77,128.48</b>
<b>D Candy</b>					
1300 Candy Fund	-1,705.07	2,198.98	1,312.82	86.00	-732.91
<b>D Candy Totals:</b>	<b>-1,705.07</b>	<b>2,198.98</b>	<b>1,312.82</b>	<b>86.00</b>	<b>-732.91</b>
<b>E Classes</b>					
1400 Senior Class	1,374.59	0.00	432.13	0.00	942.46
1410 Junior Class	1,324.09	230.00	0.00	0.00	1,554.09
1415 Sophomore Class	1,871.05	320.00	0.00	0.00	2,191.05
1420 Freshmen Class	1,005.00	20.00	0.00	0.00	1,025.00
1425 8th Class	0.00	0.00	0.00	0.00	0.00
1430 7th Class	0.00	0.00	0.00	0.00	0.00
<b>E Classes Totals:</b>	<b>5,574.73</b>	<b>570.00</b>	<b>432.13</b>	<b>0.00</b>	<b>5,712.60</b>

# Current Cash Balance Report

ALL Data

Date: 05/01/2016 thru 05/31/2016

Arranged by:  
Group ID and Activity Number

Activity Number and Name	Beginning Cash	Receipts	Disbursements	Adjustments	Cash Balance
<b>F Clubs</b>					
1500 Cheerleaders	696.95	4,655.00	15,432.85	0.00	-10,080.90
1505 Elem. Circle of Friends	36.02	0.00	7.30	0.00	28.72
1506 H.S. Circle of Friends	127.12	0.00	52.68	0.00	74.44
1510 Drama	0.00	0.00	0.00	0.00	0.00
1512 Entrepreneurship	-1,557.98	0.00	0.00	80.00	-1,477.98
1515 FFA	1,431.33	9,783.50	8,323.04	0.00	2,891.79
1516 Fit Kids	125.00	0.00	0.00	0.00	125.00
1520 Sr. Hi Quiz Bowl	358.04	20.00	0.00	0.00	378.04
1521 Jr. Hi Quiz Bowl	611.66	0.00	0.00	0.00	611.66
1522 Media Production	3,785.39	60.00	121.36	0.00	3,724.03
1525 NFL	2,795.62	0.00	550.00	0.00	2,245.62
1530 NHS	658.60	0.00	0.00	0.00	658.60
1531 One Act	1,496.27	240.00	240.00	0.00	1,496.27
1535 D.I.	-219.58	0.00	0.00	0.00	-219.58
1540 SPB	1,623.38	0.00	0.00	0.00	1,623.38
1545 SADD	1,155.33	0.00	0.00	0.00	1,155.33
1550 Student Council	2,903.08	0.00	908.42	-68.00	1,926.66
1555 Donations to School	0.00	0.00	0.00	0.00	0.00
1560 Driver's Ed.	4,290.00	0.00	0.00	0.00	4,290.00
1565 School Gala	-989.33	0.00	0.00	0.00	-989.33
1570 Improv	757.07	0.00	0.00	0.00	757.07
1575 Math A.P.	-1,568.45	0.00	752.00	0.00	-2,320.45
1580 Media	3,519.96	1,394.47	53.29	0.00	4,861.14
1585 Post Prom	0.00	0.00	0.00	0.00	0.00
1590 Science Club	360.45	0.00	0.00	0.00	360.45
1595 Walk Fit	105.00	0.00	0.00	0.00	105.00
1647 C.Country Club	1,499.00	0.00	0.00	0.00	1,499.00
<b>F Clubs Totals:</b>	<b>23,999.93</b>	<b>16,152.97</b>	<b>26,440.94</b>	<b>12.00</b>	<b>13,723.96</b>
<b>G Sports</b>					
1600 Boys Future B.Ball	-103.27	6,145.00	1,421.29	0.00	4,620.44
1610 Football Club	4,546.38	0.00	1,466.38	0.00	3,080.00
1620 Girls Future B.Ball	3,747.90	1,771.00	459.47	0.00	5,059.43
1625 Boys Golf	1,483.85	0.00	0.00	0.00	1,483.85
1626 Girls Golf	2,176.60	0.00	0.00	0.00	2,176.60
1627 Gothenburg B.Ball Club	-2,586.60	0.00	0.00	0.00	-2,586.60
1628 Jr. Hi Football Club	1,112.60	0.00	0.00	0.00	1,112.60
1629 Jr. Power Wt. Lifting	269.15	0.00	0.00	0.00	269.15
1630 Softball	966.99	8,570.00	6,244.00	0.00	3,292.99
1635 Mat Maids	219.56	0.00	0.00	0.00	219.56
1640 VolleyBall	396.13	11,036.81	1,837.44	0.00	9,595.50
1643 7-8th Volleyball	-16.17	0.00	0.00	0.00	-16.17
1645 Youth Volleyball	866.92	0.00	0.00	0.00	866.92
1650 Wrestling Boosters	140.92	340.00	1,196.02	0.00	-715.10
<b>G Sports Totals:</b>	<b>13,220.96</b>	<b>27,862.81</b>	<b>12,624.60</b>	<b>0.00</b>	<b>28,459.17</b>
<b>H Elementary</b>					
1700 Elem. Book Fair	7,324.81	77.75	0.00	0.00	7,402.56
1710 Elem. Fund Raising	21,911.24	1,357.52	930.68	0.00	22,338.08
1711 1st Grade	3,167.16	0.00	119.20	0.00	3,047.96
1712 2nd Grade	1,383.50	0.00	91.78	0.00	1,291.72
1713 4th Grade	370.44	0.00	143.64	0.00	226.80
1714 5th Grade	7,921.89	2,146.50	4,462.00	0.00	5,606.39

# Current Cash Balance Report

ALL Data

Date: 05/01/2016 thru 05/31/2016

Arranged by:  
Group ID and Activity Number

Activity Number and Name	Beginning Cash	Receipts	Disbursements	Adjustments	Cash Balance
1715 Elem. Lounge	2,836.69	317.90	236.42	0.00	2,918.17
1716 3rd Grade	1,284.74	0.00	0.00	-18.00	1,266.74
1717 Kindergarten	2.90	0.00	0.00	0.00	2.90
1720 Elem. Stu. Co.	234.43	0.00	0.00	0.00	234.43
1725 Elem. O.D. Ed.	-50.00	0.00	0.00	0.00	-50.00
<b>H Elementary Totals:</b>	46,387.80	3,899.67	5,983.72	-18.00	44,285.75
<b>I Interest</b>					
1800 DDA Interest	3,568.42	7.14	0.00	0.00	3,575.56
1810 CD Interest	8,060.79	0.00	0.00	0.00	8,060.79
<b>I Interest Totals:</b>	11,629.21	7.14	0.00	0.00	11,636.35
<b>J Scholarships</b>					
1900 Athletics Count	210.75	0.00	0.00	0.00	210.75
1910 Alberts Memorial	168.04	0.00	0.00	0.00	168.04
1915 Alumni	0.00	0.00	0.00	0.00	0.00
1920 Greene Memorial	2,370.02	0.00	0.00	0.00	2,370.02
1925 Uehling Scholarship	-2,558.56	0.00	0.00	0.00	-2,558.56
1930 J.L. Brock Scholarship	105.00	0.00	0.00	0.00	105.00
1935 Pioneer Seed Scholarship	0.00	0.00	0.00	0.00	0.00
<b>J Scholarships Totals:</b>	295.25	0.00	0.00	0.00	295.25
<b>Report Totals:</b>	181,130.58	75,582.94	64,687.88	0.00	192,025.64

# Check Summary Report

Date: 05/01/2016 thru 05/31/2016

Check Number	Status	Check / Void Date	Vendor Name	PO Number	Description	Amount
019025	V	05/20/2016	Broken Bow Public Schools		Athletic-9/10 Track	-115.00
019059	C	05/04/2016	Carla Jacobs		Band	145.10
019060	C	05/04/2016	CASH		NFL	300.00
019061	C	05/04/2016	Cozad High School		Athletic-H.S. Track	100.00
019062	C	05/04/2016	Dan Jensen		Wrestling Boosters	17.08
019063	C	05/04/2016	Donna Hamilton		Band	200.00
019064	C	05/04/2016	John Jacobs		Band	100.00
019065	C	05/04/2016	Linda Grabenstein		Band	100.00
019066	C	05/04/2016	UCA Summer Camps		Cheerleaders	1,400.00
019067	C	05/06/2016	Subway Sandwiches & Salads		Elem. F.R.	126.00
019068	C	05/11/2016	Awards Unlimited, Inc.		Athletic-Cindermates	1,603.52
019069	C	05/11/2016	Chesterman Company		Candy/Elem. Lounge	1,027.14
019070	O	05/11/2016	CollegeBoard AP		AP Math	752.00
019071	C	05/11/2016	Cozad High School		Athletic-Golf	65.00
019072	C	05/11/2016	Daylight Donut		Supplies	86.40
019073	O	05/11/2016	Jessie Ambler		Athletic	35.00
019074	C	05/11/2016	Kennedy Landscape Services		2nd Grade-Tree	91.78
019075	C	05/11/2016	Mady Vogel		Sr. Class	48.15
019076	C	05/11/2016	Moonlight Embroidery		Stu. Co.	666.00
019077	C	05/11/2016	Nebraska State 4-H Camp		5th Grade-Halsey Trip	4,462.00
019078	C	05/11/2016	Nebraska School Activities		Activities Registration	990.00
019079	C	05/11/2016	Shopko		Wrestling Boosters	107.13
019080	C	05/11/2016	The Sport Shoppe		Athletic	100.00
019081	C	05/11/2016	Varsity Spirit Fashions		Cheerleaders	177.45
019082	O	05/13/2016	Ashleigh Brown		Athletic-Jr. Hi Champ	30.00
019083	C	05/13/2016	Barb Hicken		Athletic-Jr. Hi Champ	45.00
019084	C	05/13/2016	Becky Gibbens		Athletic-Jr. Hi Champ	30.00
019085	C	05/13/2016	Black Squirrel Timing		Athletic-Jr. Hi St. Champion	1,053.70
019086	C	05/13/2016	Dave Mroczek		Athletic-Jr. Hi Track champ	100.00
019087	C	05/13/2016	Dawson Graham		Athletic-Jr. Hi Champ	15.00
019088	C	05/13/2016	Dennis Olafson		Athletic-Jr. Hi Track Champ	200.00
019089	C	05/13/2016	Jim Crosby		Athletic-Jr. Hi Track Champion	225.00
019090	C	05/13/2016	Jim Hudson		Athletic-Jr. Hi Champ	15.00
019091	C	05/13/2016	John Chaplin		Athletic-Jr. Hi Track Champ	200.00
019092	C	05/13/2016	Keith Graham		Athletic-Jr. Hi Champ	15.00
019093	O	05/13/2016	Kim Graff		Athletic-Jr. Hi Champ	30.00
019094	C	05/13/2016	Larry Rutar		Athletic-Jr. Hi Track Champion	225.00
019095	C	05/13/2016	Matt Zimbleman		Athletic-Jr. Hi Champ	15.00
019096	C	05/13/2016	Nicole Rubenthaler		Athletic-Jr. Hi Champ	30.00
019097	C	05/13/2016	Noah Larson		Athletic-Jr. Hi Champ	15.00
019098	C	05/13/2016	Tom Belanger		Athletic-NE Jr. Hi Champion	45.00
019099	C	05/13/2016	Ty Clement		Athletic-Jr. Hi Champ	15.00

# Check Summary Report

Date: 05/01/2016 thru 05/31/2016

Check Number	Status	Check / Void Date	Vendor Name	PO Number	Description	Amount
019100	C	05/13/2016	Zander Paulson		Athletic-Jr. Hi Champ	15.00
019101	C	05/16/2016	Omaha's Henry Doorly Zoo		Elem. F.R.	489.50
019102	C	05/18/2016	CASH		State Golf Meal Money	684.00
019103	C	05/20/2016	Pizza Hut		Elem. F.R.	40.00
019104	O	05/20/2016	Mosaic		General-Garage Sale	595.67
019105	C	05/23/2016	Gothenburg Blue Heron		Elem. F.R.	75.88
019106	O	05/26/2016	All American Volleyball Camps		Summer V.Ball	600.00
019107	O	05/26/2016	Amy Harrison		Elem. Fund Raising	102.30
019108	O	05/26/2016	Awards Unlimited, Inc.		Athletic-Misc.	292.80
019109	C	05/26/2016	Bluestem Graphics		Athletic-Track	252.00
019110	O	05/26/2016	Brittany Jesseph		1st Grade	115.41
019111	O	05/26/2016	Cash-Wa Disbributing		Candy/Cindermates	841.67
019112	O	05/26/2016	Crane River Theater		One Act	240.00
019113	O	05/26/2016	Dan Jensen		Media Pro	121.36
019114	O	05/26/2016	Dan Scherer		Athletic-State Golf	1,072.10
019115	O	05/26/2016	David Cooper		NFL	250.00
019116	C	05/26/2016	Daylight Donut		Summer V.Ball/Elem. F.R.	60.40
019117	O	05/26/2016	Erin Feather		Elem. Circle of Friends	3.65
019118	O	05/26/2016	Fan Cloth		Softball	6,244.00
019119	O	05/26/2016	Grand Island Central Catholic		Boys Future B.Ball	600.00
019120	O	05/26/2016	Gothenburg Rural Health Clinic		Helping Hands	83.50
019121	O	05/26/2016	Heather Franzen		Summer V.Ball	3.65
019122	O	05/26/2016	J & H Athletic Equipment		Athletic-Football	3,137.39
019123	C	05/26/2016	John Deere Financial		Athletic	6.98
019124	O	05/26/2016	Ken Rigler		Wrestling Booster	33.80
019125	O	05/26/2016	The Leadership Center		FFA-COLT Session	434.25
019126	O	05/26/2016	Lou's Sporting Goods		Athletic	2,435.00
019127	O	05/26/2016	Minden High School		Athletic-JV Golf	70.00
019128	O	05/26/2016	National FFA Organization		FFA-2016 WLC	4,878.00
019129	O	05/26/2016	NE FFA Association		FFA-COLT Conf.	668.00
019130	O	05/26/2016	Nicole Rubenthaler		4th Grade	43.64
019131	O	05/26/2016	NPCC-Mens Basketball		Boys Future B.Ball	300.00
019132	O	05/26/2016	Ord Public Schools		FFA	1,664.88
019133	O	05/26/2016	Sportdecals		Girls/Boys Future B.Ball	791.79
019134	O	05/26/2016	Sun Theatre		4th Grade	100.00
019135	O	05/26/2016	T-Graphics West Inc.		Renaissance	116.97
019136	O	05/26/2016	Tim Negley		FFA-Jackets	354.36
019137	O	05/26/2016	Tracy Geiken		Summer V.Ball	745.28
019138	O	05/26/2016	US Bank		Supplies	4,014.28
019139	O	05/26/2016	Varsity Spirit Fashions		Cheerleaders	243.15
019140	O	05/31/2016	James Bates		Wrestling Boosters	585.00
019141	O	05/31/2016	Eileen's Cookies		Cheerleaders	3,222.00
019142	O	05/31/2016	Amy Harrison		Elem. F.R.	75.00

ALL Data

## Check Summary Report

Arranged by:  
Check Number

Date: 05/01/2016 thru 05/31/2016

Check Number	Check / Status	Void Date	Vendor Name	PO Number	Description	Amount
019143	O	05/31/2016	AssetGenie, Inc.		Chromebook Repair	83.00
019144	O	05/31/2016	Awards Unlimited, Inc.		Athletic-Misc.	150.51
019145	O	05/31/2016	Dee's Floral & Gifts		Sr. class	383.98
019146	O	05/31/2016	Graphic Edge		F. Ball Club	400.98
019147	O	05/31/2016	Hicken Lumber		Ind. Tech/1st Grade/Ath	185.83
019148	O	05/31/2016	Hot Lunch		Banquet Supplies	265.00
019149	O	05/31/2016	Mady Vogel		Banquet Supplies	58.55
019150	O	05/31/2016	PC Parts Plus LLC		Chromebook Repairs	989.70
019151	O	05/31/2016	Varsity Spirit Fashions		Cheerleaders	10,390.25
019152	O	05/31/2016	Howard Johnson		Athletic	188.97

**Report Total:** 64,687.88

AMOUNT	CHECK #	DATE	TO WHOM ISSUED	DIVISION
\$654.20	12558	5/12/2016	Goodwin Tucker	Maint/Repair
\$11.08	12559	5/12/2016	Mary Moon	Supplies
\$162.74	12560	5/12/2016	Chesterman Co.	Food
\$90.87	12561	5/12/2016	Shopko	Supplies
\$9,402.52		5/20/2016	May Payroll	Labor
\$9,213.13	12562	5/20/2016	First State Bank	Labor
VOID	12563		VOID	
\$187.15	12564	5/31/2016	Angel Thompson	Lunch Reimburse
\$8.55	12565	5/31/2016	Tom Schmiett	Lunch Reimburse
\$107.20	12566	5/31/2016	Eric Rice	Lunch Reimburse
\$78.55	12567	5/31/2016	Beth Messersmith	Lunch Reimburse
\$70.60	12568	5/31/2016	Chris Haynes	Lunch Reimburse
\$27.90	12569	5/31/2016	Mark Griffis	Lunch Reimburse
\$25.35	12570	5/31/2016	Kathy France	Lunch Reimburse
\$300.00	12571	5/31/2016	NSNA	Misc.
\$7,790.72	12572	5/31/2016	Cash-Wa Dist.	Food/Supplies
\$65.18	12573	5/31/2016	Ecolab Pest Elimin	Misc.
\$4,180.19	12574	5/31/2016	Hiland Dairy	Milk
\$25.98	12575	5/31/2016	Joni Jacobsen	Supplies
\$244.72	12576	5/31/2016	Peterson's Supermarket	Food/Supplies
\$9,396.37	12577	5/31/2016	The Thompson Co.	Food/Supplies
<b>\$42,043.00</b>				
Balance				\$ 49,024.54
<u>Receipts</u>				
Maint/Repairs		\$	-	
Food Sales		\$	842.82	
Food		\$	-	
Milk		\$	-	
Ticket Sales		\$	22,394.25	
Supplies		\$	-	
Equip. Sales		\$	-	
Miscellaneous		\$	22.07	
Interest		\$	3.85	
Fed. Reimbursement		\$	25,939.55	
St. Reimbursement		\$	-	
<b>Total Receipts</b>		\$	49,202.54	\$ 49,202.54
				\$ 98,227.08
<u>Expenditures</u>				
Food		\$	16,937.57	
Freight on Food		\$	-	
Equipment		\$	-	
Fr. On Equipment		\$	-	
Supplies		\$	784.91	
Milk		\$	4,180.19	
Labor		\$	18,615.65	
Maint/Repairs		\$	654.20	
Miscellaneous		\$	365.18	
Food Storage		\$	-	
Meal Refunds		\$	505.30	
<b>Total Expenditures</b>		\$	42,043.00	\$ 42,043.00
Balance May 31, 2016				\$ 56,184.08

First State Bank - Gothenburg  
 914 Lake Avenue PO Box 79  
 Gothenburg, NE 69138

ACCOUNT:  
 DOCUMENTS:

100101  
 96

PAGE: 1  
 05/31/2016

TELEPHONE:308-537-3684

A

SCHOOL DISTRICT 20  
 1322 AVENUE I  
 GOTHENBURG NE 69138

Effective 7/1/16 the fees for new or replacement Debit/ATM card is \$10.

PUBLIC FUNDS ACCOUNT 100101

MINIMUM BALANCE	437,760.96	LAST STATEMENT 04/29/16	511,585.84
AVG AVAILABLE BALANCE	521,525.09	3 CREDITS	759,188.87
AVERAGE BALANCE	521,525.09	99 DEBITS	760,157.75
		THIS STATEMENT 05/31/16	510,616.96

DEPOSITS

REF #	DATE	AMOUNT	REF #	DATE	AMOUNT	REF #	DATE	AMOUNT
	05/20	9,213.13						

OTHER CREDITS

DESCRIPTION	DATE	AMOUNT
General Fund xfer-payroll	05/20	667,890.13
General Fund xfer-bills	05/24	82,085.61

CHECKS

CHECK #	DATE	AMOUNT	CHECK #	DATE	AMOUNT	CHECK #	DATE	AMOUNT
53379	05/13	46.36	54174	05/26	177.24	54189	05/13	295.09
53722	05/13	38.25	54175	05/17	227.47	54190	05/16	441.00
53880	05/18	8.05	54177	05/18	155.75	54191	05/16	307.15
53994	05/18	6.90	54178	05/19	931.43	54192	05/13	47.00
54071	05/18	7.48	54179	05/17	220.01	54193	05/13	4,763.38
54153	05/04	253.86	54180	05/18	457.71	54194	05/12	222.80
54154	05/18	6.33	54181	05/16	301.00	54195	05/16	1,712.89
54156	05/16	166.97	54182	05/12	18.40	54196	05/17	1,117.18
54164	05/03	300.00	54183	05/12	3,620.43	54197	05/16	3,472.37
54169	05/03	88.00	54184	05/12	90.00	54198	05/13	689.47
54170	05/16	200.00	54185	05/17	609.89	54199	05/18	343.98
54171	05/05	101.82	54186	05/13	337.23	54200	05/17	678.07
54172	05/10	3,652.64	54187	05/13	3,525.22	54201	05/12	943.62
54173	05/13	2,475.00	54188	05/12	10,728.50	54202	05/13	180.00

\* \* \* CONTINUED \* \* \*

First State Bank - Gothenburg  
 914 Lake Avenue PO Box 79  
 Gothenburg, NE 69138

ACCOUNT:  
 DOCUMENTS:

100101  
 96

PAGE: 2  
 05/31/2016

TELEPHONE:308-537-3684

SCHOOL DISTRICT 20

PUBLIC FUNDS ACCOUNT 100101

CHECKS					
CHECK #	DATE	AMOUNT	CHECK #	DATE	AMOUNT
54203	05/25	2,412.96	54221	05/13	89.63
54204	05/16	1,200.00	54222	05/16	765.00
54205	05/13	1,445.61	54223	05/20	94.80
54206	05/12	380.00	54224	05/19	3,076.68
54207	05/13	1,035.00	54225	05/31	1,839.75
54208	05/17	72.00	54226	05/16	129.90
54209	05/17	1,025.00	54227	05/18	500.00
54210	05/13	207.10	54228	05/13	343.00
54211	05/19	105.00	54229	05/17	758.90
54212	05/13	75.00	54230	05/16	121.97
54213	05/13	409.92	54231	05/17	282.00
54214	05/19	190.94	54232	05/23	70.07
54215	05/12	793.53	54233	05/16	13,089.29
54216	05/23	60.00	54234	05/16	47.75
54217	05/13	480.00	54235	05/16	33.00
54218	05/12	36.39	54236	05/18	280.00
54219	05/17	1,587.06	54237	05/26	85.00
54220	05/18	42.86	54238	05/17	700.00
			54239	05/13	454.48
			54240	05/13	279.17
			54241	05/25	4,973.76
			54242	05/25	94,892.93
			54243	05/25	6,080.54
			54244	05/25	91,882.30
			54245	05/20	401.00
			54246*	05/20	6,758.69
			54248	05/25	1,426.89
			54249	05/24	7,158.33
			54250	05/26	1,626.13
			54251*	05/23	400.00
			54254*	05/27	225.00
			54256	05/27	75.00
			54257*	05/31	295.20
			54259*	05/26	591.25
			54262	05/27	84.70

(\* ) INDICATES A GAP IN CHECK NUMBER SEQUENCE

OTHER DEBITS		
DESCRIPTION	DATE	AMOUNT
GOTH SCHOOLS DEBIT 1	05/20	3,309.51
Nebraska Revenue Neb Epay NB1DORXXXXX9333	05/20	15,181.17
IRS USATAXPYMT 220654121580909	05/20	115,408.76
GOTH SCHOOLS DEBIT 1	05/20	330,821.89

INTEREST

AVERAGE LEDGER BALANCE:	.00	INTEREST EARNED:	.00
INTEREST PAID THIS PERIOD:	.00	DAYS IN PERIOD:	
		ANNUAL PERCENTAGE YIELD EARNED:	.00%

DAILY BALANCE					
DATE	BALANCE	DATE	BALANCE	DATE	BALANCE
05/03	511,197.84	05/16	451,151.65	05/24	717,285.61
05/04	510,943.98	05/17	443,874.07	05/25	515,616.23
05/05	510,842.16	05/18	442,065.01	05/26	513,136.61
05/10	507,189.52	05/19	437,760.96	05/27	512,751.91
05/12	490,355.85	05/20	642,888.40	05/31	510,616.96
05/13	473,139.94	05/23	642,358.33		

# Summary Statement of Accounts

Account	Description	Total Budget (Pub) + Adj.	Disbursed	Disbursed	Percentage (%)
<b>FUND: 1</b>					
1-1100-100	Instructional Salaries	2,867,449.00	222,220.55	1,972,666.08	68.80
1-1100-200	Instructional Benefits	1,131,840.00	87,596.36	808,846.80	71.46
1-1100-400	Instructional Supplies	150,500.00	9,433.87	52,212.25	34.69
1-1100-500	Capital Outlay	80,000.00	7,510.57	102,219.15	127.77
1-1100-600	Other Expenditures	18,500.00	349.52	11,727.89	63.39
		<u>4,248,289.00</u>	<u>327,110.87</u>	<u>2,947,672.17</u>	<u>69.38</u>
1-1200-100	Special Education	492,164.00	39,160.21	370,008.71	75.18
1-1200-200	Special Education	233,736.00	16,464.06	140,121.09	59.95
1-1200-300	Spec. Ed. Purchased	105,000.00	4,833.46	80,177.33	76.36
1-1200-400	Special Education	3,000.00	153.50	2,967.90	98.93
1-1200-500	Spec. Ed. Capital Outlay	1,000.00	0.00	5,623.80	562.38
1-1200-600	Spec. Ed. Other	450.00	419.20	3,437.69	763.93
		<u>835,350.00</u>	<u>61,030.43</u>	<u>602,336.52</u>	<u>72.10</u>
1-1300-100	Other Special Salaries	6,000.00	556.75	5,010.75	83.51
1-1300-200	Other Special Benefits	1,200.00	96.82	871.38	72.62
		<u>7,200.00</u>	<u>653.57</u>	<u>5,882.13</u>	<u>81.69</u>
1-1400-100	Vocational Salaries	373,096.00	31,149.00	277,316.00	74.33
1-1400-200	Vocational Benefits	152,802.00	11,459.79	111,943.33	73.26
1-1400-400	Vocational Supplies	24,500.00	1,600.82	17,557.38	71.66
1-1400-500	Vocational Capital	6,000.00	0.00	19,233.42	320.56
1-1400-600	Vocational Other	8,500.00	222.20	7,070.49	83.18
		<u>564,898.00</u>	<u>44,431.81</u>	<u>433,120.62</u>	<u>76.67</u>
1-2100-100	Pupil Support Salaries	539,778.00	47,848.00	413,368.00	76.58
1-2100-200	Pupil Support Benefits	154,979.00	16,654.15	155,056.82	100.05
1-2100-300	Pupil Supp. Purchased	500.00	0.00	560.00	112.00
1-2100-400	Pupil Support Supplies	25,000.00	0.00	676.84	2.71
1-2100-600	Pupil Support Other	1,000.00	0.00	836.72	83.67
		<u>721,257.00</u>	<u>64,502.15</u>	<u>570,498.38</u>	<u>79.09</u>
1-2200-100	Inst. Support Salaries	110,263.00	9,090.23	81,402.12	73.83
1-2200-200	Inst. Support Benefits	38,700.00	2,675.20	26,630.87	68.81
1-2200-300	Inst. Supp. Purchased	3,500.00	0.00	1,854.00	52.97
1-2200-400	Inst. Support Supplies	11,250.00	1,192.48	10,527.96	93.58
1-2200-500	Inst. Support Capital	1,000.00	0.00	226.00	22.60
1-2200-600	Inst. Support Other	100.00	342.68	658.92	658.92
		<u>164,813.00</u>	<u>13,300.59</u>	<u>121,299.87</u>	<u>73.59</u>
1-2300-100	General Adm. Salaries	179,325.00	15,988.95	141,745.03	79.04
1-2300-200	General Adm. Benefits	35,492.00	3,346.55	26,729.91	75.31
1-2300-300	Gen. Adm. Purchased	51,700.00	3,990.39	15,364.74	29.72
1-2300-400	General Adm. Supplies	5,000.00	197.71	5,982.97	119.66
1-2300-500	Gen. Adm. Capital	500.00	0.00	0.00	0.00
1-2300-600	General Adm. Other	23,000.00	434.40	14,956.43	65.03
		<u>295,017.00</u>	<u>23,958.00</u>	<u>204,779.08</u>	<u>69.41</u>
1-2400-100	School Adm. Salaries	423,229.00	34,492.13	316,189.90	74.71
1-2400-200	School Adm. Benefits	123,400.00	8,442.69	88,046.38	71.35
1-2400-400	School Adm. Supplies	4,000.00	483.00	1,068.48	26.71

# Summary Statement of Accounts

Account	Description	Total Budget (Pub) + Adj.	Disbursed	Disbursed	Percentage (%)
1-2400-500	School Adm. Capital	1,000.00	0.00	0.00	0.00
1-2400-600	School Adm. Other	13,500.00	805.00	5,190.64	38.45
		<u>565,129.00</u>	<u>44,222.82</u>	<u>410,495.40</u>	<u>72.63</u>
1-2500-100	Business Support	45,250.00	3,771.00	33,939.00	75.00
1-2500-200	Business Support	8,224.00	702.60	6,323.40	76.89
1-2500-300	Bus.support Purchased	41,000.00	2,780.21	30,590.38	74.61
1-2500-400	Business Support	500.00	0.00	0.00	0.00
1-2500-600	Business Support Other	6,000.00	75.00	672.00	11.20
		<u>100,974.00</u>	<u>7,328.81</u>	<u>71,524.78</u>	<u>70.83</u>
1-2600-100	Bldg. & Grounds	302,000.00	25,709.13	224,265.10	74.26
1-2600-200	Bldg. & Grounds	128,150.00	11,710.85	103,235.87	80.56
1-2600-300	Bldg. & Grounds Pur.	233,000.00	19,305.86	150,241.67	64.48
1-2600-400	Bldg. & Grounds	45,000.00	5,969.77	39,684.42	88.19
1-2600-500	Bldg. & Grounds Cap.	140,000.00	0.00	1,149.95	0.82
1-2600-600	Bldg. & Grounds Other	90,250.00	3,110.03	15,942.97	17.67
		<u>938,400.00</u>	<u>65,805.64</u>	<u>534,519.98</u>	<u>56.96</u>
1-2700-100	Pupil Transportation	80,000.00	7,276.31	64,425.77	80.53
1-2700-200	Pupil Transportation	37,169.00	2,773.12	23,574.18	63.42
1-2700-300	Pupil Trans. Pur.	115,500.00	2,273.51	71,227.45	61.67
1-2700-500	Pupil Trans. Capital	35,000.00	0.00	0.00	0.00
1-2700-600	Pupil Trans. Other	13,000.00	495.87	1,609.57	12.38
		<u>280,669.00</u>	<u>12,818.81</u>	<u>160,836.97</u>	<u>57.30</u>
1-4200-100	Chapter I Salaries	127,160.00	10,596.00	95,364.00	75.00
1-4200-200	Chapter I Benefits	57,622.00	4,436.84	42,442.46	73.66
		<u>184,782.00</u>	<u>15,032.84</u>	<u>137,806.46</u>	<u>74.57</u>
1-4700-400	Carl Perkins Grant	1,000.00	0.00	665.63	66.56
		<u>1,000.00</u>	<u>0.00</u>	<u>665.63</u>	<u>66.56</u>
1-8000-700	Transfers	100,000.00	0.00	0.00	0.00
		<u>100,000.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>
<b>FUND: 1</b>		<u>9,007,778.00</u>	<u>680,196.34</u>	<u>6,201,437.99</u>	<u>68.84</u>
		<u>9,007,778.00</u>	<u>680,196.34</u>	<u>6,201,437.99</u>	<u>68.84</u>

# Summary Statement of Receipts

Account	Description	Total Budget (Pub) + Adj.	Receipts	Receipts	Balance (Pub)	Percentage (%)
<b>FUND: 1</b>						
1-1110	Local District Taxes	7,700,000.00	2,185,017.02	6,061,962.67	1,638,037.33	78.73
1-1125	Motor Vehicle Taxes	400,000.00	29,832.06	344,542.85	55,457.15	86.14
1-1210	Tuition-general District	6,000.00	0.00	0.00	6,000.00	0.00
1-1220	Tuition-individual	0.00	375.00	375.00	-375.00	0.00
1-1410	Interest	15,000.00	4,353.85	8,230.86	6,769.14	54.87
1-1610	Local Licenses	2,500.00	2,390.00	2,390.00	110.00	95.60
1-1620	Local Police/court Fines	250.00	0.00	0.00	250.00	0.00
1-1910	Rental And Sale Of Junk	1,500.00	550.00	1,100.00	400.00	73.33
		<u>8,125,250.00</u>	<u>2,222,517.93</u>	<u>6,418,601.38</u>	<u>1,706,648.62</u>	<u>78.99</u>
1-2110	County Fines & Fees	60,000.00	20,664.40	62,254.29	-2,254.29	103.76
1-2120	Local Fines	500.00	100.00	175.00	325.00	35.00
		<u>60,500.00</u>	<u>20,764.40</u>	<u>62,429.29</u>	<u>-1,929.29</u>	<u>103.18</u>
1-3130	Homestead Ppt	75,000.00	16,514.16	33,234.68	41,765.32	44.31
1-3180	Pro-rata Motor Vehicle	14,000.00	7,854.00	30,598.94	-16,598.94	218.56
1-3110	State Aid	249,423.00	24,942.31	224,480.79	24,942.21	90.00
1-3120	Special Education	400,000.00	52,306.00	311,370.00	88,630.00	77.84
1-3125	Spec. Ed. Trans.-school	0.00	0.00	1,845.00	-1,845.00	0.00
1-3135	High Ability Learners	8,500.00	0.00	8,705.00	-205.00	102.41
1-3200	State Apportionment	135,000.00	0.00	128,294.20	6,705.80	95.03
1-3512	Dist. Ed. Incentive	4,000.00	0.00	1,000.00	3,000.00	25.00
1-3990	Other State Sources	0.00	0.00	13,201.00	-13,201.00	0.00
		<u>885,923.00</u>	<u>101,616.47</u>	<u>752,729.61</u>	<u>133,193.39</u>	<u>84.96</u>
1-4200	Title I Pt. A-LEA	115,000.00	0.00	0.00	115,000.00	0.00
1-4310	Title II Pt. A-Teacher	27,000.00	0.00	0.00	27,000.00	0.00
1-4410	IDEA	120,000.00	0.00	14,933.00	105,067.00	12.44
1-4450	Mips	0.00	2,432.47	13,471.16	-13,471.16	0.00
1-4404	IDEA Base	50,000.00	0.00	7,417.00	42,583.00	14.83
1-4455	MAAPS-Medicaid	45,000.00	0.00	11,801.87	33,198.13	26.23
1-4406	SPED IDEA	4,500.00	0.00	623.00	3,877.00	13.84
1-4700	Carl Perkins Grant	3,000.00	0.00	909.99	2,090.01	30.33
		<u>364,500.00</u>	<u>2,432.47</u>	<u>49,156.02</u>	<u>315,343.98</u>	<u>13.48</u>
1-5300	Insurance Adjustments	2,000.00	0.00	0.00	2,000.00	0.00
1-5690	Other Non-revenue	15,000.00	4,506.97	8,248.97	6,751.03	54.99
		<u>17,000.00</u>	<u>4,506.97</u>	<u>8,248.97</u>	<u>8,751.03</u>	<u>48.52</u>
<b>FUND: 1</b>		<u>9,453,173.00</u>	<u>2,351,838.24</u>	<u>7,291,165.27</u>	<u>2,162,007.73</u>	<u>77.12</u>
		<u>9,453,173.00</u>	<u>2,351,838.24</u>	<u>7,291,165.27</u>	<u>2,162,007.73</u>	<u>77.12</u>

ALL Data

# Monthly Expense Report

Arranged by:  
Account Number

Date Range: YTD thru 05/31/2016

Account	Description	Budget	May Expenditures	YTD Expenditures	Payables & Encumbrances	Unencumbered Balance	Percent Remaining
<b>1</b>	<b>GENERAL FUND</b>						
1-1100-110-1	Teachers Salaries Elementary	1,443,530.00	111,075.63	1,002,517.21	0.00	441,012.79	30.55
1-1100-110-2	Teachers Salaries Secondary	1,280,199.00	97,488.67	881,307.39	0.00	398,891.61	31.15
1-1100-112-1	High Ability Learner	28,220.00	2,352.00	21,168.00	0.00	7,052.00	24.98
1-1100-120-1	Sub Salaries Elementary	45,000.00	3,350.00	31,810.00	0.00	13,190.00	29.31
1-1100-120-2	Sub Salaries Secondary	42,500.00	5,513.50	28,142.63	0.00	14,357.37	33.78
1-1100-140-1	Aides & Supervisory-elem.	11,200.00	2,440.75	7,720.85	0.00	3,479.15	31.06
1-1100-140-2	Aide-secondary	16,800.00	0.00	0.00	0.00	16,800.00	100.00
1-1100-210-1	Fica-elementary	110,000.00	8,688.29	77,491.22	0.00	32,508.78	29.55
1-1100-210-2	Fica-secondary	95,000.00	7,577.06	67,016.57	0.00	27,983.43	29.45
1-1100-212-1	Social Secirity -high Ability	2,159.00	0.00	0.00	0.00	2,159.00	100.00
1-1100-220-1	Retirement-elementary	134,000.00	11,426.90	102,241.06	0.00	31,758.94	23.70
1-1100-220-2	Retirement-secondary	118,000.00	9,724.89	87,551.79	0.00	30,448.21	25.80
1-1100-222-1	Retirement-high Ability Learn	2,788.00	0.00	0.00	0.00	2,788.00	100.00
1-1100-230-1	Health Insurance-elementary	371,038.00	30,659.84	285,230.66	0.00	85,807.34	23.12
1-1100-230-2	Health Insurance-secondary	290,000.00	19,494.07	189,087.71	0.00	100,912.29	34.79
1-1100-232-1	Health Insurance-high Ability	8,855.00	25.31	227.79	0.00	8,627.21	97.42
1-1100-240-1	Workmans Comp.-elementary	0.00	0.00	0.00	0.00	0.00	0.00
1-1100-240-2	Workmans Comp.-secondary	0.00	0.00	0.00	0.00	0.00	0.00
1-1100-283-1	Unemployment Compensation	0.00	0.00	0.00	0.00	0.00	0.00
1-1100-292-1	Other Benefits-high Ability	0.00	0.00	0.00	0.00	0.00	0.00
1-1100-318-0	Purchased Services-High Ability	40,000.00	7,154.25	23,388.25	0.00	16,611.75	41.52
1-1100-318-1	Purchased Services	25,000.00	215.00	14,356.31	0.00	10,643.69	42.57
1-1100-318-2	Purchased Services	30,000.00	115.00	6,731.43	0.00	23,268.57	77.56

ALL Data

# Monthly Expense Report

Arranged by:  
Account Number

Date Range: YTD thru 05/31/2016

Account	Description	Budget	May Expenditures	YTD Expenditures	Payables & Encumbrances	Unencumbered Balance	Percent Remaining
1-1100-365-0	Tuition Paid to Other Dists.	0.00	0.00	0.00	0.00	0.00	0.00
1-1100-410-0	Supply Reserve	0.00	0.00	535.08	0.00	-535.08	0.00
1-1100-410-1	Teaching Supplies-elementary	40,000.00	4,682.21	12,351.74	0.00	27,648.26	69.12
1-1100-410-2	Teaching Supplies-secondary	50,000.00	4,072.74	26,221.86	0.00	23,778.14	47.55
1-1100-420-1	Textbooks-elementary	25,000.00	0.00	1,484.52	0.00	23,515.48	94.06
1-1100-420-2	Textbooks-secondary	25,000.00	-105.08	2,951.66	0.00	22,048.34	88.19
1-1100-450-1	A V Materials-elementary	0.00	0.00	0.00	0.00	0.00	0.00
1-1100-450-2	A V Materials-secondary	0.00	0.00	0.00	0.00	0.00	0.00
1-1100-530-0	Furn/equipment-general	0.00	0.00	0.00	0.00	0.00	0.00
1-1100-530-1	Furn/equipment-elementary	5,000.00	0.00	83,336.47	0.00	-78,336.47	-1,566.72
1-1100-530-2	Furn/equipment-secondary	5,000.00	0.00	1,424.60	0.00	3,575.40	71.50
1-1100-531-1	Equipment Repair-elementary	0.00	0.00	0.00	0.00	0.00	0.00
1-1100-531-2	Equipment Repair-secondary	0.00	0.00	0.00	0.00	0.00	0.00
1-1100-532-0	Copier Lease/Purchase	40,000.00	6,668.83	29,311.82	0.00	10,688.18	26.72
1-1100-560-2	Computer Hardware	65,000.00	7,510.57	9,789.75	0.00	55,210.25	84.93
1-1100-561-0	E-Rate Dist. Portion	0.00	0.00	0.00	0.00	0.00	0.00
1-1100-670-1	Travel-elementary	1,000.00	125.98	165.91	0.00	834.09	83.40
1-1100-670-2	Travel-secondary	1,500.00	223.54	970.11	0.00	529.89	35.32
1-1100-690-1	Other Misc. Expense-elem.	5,000.00	0.00	260.60	0.00	4,739.40	94.78
1-1100-690-2	Other Misc. Expense-sec.	10,000.00	0.00	5,227.67	0.00	4,772.33	47.72
1-1100-692-1	Other Misc. High Ability Lear	0.00	0.00	0.00	0.00	0.00	0.00
1-1160-110-1	Poverty Salaries	218,620.00	18,219.00	163,971.00	0.00	54,649.00	24.99
1-1160-120-1	Poverty Subs	7,000.00	0.00	0.00	0.00	7,000.00	100.00

ALL Data

# Monthly Expense Report

Arranged by:  
Account Number

Date Range: YTD thru 05/31/2016

Account	Description	Budget	May Expenditures	YTD Expenditures	Payables & Encumbrances	Unencumbered Balance	Percent Remaining
1-1160-140-1	Poverty Para	0.00	0.00	0.00	0.00	0.00	0.00
1-1160-210-1	Poverty FICA	17,500.00	1,355.29	12,202.56	0.00	5,297.44	30.27
1-1160-220-1	Poverty Retirement	21,600.00	1,799.65	16,196.78	0.00	5,403.22	25.01
1-1160-230-1	Poverty Health	64,276.00	4,854.13	43,980.14	0.00	20,295.86	31.57
1-1160-410-1	Poverty Supplies	0.00	0.00	0.00	0.00	0.00	0.00
1-1160-420-1	Poverty Textbooks	0.00	0.00	0.00	0.00	0.00	0.00
1-1160-530-1	Poverty Equipment	0.00	0.00	0.00	0.00	0.00	0.00
1-1160-560-1	Poverty Hardware	0.00	0.00	0.00	0.00	0.00	0.00
1-1160-670-1	Poverty Travel	0.00	0.00	0.00	0.00	0.00	0.00
1-1160-690-1	Poverty Misc.	0.00	0.00	0.00	0.00	0.00	0.00
1-1180-318-2	Vocal	4,000.00	591.25	4,605.50	0.00	-605.50	-15.13
1-1180-410-1	Vocal Supplies-elementary	500.00	0.00	329.09	0.00	170.91	34.18
1-1180-410-2	Vocal Supplies-secondary	5,000.00	0.00	3,639.94	0.00	1,360.06	27.20
1-1180-530-1	Vocal Equipment-elementary	0.00	0.00	0.00	0.00	0.00	0.00
1-1180-530-2	Vocal Equipment-secondary	0.00	0.00	0.00	0.00	0.00	0.00
1-1180-690-1	Vocal Other-elementary	0.00	0.00	114.05	0.00	-114.05	0.00
1-1180-690-2	Vocal Other-secondary	500.00	0.00	4,319.55	0.00	-3,819.55	-763.91
1-1181-318-1	Instrumental Purchased Service	500.00	0.00	0.00	0.00	500.00	100.00
1-1181-318-2	Purchased Services	1,000.00	186.00	1,329.00	0.00	-329.00	-32.90
1-1181-410-1	Elem. Band Supplies	500.00	0.00	0.00	0.00	500.00	100.00
1-1181-410-2	Instrumental Music Supplies	5,000.00	784.00	4,698.36	0.00	301.64	6.03
1-1181-530-2	Instrumental Music Equipment	5,000.00	0.00	7,668.33	0.00	-2,668.33	-53.36
1-1181-690-2	Instrumental Music Other	500.00	0.00	670.00	0.00	-170.00	-34.00

ALL Data

# Monthly Expense Report

Arranged by:  
Account Number

Date Range: YTD thru 05/31/2016

Account	Description	Budget	May Expenditures	YTD Expenditures	Payables & Encumbrances	Unencumbered Balance	Percent Remaining
1-1201-319-0	Occupational Therapy (OPPT)	35,000.00	958.42	28,957.11	0.00	6,042.89	17.26
1-1210-390-0	Hearing Conservation	25,000.00	2,311.25	21,131.90	0.00	3,868.10	15.47
1-1212-110-0	Sped Dir. Salary	0.00	0.00	0.00	0.00	0.00	0.00
1-1212-140-0	Sped Dir. Secretary Salary	15,440.00	0.00	0.00	0.00	15,440.00	100.00
1-1212-210-0	Fica	1,181.00	0.00	0.00	0.00	1,181.00	100.00
1-1212-220-0	Retirement	1,525.00	0.00	0.00	0.00	1,525.00	100.00
1-1212-230-0	Health Insurance	6,792.00	0.00	0.00	0.00	6,792.00	100.00
1-1212-290-0	Other Benefits	0.00	0.00	0.00	0.00	0.00	0.00
1-1212-318-0	Vocational Adjustment Co-op	5,000.00	965.70	10,236.20	0.00	-5,236.20	-104.72
1-1212-319-0	Inservice	0.00	0.00	0.00	0.00	0.00	0.00
1-1212-670-0	Travel	0.00	0.00	0.00	0.00	0.00	0.00
1-1212-690-0	Other Misc. Expense	0.00	0.00	0.00	0.00	0.00	0.00
1-1214-110-0	Psychologist Salary	52,682.00	4,034.05	38,954.05	0.00	13,727.95	26.05
1-1214-140-0	Psych Clarical	0.00	1,128.00	10,592.63	0.00	-10,592.63	0.00
1-1214-210-0	Fica	4,031.00	384.32	3,687.89	0.00	343.11	8.51
1-1214-220-0	Retirement	5,205.00	509.90	4,894.15	0.00	310.85	5.97
1-1214-230-0	Health Insurance	17,711.00	1,259.27	13,432.68	0.00	4,278.32	24.15
1-1214-290-0	Other Benefits	0.00	0.00	0.00	0.00	0.00	0.00
1-1214-313-0	In-service	0.00	0.00	0.00	0.00	0.00	0.00
1-1214-319-0	Diagnostic Charges	0.00	0.00	0.00	0.00	0.00	0.00
1-1214-410-0	Supplies	500.00	153.50	946.55	0.00	-446.55	-89.31
1-1216-110-0	Speech Therapy Salary	59,160.00	4,930.00	44,270.00	0.00	14,890.00	25.16
1-1216-120-0	Substitute Speech Therapy	1,400.00	-336.32	163.68	0.00	1,236.32	88.30

ALL Data

# Monthly Expense Report

Arranged by:  
Account Number

Date Range: YTD thru 05/31/2016

Account	Description	Budget	May Expenditures	YTD Expenditures	Payables & Encumbrances	Unencumbered Balance	Percent Remaining
1-1216-140-0	Salary-aid	0.00	0.00	500.00	0.00	-500.00	0.00
1-1216-210-0	Fica	4,626.00	310.92	3,063.78	0.00	1,562.22	33.77
1-1216-220-0	Retirement	5,845.00	453.76	4,339.72	0.00	1,505.28	25.75
1-1216-230-0	Health Insurance	11,720.00	660.16	8,211.21	0.00	3,508.79	29.93
1-1216-290-0	Other Benefits	0.00	0.00	0.00	0.00	0.00	0.00
1-1216-313-1	Speech Therapy	500.00	0.00	0.00	0.00	500.00	100.00
1-1216-313-2	Speech Therapy	0.00	0.00	0.00	0.00	0.00	0.00
1-1216-410-0	Supplies	500.00	0.00	221.90	0.00	278.10	55.62
1-1216-530-0	Furniture/equipment	0.00	0.00	0.00	0.00	0.00	0.00
1-1216-670-0	Travel	250.00	9.20	374.18	0.00	-124.18	-49.67
1-1221-110-1	Sped Sal.	73,769.00	7,030.20	57,246.40	0.00	16,522.60	22.39
1-1221-110-2	Sped Sal.-sec.	144,109.00	11,758.19	107,688.19	0.00	36,420.81	25.27
1-1221-120-1	Sub-salaries Elem	5,000.00	200.00	2,525.00	0.00	2,475.00	49.50
1-1221-120-2	Sub-salaries Sec	6,000.00	325.00	5,800.00	0.00	200.00	3.33
1-1221-140-1	Aide	103,340.00	8,528.58	90,191.07	0.00	13,148.93	12.72
1-1221-140-2	Aide	30,764.00	2,690.51	22,670.32	0.00	8,093.68	26.30
1-1221-210-1	Fica	14,000.00	1,124.95	10,816.70	0.00	3,183.30	22.73
1-1221-210-2	Fica	13,900.00	1,057.64	9,942.71	0.00	3,957.29	28.46
1-1221-220-1	Retirement	17,500.00	1,356.09	13,095.26	0.00	4,404.74	25.16
1-1221-220-2	Retirement	17,300.00	1,427.22	12,876.52	0.00	4,423.48	25.56
1-1221-230-1	Health Insurance	60,950.00	3,779.42	35,918.59	0.00	25,031.41	41.06
1-1221-230-2	Health Insurance	48,200.00	1,690.41	17,341.88	0.00	30,858.12	64.02
1-1221-290-1	Other Benefits	0.00	0.00	0.00	0.00	0.00	0.00

ALL Data

# Monthly Expense Report

Arranged by:  
Account Number

Date Range: YTD thru 05/31/2016

Account	Description	Budget	May Expenditures	YTD Expenditures	Payables & Encumbrances	Unencumbered Balance	Percent Remaining
1-1221-290-2	Other Benefits	0.00	0.00	0.00	0.00	0.00	0.00
1-1221-319-1	In-service	2,250.00	225.00	225.00	0.00	2,025.00	90.00
1-1221-319-2	In-service	1,000.00	2,225.00	2,275.00	0.00	-1,275.00	-127.50
1-1221-327-2	Sped Lease-secondary	0.00	0.00	0.00	0.00	0.00	0.00
1-1221-410-1	Teaching Supplies	1,000.00	0.00	203.06	0.00	796.94	79.69
1-1221-410-2	Teaching Supplies	1,000.00	0.00	1,153.49	0.00	-153.49	-15.34
1-1221-420-1	Textbooks	0.00	0.00	174.60	0.00	-174.60	0.00
1-1221-420-2	Textbooks	0.00	0.00	268.30	0.00	-268.30	0.00
1-1221-530-1	Furn./equip.	500.00	0.00	5,623.80	0.00	-5,123.80	-1,024.76
1-1221-530-2	Furn./equip.	500.00	0.00	0.00	0.00	500.00	100.00
1-1221-670-1	Travel-elementary	100.00	410.00	696.94	0.00	-596.94	-596.94
1-1221-670-2	Travel-secondary	100.00	0.00	2,366.57	0.00	-2,266.57	-2,266.57
1-1221-690-2	SPED Other	100.00	0.00	150.00	0.00	-50.00	-50.00
1-1232-313-0	Occupational Therapy	0.00	0.00	0.00	0.00	0.00	0.00
1-1232-318-0	SPED Purchsed Services (SRS)	0.00	30.00	30.00	0.00	-30.00	0.00
1-1232-363-1	Sped Tuition-elementary	0.00	0.00	0.00	0.00	0.00	0.00
1-1232-363-2	Sped Tuition-secondary	45,000.00	1,563.79	30,088.32	0.00	14,911.68	33.13
1-1330-110-2	Drivers Education Salary	6,000.00	556.75	5,010.75	0.00	989.25	16.48
1-1330-210-2	Fica	500.00	41.83	376.47	0.00	123.53	24.70
1-1330-220-2	Retirement	700.00	54.99	494.91	0.00	205.09	29.29
1-1330-336-2	Gas & Oil	0.00	0.00	0.00	0.00	0.00	0.00
1-1330-337-2	Tires & Parts	0.00	0.00	0.00	0.00	0.00	0.00
1-1330-410-2	Supplies	0.00	0.00	0.00	0.00	0.00	0.00

# Monthly Expense Report

ALL Data

Arranged by:  
Account Number

Date Range: YTD thru 05/31/2016

Account	Description	Budget	May Expenditures	YTD Expenditures	Payables & Encumbrances	Unencumbered Balance	Percent Remaining
1-1330-420-2	Textbooks	0.00	0.00	0.00	0.00	0.00	0.00
1-1400-110-2	Ind.Tech. Sal.	59,160.00	4,930.00	44,370.00	0.00	14,790.00	25.00
1-1400-120-2	Sub. Salaries	1,400.00	150.00	1,225.00	0.00	175.00	12.50
1-1400-210-2	Fica	4,600.00	375.49	3,369.82	0.00	1,230.18	26.74
1-1400-220-2	Retirement	5,845.00	486.98	4,382.82	0.00	1,462.18	25.01
1-1400-230-2	Health Insurance	13,264.00	1,014.25	9,128.25	0.00	4,135.75	31.18
1-1400-290-2	Other Benefits	0.00	0.00	0.00	0.00	0.00	0.00
1-1400-318-2	Purchased Services	500.00	0.00	0.00	0.00	500.00	100.00
1-1400-410-2	Industrial Arts Supplies	10,000.00	762.48	3,575.59	0.00	6,424.41	64.24
1-1400-420-2	Industrial Arts Textbooks	0.00	0.00	1,491.58	0.00	-1,491.58	0.00
1-1400-530-2	Industrial Arts Equipment	5,000.00	0.00	2,792.74	0.00	2,207.26	44.14
1-1400-531-2	Industrial Arts Equip. Repair	0.00	0.00	0.00	0.00	0.00	0.00
1-1400-670-2	Industrial Arts Travel	0.00	0.00	0.00	0.00	0.00	0.00
1-1400-690-2	Industrial Arts Other	500.00	0.00	0.00	0.00	500.00	100.00
1-1450-110-2	Vo. Ag. Salaries	111,456.00	9,288.00	83,592.00	0.00	27,864.00	25.00
1-1450-120-2	Sub. Salaries	7,500.00	450.00	4,000.00	0.00	3,500.00	46.66
1-1450-210-2	Fica	9,000.00	733.09	6,593.96	0.00	2,406.04	26.73
1-1450-220-2	Retirement	11,012.00	917.45	8,266.93	0.00	2,745.07	24.92
1-1450-230-2	Health Insurance	26,832.00	-2,145.07	23,891.23	0.00	2,940.77	10.95
1-1450-290-2	Other Benefits	0.00	0.00	0.00	0.00	0.00	0.00
1-1450-318-2	Voc Ag Purchased Services	3,500.00	141.24	141.24	0.00	3,358.76	95.96
1-1450-410-2	Vocational Ag Supplies	12,500.00	838.34	12,273.05	0.00	226.95	1.81
1-1450-420-2	Vocational Ag Textbooks	0.00	0.00	0.00	0.00	0.00	0.00

ALL Data

# Monthly Expense Report

Arranged by:  
Account Number

Date Range: YTD thru 05/31/2016

Account	Description	Budget	May Expenditures	YTD Expenditures	Payables & Encumbrances	Unencumbered Balance	Percent Remaining
1-1450-530-2	Vocational Ag Equipment	1,000.00	0.00	14,541.08	0.00	-13,541.08	-1,354.10
1-1450-531-2	Vocational Ag Equip Repair	0.00	0.00	0.00	0.00	0.00	0.00
1-1450-670-2	Vocational Ag Travel	7,500.00	137.50	6,752.59	0.00	747.41	9.96
1-1450-690-2	Vocational Ag Other	0.00	0.00	0.00	0.00	0.00	0.00
1-1460-110-2	Home Ec. Salaries	62,220.00	5,085.00	46,565.00	0.00	15,655.00	25.16
1-1460-120-2	Sub. Salaries	1,400.00	250.00	1,000.00	0.00	400.00	28.57
1-1460-210-2	Fica	4,800.00	406.05	3,604.87	0.00	1,195.13	24.89
1-1460-220-2	Retirement	6,200.00	502.28	4,599.56	0.00	1,600.44	25.81
1-1460-230-2	Health Insurance	13,264.00	1,067.29	9,013.85	0.00	4,250.15	32.04
1-1460-290-2	Other Benefits	0.00	0.00	0.00	0.00	0.00	0.00
1-1460-318-2	Purchased Services	500.00	280.00	818.48	0.00	-318.48	-63.69
1-1460-410-2	Home Economics Supplies	1,000.00	0.00	163.16	0.00	836.84	83.68
1-1460-420-2	Home Economics Textbooks	0.00	0.00	0.00	0.00	0.00	0.00
1-1460-530-2	Home Economics Equipment	0.00	0.00	0.00	0.00	0.00	0.00
1-1460-531-2	Home Ec.equipment Repair	0.00	0.00	0.00	0.00	0.00	0.00
1-1460-670-2	Home Economics Travel	0.00	0.00	0.00	0.00	0.00	0.00
1-1460-690-2	Home Economics Other	0.00	0.00	0.00	0.00	0.00	0.00
1-1480-110-2	Bus Ed Sal.	127,160.00	10,596.00	95,364.00	0.00	31,796.00	25.00
1-1480-120-2	Sub. Salaries	2,800.00	400.00	1,200.00	0.00	1,600.00	57.14
1-1480-210-2	Fica	10,000.00	789.21	6,919.30	0.00	3,080.70	30.80
1-1480-220-2	Retirement	12,563.00	1,046.66	9,419.94	0.00	3,143.06	25.01
1-1480-230-2	Health Insurance	35,422.00	1,975.97	22,752.80	0.00	12,669.20	35.76
1-1480-290-2	Other Benefits	0.00	0.00	0.00	0.00	0.00	0.00

ALL Data

# Monthly Expense Report

Arranged by:  
Account Number

Date Range: YTD thru 05/31/2016

Account	Description	Budget	May Expenditures	YTD Expenditures	Payables & Encumbrances	Unencumbered Balance	Percent Remaining
1-1480-318-2	Purchased Services	500.00	0.00	280.00	0.00	220.00	44.00
1-1480-410-2	Business Education Supplies	1,000.00	0.00	54.00	0.00	946.00	94.60
1-1480-420-2	Business Education Textbooks	0.00	0.00	0.00	0.00	0.00	0.00
1-1480-530-2	Business Education Equipment	0.00	0.00	1,899.60	0.00	-1,899.60	0.00
1-1480-531-2	Business Ed. Equipment Repair	0.00	0.00	0.00	0.00	0.00	0.00
1-1480-670-2	Business Education Travel	250.00	84.70	317.90	0.00	-67.90	-27.16
1-1480-690-2	Business Education Other	250.00	0.00	0.00	0.00	250.00	100.00
1-1490-120-2	Revisions-Sub Salaries	0.00	0.00	0.00	0.00	0.00	0.00
1-1490-210-2	Revisions-FICA	0.00	0.00	0.00	0.00	0.00	0.00
1-1490-220-2	Revisions-Retirement	0.00	0.00	0.00	0.00	0.00	0.00
1-1490-230-2	Revisions-Health Ins.	0.00	0.00	0.00	0.00	0.00	0.00
1-1490-318-2	Revisions-Purchased Service	0.00	0.00	0.00	0.00	0.00	0.00
1-1490-410-2	Revisions-Supplies	0.00	0.00	0.00	0.00	0.00	0.00
1-1490-670-2	Revisions-Travel	0.00	0.00	0.00	0.00	0.00	0.00
1-1490-690-2	Revisions-Other Expense	0.00	0.00	0.00	0.00	0.00	0.00
1-2120-110-2	Salaries-guidance	129,558.00	10,797.00	97,173.00	0.00	32,385.00	24.99
1-2120-210-2	Fica	9,913.00	798.92	7,190.28	0.00	2,722.72	27.46
1-2120-220-2	Retirement	12,800.00	1,066.51	9,598.59	0.00	3,201.41	25.01
1-2120-230-2	Health Insurance	26,832.00	2,844.11	25,596.99	0.00	1,235.01	4.60
1-2120-290-2	Other Benefits	0.00	0.00	0.00	0.00	0.00	0.00
1-2120-318-2	Purchased Services	2,500.00	0.00	350.00	0.00	2,150.00	86.00
1-2120-410-1	Supplies	1,500.00	0.00	280.44	0.00	1,219.56	81.30
1-2120-410-2	Supplies	1,500.00	0.00	0.00	0.00	1,500.00	100.00

ALL Data

# Monthly Expense Report

Arranged by:  
Account Number

Date Range: YTD thru 05/31/2016

Account	Description	Budget	May Expenditures	YTD Expenditures	Payables & Encumbrances	Unencumbered Balance	Percent Remaining
1-2120-530-2	Equipment	0.00	0.00	0.00	0.00	0.00	0.00
1-2120-670-2	Travel Expense	500.00	0.00	512.00	0.00	-12.00	-2.40
1-2120-690-1	Guidance Other-Elementary	500.00	0.00	283.30	0.00	216.70	43.34
1-2120-690-2	Other Expense	500.00	0.00	324.72	0.00	175.28	35.05
1-2130-140-0	Nurse Salary	40,000.00	3,333.00	30,197.00	0.00	9,803.00	24.50
1-2130-210-0	Fica	3,060.00	254.98	2,310.12	0.00	749.88	24.50
1-2130-220-0	Retirement	3,952.00	329.23	2,982.82	0.00	969.18	24.52
1-2130-230-0	Health Insurance	17,711.00	1,462.89	13,166.01	0.00	4,544.99	25.66
1-2130-290-0	Other Benefits	0.00	0.00	0.00	0.00	0.00	0.00
1-2130-318-0	Medicaid Outreach Claim Processing	0.00	0.00	200.00	0.00	-200.00	0.00
1-2130-410-0	Supplies	2,000.00	0.00	231.45	0.00	1,768.55	88.42
1-2130-690-0	Nurse-Other	0.00	0.00	0.00	0.00	0.00	0.00
1-2150-319-0	Safe & Secure Purchased Servi	500.00	0.00	560.00	0.00	-60.00	-12.00
1-2150-410-0	Safe & Secure Supplies	0.00	0.00	164.95	0.00	-164.95	0.00
1-2150-530-0	Safe & Secure Equipment	0.00	0.00	0.00	0.00	0.00	0.00
1-2150-690-0	Safe & Secure Other Exp.	0.00	0.00	0.00	0.00	0.00	0.00
1-2190-110-2	Activities Salaries	350,000.00	31,643.00	276,118.00	0.00	73,882.00	21.10
1-2190-120-2	Activities Sub Salaries	12,500.00	2,075.00	9,880.00	0.00	2,620.00	20.96
1-2190-140-2	Clerical Aide	7,720.00	0.00	0.00	0.00	7,720.00	100.00
1-2190-210-2	Fica	28,000.00	2,501.72	21,233.12	0.00	6,766.88	24.16
1-2190-220-2	Retirement	35,000.00	2,539.80	22,978.69	0.00	12,021.31	34.34
1-2190-230-2	Health Insurance	17,711.00	4,855.99	50,000.20	0.00	-32,289.20	-182.31
1-2190-290-2	Other Benefits	0.00	0.00	0.00	0.00	0.00	0.00

ALL Data

# Monthly Expense Report

Arranged by:  
Account Number

Date Range: YTD thru 05/31/2016

Account	Description	Budget	May Expenditures	YTD Expenditures	Payables & Encumbrances	Unencumbered Balance	Percent Remaining
1-2190-318-2	Activity-Purchased Services	2,500.00	0.00	0.00	0.00	2,500.00	100.00
1-2190-410-2	Supplies	20,000.00	0.00	0.00	0.00	20,000.00	100.00
1-2212-313-1	Staff Development	2,000.00	0.00	893.00	0.00	1,107.00	55.35
1-2212-313-2	Staff Development	1,500.00	0.00	961.00	0.00	539.00	35.93
1-2222-110-0	Technology -Salary	63,617.00	5,301.00	47,709.00	0.00	15,908.00	25.00
1-2222-110-1	Salary-library	43,005.00	3,584.00	32,256.00	0.00	10,749.00	24.99
1-2222-110-2	Salary-library	62,358.00	5,077.00	45,593.00	0.00	16,765.00	26.88
1-2222-140-0	Technology Aid-Salary	27,900.00	2,278.50	19,743.14	0.00	8,156.86	29.23
1-2222-140-1	Teacher Aide	1,000.00	0.00	0.00	0.00	1,000.00	100.00
1-2222-140-2	Teacher Aide	3,900.00	429.23	3,553.12	0.00	346.88	8.89
1-2222-210-0	Technology-FICA	7,000.00	573.29	5,101.20	0.00	1,898.80	27.12
1-2222-210-1	Fica	3,400.00	267.97	2,411.73	0.00	988.27	29.06
1-2222-210-2	Fica	5,000.00	393.10	3,502.33	0.00	1,497.67	29.95
1-2222-220-0	Technology-Retirement	9,000.00	748.69	6,662.77	0.00	2,337.23	25.96
1-2222-220-1	Retirement	4,300.00	354.02	3,186.18	0.00	1,113.82	25.90
1-2222-220-2	Retirement	6,400.00	543.89	4,854.52	0.00	1,545.48	24.14
1-2222-230-0	Technology-Health	15,500.00	25.31	227.79	0.00	15,272.21	98.53
1-2222-230-1	Health Insurance	300.00	0.00	0.00	0.00	300.00	100.00
1-2222-230-2	Health Insurance	19,300.00	1,116.22	12,676.11	0.00	6,623.89	34.32
1-2222-290-1	Other Benefits	0.00	0.00	0.00	0.00	0.00	0.00
1-2222-290-2	Other Benefits	0.00	0.00	0.00	0.00	0.00	0.00
1-2222-318-1	Purchased Services	500.00	-139.00	-139.00	0.00	639.00	127.80
1-2222-318-2	Purchased Service	7,500.00	99.00	6,023.95	0.00	1,476.05	19.68

ALL Data

# Monthly Expense Report

Arranged by:  
Account Number

Date Range: YTD thru 05/31/2016

Account	Description	Budget	May Expenditures	YTD Expenditures	Payables & Encumbrances	Unencumbered Balance	Percent Remaining
1-2222-410-1	Supplies	1,500.00	0.00	2,998.28	0.00	-1,498.28	-99.88
1-2222-410-2	Supplies	1,000.00	0.00	400.01	0.00	599.99	59.99
1-2222-430-1	Books	4,000.00	0.00	3,922.38	0.00	77.62	1.94
1-2222-430-2	Books	4,000.00	568.26	2,551.12	0.00	1,448.88	36.22
1-2222-440-1	Periodicals	0.00	0.00	31.95	0.00	-31.95	0.00
1-2222-440-2	Periodicals	750.00	624.22	624.22	0.00	125.78	16.77
1-2222-530-1	Elem Library Equipment	500.00	0.00	0.00	0.00	500.00	100.00
1-2222-530-2	H.s. Media Equipment	500.00	0.00	226.00	0.00	274.00	54.80
1-2222-670-1	Library Travel	0.00	0.00	177.24	0.00	-177.24	0.00
1-2222-670-2	Library Travel	100.00	342.68	342.68	0.00	-242.68	-242.68
1-2222-690-1	Library Other	0.00	0.00	139.00	0.00	-139.00	0.00
1-2222-690-2	Library Other	0.00	0.00	0.00	0.00	0.00	0.00
1-2223-318-1	Repairs	0.00	0.00	0.00	0.00	0.00	0.00
1-2223-318-2	Repairs	0.00	0.00	0.00	0.00	0.00	0.00
1-2223-410-1	Supplies	0.00	0.00	0.00	0.00	0.00	0.00
1-2223-410-2	Supplies	0.00	0.00	0.00	0.00	0.00	0.00
1-2223-530-1	Furn./equipment	0.00	0.00	0.00	0.00	0.00	0.00
1-2223-530-2	Furn./equipment	0.00	0.00	0.00	0.00	0.00	0.00
1-2310-315-0	Audit	5,700.00	0.00	5,700.00	0.00	0.00	0.00
1-2310-317-0	Legal Services	5,000.00	600.00	2,670.00	0.00	2,330.00	46.60
1-2310-341-0	Liability Insurance	35,000.00	1,429.00	2,679.00	0.00	32,321.00	92.34
1-2310-350-0	Advertising/printing	6,000.00	1,961.39	4,315.74	0.00	1,684.26	28.07
1-2310-630-0	Dues & Fees	8,000.00	0.00	6,494.00	0.00	1,506.00	18.82

ALL Data

# Monthly Expense Report

Arranged by:  
Account Number

Date Range: YTD thru 05/31/2016

Account	Description	Budget	May Expenditures	YTD Expenditures	Payables & Encumbrances	Unencumbered Balance	Percent Remaining
1-2310-641-0	Workers Comp Pool	40,000.00	0.00	3,050.00	0.00	36,950.00	92.37
1-2310-670-0	Travel Expense	2,000.00	0.00	2,263.48	0.00	-263.48	-13.17
1-2310-690-0	Other Expense	500.00	0.00	0.00	0.00	500.00	100.00
1-2320-110-0	Salary-administrative Staff	171,225.00	14,268.75	128,418.75	0.00	42,806.25	25.00
1-2320-140-0	Salary-clerical Ass't.	8,100.00	1,720.20	13,326.28	0.00	-5,226.28	-64.52
1-2320-210-0	Fica	11,000.00	1,199.79	7,644.53	0.00	3,355.47	30.50
1-2320-220-0	Retirement	17,700.00	1,579.36	14,001.31	0.00	3,698.69	20.89
1-2320-230-0	Health Insurance	6,792.00	567.40	5,084.07	0.00	1,707.93	25.14
1-2320-290-0	Other Benefits	0.00	0.00	0.00	0.00	0.00	0.00
1-2320-410-0	Office Supplies	5,000.00	197.71	5,982.97	0.00	-982.97	-19.65
1-2320-411-0	Subscriptions	0.00	0.00	0.00	0.00	0.00	0.00
1-2320-530-0	Furn./equipment	500.00	0.00	0.00	0.00	500.00	100.00
1-2320-630-0	Dues & Fees	2,500.00	0.00	1,860.10	0.00	639.90	25.59
1-2320-670-0	Travel Expense	5,000.00	0.00	1,103.35	0.00	3,896.65	77.93
1-2320-690-0	Other Expense	5,000.00	434.40	3,235.50	0.00	1,764.50	35.29
1-2410-110-1	Salaries	179,590.00	14,966.00	134,694.00	0.00	44,896.00	24.99
1-2410-110-2	Salaries	196,279.00	15,344.75	144,276.25	0.00	52,002.75	26.49
1-2410-140-1	Clerical Salaries	26,400.00	2,200.00	19,877.33	0.00	6,522.67	24.70
1-2410-140-2	Clerical Salaries	20,960.00	1,981.38	17,342.32	0.00	3,617.68	17.25
1-2410-210-1	Fica	16,000.00	1,242.74	11,190.59	0.00	4,809.41	30.05
1-2410-210-2	Fica	16,600.00	1,314.11	12,125.37	0.00	4,474.63	26.95
1-2410-220-1	Retirement	20,300.00	1,695.62	15,268.22	0.00	5,031.78	24.78
1-2410-220-2	Retirement	21,500.00	1,711.44	15,956.79	0.00	5,543.21	25.78

# Monthly Expense Report

ALL Data

Date Range: YTD thru 05/31/2016

Arranged by:  
Account Number

Account	Description	Budget	May Expenditures	YTD Expenditures	Payables & Encumbrances	Unencumbered Balance	Percent Remaining
1-2410-230-1	Health Insurance	24,500.00	1,943.65	18,449.01	0.00	6,050.99	24.69
1-2410-230-2	Health Insurance	24,500.00	535.13	15,056.40	0.00	9,443.60	38.54
1-2410-290-1	Other Benefits	0.00	0.00	0.00	0.00	0.00	0.00
1-2410-290-2	Other Benefits	0.00	0.00	0.00	0.00	0.00	0.00
1-2410-318-1	Purchased Services	500.00	0.00	1,005.00	0.00	-505.00	-101.00
1-2410-318-2	Purchased Services	2,000.00	0.00	4,798.44	0.00	-2,798.44	-139.92
1-2410-410-1	Supplies	2,000.00	0.00	253.23	0.00	1,746.77	87.33
1-2410-410-2	Supplies	2,000.00	483.00	815.25	0.00	1,184.75	59.23
1-2410-530-1	Furn./equipment	500.00	0.00	0.00	0.00	500.00	100.00
1-2410-530-2	Furn./equipment	500.00	0.00	0.00	0.00	500.00	100.00
1-2410-630-1	Dues & Fees	3,000.00	0.00	690.00	0.00	2,310.00	77.00
1-2410-630-2	Dues & Fees	2,500.00	585.00	675.00	0.00	1,825.00	73.00
1-2410-670-1	Travel Expense	2,000.00	0.00	1,539.88	0.00	460.12	23.00
1-2410-670-2	Travel Expense	2,000.00	0.00	268.01	0.00	1,731.99	86.59
1-2410-690-1	Other Expense	1,500.00	0.00	778.00	0.00	722.00	48.13
1-2410-690-2	Other Expense	2,500.00	220.00	1,239.75	0.00	1,260.25	50.41
1-2510-140-0	Salary-Business Manager-Kay	45,250.00	3,771.00	33,939.00	0.00	11,311.00	24.99
1-2510-210-0	Fica	3,462.00	276.98	2,492.82	0.00	969.18	27.99
1-2510-220-0	Retirement	4,471.00	372.49	3,352.41	0.00	1,118.59	25.01
1-2510-230-0	Health Insurance	291.00	53.13	478.17	0.00	-187.17	-64.31
1-2510-290-0	Other Benefits	0.00	0.00	0.00	0.00	0.00	0.00
1-2510-300-0	Flex Pay Contract	4,000.00	207.10	1,935.20	0.00	2,064.80	51.62
1-2510-310-0	Prog. Service Agreements	0.00	0.00	0.00	0.00	0.00	0.00

ALL Data

# Monthly Expense Report

Arranged by:  
Account Number

Date Range: YTD thru 05/31/2016

Account	Description	Budget	May Expenditures	YTD Expenditures	Payables & Encumbrances	Unencumbered Balance	Percent Remaining
1-2510-318-0	Purchased Services	5,500.00	0.00	5,290.87	0.00	209.13	3.80
1-2510-341-0	Postage	12,000.00	1,210.13	9,446.38	0.00	2,553.62	21.28
1-2510-342-0	Telephone	9,000.00	0.00	-797.41	0.00	9,797.41	108.86
1-2510-350-0	Advertising/printing	0.00	0.00	0.00	0.00	0.00	0.00
1-2510-382-0	Telephone-internet Line Usage	13,000.00	1,362.98	15,626.38	0.00	-2,626.38	-20.20
1-2510-410-0	Supplies	500.00	0.00	0.00	0.00	500.00	100.00
1-2510-530-0	Furn./equipment	0.00	0.00	0.00	0.00	0.00	0.00
1-2510-660-0	Data Processing	1,000.00	75.00	672.00	0.00	328.00	32.80
1-2510-690-0	Other Expense	0.00	0.00	0.00	0.00	0.00	0.00
1-2520-336-0	Gas & Oil	0.00	0.00	0.00	0.00	0.00	0.00
1-2520-337-0	Tires & Parts	2,000.00	0.00	2,689.11	0.00	-689.11	-34.45
1-2520-338-0	Repairs & Maintenance	1,000.00	0.00	1,690.72	0.00	-690.72	-69.07
1-2520-641-0	Vehicle Insurance	5,000.00	0.00	0.00	0.00	5,000.00	100.00
1-2610-140-0	Custodial Salaries	240,000.00	21,128.87	182,475.60	0.00	57,524.40	23.96
1-2610-150-0	Custodial Overtime Salary	60,000.00	4,580.26	41,789.50	0.00	18,210.50	30.35
1-2610-210-0	Fica	23,000.00	1,919.48	16,670.05	0.00	6,329.95	27.52
1-2610-220-0	Retirement	30,000.00	2,539.50	22,152.50	0.00	7,847.50	26.15
1-2610-230-0	Health Insurance	75,000.00	7,251.87	64,413.32	0.00	10,586.68	14.11
1-2610-321-0	Fuel	50,000.00	1,834.54	30,307.91	0.00	19,692.09	39.38
1-2610-322-0	Electricity	175,000.00	16,015.12	113,376.34	0.00	61,623.66	35.21
1-2610-323-0	Water/sewer	8,000.00	1,456.20	6,557.42	0.00	1,442.58	18.03
1-2610-410-0	Supplies	45,000.00	5,969.77	39,684.42	0.00	5,315.58	11.81
1-2610-641-0	Workers Comp. Pool	40,000.00	0.00	0.00	0.00	40,000.00	100.00

ALL Data

# Monthly Expense Report

Arranged by:  
Account Number

Date Range: YTD thru 05/31/2016

Account	Description	Budget	May Expenditures	YTD Expenditures	Payables & Encumbrances	Unencumbered Balance	Percent Remaining
1-2610-690-0	Other Expense	15,000.00	3,110.03	15,942.97	0.00	-942.97	-6.28
1-2620-140-0	Summer Employees	2,000.00	0.00	0.00	0.00	2,000.00	100.00
1-2620-210-0	Fica	150.00	0.00	0.00	0.00	150.00	100.00
1-2620-220-0	Retirement	0.00	0.00	0.00	0.00	0.00	0.00
1-2620-290-0	Other Benefits	0.00	0.00	0.00	0.00	0.00	0.00
1-2620-300-0	Property Insurance	0.00	0.00	0.00	0.00	0.00	0.00
1-2620-318-0	Purchased Services	150,000.00	8,389.04	94,857.72	0.00	55,142.28	36.76
1-2620-520-0	Building Improvements	100,000.00	0.00	0.00	0.00	100,000.00	100.00
1-2620-530-0	Building Equipment	40,000.00	0.00	1,149.95	0.00	38,850.05	97.12
1-2620-641-0	Property Insurance	75,000.00	0.00	0.00	0.00	75,000.00	100.00
1-2620-690-0	Other Expense	250.00	0.00	0.00	0.00	250.00	100.00
1-2750-140-0	Drivers Salaries	80,000.00	7,276.31	64,425.77	0.00	15,574.23	19.46
1-2750-140-2	Activity Drivers Salaries	0.00	0.00	0.00	0.00	0.00	0.00
1-2750-210-0	Fica	6,500.00	552.66	4,894.19	0.00	1,605.81	24.70
1-2750-220-0	Retirement	8,500.00	611.00	4,153.94	0.00	4,346.06	51.13
1-2750-230-0	Drivers Health Insurance	22,169.00	1,609.46	14,526.05	0.00	7,642.95	34.47
1-2750-290-0	Other Benefits	0.00	0.00	0.00	0.00	0.00	0.00
1-2750-332-0	Mileage To Option Students	0.00	0.00	0.00	0.00	0.00	0.00
1-2750-333-0	Mileage To Parents	500.00	362.17	762.69	0.00	-262.69	-52.53
1-2750-335-0	Lease Vehicles	0.00	0.00	0.00	0.00	0.00	0.00
1-2750-336-0	Gas & Oil	65,000.00	357.46	36,846.65	0.00	28,153.35	43.31
1-2750-337-0	Tires & Parts	25,000.00	603.48	18,713.23	0.00	6,286.77	25.14
1-2750-338-0	Bus Repairs/main.	25,000.00	950.40	14,447.17	0.00	10,552.83	42.21

ALL Data

# Monthly Expense Report

Arranged by:  
Account Number

Date Range: YTD thru 05/31/2016

Account	Description	Budget	May Expenditures	YTD Expenditures	Payables & Encumbrances	Unencumbered Balance	Percent Remaining
1-2750-540-0	Bus Acquisition/replace	35,000.00	0.00	0.00	0.00	35,000.00	100.00
1-2750-641-0	Vehicle Insurance	10,000.00	0.00	0.00	0.00	10,000.00	100.00
1-2750-690-0	Other Expense	3,000.00	495.87	1,609.57	0.00	1,390.43	46.34
1-2760-110-0	Sped. Transportation Salaries	0.00	0.00	0.00	0.00	0.00	0.00
1-2760-210-0	Fica	0.00	0.00	0.00	0.00	0.00	0.00
1-2760-220-0	Sped. Trans.-retirement	0.00	0.00	0.00	0.00	0.00	0.00
1-2760-331-0	Sped Trans. of Students	0.00	0.00	0.00	0.00	0.00	0.00
1-2760-332-0	Sped Transport.-lease Vehicle	0.00	0.00	0.00	0.00	0.00	0.00
1-2760-333-0	Sped Trans-mileage To Patents	0.00	0.00	457.71	0.00	-457.71	0.00
1-3500-410-0	St. Categorical Programs-Tree Grant	0.00	0.00	0.00	0.00	0.00	0.00
1-4200-110-1	Title I Pt. A-Salary	127,160.00	10,596.00	95,364.00	0.00	31,796.00	25.00
1-4200-120-1	Title I Pt. A-Para/Subs	0.00	0.00	0.00	0.00	0.00	0.00
1-4200-140-1	Title I Pt. A-Secretary	0.00	0.00	0.00	0.00	0.00	0.00
1-4200-210-1	Title I Pt. A-FICA	9,700.00	769.48	6,925.53	0.00	2,774.47	28.60
1-4200-220-1	Title I Pt. A-Retirement	12,500.00	1,046.66	9,419.94	0.00	3,080.06	24.64
1-4200-230-1	Title I Pt. A-Health Ins.	35,422.00	2,620.70	26,096.99	0.00	9,325.01	26.32
1-4200-318-1	Title I Pt. A -Purchased Services	0.00	0.00	0.00	0.00	0.00	0.00
1-4200-410-1	Title I Pt. A-Supplies	500.00	0.00	0.00	0.00	500.00	100.00
1-4200-420-1	Textbooks	0.00	0.00	1,727.16	0.00	-1,727.16	0.00
1-4200-530-1	Title I Pt. A-Equipment	0.00	0.00	0.00	0.00	0.00	0.00
1-4200-560-1	Title I Pt. A-Hardware	0.00	0.00	0.00	0.00	0.00	0.00
1-4200-670-1	Title I Pt. A-Travel	0.00	0.00	0.00	0.00	0.00	0.00
1-4200-690-1	Title I Pt. A-Other	0.00	0.00	0.00	0.00	0.00	0.00

# Monthly Expense Report

ALL Data

Date Range: YTD thru 05/31/2016

Arranged by:  
Account Number

Account	Description	Budget	May Expenditures	YTD Expenditures	Payables & Encumbrances	Unencumbered Balance	Percent Remaining
1-4310-110-1	Title II Pt. A-Classsize Reduction	56,440.00	4,703.00	42,327.00	0.00	14,113.00	25.00
1-4310-120-1	Title II Pt. A-Class Red. Sub	1,000.00	0.00	0.00	0.00	1,000.00	100.00
1-4310-210-1	Title II Pt. A -Class Red.-FICA	4,318.00	359.78	3,238.02	0.00	1,079.98	25.01
1-4310-220-1	Title II Pt. A-Class Red.-Retiremen	5,500.00	464.55	4,180.95	0.00	1,319.05	23.98
1-4310-230-1	Title II Pt. A-Class Red. Health	9,121.00	1,508.95	13,580.55	0.00	-4,459.55	-48.89
1-4310-310-0	Chapter li Carryover	0.00	0.00	0.00	0.00	0.00	0.00
1-4310-318-0	Title II Pt. A Class Red.-Purchase	0.00	0.00	0.00	0.00	0.00	0.00
1-4310-690-1	Title II Pt. A-Class Red.-Other	0.00	0.00	0.00	0.00	0.00	0.00
1-4400-110-1	Pre-School SPED Sal.	0.00	0.00	0.00	0.00	0.00	0.00
1-4400-140-1	Pre-School Para	0.00	0.00	0.00	0.00	0.00	0.00
1-4400-210-1	Pre-School SPED-FICA	0.00	0.00	0.00	0.00	0.00	0.00
1-4400-220-1	Pre-School SPED-Retirement	0.00	0.00	0.00	0.00	0.00	0.00
1-4400-230-1	Pre-School SPED-Health	0.00	0.00	0.00	0.00	0.00	0.00
1-4400-318-1	Purchased Service	8,000.00	35.00	4,447.56	0.00	3,552.44	44.40
1-4400-319-1	Pre School PT	5,000.00	595.84	3,550.26	0.00	1,449.74	28.99
1-4400-361-1	Pre School Tuition/Daycare	1,000.00	0.00	0.00	0.00	1,000.00	100.00
1-4400-362-1	Pre School Transportation	500.00	0.00	0.00	0.00	500.00	100.00
1-4400-410-1	Pre-School SPED-Supplies	500.00	85.00	85.00	0.00	415.00	83.00
1-4400-420-1	Pre-School Books	0.00	0.00	0.00	0.00	0.00	0.00
1-4400-530-1	Equipment	0.00	0.00	0.00	0.00	0.00	0.00
1-4400-670-1	Pre School Travel	0.00	0.00	0.00	0.00	0.00	0.00
1-4401-140-1	Pre-school Aide	0.00	0.00	0.00	0.00	0.00	0.00
1-4401-210-1	Fica	0.00	0.00	0.00	0.00	0.00	0.00

ALL Data

# Monthly Expense Report

Arranged by:  
Account Number

Date Range: YTD thru 05/31/2016

Account	Description	Budget	May Expenditures	YTD Expenditures	Payables & Encumbrances	Unencumbered Balance	Percent Remaining
1-4401-220-1	Retirement	0.00	0.00	0.00	0.00	0.00	0.00
1-4401-230-1	Health Insurance	0.00	0.00	0.00	0.00	0.00	0.00
1-4401-318-1	Pre-school O.t. Contracted	0.00	0.00	0.00	0.00	0.00	0.00
1-4401-319-1	Pre-school P.t.	0.00	0.00	0.00	0.00	0.00	0.00
1-4401-410-1	Supplies	0.00	0.00	0.00	0.00	0.00	0.00
1-4401-670-1	Pre-School SPED Travel	0.00	0.00	0.00	0.00	0.00	0.00
1-4404-110-0	IDEA Base	34,221.00	2,852.00	25,063.52	0.00	9,157.48	26.75
1-4404-210-0	IDEA Base FICA	2,618.00	208.08	1,832.52	0.00	785.48	30.00
1-4404-220-0	IDEA Base Retirement	3,381.00	281.71	2,475.69	0.00	905.31	26.77
1-4404-230-0	IDEA Base Pre-School	9,741.00	728.33	7,599.74	0.00	2,141.26	21.98
1-4404-318-0	Pre-School Contracted Services	0.00	0.00	0.00	0.00	0.00	0.00
1-4404-319-0	IDEA Base P.T.	0.00	0.00	0.00	0.00	0.00	0.00
1-4404-410-0	IDEA Base Supplies	0.00	0.00	0.00	0.00	0.00	0.00
1-4404-670-0	IDEA Base Travel	0.00	0.00	0.00	0.00	0.00	0.00
1-4406-110-0	SPED IDEA	2,935.00	245.00	2,205.00	0.00	730.00	24.87
1-4406-210-0	SPED IDEA-FICA	225.00	18.07	162.63	0.00	62.37	27.72
1-4406-220-0	SPED IDEA-Retirement	290.00	24.20	217.81	0.00	72.19	24.89
1-4406-230-0	SPED IDEA	921.00	76.18	686.45	0.00	234.55	25.46
1-4406-410-0	Pre School	0.00	0.00	0.00	0.00	0.00	0.00
1-4410-110-0	IDEA Poverty	83,606.00	5,611.80	59,992.60	0.00	23,613.40	28.24
1-4410-140-0	IDEA Poverty-Para	0.00	0.00	0.00	0.00	0.00	0.00
1-4410-210-0	IDEA Poverty FICA	6,397.00	394.11	4,254.87	0.00	2,142.13	33.48
1-4410-220-0	IDEA Poverty Retirement	8,260.00	554.33	5,925.98	0.00	2,334.02	28.25

ALL Data

# Monthly Expense Report

Arranged by:  
Account Number

Date Range: YTD thru 05/31/2016

Account	Description	Budget	May Expenditures	YTD Expenditures	Payables & Encumbrances	Unencumbered Balance	Percent Remaining
1-4410-230-0	IDEA Poverty Health	26,035.00	1,809.89	18,443.88	0.00	7,591.12	29.15
1-4410-318-0	IDEA Poverty-Purchase Services	0.00	0.00	0.00	0.00	0.00	0.00
1-4410-319-0	Contracted Services	0.00	0.00	0.00	0.00	0.00	0.00
1-4410-390-0	IDEA-Hearing Conservation	0.00	0.00	0.00	0.00	0.00	0.00
1-4410-410-0	IDEA Poverty Supplies	0.00	0.00	0.00	0.00	0.00	0.00
1-4410-530-0	IDEA Poverty Equipment	0.00	0.00	0.00	0.00	0.00	0.00
1-4410-690-0	IDEA Poverty-Other	0.00	0.00	0.00	0.00	0.00	0.00
1-4580-110-2	ARRA Education Jobs	0.00	0.00	0.00	0.00	0.00	0.00
1-4700-120-2	Carl Perkins-Substitute	0.00	0.00	0.00	0.00	0.00	0.00
1-4700-210-2	Carl Perkins-FICA	0.00	0.00	0.00	0.00	0.00	0.00
1-4700-410-2	Carl Perkins Grant-Supplies	1,000.00	0.00	665.63	0.00	334.37	33.43
1-4700-530-2	Carl Perking-Equipment	500.00	0.00	0.00	0.00	500.00	100.00
1-4700-690-2	Carl Perkins Grant-Other	0.00	0.00	0.00	0.00	0.00	0.00
1-4900-690-0	Personal Property Repayment	0.00	0.00	0.00	0.00	0.00	0.00
1-4985-318-0	Title II Pt. D, Tech.-Purchased Ser	0.00	0.00	0.00	0.00	0.00	0.00
1-4985-410-0	Title II Pt. D-Technology-Supplies	0.00	0.00	0.00	0.00	0.00	0.00
1-4985-530-0	Title II Part D, Technology Equip.	0.00	0.00	0.00	0.00	0.00	0.00
1-4985-690-0	Title II Part D, Technology	0.00	0.00	0.00	0.00	0.00	0.00
1-5000-605-0	Repayment of taxes paid	0.00	0.00	0.00	0.00	0.00	0.00
1-5200-620-0	Interest Payable	0.00	0.00	0.00	0.00	0.00	0.00
1-6000-110-1	Jump Start/Summer School	15,000.00	0.00	0.00	0.00	15,000.00	100.00
1-6000-110-2	Summer School	0.00	0.00	0.00	0.00	0.00	0.00
1-6000-120-1	Jump Start/Summer School-Subs	1,500.00	0.00	0.00	0.00	1,500.00	100.00

ALL Data

# Monthly Expense Report

Arranged by:  
Account Number

Date Range: YTD thru 05/31/2016

Account	Description	Budget	May Expenditures	YTD Expenditures	Payables & Encumbrances	Unencumbered Balance	Percent Remaining
1-6000-120-2	Summer School-Subs	0.00	0.00	0.00	0.00	0.00	0.00
1-6000-140-1	Jump Start/Summer School-Para	3,500.00	0.00	0.00	0.00	3,500.00	100.00
1-6000-140-2	Summer School-Para	0.00	0.00	0.00	0.00	0.00	0.00
1-6000-210-1	Jump Start/Summer School-FICA	1,500.00	0.00	0.00	0.00	1,500.00	100.00
1-6000-210-2	Summer School-FICA	0.00	0.00	0.00	0.00	0.00	0.00
1-6000-220-1	Jump Start/Summer School-Retire.	1,800.00	0.00	0.00	0.00	1,800.00	100.00
1-6000-220-2	Summer School-Retire.	0.00	0.00	0.00	0.00	0.00	0.00
1-6000-230-1	Summer School Health	0.00	0.00	0.00	0.00	0.00	0.00
1-6000-230-2	Summer School Health	0.00	0.00	0.00	0.00	0.00	0.00
1-8000-620-0	Debt Service-Bond Payment	0.00	0.00	0.00	0.00	0.00	0.00
1-8000-751-0	Transfers/lunches	25,000.00	0.00	0.00	0.00	25,000.00	100.00
1-8000-752-0	Transfers To Activity Fund	25,000.00	0.00	0.00	0.00	25,000.00	100.00
1-8000-760-0	General Transfers	50,000.00	0.00	0.00	0.00	50,000.00	100.00
1-9000-210-0	Non Revenue Acct.	0.00	0.00	0.00	0.00	0.00	0.00
1-9000-220-0	Non Revenue Acct.	0.00	0.00	0.00	0.00	0.00	0.00
1-9000-690-0	Non-program Expenditures	0.00	0.00	0.00	0.00	0.00	0.00
1-9001-690-0	Energy Grants	0.00	0.00	0.00	0.00	0.00	0.00
<b>1 Current Year Account Totals:</b>		<b>10,156,700.00</b>	<b>761,731.33</b>	<b>6,936,920.70</b>	<b>0.00</b>	<b>3,219,779.30</b>	<b>31.70</b>
<b>1</b>	<b>FUND Totals:</b>	<b>10,156,700.00</b>	<b>761,731.33</b>	<b>6,936,920.70</b>	<b>0.00</b>	<b>3,219,779.30</b>	<b>31.70</b>

Student Fees Fund

\$80.00	6/30/16	Ind. Tech	Projects/Supplies
\$10843.00	6/30/16	Athletics	Student Activity Ticket Sales
\$2192.80	6/30/16	FCS	Projects/Supplies
\$1865.00	6/30/16	FFA	Projects/Supplies
\$7.30	6/30/16	Interest	Interest on DDA Account
\$4800.00	6/30/16	Drivers Education	Driver Ed. Fees
<u>\$449.50</u>	6/30/16	Science Fair Boards	Projects/Supplies
\$20237.60		Total of Student Fees Revenue	
		9/1/15 through 6/30/16	



# Certificate of Accreditation

Nebraska Department of Education

Recognizes

## GOTHENBURG PUBLIC SCHOOLS

AS AN ACCREDITED SCHOOL  
FOR THE SCHOOL YEAR 2016-2017

BY THE OFFICIAL ACTION OF THE STATE BOARD OF EDUCATION

A handwritten signature in black ink, appearing to read "Matthew L. Blomstedt".

Matthew L. Blomstedt, Ph.D.  
Commissioner of Education

A handwritten signature in black ink, appearing to read "Freida Lange".

Freida Lange, Administrator  
Accreditation & School Improvement

**COACHING ASSIGNMENTS 2016-17 GOTHENBURG PUBLIC SCHOOLS**

**Volleyball**

Head Coach Bryson Mahlberg  
Asst. Coach Jim Clark  
9<sup>th</sup>/Asst. Rebecca Costello  
9<sup>th</sup> Extra Jami Fowler  
Head 8th Cindy Moore  
Asst. Michelle Stienike  
Head 7<sup>th</sup> Nicole Rubenthaler  
Asst. Angela Piper

**Wrestling**

Head Coach Tom Scott  
Asst. Coach Tim Negley  
Junior High Jerry Wiggins  
Asst. Craig Haake

**Girls Golf**

Head Coach Tara Foster

**Cross Country**

Head Coach Steve Reeves  
Asst. Coach Claudine Kennicutt  
Vol. stipend Tony Neels

**Boys Golf**

Head Coach Dan Scherer  
Asst. Don Graham

**Football**

Head Coach Craig Haake  
Asst. Coach Jerry Wiggins  
Asst. Coach K.C. Lathrop  
Asst. Coach Tom Scott  
Asst. Coach Jessie Kincheloe  
Asst. Coach Justin Dowdy  
Vol. stipend Ken Rigler  
**Junior High** Dan Scherer  
Asst. Coach Bryan Bazata  
Asst. Coach Jonathon Meyer

**Track**

Head Coach Steve Reeves  
Asst. Coach K.C. Lathrop  
Asst. Coach Roger Koehler  
Asst. Coach Tim Peterson  
Asst. Coach Bryson Mahlberg  
Asst. Coach Dan Yilk  
Asst. Coach Jillian Dowdy  
Volunteer Barry McDiarmid  
Volunteer Jessie Ambler  
**Junior High** Jim Clark  
JH Coach Tony Neels  
JH Coach  
JH Asst coach Nicole Rubenthaler

JH Asst coach Jonathan Meyer

**Girls Basketball**

Head Coach **Nick Miller**  
Asst. Coach **Bryan Bazata**  
9<sup>th</sup>/Asst. **TBD**  
Head 8th **Jonathan Meyer**  
Asst. **Jena Bowman**  
Head 7th **Jami Fowler**  
Asst. **Bryson Mahlberg**

**Play Production**

Head Lori Long  
Assistant Erin Feather  
**Speech**  
Head **Kaitlyn Clark**  
Co-Assistants **Angela Piper/Heather Franzen**  
Assistant **Erin Beavers**

**Boys Basketball**

Head Coach Roger Koehler  
Asst. Coach Kent Koehn  
9<sup>th</sup> Head Coach Don Graham

**Softball**

Head Roger Neujahr  
Associate Head Coach Maggie Tiller  
Volunteer Corey Beachel

Head 8th

Asst.

Head 7th

Asst.

Jonathan Meyer  
Dustin Walker  
Justin Dowdy  
Joe Weaver

**Musical**

Head Kaitlyn Clark  
Assistants **Erin Beavers**  
Erin Feather, **Gabe Haberman**

**Cheerleading Sponsor**

Head Sharon Andres  
Head **Ginny Peterson**

**Quiz Bowl**

Co-Head Cindy Moore  
Co-Head **Kaitlyn Mason**

Lunch Prices for 2016-17  
Reporting Southwest Conference Schools

	Ainsworth	B Bow	Cozad	Gburg	Minden	Valentine	AVE w/o Gburg
Adult	\$3.45	\$3.50	\$3.30	\$3.00	\$2.80	\$3.50	3.31
High School	\$2.75	\$2.80	\$2.85	\$2.60	\$2.45	\$2.80	2.73
Junior High	\$2.75	\$2.80	\$2.85	\$2.60	\$2.45	\$2.80	2.73
Elementary	\$2.60	\$2.70	\$2.65	\$2.30	\$2.25	\$2.70	2.58
Breakfast	\$1.45	\$1.40	\$1.30	\$1.30	\$1.50	\$1.60	1.45

Gothenburg Public Schools

	2015-16	Proposed Increase	2016-17
Adult	\$3.00	\$0.00	\$3.00
High School	\$2.45	\$0.15	\$2.60
Junior High	\$2.45	\$0.15	\$2.60
Elementary	\$2.10	\$0.20	\$2.30
Breakfast	\$1.25	\$0.05	\$1.30

Gothenburg Schools Transportation Log  
2015 - 2016

	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	S'16	Totals
# 101 Van Route	0	0	0	0	0	0	0	0	0	0	0
Odometer Activity	650	258	957	285	1036	1004	236	495	969	0	5890
67,527 SpEd	0	0	0	0	0	0	0	0	0	0	0
Total	650	258	957	285	1036	1004	236	495	969	0	5890
# 102 Van Route	0	0	0	0	0	0	0	0	0	0	0
Odometer Activity	74	407	174	299	0	981	478	787	736	0	3936
74,734 SpEd	0	0	0	0	0	0	0	0	0	0	0
Total	74	407	174	299	0	981	478	787	736	0	3936
# 131 Van Route	0	0	0	0	0	0	0	0	0	0	0
Odometer Activity	196	2504	1498	706	512	2123	1461	2100	1461	0	12561
40,949 SpEd	0	0	0	0	0	0	0	0	0	0	0
Total	196	2504	1498	706	512	2123	1461	2100	1461	0	12561
# 132 Van Route	0	0	0	0	0	0	0	0	0	0	0
Odometer Activity	0	3521	1225	857	428	1089	1508	2223	1111	0	11962
42,198 SpEd	0	0	0	0	0	0	0	0	0	0	0
Total	0	3521	1225	857	428	1089	1508	2223	1111	0	11962
2008 Impali Route	0	0	0	0	0	0	0	0	0	0	0
Odometer Activity	0	0	0	0	0	0	0	0	0	0	0
147,088 SpEd	373	424	1080	232	1080	1273	313	65	353	0	5193
Total	373	424	1080	232	1080	1273	313	65	353	0	5193
2009 Impali Route	0	0	0	0	0	0	0	0	0	0	0
Odometer Activity	1318	1290	1116	362	532	940	943	1026	640	0	8167
136,697 SpEd	0	0	0	0	0	0	0	0	0	0	0
Total	1318	1290	1116	362	532	940	943	1026	640	0	8167
2014 Impali Route	0	0	0	0	0	0	0	0	0	0	0
Odometer Activity	1,841	1755	2497	1100	1394	1589	2618	1995	1060	0	15,849
35,912 SpEd	0	0	0	0	0	0	0	0	0	0	0
Total	1841	1755	2497	1100	1394	1589	2618	1995	1060	0	15,849
2014 Nissan Route	0	0	0	0	0	0	0	0	0	0	0
Odometer Activity	0	0	0	0	0	0	0	0	0	0	0
6,662 SpEd	1949	2114	1961	1648	1777	1200	1228	1225	173	0	13275
Total	1949	2114	1961	1648	1777	1200	1228	1225	173	0	13275
1995 Route	0	30	0	0	0	0	0	0	0	0	30
Odometer Activity	0	0	0	0	0	0	0	0	0	0	0
213,772 SpEd	0	0	0	0	0	0	0	0	0	0	0
Total	0	30	0	0	0	0	0	0	0	0	30
07 Route	1166	1220	1183	915	1250	1200	1209	1392	1084	0	10619
Odometer Activity	0	0	0	0	0	0	0	0	0	0	0
123,126 SpEd	0	0	0	0	0	0	0	0	0	0	0
Total	1166	1220	1183	915	1250	1200	1209	1392	1084	0	10619
11 Route	1,382	1119	641	464	910	636	698	761	863	0	7474
Odometer Activity	0	0	0	0	0	0	0	0	0	0	0
67,823 SpEd	0	0	0	0	0	0	0	0	0	0	0
Total	1382	1119	641	464	910	636	698	761	863	0	7474
08 Micro 1 Route	1,448	1624	1421	1052	1416	1351	1473	1559	1240	0	12584
Odometer Activity	0	0	0	0	0	0	0	0	0	0	0
1,066,588 SpEd	0	0	0	0	0	0	0	0	0	0	0
Total	1448	1624	1421	1052	1416	1351	1473	1559	1240	0	12584
08 Micro 2 Route	2,328	2158	1919	1342	1952	1765	1976	2057	1678	0	17175
Odometer Activity	0	0	0	0	0	0	0	0	0	0	0
112,507 SpEd	0	0	0	0	0	0	0	0	0	0	0
Total	2328	2158	1919	1342	1952	1765	1976	2057	1678	0	17175
11 Micro 3 Route	0	0	0	0	0	0	0	0	0	0	0
Odometer Activity	0	0	0	0	0	0	0	0	0	0	0
14,900 SpEd	217	680	744	529	767	1287	703	925	1101	0	6953
Total	217	680	744	529	767	1287	703	925	1101	0	6953
Challenger Route	0	0	0	0	0	0	0	0	0	0	0
Odometer Activity	2,213	1275	1110	1883	1190	1329	924	1463	2077	0	13464
SpEd	0	0	0	0	0	0	0	0	0	0	0
Total	2213	1275	1110	1883	1190	1329	924	1463	2077	0	13464
Patriot Route	0	0	0	0	0	0	0	0	0	0	0
Odometer Activity	1,124	2698	606	1993	2416	2592	1659	1569	1421	0	16078
SpEd	0	0	0	0	0	0	0	0	0	0	0
Total	1124	2698	606	1993	2416	2592	1659	1569	1421	0	16078
Big Yellow Route	0	0	0	0	0	0	0	0	0	0	0
Odometer Activity	929	511	756	441	499	691	11	368	637	0	4843
101,048 SpEd	0	0	0	0	0	0	0	0	0	0	0
Total	929	511	756	441	499	691	11	368	637	0	4843
Totals Route	6,324	6151	5164	3773	5528	4952	5356	5769	4865	0	47882
Activity	8345	14219	9939	7926	8007	12338	9838	12026	10112	0	92750
SpEd	2539	3218	3785	1409	3624	3760		2215	0	0	20550
Totals	17208	23588	18888	13108	17159	21050	15194	20010	14977	0	161182

**Administrative Report**

Meeting: June Board Meeting

Date: 6/8/15

Mrs. Allison Jonas

---

**Topics:**

**School Improvement** – We’re currently working on training schedules for both new and existing staff members. We have a lot of great opportunities and plan to include training for Program Specific Instruction, Marzano, and Corrective Reading among others.

**Jump Start & Summer School** – Summer School and Jump Start will run July 13<sup>th</sup> – 31<sup>st</sup>. We are fortunate to have a great staff that is willing to assist with this. We couldn’t do it without them.

**Primary** – Handbook Updates

**Special Education** – I’m currently working on submitting our Targeted Improvement Plan that aligns our school improvement goals to that of serving children with a disability. A team of teachers created this plan based on student data. The plan has been approved by our MTSS, Administrative, Special Education, and ILCD teams.

**Administrator Report**

Meeting: June Board Meeting

Date: 6/13/16

Mr. Widdifield

=====

**Topics:**

Playground: North playground is scheduled for their renovation the week of June 20<sup>th</sup>. We are looking to replace similar equipment on the playground by replacing the swings and metal domes. We are restructuring the equipment if we would like to expand on playground equipment in the future.

NAESP Meeting: I will be the president of the Nebraska Elementary Principal group this year. I will be in DC is month to visit with our Senators and Congressmen about current and potential legislation and attending the National conference in Maryland in July.

Changes to the Handbook: We have very few changes to the handbook this year. We will be updating lunch prices, staff changes, and map of where staff will be for the upcoming school year. Summary has been provided.

Title 1: We were approved again to be a Title 1 school. Next year we will be up for our 3 year review of our Title program. We have been working on this rubric for the last two years for this review.

**Administrator Report**

Meeting: March Board Meeting

Date: 6/13/16

Mr. Seth Ryker, Activities Director

=====

**Topics:**

Extra Duty Assignments 2016-17

Admission Prices

1. The list of extra duty assignments is included in a separate document with changes highlighted.
2. This past spring the SWC voted to increase admission prices for the 2016-17 school year to \$6 and \$5 for varsity events. GPS will plan to institute these prices for all varsity events and additionally increase the non-varsity admission to \$3 for both adults and students. Admission prices have not increased locally in at least 15 years. Passes are also available (Annual \$65, Fall \$30, Winter \$40).

## Administrator Report

Meeting: June Board Meeting

Date: 6/13/16

Mr. Randy Evans, Sr. High Principal

---

### Topics:

#### 1) THANK YOU-Mr. Wyatt, Mr. Brundage and Mr. Sitorius

Assisting with 2016 Graduation

#### 2) 2016-2017 Student Handbook

First reading of the 2016-2017 Student Handbook

#### 3) Summer School

Summer School has started with facilitators Ms. Stanek and Mrs. Piper. Summer School will end on Tuesday, June 28<sup>th</sup>.

#### 4) DISCIPLINE DATA

SCHOOL YEAR	DETENTIONS	SATURDAY SCHOOL
2014-2015	406	113
2015-2016	285	127

#### 5) ACADEMIC DATA

#### SECOND SEMESTER

Grade	# of classes	# of classes passed	%
9 <sup>th</sup> Grade (74) (2 At-Risk students)	582 classes	572 classes passed	98%
10 <sup>th</sup> Grade (86) (4 At-Risk students)	602 classes	588 classes passed	97%
11 <sup>th</sup> Grade (76) (8 At-Risk students)	532 classes	512 classes passed	96%
12 <sup>th</sup> Grade (68)	448 classes	447 classes passed	99%

#### REASONS FOR SUCCESS

- 1) STAFF
- 2) ACCESS
- 3) PARENT SUPPORT

**Administrator Report**

Meeting: June Board Meeting

Date: 6/13/16

Dr. Michael Teahon, Superintendent

=====  
**Reports:** This is a busy month with many end-of-the-year reports being filed with the state.

**Board Finance Workshop:** I would like to have a workshop to discuss general finance issue this summer prior to our August budget work session.

**SWC Leadership Summit:** Gothenburg hosted a summit with the administrators and counselors of the SWC including McCook. The morning session was devoted to personal wellness with conversations on finance, health, professional growth and technology. The afternoon focused on leadership and team development. Senator Williams, Board President Wyatt, Dr. Shaw and School Nurse Hubbard, representatives of the Executive Council, Senior Student Council officers and Senior FFA officers all presented or lead discussions. The response from our guests was very positive. Thank you to all who were involved.

STUDENT FEES POLICY

The Board of Education adopts the following student fees policy in accordance with the Nebraska Public Elementary and Secondary Student Fee Authorization Act.

The District's general policy is to provide for free instruction in accordance with the Nebraska State Constitution. The District also provides activities, programs, and services that extend beyond the minimum level of constitutionally required free instruction. Under the Public Elementary and Secondary Student Fee Authorization Act, the District is permitted to charge students fees for these activities or to require students to provide specialized equipment and attire for certain purposes. This policy is subject to further interpretation or guidance by administrative or Board regulations. Students are encouraged to contact their building administration, their teachers or their coaches and sponsors for further specifics.

A. Definitions.

1. "Students" shall mean students, their parents, guardians or other legal representatives.
2. "Extracurricular activities" shall mean student activities or organizations that (1) are supervised or administered by the District; (2) do not count toward graduation or advancement between grades; and (3) are not otherwise required by the District.
3. "Postsecondary education costs" shall mean tuition and other fees associated with obtaining credit from a postsecondary educational institution.

B. Listing of Fees Charged by this District.1. Guidelines for Clothing Required for Specified Courses and Activities.

Students are responsible for complying with the District's grooming and attire guidelines. They are also responsible for furnishing all clothing required for any special programs, courses or activities in which they participate. The teacher, coach, or sponsor of the activity will provide students with written guidelines that will detail any special clothing requirements and explain why the special clothing is required for the specific program, course or activity.

2. Safety Equipment and Attire.

The District will provide students with all safety equipment and attire that is required by law. Building administrators will assure that (a) such equipment is available in the appropriate classes and areas of the school buildings, (b) teachers are directed to instruct students in the use of such devices, and (c) students use the devices as required. Students are responsible for using the devices safely and as instructed.

3. Personal or Consumable Items.

The District will provide students with facilities, equipment, materials and supplies, including books. *Personal consumable items may be suggested but will not be required.* Students are responsible for the careful and appropriate use of such property. Students will be charged for damage to school property caused by the student and will be held responsible for the reasonable replacement cost of any school property that was lost by the student.

4. Materials Required for Course Projects.

Students in some courses produce a project that becomes their property at the end of the course. In those circumstances, students must either furnish or pay for the reasonable cost of any materials required for the course project.

5. Extracurricular Activities.

The District may charge students a fee to participate in extracurricular activities to cover the District's reasonable costs in offering such activities. The District may require students to furnish specialized equipment and clothing that is required for participation in extracurricular activities, or may charge a reasonable fee for the use of District-owned equipment or attire. The coach or sponsor will provide students with written guidelines detailing the fees charged, the equipment and/or clothing required, or the usage fee charged. The guidelines will explain the reasons that fees, equipment and/or clothing are required for the activity.

6. Postsecondary Education Costs.

Some students enroll in postsecondary courses while still enrolled in the District's high school. As a general rule, students must pay all costs associated with such postsecondary courses. However, for a course in which students receive both high school and postsecondary education credit or a course being taken as part of an approved accelerated or differentiated curriculum program, the District shall offer the course without charge for tuition, transportation, books, or other fees, except tuition and other fees associated with obtaining credits from a postsecondary educational institution.

7. Transportation Costs.

The District will charge students reasonable fees for transportation services provided by the District to the extent permitted by federal and state statutes and regulations.

8. Copies of Student Files or Records.

The District will charge a fee for making copies of a student's files or records for the parents or guardians of such student. The Superintendent or the Superintendent's designee shall establish a schedule of student record fees. Parents of students have the right to inspect and review the students' files or records without the payment of a fee, and no fee shall be charged to search for or retrieve any student's files or records.

9. Participation in Before-and-After-School or Pre-kindergarten Services.

The District will charge reasonable fees for participation in before-and-after-

school or prekindergarten services offered by the District pursuant to statute.

10. Participation in Summer School or Night School.

The District will charge reasonable fees for participation in summer school or night school, and may charge reasonable fees for correspondence courses.

11. Charges for Food Consumed by Students.

The District will charge for items that students purchase from the District's breakfast and lunch programs. The fees charged for these items will be set according to applicable federal and state statutes and regulations. The District will charge students for the cost of food, beverages, and the like that students purchase from a school store, a vending machine, a booster club or from similar sources. Students may be required to bring money or food for field trip lunches and similar activities.

C. Waiver Policy.

Students who qualify for free or reduced-price lunches under United States Department of Agriculture child nutrition programs shall be provided a fee waiver or be provided the necessary materials or equipment without charge for (1) participation in extracurricular activities, (2) admission fees and transportation charges for student spectators attending extracurricular activities, (3) materials for course projects, and (4) the use of a musical instrument in optional music courses that are not extracurricular activities. Actual participation in the free or reduced-price lunch program is not required to qualify for the waivers provided in this section. The District is not obligated to provide any particular type or quality of equipment or other material to eligible students.

D. Distribution of Policy.

This policy will be published in the Student Handbook or its equivalent that will be provided to students at no cost.

E. Student Fee Fund.

The School Board hereby establishes a Student Fee Fund. The Student Fee Fund shall be a separate School District fund that will not be funded by tax revenue, and that will serve as a depository for all monies collected from students for (1) participation in extracurricular activities, (2) postsecondary education costs, and (3) summer school or night school courses. Monies in the Student Fee Fund shall be expended only for the purposes for which they were collected from students.

Legal Reference:

Neb. Constitution, Article VII, section 1.

Neb. Rev. Stat. 79-241, 79-605, 79-611 Transportation

79-2,104 Student files or records

79-715 Eye-protective devices

79-737 Liability of students for damages to school books

79-1,104 Before-and-after-school or prekindergarten  
services.

79-1106 to 79-1108.03 Accelerated or differential curriculum

CERTIFICATION

On the 12th day of August, 2013, the Board of Education of Gothenburg Public Schools held a public hearing on the student fee policy. The hearing followed a review of the amount of money collected from students pursuant to, and the use of waivers provided in, the student fee policy for the 2013-14 school year. This student fee policy was then adopted by a majority vote of the school board at an open public meeting conducted in compliance with the Public Meetings Law.



Superintendent

Policy Adopted: July 8, 2002

Policy Amended: July 14, 2003

Renumbered: December 10, 2007

Policy Reaffirmed: Aug. 12, 2013

GOTHENBURG PUBLIC SCHOOLS  
Gothenburg, Nebraska

Student Fees Fund

\$80.00	6/30/16	Ind. Tech	Projects/Supplies
\$10843.00	6/30/16	Athletics	Student Activity Ticket Sales
\$2192.80	6/30/16	FCS	Projects/Supplies
\$1865.00	6/30/16	FFA	Projects/Supplies
\$7.30	6/30/16	Interest	Interest on DDA Account
\$4800.00	6/30/16	Drivers Education	Driver Ed. Fees
<u>\$449.50</u>	6/30/16	Science Fair Boards	Projects/Supplies
\$20237.60		Total of Student Fees Revenue	
		9/1/15 through 6/30/16	

InstructionParental/Community Involvement in Schools

Dawson School District #24-0020, Gothenburg Public Schools, after having conducted a public hearing concerning parental involvement and participation in the school district herewith declares that it shall be the policy of the District to provide access to parents to all textbooks, tests, curriculum materials, and any other instructional materials used by the school.

It shall further be the policy of the District in the event any parent has a complaint or objection to any such materials to make such provision for personal conferences with the parent and appropriate school personnel to discuss such concerns as the superintendent or his/her designee may deem appropriate. The superintendent or his/her designee shall prepare a complaint form which may be used by a parent to express objections to any such instructional material. Such complaint forms shall seek information including, but not limited to, the specific instructional material complained of, the reason for the complaint, and a proposed resolution of the complaint by the parent.

It shall further be the policy of the District to upon reasonable advance request by a parent to attend and monitor courses, assemblies, counseling sessions, and other instructional activities, to permit such parent to be in attendance at such activities unless such attendance would substantially interfere with a legitimate school interest.

It shall further be the policy of the district to encourage communications from the parents concerning when a parent believes it to be appropriate for his/her student to be excused from testing, classroom instruction, and other school experiences that the parent may find objectionable. The superintendent or his/her designee shall make a provision on the complaint form hereinabove referred to for receiving information from a parent concerning what specific testing, classroom instruction, or other school experience the parent finds objectionable, the basis for the parent's objection and a proposed solution for dealing with the objection that would be satisfactory to the parent.

It shall further be the policy of the District to provide full access to the records of the students to a parent or guardian all as set forth in Section 79-2,104, the Federal Education Right To Privacy Act, and other applicable law during regular business hours of the school at the school headquarters or wherever the student's records may regularly be maintained by the District.

It is the further policy of the District to notify a parent or parents of any student who may be subjected to a standard norm referenced or criterion referenced test or standard tests such as but not limited to the Iowa Test of Basic Skills or the California Achievement Test, to notify the parent when reasonable to do so, where a sample of such test might be observed and the date upon which such test will be administered. As to all testing by the District, experimental evaluation methodologies, experimental testing instruments and any testing instrument which would tend to inquire into the values, beliefs, or privacy rights of any student, or parent or guardian of such student shall be prohibited unless a parent requests in writing that such tests be administered to his/her resident student.

Prior to any school sponsored survey being administered to the students of the District, it shall be the duty of the superintendent or his/her designee to notify the parent or parents of each student involved in the survey of the nature of the survey, the date and time when such survey shall be administered, and the purpose for which and the uses of which survey exist from the school's perspective.

It shall be the policy of the District as a general matter to leave substantive decision making processes to the professional staff, administration and Board of Education, subject to an effort to receive information from parents as to any concerns, objections, or other information such parents would wish to provide to the school district concerning a parent's access, involvement, and participation in all activities of the school as it relates to the student of the District.

Date of Adoption: February 11, 2008

**Board of Education Regular Meeting**

May 09, 2016 5:30 PM

Gothenburg Public Schools Discovery Center

The mission of Gothenburg Public Schools, in partnership with the entire community, is to prepare all students within a positive, innovative, learning environment to become lifelong learners in the 21st century.

**Attendance Taken at 5:30 PM**

Present Board Members:

Devin Brundage  
Amber Burge  
Lisa Geiken  
Jon Hudson  
Jeremy Sitorius  
Nate Wyatt

Others Present:

Randy Evans                      Kim Graff  
Seth Ryker                        Beth Barrett-Times  
Jim Widdifield  
Allison Jonas  
Wes Hird  
Jay Holmes

**Call to Order & Pledge of Allegiance**

5:30 PM

**Approve the Agenda**

Motion to approve the agenda passed with a motion by Jon Hudson and a second by Amber Burge.

Devin Brundage	Yes	Jon Hudson	Yes
Amber Burge	Yes	Jeremy Sitorius	Yes
Lisa Geiken	Yes	Nate Wyatt	Yes

**Recognition of Visitors**

**Consent Agenda**

Motion to approve the consent agenda as presented passed with a motion by Devin Brundage and a second by Jeremy Sitorius.

Approve Board Minutes April 11, 2016

Approve Treasurers Report

Approve Warrants/Bills

Excuse Absent Board Members-None

Consider Option Enrollment Requests-None

Devin Brundage	Yes	Jon Hudson	Yes
Amber Burge	Yes	Jeremy Sitorius	Yes
Lisa Geiken	Yes	Nate Wyatt	Yes

**Consider resignations of certificated staff**

**Motion Passed:** Motion to accept resignation of Mrs. Kim Sudbeck passed with a motion by Jeremy Sitorius and a second by Lisa Geiken. Board thanks Mrs. Sudbeck for her service to Gothenburg Public Schools.

Devin Brundage	Yes	Jon Hudson	Yes
Amber Burge	Yes	Jeremy Sitorius	Yes
Lisa Geiken	Yes	Nate Wyatt	Yes

**Consider initial contracts for certificated staff for the 2016-17 school year.**

**Motion Passed:** A motion to approve an initial contract(s) for the 2016-17 school year for Jena Bowman, Connie Rocker, and Erin Beavers passed with a motion by Devin Brundage and a second by Amber Burge.

Devin Brundage	Yes	Jon Hudson	Yes
Amber Burge	Yes	Jeremy Sitorius	Yes
Lisa Geiken	Yes	Nate Wyatt	Yes

## **Board of Education Regular Meeting**

May 09, 2016 5:30 PM

Gothenburg Public Schools Discovery Center

Page 2

### **Board of Education Reports**

A location for the Pre-School has been secured. Met with Methodist Church representatives and a lease is being prepared for signatures. Curriculum training will begin Wednesday for all providers. Thank you to all who worked to make this happen.

### **Administrative Reports**

#### **High School--Mr. Evans**

Graduation, May 15, 2016. Mr. Hudson, Mr. Sitorius, and Mr. Wyatt will help with the ceremony. Rehearsal will be May 13 at 8:15 AM. Making changes to the student handbook for the 2016-17 school year. Registration for Credit Recovery has started. Sessions will begin June 1-28.

#### **Activities--Mr. Ryker**

Girls track claimed 8th SWC win in 9 years. Boys were 4th place. District track in Ogallala May 12. Boys District Golf in McCook, May 16. Spring Athletic program May 17 in Performing Arts Center. Extra duty assignments will be ready for June board meeting. Girls and boys won SWC Cup Award.

#### **Primary/SPED--Mrs. Jonas**

Track meet for K-3 will be May 10. Thank you to Mr. Mahlberg for putting together the Elementary Track Meet. QU wedding will be May 20 in the PAC. SPED personnel working on case loads for next year. K-2 Math Scores look fabulous with average scores of 90%. Jump Start and Summer School July 11-29.

#### **Elementary--Mr. Widdifield**

Track meet scheduled today for grades 4-6 was postponed until Wednesday due to rain forecast. Thank you to Mr. Meuret and Mrs. Speck and all staff that put on another great spring music program. Students did a great job. Fifth grade will leave for Halsey trip May 12-13. Congratulations to Mr. Belanger for a great band concert. Elementary students have made great progress this year. Outdoor Ed finished their 39th consecutive year. Another wonderful time of golfing, riding horses, canoeing, fishing and other outdoor activities. Thank you to all who participated. AR data for the year. NeSA testing complete for the year. Received Grant for Playground. Family Fun Night was a success.

#### **Jr. Hi Principal--Mr. Hird**

Nebraska State Championship will be Saturday May 15. Jr. High Spring vocal concert will be May 12. NeSA assessments are complete for Spring, 2016. Working on Jr. High schedules for 2016-2017.

#### **Maintenance--Mr. Holmes**

Marquee sign has been repaired. Mid West Tennis and Track have inspected the track and determined that it will not need the UV topcoat this summer. Basketball goals in both gyms have been inspected by Meyo Enterprises. New fixtures for community building shower area will be installed this summer. North elementary playground is in planning and organization stages.

**Board of Education Regular Meeting**

May 09, 2016 5:30 PM

Gothenburg Public Schools Discovery Center

Page 3

**Superintendent--Dr. Teahon**

Preschool will be held in the United Methodist Church facility for 2016-17. Melissa Bell will be the preschool teacher. Legislative session was uneventful. National test such as ACT will replace NeSA for Juniors in 2017-18. Questions remain on how this will impact Nebraska State Standards. State formulas will also be effected. Upcoming Meetings: GNSA; STANCE; NCSA Executive Board; GNS. SWC Leadership Summit is being scheduled to discuss leadership, and how we can improve our schools. Last student will be May 24. Staff will have May 25-26 to work in their rooms and have a technology/curriculum day.

**Discussion Items**

A special meeting will be called before the regular June meeting to approve resignations as well as approve contracts.

**Next Meeting**

June 13, 2016--5:30 PM

**Adjournment**

**Motion Passed:** Motion to approve adjournment at 6:09 PM passed with a motion by Jon Hudson and a second by Jeremy Sitorius.

Devin Brundage	Yes	Jon Hudson	Yes
Amber Burge	Yes	Jeremy Sitorius	Yes
Lisa Geiken	Yes	Nate Wyatt	Yes

Kay Streeter, Business Manager/Recording Secretary

**Board of Education Special Meeting**

May 20, 2016 7:30 AM

High School Conference Room

The mission of Gothenburg Public Schools, in partnership with the entire community, is to prepare all students within a positive, innovative, learning environment to become lifelong learners in the 21st century.

**Attendance Taken at 7:30 AM:**

Present Board Members:

Devin Brundage  
Amber Burge  
Lisa Geiken  
Jeremy Sitorius  
Nate Wyatt

Others Present:

Kay Streeter-Business Manager

Absent Board Members:

Jon Hudson

**Call to Order & Pledge of Allegiance**

7:35 A.M.

**Approve the Agenda and Excuse Absent Board Members**

**Motion Passed:** Motion to approve the agenda and excuse absent board members passed with a motion by Devin Brundage and a second by Lisa Geiken.

Devin Brundage	Yes	Jon Hudson	Absent
Amber Burge	Yes	Jeremy Sitorius	Yes
Lisa Geiken	Yes	Nate Wyatt	Yes

**Recognition of Visitors**-None

**Action Items**

**Consider resignations of certificated staff.**

**Motion Passed:** Motion to accept resignation of Mr. Marcus Messersmith at the end of the 2015-2016 school year passed with a motion by Amber Burge and a second by Jeremy Sitorius.

Devin Brundage	Yes	Jon Hudson	Absent
Amber Burge	Yes	Jeremy Sitorius	Yes
Lisa Geiken	Yes	Nate Wyatt	Yes

**Consider contracts for certificated staff for the 2016-17 school year.**

**Motion Passed:** A motion to approve contract for Ligia Peterson and an initial contract for Nick Miller for the 2016-2017 school year passed with a motion by Amber Burge and a second by Jeremy Sitorius.

Devin Brundage	Yes	Jon Hudson	Absent
Amber Burge	Yes	Jeremy Sitorius	Yes
Lisa Geiken	Yes	Nate Wyatt	Yes

**Next Meeting**

June 13, 2015--5:30 P.M.

**Adjournment Motion Passed:** Motion to approve adjournment at 7:38 A.M. passed with a motion by Jeremy Sitorius and a second by Lisa Geiken.

Devin Brundage	Yes	Jon Hudson	Absent
Amber Burge	Yes	Jeremy Sitorius	Yes
Lisa Geiken	Yes	Nate Wyatt	Yes

**Regular Board Meeting**

March 14, 2016 12:00 PM  
Discovery Center

The mission of Gothenburg Public Schools, in partnership with the entire community, is to prepare all students within a positive, innovative, learning environment to become lifelong learners in the 21st century.

**Attendance Taken at 12:00 PM:**

**Present Board Members:**

Devin Brundage  
Amber Burge  
Lisa Geiken  
Jon Hudson  
Jeremy Sitorius  
Nate Wyatt

**Others Present:**

Seth Ryker                      Beth Barrett-Times  
Randy Evans                    Bruce Hird  
Jay Holmes  
Allison Jonas  
Michael Teahon-Superintendent  
Kay Streeter-Recording Secretary

**Call to Order & Pledge of Allegiance-Open Meetings Law Posted**

12:00 Noon

**Approve the Agenda**

**Motion Passed:** Motion to approve agenda as presented passed with a motion by Jon Hudson and a second by Lisa Geiken.

Devin Brundage	Yes
Amber Burge	Yes
Lisa Geiken	Yes
Jon Hudson	Yes
Jeremy Sitorius	Yes
Nate Wyatt	Yes

**Recognition of Visitors**

**Consent Agenda**

**Motion Passed:** Motion to approve consent agenda as presented passed with a motion by Devin Brundage and a second by Amber Burge.

Devin Brundage	Yes
Amber Burge	Yes
Lisa Geiken	Yes
Jon Hudson	Yes
Jeremy Sitorius	Yes
Nate Wyatt	Yes

**Consider resignations of certificated staff**

**Motion Passed:** Motion to accept resignation of Tyler Meuret passed with a motion by Amber Burge and a second by Jeremy Sitorius.

Devin Brundage	Yes
Amber Burge	Yes
Lisa Geiken	Yes
Jon Hudson	Yes
Jeremy Sitorius	Yes
Nate Wyatt	Yes

**Regular Board Meeting**

March 14, 2016 12:00 PM

Discovery Center

Page 2

**Consider approval of certificated staffing for 2016-17 school year.**

**Motion Passed:** A motion to extend teaching contracts for the 2016-17 school year passed with a motion by Devin Brundage and a second by Lisa Geiken.

Devin Brundage	Yes
Amber Burge	Yes
Lisa Geiken	Yes
Jon Hudson	Yes
Jeremy Sitorius	Yes
Nate Wyatt	Yes

**Consider approval of Negotiated Agreement with Gothenburg Education Association for the 2016-2017 school year.**

**Motion Passed:** A motion to approve the 2016-17 Negotiated Agreement passed with a motion by Jeremy Sitorius and a second by Lisa Geiken.

Devin Brundage	Yes
Amber Burge	Yes
Lisa Geiken	Yes
Jon Hudson	Yes
Jeremy Sitorius	Yes
Nate Wyatt	Yes

**Consider contract for Superintendent from July 1, 2016 through June 30, 2019.**

**Motion Passed:** A motion to approve superintendent's contract from July 1, 2016, to June 30, 2019, passed with a motion by Amber Burge and a second by Jon Hudson.

Devin Brundage	Yes
Amber Burge	Yes
Lisa Geiken	Yes
Jon Hudson	Yes
Jeremy Sitorius	Yes
Nate Wyatt	Yes

**Consider approval of salaries for administrative and non-certificated staff for 2016-17 school year.**

**Motion Passed:** Motion to approve proposed compensation for administrators and non-certificated staff passed with a motion by Jeremy Sitorius and a second by Lisa Geiken.

Devin Brundage	Yes
Amber Burge	Yes
Lisa Geiken	Yes
Jon Hudson	Yes
Jeremy Sitorius	Yes
Nate Wyatt	Yes

**Regular Board Meeting**

March 14, 2016 12:00 PM

Discovery Center

Page 3

**Discuss, consider and approve preschool program for 2016-17 school year.**

**Motion Passed:** Motion to approve school-based preschool program passed with a motion by Amber Burge and a second by Devin Brundage.

Devin Brundage	Yes
Amber Burge	Yes
Lisa Geiken	Yes
Jon Hudson	Yes
Jeremy Sitorius	Yes
Nate Wyatt	Yes

**Discuss, consider and approve summer projects for 2016.**

**Motion Passed:** A motion to approve proposed summer projects passed with a motion by Jon Hudson and a second by Amber Burge.

Devin Brundage	Yes
Amber Burge	Yes
Lisa Geiken	Yes
Jon Hudson	Yes
Jeremy Sitorius	Yes
Nate Wyatt	Yes

**Reports**

**Board of Education Reports**

Thank you to GEA for working through the negotiation process.

Certification of GEA as official bargaining committee for Gothenburg Schools certificated staff.

**Report on Multicultural education.**

Mrs. Jonas reported on the annual Multicultural Education. Information was collected from both buildings on efforts in multicultural education.

**Administrative Reports**

**High School--Mr. Evans**

Discipline Data; March 18 is end of 3rd quarter. Report cards distributed on March 24. Career Fair March 16 in Lexington, all Juniors will attend. Credit Recovery Program will be held June 1-28. If a student in grades 7-12 failed a semester or a full year course may enroll. Habitudes--Students did community service, assisted by the staff. Services included cleaning up grounds, washing windows, etc. for businesses. Thank you to Ms. Epke and Mr. Coe setting up projects, as well as all staff for their assistance. Big thank you to the students of GHS for a job well done.

**Activities--Mr. Ryker**

Spring sport participation numbers; SWC Cup standings--Gothenburg Girls in first place so far.

**Jr. High Principal--Mr. Hird**

Working with 7-8 grade students on monitoring grades and academic interventions. NeSA assessments will be administered in April. Walk-through visits and summaries were completed. Enjoyed spending time in each classroom and getting to know the teachers in the follow-up discussion.

**Regular Board Meeting**

March 14, 2016 12:00 PM  
Discovery Center  
Page 4

**Elementary--Mr. Widdifield**

Ron Coniglio worked with K-4 teachers on writing instruction. Report Cards March 24th. Elementary Program April 15 at 7:00 in north gym.

**Primary/SPED--Mrs. Jonas**

Spring pictures March 18. Teachers led presentation to staff on Tracking Students Progress & Celebrating Success for School Improvement. Will join special educators in Scottsbluff to discuss how to hire, motivate and retain quality employees. Jump Start will take place July 11-29.

**Maintenance--Mr. Holmes**

Marquee sign up and running. Will be collecting prices for transformation of North playground.

**Superintendent--Mr. Teahon**

Continue to monitor legislative bill in the current session. Continue to attend meetings with STANCE; NCSA Executive Board; and GNS.

**Discussion Items**

Working on restructuring of the Administrative team. More information will follow in coming Board meetings.

**Next Meeting**

April 11, 2016--7:00 P.M.

**Adjournment**

**Motion Passed:** Motion to approve adjournment at 12:37 P.M. passed with a motion by Lisa Geiken and a second by Jon Hudson.

- |                 |     |
|-----------------|-----|
| Devin Brundage  | Yes |
| Amber Burge     | Yes |
| Lisa Geiken     | Yes |
| Jon Hudson      | Yes |
| Jeremy Sitorius | Yes |
| Nate Wyatt      | Yes |

Kay Streeter, Business Manager/Recording Secretary

**SCHOOL DISTRICT # 20**  
Treasurer's Report for the month of:  
**May 2016**

**GENERAL FUND**

04/30/16	Balance from last month		\$ 3,295,114.81
05/05/16	Int CD xxx732 - 1410	\$ 98.18	
05/05/16	Int CD xxx888 - 1410	\$ 38.87	
05/05/16	Int CD xxx889 - 1410	\$ 123.74	
05/05/16	Summer School - 1220	\$ 125.00	
05/05/16	Ryker - 1100-670-2	\$ 36.24	
05/05/16	St of Neb-Unclaimed Property 1-5690	\$ 4,049.67	
05/06/16	Hot Lunch Payroll-April	\$ 9,914.53	
05/06/16	Pearson Education refund - 1100-420-2	\$ 105.08	
05/06/16	Bais Yaakov settlement - 5690	\$ 56.30	
05/11/16	St. of Neb- HC Claim Pmt	\$ 100.27	
05/11/16	St. of Neb- HC Claim Pmt	\$ 628.48	
05/11/16	St. of Neb- HC Claim Pmt	\$ 1,703.72	
05/13/16	Dawson County Treasurer Direct Deposit	\$ 1,953,864.22	
05/13/16	Custer County Treasurer Direct Deposit	\$ 217,570.26	
05/20/16	Hot Lunch Payroll-May	\$ 9,213.13	
05/20/16	St/Fed Withholding Taxes-May	\$ 2,818.64	
05/20/16	Laptop Purchase-5691	\$ 401.00	
05/20/16	St. of Neb-Special Ed School Age Reimbursement 14-15 FFR	\$ 52,306.00	
05/24/16	TeamMates 1100-318-0	\$ 400.00	
05/24/16	credit recovery - 1220	\$ 250.00	
05/24/16	University of Oregon NETA Conf refund 2222-313-1	\$ 139.00	
05/24/16	Gothenburg Dance Center - 1910	\$ 350.00	
05/24/16	The Crossing - 1910	\$ 200.00	
05/26/16	Int CD xxx055 - 1910	\$ 2,506.85	
05/26/16	Int CD xxx303 - 1410	\$ 1,281.12	
05/26/16	Sunbelt Rentals refund 2620-318	\$ 190.21	
05/26/16	City of Gothenburg Tabacco licenses - 1610	\$ 90.00	
05/26/16	City of Gothenburg liquor licenses - 1610	\$ 2,300.00	
05/26/16	Lincoln Co Treasurer - 20 -	\$ 248,047.44	
05/31/16	St. of Neb-State aid to education-May	\$ 24,942.31	
05/31/16	Interest DDA xxx063	\$ 305.09	
	<b>Total receipts for month</b>		<b>\$ 2,534,155.35</b>
	<b>Dawson County transfers to</b>		
	<b>Special Building Fund</b>	<b>\$ 11,426.15</b>	
	<b>Bond Fund</b>	<b>\$ 136,824.78</b>	
	<b>Custer County transfers to</b>		
	<b>Special Building Fund</b>	<b>\$ 1,318.44</b>	
	<b>Bond Fund</b>	<b>\$ 9,930.91</b>	
	<b>Total Warrants paid</b>		<b>\$ 760,157.75</b>
05/31/16	<b>Balance</b>		<b><u>\$ 4,909,612.13</u></b>
05/31/16	First State Bank xxx101	\$ 510,616.96	
05/31/16	First State Bank xxx063	\$ 1,713,818.91	
	COD#xxx303 First State Bank 0.30% due 11-16-16	\$ 1,027,708.90	
	COD#xxx055 Gothenburg State Bank 0.40% due 5-16-17	\$ 1,000,000.00	
	COD#xxx839 Gothenburg State Bank 0.40% due 6-06-17	\$ 234,300.35	
	COD#xxx988 First State Bank 0.25% due 6-13-16	\$ 20,705.98	
	COD#xxx306 Gothenburg State Bank 0.25% due 7-8-16	\$ 250,000.00	
	COD#xxx889 First State Bank 0.60% due 1-10-17	\$ 82,722.09	
	COD#xxx888 First State Bank 0.60% due 1-10-17	\$ 25,983.51	
	COD#xxx732 First State Bank 0.92% due 10-10-18	\$ 43,755.43	
05/31/16	<b>Balance of investments and accounts</b>		<b><u>\$ 4,909,612.13</u></b>

**SCHOOL DISTRICT # 20**  
Treasurer's Report for the month of:  
**May 2016**

**SPECIAL BUILDING FUND**

04/30/16 Balance			\$ 908,271.83
05/24/16 Dawson County Treas - transfer from General Fund	\$	11,426.15	
05/24/16 Custer County Treas - transfer from General Fund	\$	1,318.44	
05/26/16 Lincoln County Treas	\$	1,606.56	
05/31/16 Interest DDA xxx866	\$	236.31	
<b>Total receipts</b>		<b>\$ 14,587.46</b>	
<b>Total Warrants paid</b>		<b>\$ 19,000.00</b>	
<b>Transfers:</b>			
<b>Transfer to General Fund</b>		<b>\$ 4,471.70</b>	
<b>05/31/16 Balance</b>			<b><u>\$ 899,387.59</u></b>
05/31/16 First State Bank xxx866	\$	899,387.59	
05/31/16 First State Bank xxx321	\$	<u>-</u>	
<b>05/31/16 Balance of investments and accounts</b>			<b><u>\$ 899,387.59</u></b>

**EMPLOYEE BENEFIT ACCOUNT**

04/30/16 Balance			\$ 55,539.48
05/20/16 Teacher Dues/Flex Plan	\$	6,180.95	
05/20/16 Boson-2nd half	\$	577.74	
05/26/16 City of Gothburg - Clymer Ins - June	\$	588.62	
<b>Total Receipts</b>		<b>\$ 7,347.31</b>	
<b>Total Warrants paid</b>		<b>\$ 7,517.51</b>	
<b>05/31/16 Balance</b>			<b><u>\$ 55,369.28</u></b>
05/31/16 First State Bank - xxx545	\$	55,369.28	
<b>05/31/16 Balance of investments and accounts</b>			<b><u>\$ 55,369.28</u></b>

**SCHOOL DISTRICT # 20**  
Treasurer's Report for the month of:  
**May 2016**

**DEPRECIATION FUND**

04/30/16 <b>Balance</b>			\$ 553,532.99
05/31/16 Interest DDA xxx515	\$	59.10	
<b>Total receipts</b>		<b>\$ 59.10</b>	
<b>Total Warrants paid</b>		<b>\$ -</b>	
05/31/16 <b>Balance</b>			<u><u>\$ 553,592.09</u></u>
05/31/16 Gothenburg State Bank xxx515	\$	343,714.64	
COD #xxx476 Gothenburg State Bank 0.25% due 8-20-16	\$	100,000.00	
COD#xxx266 First State Bank 0.40% due 8-24-16	\$	59,922.64	
COD#xxx477 Gothenburg State Bank 0.25% due 8-30-16	\$	50,000.00	
05/31/16 <b>Balance of investments and accounts</b>			<u><u>\$ 553,637.28</u></u>

**SCHOOL DISTRICT 20 BOND FUND**

04/30/16 <b>Balance</b>			\$ 605,229.11
05/26/16 Lincoln Co-K-8	\$	8,769.44	
05/26/16 Lincoln Co-9-12	\$	11,537.96	
05/24/16 Custer Co-transfer from General Fund K-8	\$	462.19	
05/24/16 Custer Co-transfer from General Fund 9-12	\$	9,468.72	
05/24/16 Dawson Co-transfer from General Fund K-8	\$	54,779.87	
05/24/16 Dawson Co-transfer from General Fund 9-12	\$	82,044.91	
05/31/16 Interest acct xxx753	\$	169.83	
<b>Total Receipts</b>		<b>\$ 167,232.92</b>	
<b>Total paid out</b>		<b>\$ -</b>	
05/31/16 <b>Balance</b>			<u><u>\$ 772,462.03</u></u>
05/31/16 First State Bank Acct xxx753	\$	772,462.03	
05/31/16 <b>Balance of Investments and accounts</b>			<u><u>\$ 772,462.03</u></u>
05/31/16 <b>TOTAL DEPOSITS OF THE DISTRICT</b>			<u><u>\$ 7,190,468.31</u></u>

Prepared by Randall G. Waskowiak, Treasurer Dist # 20

RW

**SCHOOL DISTRICT # 20**  
Treasurer's Report for the month of:  
**May 2016**

**First State Bank-total deposits**

DDA xxx101 General Fund	\$ 510,616.96
DDA xxx321 Special Building Fund	\$ -
DDA xxx753 Bond Fund	\$ 772,462.03
DDA xxx063 General Fund	\$ 1,713,818.91
DDA xxx866 Special Building Fund	\$ 899,387.59
DDA xxx545 Employee Benefit Account	\$ 55,369.28
CD#xxx266 Depreciation Fund	\$ 59,922.64
CD#xxx732 General Fund	\$ 43,755.43
CD#xxx888 General Fund	\$ 25,983.51
CD#xxx889 General Fund	\$ 82,722.09
CD#xxx988 General Fund	\$ 20,705.98
CD#xxx303 General Fund	\$ 1,027,708.90

Total deposits to be covered by Insurance  
both FDIC and securities \$ 5,212,453.32

**Collateral Pledged**

	<u>Amount</u>	<u>Maturity</u>	<u>Receipt #</u>
<b>First State Bank, Gothenburg, Nebraska</b>			
Bellevue NE Pub Safety Dept Muni Cusip: 079212U38	\$ 200,000.00	6/1/2033	107533
Central City NE RFDG Muni Cusip: 153091BC6	\$ 155,000.00	6/15/2024	606911
Colfax Cnty NE S.D. #123 Muni Cusip: 194045AU4	\$ 200,000.00	12/15/2025	100960
Douglas Cnty NE SID #404 Muni Cusip: 25932KCA1	\$ 125,000.00	1/15/2030	605757
Douglas Cnty NE SID #441 Muni Cusip: 25930EBQ3	\$ 160,000.00	10/15/2025	107527
Douglas Cnty NE SID #496 Muni Cusip: 25927LCK4	\$ 125,000.00	5/15/2032	605758
Douglas Cnty NE SID #503 Muni Cusip: 25931EET3	\$ 100,000.00	8/15/2025	606310
Douglas Cnty NE SID #530 Muni Cusip: 25930LAW5	\$ 160,000.00	8/15/2028	107528
Douglas Cnty NE SID #541 Muni Cusip: 25932DAC5	\$ 100,000.00	5/15/2032	606315
Edgar NE Muni Bldg Muni Cusip: 279763CT1	\$ 200,000.00	9/1/2031	107532
FHLMC Agency Cusip: 3134G36X3	\$ 1,000,000.00	3/28/2018	617662
Furnas Cnty NE Muni Cusip: 36109PAQ1	\$ 240,000.00	12/15/2029	612254
GNMA Pass-thru Pool MA2247 Cusip: 36179QP88	\$ 930,031.00	9/20/2044	611833
Imperial Cnty FACS AGY NE Muni Cusip: 452705AS5	\$ 125,000.00	12/15/2028	606909
Nemaha Cnty NE S.D.#29 Muni Cusip: 64044XBP5	\$ 100,000.00	12/15/2033	105579
Otoe Cnty NE S.D. #27 Muni Cusip: 68905TDT3	\$ 200,000.00	12/15/2033	102807
Sarpy Cnty NE SID #202 Muni Cusip: 80377FCG6	\$ 100,000.00	1/15/2026	606311
Sarpy Cnty NE SID #223 Muni Cusip: 80373JBU2	\$ 100,000.00	9/15/2020	606308
Sarpy Cnty NE SID #235 Muni Cusip: 803763DF5	\$ 100,000.00	6/15/2033	606317
Sarpy Cnty NE SID #241 Muni Cusip: 803739CA7	\$ 100,000.00	4/15/2026	606312
Sarpy Cnty NE SID #261 Muni Cusip: 80376RDC9	\$ 100,000.00	4/15/2033	606316
Saunders Cnty NE S.D.#9 Muni Cusip: 80449PEB7	\$ 200,000.00	12/15/2033	105811
South Sioux City NE Muni Cusip: 840380BR9	\$ 200,000.00	6/15/2028	107531
<b>Total pledged</b>	<b>\$ 5,020,031.00</b>		

**SCHOOL DISTRICT # 20**  
Treasurer's Report for the month of:  
**May 2016**

**Gothenburg State Bank - Total deposits**

COD#xxx839 General Fund	\$ 234,300.35
COD#xxx306 General Fund	\$ 250,000.00
COD#xxx476 Depreciation Fund	\$ 100,000.00
DDA xxx515 Depreciation Fund	\$ 343,714.64
COD#xxx477 Depreciation Fund	\$ 50,000.00
COD#xxx055 General Fund	\$ 1,000,000.00
<b>Total</b>	<b>\$ 1,978,014.99</b>

Reconciled by Kay Streeter

05/31/16 DDA #xxx490 Hot Lunch Fund	\$ 77,772.38
05/31/16 DDA #xxx771 Student Activity Fund	\$ 189,085.49
05/31/16 DDA #xxx822 Petty Cash Fund	\$ 2,132.10
05/31/16 DDA #xxx852 Student Fees Fund	\$ 22,991.96

Total deposits to be covered by Insurance  
both FDIC and agency securities

**\$ 2,269,996.92**

**Collateral Pledged**

	<u>Amount</u>	<u>Maturity</u>	<u>Receipt #</u>
<b>Gothenburg State Bank, Gothenburg, Nebraska</b>			
Bellevue NE Muni Cusip: 079212H25	\$ 90,000.00	12/15/18	194021310
Bellevue NE Muni Cusip: 079212G91	\$ 65,000.00	12/15/17	194021307
Dawson NE Public Power Dist Muni Cusip: 239421DE7	\$ 205,000.00	6/15/17	186015706
Dodge Cnty NE S.D.#595 Muni Cusip: 256449AZ2	\$ 60,000.00	12/15/15	229032880
Dodge Cnty NE S.D.#595 Muni Cusip: 256449BA6	\$ 70,000.00	12/15/16	229032890
Douglas Cnty NE SID #432(Hillsborough Pointe) Muni Cusip: 25929BAG5	\$ 55,000.00	10/15/17	210001793
Douglas Cnty NE SID #432(Hillsborough Pointe) Muni Cusip: 25929BAH3	\$ 55,000.00	10/15/18	210001794
Federal Home Ln Bks Cusip: 3133XFPR1	\$ 165,000.00	6/10/16	210001558
Federal Home Ln Bks Cusip: 3130A0JR2	\$ 1,000,000.00	12/13/19	210003571
GNMA Pass-thru X Platinum Pool 781824 Cusip: 36241KAZ1	\$ 40,000.00	11/15/34	280021720
GNMA Pass-thru X Platinum Pool 781824 Cusip: 36241KAZ1	\$ 40,000.00	11/15/34	280021720
GNMA Pass-thru Pool 783091 Cusip: 36241LNG7	\$ 70,000.00	6/15/40	194023397
GNMA REMIC Trust 2010-29 Cusip: 38376XQY2	\$ 175,000.00	12/20/38	194023219
GNMA REMIC Trust 2010-29 Cusip: 38376XQY2	\$ 135,000.00	12/20/38	194023219
GNMA REMIC Trust 2010-29 Cusip: 38376XQY2	\$ 145,000.00	12/20/38	194023219
GNMA REMIC Trust 2009-116 Cusip: 38376PK82	\$ 155,000.00	11/16/38	322001361
GNMA REMIC Trust 2013-116 Cusip: 38378VJ48	\$ 120,000.00	2/20/43	322001384
Ord NE Rural Fire Protn Dist Muni Cusip: 68574TAF6	\$ 70,000.00	8/15/20	210003333
Wallace Vlg NE Muni Cusip: 93239TAC8	\$ 119,000.00	10/1/29	210003511
Washington Cnty NE S.D. 24 Muni Cusip: 93811RBU7	\$ 270,000.00	12/15/2022	210003932
<b>Total Pledged</b>	<b>\$ 3,104,000.00</b>		

# Check Journal

Fiscal Year: 2016

Check Number	Date	Vendor ID	Vendor Name				Direct Deposit
Invoice	Invoice Date	PO Number	Ereq Num	PO Date	Description	Payable	Accrued
count Number			Account Description				Payment
<b>Journal Number: 311 Check Journal</b>				<b>Posted: 05/16/2016</b>			
<b>Computer Checks</b>							
<b>1 - GENERAL FUND</b>							
Bank Account :A - Fsb							
00054232	05/11/2016	ALLIJONA	Allison Jonas				
Supplies	05/11/2016			05/11/2016	Teacher Appreciation		
1-1100-410-1			Teaching Supplies-elementary			-70.07	70.07
					Invoice Total:	-70.07	70.07
					Check Total:	-70.07	70.07
00054233	05/11/2016	CITYGOTH	City Of Gothenburg				
April	05/11/2016			05/11/2016	Utilities		
1-2610-322-0			Electricity			-10,771.49	10,771.49
1-2610-323-0			Water/sewer			-807.60	807.60
1-2610-690-0			Other Expense			-1,510.20	1,510.20
					Invoice Total:	-13,089.29	13,089.29
					Check Total:	-13,089.29	13,089.29
00054234	05/11/2016	DAYDONUT	Daylight Donut Shop				
412596	05/11/2016			05/11/2016	Supplies		
1-1100-410-1			Teaching Supplies-elementary			-47.75	47.75
					Invoice Total:	-47.75	47.75
					Check Total:	-47.75	47.75
1235	05/11/2016	GOTHHOSP	Gothenburg Memorial Hospital				
101262	05/11/2016			05/11/2016	Drug Testing		
1-2750-690-0			Other Expense			-33.00	33.00
					Invoice Total:	-33.00	33.00
					Check Total:	-33.00	33.00
00054236	05/11/2016	NCSA	Nebraska Council of School Administrators				
Registration	05/11/2016			05/11/2016	NCE Conference		
1-1460-318-2			Purchased Services			-280.00	280.00
					Invoice Total:	-280.00	280.00
					Check Total:	-280.00	280.00
00054237	05/11/2016	NDE-ECTC	NDE-ECTC				
Supplies	05/11/2016			05/11/2016	Early Childhood		
1-4400-410-1			Pre-School SPED-Supplies			-85.00	85.00
					Invoice Total:	-85.00	85.00
					Check Total:	-85.00	85.00
00054238	05/11/2016	OMAHWORL	Omaha World-herald				
160501	05/11/2016			05/11/2016	Advertising		
1-2310-350-0			Advertising/printing			-700.00	700.00
					Invoice Total:	-700.00	700.00
					Check Total:	-700.00	700.00
00054239	05/11/2016	PERFTRUC	Performance Truck & Trailer				
3170/3200	05/11/2016			05/11/2016	Bus Maint/Repair		
1-2750-337-0			Tires & Parts			-14.48	14.48
750-338-0			Bus Repairs/main.			-440.00	440.00
					Invoice Total:	-454.48	454.48

# Check Journal

Fiscal Year: 2016

Check Number	Date	Vendor ID	Vendor Name	PO Date	Description	Payable	Direct Deposit Accrued Payment
Invoice Count Number	Invoice Date	PO Number	Ereq Num Account Description				
Check Total:						-454.48	454.48
00054240	05/11/2016	PONYEXPR	Pony Express Chevrolet				
260819/1	05/11/2016			05/11/2016	Bus Maint/Repair		
1-2750-337-0			Tires & Parts			-168.77	168.77
1-2750-338-0			Bus Repairs/main.			-110.40	110.40
Invoice Total:						-279.17	279.17
Check Total:						-279.17	279.17
<b>1 - GENERAL FUND</b>						<b>-15,038.76</b>	<b>15,038.76</b>
<b>Total of Computer Checks</b>						<b>-15,038.76</b>	<b>15,038.76</b>
Fund Summary							
1 - GENERAL FUND						-15,038.76	15,038.76
Payroll Summary							
<b>Report Total:</b>						<b>-15,038.76</b>	<b>15,038.76</b>

# Check Journal

Fiscal Year: 2016

Check Number	Date	Vendor ID	Vendor Name				Direct Deposit
Invoice	Invoice Date	PO Number	Ereq Num	PO Date	Description	Payable	Accrued
Account Number			Account Description				Payment
<b>Journal Number: 325 Check Journal</b>				<b>Posted: 06/07/2016</b>			
<b>Computer Checks</b>							
<b>1 - GENERAL FUND</b>							
Bank Account :A - Fsb							
00054251	05/20/2016	LYNNSTEVE	Lynnette Stevens				
May	05/20/2016			05/19/2016	Purchased Services		
1-1100-318-0			Purchased Services-High Ability			-400.00	400.00
					Invoice Total:	-400.00	400.00
					Check Total:	-400.00	400.00
00054252	05/25/2016	CAROLEIS	Carol Keiser				
Mileage	05/25/2016			05/25/2016	Travel		
1-1216-670-0			Travel			-9.20	9.20
					Invoice Total:	-9.20	9.20
					Check Total:	-9.20	9.20
00054253	05/25/2016	CHRILECH	Chris Lecher				
Supplies	05/25/2016			05/25/2016	Supplies		
1-1100-410-1			Teaching Supplies-elementary			-12.00	12.00
					Invoice Total:	-12.00	12.00
					Check Total:	-12.00	12.00
00054254	05/25/2016	DANEANDE	Danette Anderson				
MANDT	05/25/2016			05/25/2016	MANDT Training		
1-1221-319-1			In-service			-225.00	225.00
					Invoice Total:	-225.00	225.00
					Check Total:	-225.00	225.00
00054255	05/25/2016	DANJENSE	Dan Jensen				
Supplies	05/25/2016			05/25/2016	Supplies		
1-1100-410-2			Teaching Supplies-secondary			-241.67	241.67
					Invoice Total:	-241.67	241.67
					Check Total:	-241.67	241.67
00054256	05/25/2016	GOTHSTAT	Gothenburg State Bank				
Payroll	05/25/2016			05/25/2016	May Payroll		
1-2510-660-0			Data Processing			-75.00	75.00
					Invoice Total:	-75.00	75.00
					Check Total:	-75.00	75.00
00054257	05/25/2016	JOHNDEER	John Deere Financial				
43621	05/25/2016			05/25/2016	Supplies		
1-1450-410-2			Vocational Ag Supplies			-69.55	69.55
1-2610-410-0			Supplies			-26.96	26.96
1-2620-318-0			Purchased Services			-198.69	198.69
					Invoice Total:	-295.20	295.20
					Check Total:	-295.20	295.20
00054258	05/25/2016	KITTMUSI	Kittle's Music				
1492	05/25/2016			05/25/2016	Supplies		
1-1181-410-2			Instrumental Music Supplies			-725.00	725.00
					Invoice Total:	-725.00	725.00
					Check Total:	-725.00	725.00

# Check Journal

Fiscal Year: 2016

Check Number	Date	Vendor ID	Vendor Name				Direct Deposit
Invoice	Invoice Date	PO Number	Ereq Num	PO Date	Description	Payable	Accrued
Account Number			Account Description				Payment
00054259	05/25/2016	MARCSPEC	Marcia Speck				
May	05/25/2016			05/25/2016	Vocal		
1-1180-318-2			Vocal			-591.25	591.25
					Invoice Total:	-591.25	591.25
					Check Total:	-591.25	591.25
00054260	05/25/2016	NDESPED	Nebraska Department of Education				
ECKERS-3	05/25/2016			05/25/2016	Training		
1-4400-318-1			Purchased Service			-35.00	35.00
					Invoice Total:	-35.00	35.00
					Check Total:	-35.00	35.00
00054261	05/25/2016	NSBA 1	NE State Bandmasters Assoc.				
Membership	05/25/2016			05/25/2016	Membership		
1-1181-318-2			Purchased Services			-65.00	65.00
					Invoice Total:	-65.00	65.00
					Check Total:	-65.00	65.00
00054262	05/25/2016	ROGEKOEH	Roger Koehler				
Mileage	05/25/2016			05/25/2016	Travel		
1-1480-670-2			Business Education Travel			-84.70	84.70
					Invoice Total:	-84.70	84.70
					Check Total:	-84.70	84.70
00054263	05/25/2016	TIMNEGL	Tim Negley				
Mileage	05/25/2016			05/25/2016	Travel		
1-1450-670-2			Vocational Ag Travel			-137.50	137.50
					Invoice Total:	-137.50	137.50
					Check Total:	-137.50	137.50
00054264	05/25/2016	TRI-KLAWN	Tri-K-Lawn Services				
228435	05/25/2016			05/25/2016	Maintenance		
1-2620-318-0			Purchased Services			-2,586.25	2,586.25
					Invoice Total:	-2,586.25	2,586.25
					Check Total:	-2,586.25	2,586.25
00054265	05/25/2016	USBANK	U.S. Bank				
9190	05/25/2016			05/25/2016	Supplies/Travel/Fuel		
1-1100-318-1			Purchased Services			-160.00	160.00
1-1100-318-2			Purchased Services			-115.00	115.00
1-1100-410-1			Teaching Supplies-elementary			-237.61	237.61
1-1100-410-2			Teaching Supplies-secondary			-137.80	137.80
1-1100-670-1			Travel-elementary			-125.98	125.98
1-1100-670-2			Travel-secondary			-259.78	259.78
1-1181-318-2			Purchased Services			-121.00	121.00
1-1221-670-1			Travel-elementary			-410.00	410.00
1-1400-410-2			Industrial Arts Supplies			-544.53	544.53
1-1450-410-2			Vocational Ag Supplies			-119.98	119.98
1-2222-318-2			Purchased Service			-99.00	99.00
1-2222-430-2			Books			-568.26	568.26
1-2222-670-2			Library Travel			-342.68	342.68
1-2320-410-0			Office Supplies			-122.84	122.84
1-2750-336-0			Gas & Oil			-195.97	195.97

# Check Journal

Fiscal Year: 2016

Check Number Invoice Account Number	Date Invoice Date	Vendor ID Invoice Date PO Number	Vendor Name Ereq Num Account Description	PO Date	Description	Direct Deposit	
						Payable	Accrued Payment
1-2750-690-0			Other Expense			-219.22	219.22
					Invoice Total:	-3,779.65	3,779.65
					Check Total:	-3,779.65	3,779.65
00054266	05/31/2016	AAASPRINK	AAA Sprinklers				
2458	05/31/2016			06/07/2016	Maintenance		
1-2620-318-0			Purchased Services			-97.70	97.70
					Invoice Total:	-97.70	97.70
					Check Total:	-97.70	97.70
00054267	05/31/2016	ASCENT	AS Central Services				
1008966	05/31/2016			06/07/2016	Internet		
1-2510-382-0			Telephone-internet Line Usage			-227.47	227.47
					Invoice Total:	-227.47	227.47
					Check Total:	-227.47	227.47
00054268	05/31/2016	BAMFINC	Bamford, Inc.				
15493	05/31/2016			06/07/2016	Maintenance		
1-2620-318-0			Purchased Services			-500.00	500.00
					Invoice Total:	-500.00	500.00
					Check Total:	-500.00	500.00
00054269	05/31/2016	CHARCOMM	Charter Communications				
0000229	05/31/2016			06/07/2016	Internet		
1-2510-382-0			Telephone-internet Line Usage			-220.01	220.01
					Invoice Total:	-220.01	220.01
					Check Total:	-220.01	220.01
00054270	05/31/2016	CHEMSEAR	Chemsearch				
2321413	05/31/2016			06/07/2016	Supplies		
1-2610-410-0			Supplies			-358.50	358.50
					Invoice Total:	-358.50	358.50
2326326	05/31/2016			06/07/2016	Supplies		
1-2610-410-0			Supplies			-719.94	719.94
					Invoice Total:	-719.94	719.94
					Check Total:	-1,078.44	1,078.44
00054271	05/31/2016	CITYGOTH	City Of Gothenburg				
May	05/31/2016			06/07/2016	Utilities		
1-2610-322-0			Electricity			-5,243.63	5,243.63
1-2610-323-0			Water/sewer			-648.60	648.60
1-2610-690-0			Other Expense			-1,510.20	1,510.20
					Invoice Total:	-7,402.43	7,402.43
					Check Total:	-7,402.43	7,402.43
00054272	05/31/2016	COMPLOGI	Computer Logic Group Inc.				
7652/SIS000719	05/31/2016			06/07/2016	Updates		
1-1100-318-0			Purchased Services-High Ability			-2,750.00	2,750.00
					Invoice Total:	-2,750.00	2,750.00
					Check Total:	-2,750.00	2,750.00
00054273	05/31/2016	CONNORB	Connie Norby				
May	05/31/2016			06/07/2016	Mileage to Parents		
1-2750-333-0			Mileage To Parents			-362.17	362.17

# Check Journal

Fiscal Year: 2016

Check Number Invoice Account Number	Date Invoice Date	Vendor ID PO Number	Vendor Name Ereq Num Account Description	PO Date	Description	Direct Deposit	
						Payable	Accrued Payment
					Invoice Total:	-362.17	362.17
					Check Total:	-362.17	362.17
00054274	05/31/2016	CULLIGAN	Culligan				
1018702	05/31/2016			06/07/2016	Maintenance		
1-2620-318-0			Purchased Services			-84.00	84.00
					Invoice Total:	-84.00	84.00
					Check Total:	-84.00	84.00
00054275	05/31/2016	DANJENSE	Dan Jensen				
Composite	05/31/2016			06/07/2016	Class Composite		
1-2410-690-2			Other Expense			-150.00	150.00
					Invoice Total:	-150.00	150.00
					Check Total:	-150.00	150.00
00054276	05/31/2016	DANSCHER	Daniel Scherer				
Fuel	05/31/2016			06/07/2016	Fule		
1-2750-336-0			Gas & Oil			-26.66	26.66
					Invoice Total:	-26.66	26.66
					Check Total:	-26.66	26.66
00054277	05/31/2016	DEESFLOR	Dee's Floral & Gifts				
24777	05/31/2016			06/07/2016	Supplies		
1-1100-410-1			Teaching Supplies-elementary			-34.00	34.00
					Invoice Total:	-34.00	34.00
					Check Total:	-34.00	34.00
00054278	05/31/2016	DELLMARK	Dell Marketing, L.P.				
XJXCTN6P3	05/31/2016			06/07/2016	Computer Hardware		
1-1100-560-2			Computer Hardware			-2,185.20	2,185.20
					Invoice Total:	-2,185.20	2,185.20
					Check Total:	-2,185.20	2,185.20
00054279	05/31/2016	EAKEOFFI	Eakes Office Solutions				
126793/6881052	05/31/2016			06/07/2016	Computer Hardware/Copier Lease		
1-1100-532-0			Copier Lease/Purchase			-4,955.94	4,955.94
1-1100-560-2			Computer Hardware			-750.00	750.00
					Invoice Total:	-5,705.94	5,705.94
					Check Total:	-5,705.94	5,705.94
00054280	05/31/2016	ESU #10	Esu #10				
070600	05/31/2016			06/07/2016	Voc Ed/SPED/Deaf Ed		
1-1210-390-0			Hearing Conservation			-2,311.25	2,311.25
1-1212-318-0			Vocational Adjustment Co-op			-965.70	965.70
1-1221-319-2			In-service			-2,225.00	2,225.00
1-1232-318-0			SPED Purchsed Services (SRS)			-30.00	30.00
					Invoice Total:	-5,531.95	5,531.95
					Check Total:	-5,531.95	5,531.95
00054281	05/31/2016	FEEDSTORE	The Feed Store, Inc.				
738317	05/31/2016			06/07/2016	Maintenance		
1-2620-318-0			Purchased Services			-927.50	927.50
					Invoice Total:	-927.50	927.50
					Check Total:	-927.50	927.50

# Check Journal

Fiscal Year: 2016

Check Number	Date	Vendor ID	Vendor Name	PO Date	Description	Payable	Direct Deposit Accrued Payment
Invoice Account Number	Invoice Date	PO Number	Ereq Num Account Description				
00054282	05/31/2016	FRANINC	Franzen Inc.				
128257	05/31/2016			06/07/2016	Maintenance		
1-2620-318-0			Purchased Services			-187.00	187.00
					Invoice Total:	-187.00	187.00
					Check Total:	-187.00	187.00
00054283	05/31/2016	GOGUARD	GoGuardian				
12261	05/31/2016			06/07/2016	Chromebook Filtering		
1-1100-560-2			Computer Hardware			-4,400.00	4,400.00
					Invoice Total:	-4,400.00	4,400.00
					Check Total:	-4,400.00	4,400.00
00054284	05/31/2016	GOTHHOSP	Gothenburg Memorial Hospital				
Boson	05/31/2016			06/07/2016	Bus Driver Exam		
1-2750-690-0			Other Expense			-29.00	29.00
					Invoice Total:	-29.00	29.00
					Check Total:	-29.00	29.00
00054285	05/31/2016	GOTHRURAL	Gothenburg Rural Health Clinic				
Boson	05/31/2016			06/07/2016	Bus Driver Exam		
1-2750-690-0			Other Expense			-110.00	110.00
					Invoice Total:	-110.00	110.00
					Check Total:	-110.00	110.00
00054286	05/31/2016	GOTHTIME	Gothenburg Times				
May	05/31/2016			06/07/2016	Supplies/Advertising		
1-1100-410-1			Teaching Supplies-elementary			-130.00	130.00
1-2310-350-0			Advertising/printing			-561.39	561.39
1-2410-410-2			Supplies			-33.00	33.00
					Invoice Total:	-724.39	724.39
					Check Total:	-724.39	724.39
00054287	05/31/2016	GOTHTIME2	Gothenburg Times				
FFA	05/31/2016			06/07/2016	Greenhouse Advertising		
1-1450-318-2			Voc Ag Purchased Services			-75.24	75.24
					Invoice Total:	-75.24	75.24
					Check Total:	-75.24	75.24
00054288	05/31/2016	GOTHTIRE	Gothenburg Tire & Service				
73883	05/31/2016			06/07/2016	Tires		
1-2750-337-0			Tires & Parts			-18.00	18.00
					Invoice Total:	-18.00	18.00
					Check Total:	-18.00	18.00
00054289	05/31/2016	HICKLUMB	Hicken Lumber Center				
383002	05/31/2016			06/07/2016	Supplies		
1-1100-410-1			Teaching Supplies-elementary			-11.49	11.49
1-1450-410-2			Vocational Ag Supplies			-77.35	77.35
1-2620-318-0			Purchased Services			-18.11	18.11
					Invoice Total:	-106.95	106.95
					Check Total:	-106.95	106.95
00054290	05/31/2016	HIRESOLU	HireRight Solutions Inc.				
P0561521	05/31/2016			06/07/2016	Background Checks		

# Check Journal

Fiscal Year: 2016

Check Number	Date	Vendor ID	Vendor Name	Description	Payable	Direct Deposit Accrued Payment
Invoice Account Number	Invoice Date	PO Number	Ereq Num	PO Date		
1-2320-690-0			Other Expense		-29.40	29.40
				Invoice Total:	-29.40	29.40
				Check Total:	-29.40	29.40
00054291	05/31/2016	HOMELEAS	Hometown Leasing			
12784624	05/31/2016			06/07/2016	Copier Lease	
1-1100-532-0			Copier Lease/Purchase		-1,712.89	1,712.89
				Invoice Total:	-1,712.89	1,712.89
				Check Total:	-1,712.89	1,712.89
00054292	05/31/2016	HOTLUNCH	Hot Lunch Fund			
Food Sales	05/31/2016			06/07/2016	Supplies	
1-1100-410-1			Teaching Supplies-elementary		-345.35	345.35
1-1100-410-2			Teaching Supplies-secondary		-25.00	25.00
1-2320-690-0			Other Expense		-405.00	405.00
1-2410-410-2			Supplies		-450.00	450.00
				Invoice Total:	-1,225.35	1,225.35
				Check Total:	-1,225.35	1,225.35
00054293	05/31/2016	ISLASUPP	Island Supply Welding Co.			
150124/151665	05/31/2016			06/07/2016	Supplies	
1-1450-410-2			Vocational Ag Supplies		-419.30	419.30
				Invoice Total:	-419.30	419.30
				Check Total:	-419.30	419.30
00054294	05/31/2016	JEANUNLI	Jeanne's Unlimited			
PO #15-15-3000	05/31/2016			06/07/2016	Supplies	
1-1400-410-2			Industrial Arts Supplies		-217.95	217.95
				Invoice Total:	-217.95	217.95
				Check Total:	-217.95	217.95
00054295	05/31/2016	JOURED.COM	JourneyEd.Com.Inc.			
10120185	05/31/2016			06/07/2016	Computer Hardware	
1-1100-560-2			Computer Hardware		-175.37	175.37
				Invoice Total:	-175.37	175.37
				Check Total:	-175.37	175.37
00054296	05/31/2016	KARLBRYA	Karla Bryant, Pt			
May	05/31/2016			06/07/2016	PT	
1-1201-319-0			Occupational Therapy (OPPT)		-958.42	958.42
1-4400-319-1			Pre School PT		-595.84	595.84
				Invoice Total:	-1,554.26	1,554.26
				Check Total:	-1,554.26	1,554.26
00054297	05/31/2016	KITTMUSI	Kittle's Music			
1492	05/31/2016			06/07/2016	Band	
1-1181-410-2			Instrumental Music Supplies		-59.00	59.00
				Invoice Total:	-59.00	59.00
				Check Total:	-59.00	59.00
00054298	05/31/2016	KSBSCHO	KSB School Law			
1701	05/31/2016			06/07/2016	Legal Services	
1-2310-317-0			Legal Services		-600.00	600.00
				Invoice Total:	-600.00	600.00

# Check Journal

Fiscal Year: 2016

Check Number	Date	Vendor ID	Vendor Name				Direct Deposit
Invoice	Invoice Date	PO Number	Ereq Num	PO Date	Description	Payable	Accrued
Account Number			Account Description				Payment
Check Total:						-600.00	600.00
00054299	05/31/2016	LANDIMPLE	Landmark Implement				
83069	05/31/2016			06/07/2016	Bus Maint		
1-2750-337-0			Tires & Parts			-180.60	180.60
Invoice Total:						-180.60	180.60
Check Total:						-180.60	180.60
00054300	05/31/2016	LEXPUBL	Lexington Public Schools				
9-05262016	05/31/2016			06/07/2016	ParaPro Assessment		
1-1100-318-1			Purchased Services			-55.00	55.00
Invoice Total:						-55.00	55.00
Check Total:						-55.00	55.00
00054301	05/31/2016	MAILFINA	MailFinance				
104044	05/31/2016			06/07/2016	Mail Machine Lease		
1-2510-341-0			Postage			-1,110.00	1,110.00
Invoice Total:						-1,110.00	1,110.00
Check Total:						-1,110.00	1,110.00
00054302	05/31/2016	MARVSANI	Marv's Sanitary Supply				
61866	05/31/2016			06/07/2016	Supplies		
1-2610-410-0			Supplies			-2,417.40	2,417.40
Invoice Total:						-2,417.40	2,417.40
Check Total:						-2,417.40	2,417.40
00054303	05/31/2016	MEYOENT	Meyo Enterprises, LLC				
988	05/31/2016			06/07/2016	Maintenance		
1-2620-318-0			Purchased Services			-2,365.00	2,365.00
Invoice Total:						-2,365.00	2,365.00
Check Total:						-2,365.00	2,365.00
00054304	05/31/2016	MIDAMRES	Mid-American Research Chemical				
0579788	05/31/2016			06/07/2016	Supplies		
1-2610-410-0			Supplies			-230.87	230.87
Invoice Total:						-230.87	230.87
Check Total:						-230.87	230.87
00054305	05/31/2016	MIDWCONN	Midwest Connect				
55605	05/31/2016			06/07/2016	Postage Supplies		
1-2510-341-0			Postage			-71.00	71.00
Invoice Total:						-71.00	71.00
Check Total:						-71.00	71.00
00054306	05/31/2016	MIDWFLOR	Midwest Floor Specialists				
13565	05/31/2016			06/07/2016	Supplies		
1-2610-410-0			Supplies			-1,311.00	1,311.00
Invoice Total:						-1,311.00	1,311.00
Check Total:						-1,311.00	1,311.00
00054307	05/31/2016	NCSA	Nebraska Council of School Administrators				
Membership	05/31/2016			06/07/2016	Membership		
1-2410-630-2			Dues & Fees			-585.00	585.00
Invoice Total:						-585.00	585.00

# Check Journal

Fiscal Year: 2016

Check Number	Date	Vendor ID	Vendor Name	PO Date	Description	Payable	Direct Deposit Accrued Payment
Invoice Account Number	Invoice Date	PO Number	Ereq Num Account Description				
Check Total:						-585.00	585.00
00054308	05/31/2016	NCSPEARS	NCS Pearson, Inc.				
10729403	05/31/2016			06/07/2016	Supplies		
1-1214-410-0			Supplies			-153.50	153.50
Invoice Total:						-153.50	153.50
Check Total:						-153.50	153.50
00054309	05/31/2016	PAPE101	Paper101				
91473-00	05/31/2016			06/07/2016	Paper		
1-1100-410-1			Teaching Supplies-elementary			-3,571.11	3,571.11
1-1100-410-2			Teaching Supplies-secondary			-3,571.10	3,571.10
Invoice Total:						-7,142.21	7,142.21
Check Total:						-7,142.21	7,142.21
00054310	05/31/2016	PATHSERV	Pathology Services				
1067996	05/31/2016			06/07/2016	Bus Driver Exam		
1-2750-690-0			Other Expense			-97.15	97.15
Invoice Total:						-97.15	97.15
Check Total:						-97.15	97.15
00054311	05/31/2016	PAYFLEX	Pay Flex				
825726	05/31/2016			06/07/2016	Flex Plan		
1-2510-300-0			Flex Pay Contract			-207.10	207.10
Invoice Total:						-207.10	207.10
Check Total:						-207.10	207.10
00054312	05/31/2016	PERFTRUC	Performance Truck & Trailer				
3242/3293	05/31/2016			06/07/2016	Bus Maint/Repair		
1-2750-337-0			Tires & Parts			-219.78	219.78
1-2750-338-0			Bus Repairs/main.			-400.00	400.00
Invoice Total:						-619.78	619.78
Check Total:						-619.78	619.78
00054313	05/31/2016	PETESUPE	Peterson's Supermarket				
May	05/31/2016			06/07/2016	Supplies/Postage		
1-1100-410-2			Teaching Supplies-secondary			-74.72	74.72
1-1450-410-2			Vocational Ag Supplies			-152.16	152.16
1-2320-410-0			Office Supplies			-56.93	56.93
1-2510-341-0			Postage			-29.13	29.13
1-2610-410-0			Supplies			-20.22	20.22
Invoice Total:						-333.16	333.16
Check Total:						-333.16	333.16
00054314	05/31/2016	PETTCASH	Petty Cash Fund				
May	05/31/2016			06/07/2016	May Expenses		
1-2410-690-2			Other Expense			-70.00	70.00
1-2750-690-0			Other Expense			-7.50	7.50
Invoice Total:						-77.50	77.50
Check Total:						-77.50	77.50
00054315	05/31/2016	PINPOINT	PinPoint Communications				
155005364	05/31/2016			06/07/2016	Telephone		
1-2510-382-0			Telephone-internet Line Usage			-793.53	793.53

# Check Journal

Fiscal Year: 2016

Check Number	Date	Vendor ID	Vendor Name	Description	Payable	Direct Deposit Accrued Payment
Invoice Account Number	Invoice Date	PO Number	Ereq Num	PO Date		
				Invoice Total:	-793.53	793.53
				Check Total:	-793.53	793.53
00054316	05/31/2016	POWESCHO	PowerSchool			
Maint/Support 1-1100-318-0	05/31/2016			06/07/2016	Maint/Support License	
			Purchased Services-High Ability		-4,289.25	4,289.25
				Invoice Total:	-4,289.25	4,289.25
				Check Total:	-4,289.25	4,289.25
00054317	05/31/2016	R&CPETRO	R & C Petroleum, Inc.			
8274 1-2750-336-0	05/31/2016			06/07/2016	Fuel	
			Gas & Oil		-134.83	134.83
				Invoice Total:	-134.83	134.83
				Check Total:	-134.83	134.83
00054318	05/31/2016	S&SAUTOP	S & S Auto Parts Inc.			
70637 1-2750-337-0	05/31/2016			06/07/2016	Parts	
			Tires & Parts		-1.85	1.85
				Invoice Total:	-1.85	1.85
				Check Total:	-1.85	1.85
00054319	05/31/2016	SCHOSPEC	School Specialty Inc.			
208116221610 1-1100-410-1	05/31/2016			06/07/2016	Supplies	
			Teaching Supplies-elementary		-222.83	222.83
				Invoice Total:	-222.83	222.83
				Check Total:	-222.83	222.83
00054320	05/31/2016	SHARCORP	Share Corp.			
947950/948110 1-2610-410-0	05/31/2016			06/07/2016	Supplies	
			Supplies		-884.88	884.88
				Invoice Total:	-884.88	884.88
				Check Total:	-884.88	884.88
00054321	05/31/2016	SHOPKO	Shopko			
55660014 1-1100-410-2 1-2320-410-0	05/31/2016			06/07/2016	Supplies	
			Teaching Supplies-secondary		-22.45	22.45
			Office Supplies		-17.94	17.94
				Invoice Total:	-40.39	40.39
				Check Total:	-40.39	40.39
00054322	05/31/2016	SHREIT	Shred-It USA			
9410613804 1-2610-690-0	05/31/2016			06/07/2016	Custodial	
			Other Expense		-89.63	89.63
				Invoice Total:	-89.63	89.63
				Check Total:	-89.63	89.63
00054323	05/31/2016	SOURGAS	Source Gas			
May 1-2610-321-0	05/31/2016			06/07/2016	Fuel	
			Fuel		-1,834.54	1,834.54
				Invoice Total:	-1,834.54	1,834.54
				Check Total:	-1,834.54	1,834.54
00054324	05/31/2016	SOUTCENT	South Central Development			
May 1-1232-363-2	05/31/2016			06/07/2016	May Sped Tuition	
			Sped Tuition-secondary		-1,563.79	1,563.79

# Check Journal

Fiscal Year: 2016

Check Number	Date	Vendor ID	Vendor Name	PO Date	Description	Payable	Direct Deposit Accrued Payment
Invoice Account Number	Invoice Date	PO Number	Ereq Num Account Description				
					Invoice Total:	-1,563.79	1,563.79
					Check Total:	-1,563.79	1,563.79
00054325	05/31/2016	STUDASSU	Student Assurance Services				
2016-2017	05/31/2016			06/07/2016	Insurance Renewal		
1-2310-341-0			Liability Insurance			-1,429.00	1,429.00
					Invoice Total:	-1,429.00	1,429.00
					Check Total:	-1,429.00	1,429.00
00054326	05/31/2016	TRI-CITY	Tri-city Tribune				
Advertising	05/31/2016			06/07/2016	Greenhouse Ad		
1-1450-318-2			Voc Ag Purchased Services			-66.00	66.00
					Invoice Total:	-66.00	66.00
					Check Total:	-66.00	66.00
00054327	05/31/2016	UNANIMOUS	Unanimous				
16782	05/31/2016			06/07/2016	Website Support		
1-1100-318-0			Purchased Services-High Ability			-115.00	115.00
					Invoice Total:	-115.00	115.00
					Check Total:	-115.00	115.00
00054328	05/31/2016	VERIZON	Verizon Wireless				
782996607	05/31/2016			06/07/2016	Telephone		
1-2510-382-0			Telephone-internet Line Usage			-121.97	121.97
					Invoice Total:	-121.97	121.97
					Check Total:	-121.97	121.97
00054329	05/31/2016	WEATCOMP	Weathercraft Company				
100409/100411	05/31/2016			06/07/2016	Maintenance		
1-2620-318-0			Purchased Services			-1,397.00	1,397.00
					Invoice Total:	-1,397.00	1,397.00
					Check Total:	-1,397.00	1,397.00
00054330	05/31/2016	WORLHERA	Omaha World-Herald				
10471-160529	05/31/2016			06/07/2016	Advertising		
1-2310-350-0			Advertising/printing			-700.00	700.00
					Invoice Total:	-700.00	700.00
					Check Total:	-700.00	700.00
00054331	05/31/2016	WT.COX	WT.Cox				
2084227	05/31/2016			06/07/2016	Periodicals		
1-2222-440-2			Periodicals			-624.22	624.22
					Invoice Total:	-624.22	624.22
					Check Total:	-624.22	624.22
00054332	05/31/2016	ZIEMROOF	Ziemba Roofing				
8353	05/31/2016			06/07/2016	Maintenance		
1-2620-318-0			Purchased Services			-218.00	218.00
					Invoice Total:	-218.00	218.00
					Check Total:	-218.00	218.00
<b>1 - GENERAL FUND</b>						<b>-79,672.97</b>	<b>79,672.97</b>
<b>Total of Computer Checks</b>						<b>-79,672.97</b>	<b>79,672.97</b>

# Check Journal

Fiscal Year: 2016

Check Number Invoice Account Number	Date	Vendor ID Invoice Date	Vendor Name PO Number	Ereq Num Account Description	PO Date	Description	Payable	Direct Deposit Accrued Payment
Fund Summary								
1 - GENERAL FUND							-79,672.97	79,672.97
Payroll Summary								
<b>Report Total:</b>							-79,672.97	79,672.97

GOTHENBURG PUBLIC SCHOOL DIST. #20  
Special Building Fund  
May, 2016

#710	Sterling West	Inv. 4138	1/2 of Playground Equip	\$48,995.46
------	---------------	-----------	-------------------------	-------------

Petty Cash Fund

Gothenburg School District #20  
Gothenburg, Nebraska

May 31, 2016

TO WHOM ISSUED	AMOUNT	
Peterson's Supermarket	\$ 70.00	
Jim Franzen	\$ 7.50	
<b>TOTAL</b>	<b>\$77.50</b>	
Beginning Balance		\$ 2,000.00
Receipts		<u>\$ 77.50</u>
		\$ 2,077.50
Expenditures		<u>\$ 77.50</u>
		\$ 2,000.00
Statement Balance	\$ 2,132.10	
Outstanding Deposits	<u>\$ 77.50</u>	
Total	\$ 2,209.60	
Outstanding Checks		\$ 209.60
		<u>\$ -</u>
Balance May 31, 2016		\$ 2,000.00

# Current Cash Balance Report

ALL Data

Date: 05/01/2016 thru 05/31/2016

Arranged by:  
Group ID and Activity Number

Activity Number and Name	Beginning Cash	Receipts	Disbursements	Adjustments	Cash Balance
<b>A Athletics</b>					
1000 Activities Account	202,093.36	0.00	0.00	0.00	202,093.36
1010 Activity Tickets	116,626.76	0.00	0.00	0.00	116,626.76
1015 Gates	588,191.41	11,955.00	0.00	0.00	600,146.41
1020 Sale of Equipment	12,018.85	40.00	0.00	0.00	12,058.85
1025 Meals/Lodging	-164,766.84	0.00	1,788.32	0.00	-166,555.16
1030 Officials	-264,337.98	0.00	0.00	0.00	-264,337.98
1035 Football Equipment	-103,932.61	0.00	4,195.39	0.00	-108,128.00
1040 Basketball Equipment	-49,807.63	0.00	0.00	0.00	-49,807.63
1045 Track Equipment	-112,965.94	0.00	3,040.52	0.00	-116,006.46
1050 Wrestling Equipment	-40,644.37	0.00	100.00	0.00	-40,744.37
1055 Golf Equipment	-14,764.69	0.00	346.54	0.00	-15,111.23
1060 Softball Equipment	-22,305.94	0.00	0.00	0.00	-22,305.94
1065 Misc. Athletic	-53,209.42	5,877.50	4,090.32	0.00	-51,422.24
1070 Entry Fees	25,706.01	0.00	120.00	0.00	25,586.01
1075 Volleyball Equipment	-25,440.12	0.00	0.00	0.00	-25,440.12
1080 Cross Country Equip.	-12,593.92	0.00	0.00	0.00	-12,593.92
1085 Supplies/Equipment	-74,338.76	0.00	227.00	0.00	-74,565.76
<b>A Athletics Totals:</b>	<u>5,528.17</u>	<u>17,872.50</u>	<u>13,908.09</u>	<u>0.00</u>	<u>9,492.58</u>
<b>B Adult Ed.</b>					
1100 Adult Ed.	2,024.41	0.00	0.00	0.00	2,024.41
<b>B Adult Ed. Totals:</b>	<u>2,024.41</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>2,024.41</u>
<b>C School</b>					
1200 Yearbook	12,713.61	100.00	0.00	0.00	12,813.61
1210 Helping Hands	6,033.14	0.00	83.50	0.00	5,949.64
1215 History Grant	1,435.07	0.00	0.00	0.00	1,435.07
1220 FCS	-1,298.04	0.00	0.00	0.00	-1,298.04
1225 Industrial Tech	3,094.15	5,681.48	163.30	0.00	8,612.33
1229 Life Skills	162.04	0.00	0.00	0.00	162.04
1230 Renaissance	7,034.23	17.61	192.10	0.00	6,859.74
1240 Band	3,904.03	528.27	713.36	-80.00	3,638.94
1241 Flag Corp	49.41	0.00	0.00	0.00	49.41
1245 Vocal	9,586.74	0.00	0.00	0.00	9,586.74
1246 Special Music	2,723.93	0.00	0.00	0.00	2,723.93
1250 Art Club	4,859.44	89.00	0.00	0.00	4,948.44
1251 Jr. Hi. Art Club	1,154.72	0.00	879.50	0.00	275.22
1255 Pop/Lounge	-1,340.63	32.51	0.00	0.00	-1,308.12
1260 General	19,686.73	0.00	819.67	0.00	18,867.06
1261 Chromebook Repair	4,376.62	570.00	1,134.15	0.00	3,812.47
<b>C School Totals:</b>	<u>74,175.19</u>	<u>7,018.87</u>	<u>3,985.58</u>	<u>-80.00</u>	<u>77,128.48</u>
<b>D Candy</b>					
1300 Candy Fund	-1,705.07	2,198.98	1,312.82	86.00	-732.91
<b>D Candy Totals:</b>	<u>-1,705.07</u>	<u>2,198.98</u>	<u>1,312.82</u>	<u>86.00</u>	<u>-732.91</u>
<b>E Classes</b>					
1400 Senior Class	1,374.59	0.00	432.13	0.00	942.46
1410 Junior Class	1,324.09	230.00	0.00	0.00	1,554.09
1415 Sophomore Class	1,871.05	320.00	0.00	0.00	2,191.05
1420 Freshmen Class	1,005.00	20.00	0.00	0.00	1,025.00
1425 8th Class	0.00	0.00	0.00	0.00	0.00
1430 7th Class	0.00	0.00	0.00	0.00	0.00
<b>E Classes Totals:</b>	<u>5,574.73</u>	<u>570.00</u>	<u>432.13</u>	<u>0.00</u>	<u>5,712.60</u>

# Current Cash Balance Report

ALL Data

Date: 05/01/2016 thru 05/31/2016

Arranged by:  
Group ID and Activity Number

Activity Number and Name	Beginning Cash	Receipts	Disbursements	Adjustments	Cash Balance
<b>F Clubs</b>					
1500 Cheerleaders	696.95	4,655.00	15,432.85	0.00	-10,080.90
1505 Elem. Circle of Friends	36.02	0.00	7.30	0.00	28.72
1506 H.S. Circle of Friends	127.12	0.00	52.68	0.00	74.44
1510 Drama	0.00	0.00	0.00	0.00	0.00
1512 Entrepreneurship	-1,557.98	0.00	0.00	80.00	-1,477.98
1515 FFA	1,431.33	9,783.50	8,323.04	0.00	2,891.79
1516 Fit Kids	125.00	0.00	0.00	0.00	125.00
1520 Sr. Hi Quiz Bowl	358.04	20.00	0.00	0.00	378.04
1521 Jr. Hi Quiz Bowl	611.66	0.00	0.00	0.00	611.66
1522 Media Production	3,785.39	60.00	121.36	0.00	3,724.03
1525 NFL	2,795.62	0.00	550.00	0.00	2,245.62
1530 NHS	658.60	0.00	0.00	0.00	658.60
1531 One Act	1,496.27	240.00	240.00	0.00	1,496.27
1535 D.I.	-219.58	0.00	0.00	0.00	-219.58
1540 SPB	1,623.38	0.00	0.00	0.00	1,623.38
1545 SADD	1,155.33	0.00	0.00	0.00	1,155.33
1550 Student Council	2,903.08	0.00	908.42	-68.00	1,926.66
1555 Donations to School	0.00	0.00	0.00	0.00	0.00
1560 Driver's Ed.	4,290.00	0.00	0.00	0.00	4,290.00
1565 School Gala	-989.33	0.00	0.00	0.00	-989.33
1570 Improv	757.07	0.00	0.00	0.00	757.07
1575 Math A.P.	-1,568.45	0.00	752.00	0.00	-2,320.45
1580 Media	3,519.96	1,394.47	53.29	0.00	4,861.14
1585 Post Prom	0.00	0.00	0.00	0.00	0.00
1590 Science Club	360.45	0.00	0.00	0.00	360.45
1595 Walk Fit	105.00	0.00	0.00	0.00	105.00
1647 C.Country Club	1,499.00	0.00	0.00	0.00	1,499.00
<b>F Clubs Totals:</b>	<b>23,999.93</b>	<b>16,152.97</b>	<b>26,440.94</b>	<b>12.00</b>	<b>13,723.96</b>
<b>G Sports</b>					
1600 Boys Future B.Ball	-103.27	6,145.00	1,421.29	0.00	4,620.44
1610 Football Club	4,546.38	0.00	1,466.38	0.00	3,080.00
1620 Girls Future B.Ball	3,747.90	1,771.00	459.47	0.00	5,059.43
1625 Boys Golf	1,483.85	0.00	0.00	0.00	1,483.85
1626 Girls Golf	2,176.60	0.00	0.00	0.00	2,176.60
1627 Gothenburg B.Ball Club	-2,586.60	0.00	0.00	0.00	-2,586.60
1628 Jr. Hi Football Club	1,112.60	0.00	0.00	0.00	1,112.60
1629 Jr. Power Wt. Lifting	269.15	0.00	0.00	0.00	269.15
1630 Softball	966.99	8,570.00	6,244.00	0.00	3,292.99
1635 Mat Maids	219.56	0.00	0.00	0.00	219.56
1640 VolleyBall	396.13	11,036.81	1,837.44	0.00	9,595.50
1643 7-8th Volleyball	-16.17	0.00	0.00	0.00	-16.17
1645 Youth Volleyball	866.92	0.00	0.00	0.00	866.92
1650 Wrestling Boosters	140.92	340.00	1,196.02	0.00	-715.10
<b>G Sports Totals:</b>	<b>13,220.96</b>	<b>27,862.81</b>	<b>12,624.60</b>	<b>0.00</b>	<b>28,459.17</b>
<b>H Elementary</b>					
1700 Elem. Book Fair	7,324.81	77.75	0.00	0.00	7,402.56
1710 Elem. Fund Raising	21,911.24	1,357.52	930.68	0.00	22,338.08
1711 1st Grade	3,167.16	0.00	119.20	0.00	3,047.96
1712 2nd Grade	1,383.50	0.00	91.78	0.00	1,291.72
1713 4th Grade	370.44	0.00	143.64	0.00	226.80
1714 5th Grade	7,921.89	2,146.50	4,462.00	0.00	5,606.39

ALL Data

## Current Cash Balance Report

Arranged by:  
Group ID and Activity Number

Date: 05/01/2016 thru 05/31/2016

Activity Number and Name	Beginning Cash	Receipts	Disbursements	Adjustments	Cash Balance
1715 Elem. Lounge	2,836.69	317.90	236.42	0.00	2,918.17
1716 3rd Grade	1,284.74	0.00	0.00	-18.00	1,266.74
1717 Kindergarten	2.90	0.00	0.00	0.00	2.90
1720 Elem. Stu. Co.	234.43	0.00	0.00	0.00	234.43
1725 Elem. O.D. Ed.	-50.00	0.00	0.00	0.00	-50.00
<b>H Elementary Totals:</b>	46,387.80	3,899.67	5,983.72	-18.00	44,285.75
<b>I Interest</b>					
1800 DDA Interest	3,568.42	7.14	0.00	0.00	3,575.56
1810 CD Interest	8,060.79	0.00	0.00	0.00	8,060.79
<b>I Interest Totals:</b>	11,629.21	7.14	0.00	0.00	11,636.35
<b>J Scholarships</b>					
1900 Athletics Count	210.75	0.00	0.00	0.00	210.75
1910 Alberts Memorial	168.04	0.00	0.00	0.00	168.04
1915 Alumni	0.00	0.00	0.00	0.00	0.00
1920 Greene Memorial	2,370.02	0.00	0.00	0.00	2,370.02
1925 Uehling Scholarship	-2,558.56	0.00	0.00	0.00	-2,558.56
1930 J.L. Brock Scholarship	105.00	0.00	0.00	0.00	105.00
1935 Pioneer Seed Scholarship	0.00	0.00	0.00	0.00	0.00
<b>J Scholarships Totals:</b>	295.25	0.00	0.00	0.00	295.25
<b>Report Totals:</b>	181,130.58	75,582.94	64,687.88	0.00	192,025.64

# Check Summary Report

Date: 05/01/2016 thru 05/31/2016

Check Number	Status	Check / Void Date	Vendor Name	PO Number	Description	Amount
019025	V	05/20/2016	Broken Bow Public Schools		Athletic-9/10 Track	-115.00
019059	C	05/04/2016	Carla Jacobs		Band	145.10
019060	C	05/04/2016	CASH		NFL	300.00
019061	C	05/04/2016	Cozad High School		Athletic-H.S. Track	100.00
019062	C	05/04/2016	Dan Jensen		Wrestling Boosters	17.08
019063	C	05/04/2016	Donna Hamilton		Band	200.00
019064	C	05/04/2016	John Jacobs		Band	100.00
019065	C	05/04/2016	Linda Grabenstein		Band	100.00
019066	C	05/04/2016	UCA Summer Camps		Cheerleaders	1,400.00
019067	C	05/06/2016	Subway Sandwiches & Salads		Elem. F.R.	126.00
019068	C	05/11/2016	Awards Unlimited, Inc.		Athletic-Cindermates	1,603.52
019069	C	05/11/2016	Chesterman Company		Candy/Elem. Lounge	1,027.14
019070	O	05/11/2016	CollegeBoard AP		AP Math	752.00
019071	C	05/11/2016	Cozad High School		Athletic-Golf	65.00
019072	C	05/11/2016	Daylight Donut		Supplies	86.40
019073	O	05/11/2016	Jessie Ambler		Athletic	35.00
019074	C	05/11/2016	Kennedy Landscape Services		2nd Grade-Tree	91.78
019075	C	05/11/2016	Mady Vogel		Sr. Class	48.15
019076	C	05/11/2016	Moonlight Embroidery		Stu. Co.	666.00
019077	C	05/11/2016	Nebraska State 4-H Camp		5th Grade-Halsey Trip	4,462.00
019078	C	05/11/2016	Nebraska School Activities		Activities Registration	990.00
019079	C	05/11/2016	Shopko		Wrestling Boosters	107.13
019080	C	05/11/2016	The Sport Shoppe		Athletic	100.00
019081	C	05/11/2016	Varsity Spirit Fashions		Cheerleaders	177.45
019082	O	05/13/2016	Ashleigh Brown		Athletic-Jr. Hi Champ	30.00
019083	C	05/13/2016	Barb Hicken		Athletic-Jr. Hi Champ	45.00
019084	C	05/13/2016	Becky Gibbens		Athletic-Jr. Hi Champ	30.00
019085	C	05/13/2016	Black Squirrel Timing		Athletic-Jr. Hi St. Champion	1,053.70
019086	C	05/13/2016	Dave Mroczek		Athletic-Jr. Hi Track champ	100.00
019087	C	05/13/2016	Dawson Graham		Athletic-Jr. Hi Champ	15.00
019088	C	05/13/2016	Dennis Olafson		Athletic-Jr. Hi Track Champ	200.00
019089	C	05/13/2016	Jim Crosby		Athletic-Jr. Hi Track Champion	225.00
019090	C	05/13/2016	Jim Hudson		Athletic-Jr. Hi Champ	15.00
019091	C	05/13/2016	John Chaplin		Athletic-Jr. Hi Track Champ	200.00
019092	C	05/13/2016	Keith Graham		Athletic-Jr. Hi Champ	15.00
019093	O	05/13/2016	Kim Graff		Athletic-Jr. Hi Champ	30.00
019094	C	05/13/2016	Larry Rutar		Athletic-Jr. Hi Track Champion	225.00
019095	C	05/13/2016	Matt Zimbleman		Athletic-Jr. Hi Champ	15.00
019096	C	05/13/2016	Nicole Rubenthaler		Athletic-Jr. Hi Champ	30.00
019097	C	05/13/2016	Noah Larson		Athletic-Jr. Hi Champ	15.00
019098	C	05/13/2016	Tom Belanger		Athletic-NE Jr. Hi Champion	45.00
019099	C	05/13/2016	Ty Clement		Athletic-Jr. Hi Champ	15.00

ALL Data

**Check Summary Report**Arranged by:  
Check Number

Date: 05/01/2016 thru 05/31/2016

Check Number	Status	Check / Void Date	Vendor Name	PO Number	Description	Amount
019100	C	05/13/2016	Zander Paulson		Athletic-Jr. Hi Champ	15.00
019101	C	05/16/2016	Omaha's Henry Doorly Zoo		Elem. F.R.	489.50
019102	C	05/18/2016	CASH		State Golf Meal Money	684.00
019103	C	05/20/2016	Pizza Hut		Elem. F.R.	40.00
019104	O	05/20/2016	Mosaic		General-Garage Sale	595.67
019105	C	05/23/2016	Gothenburg Blue Heron		Elem. F.R.	75.88
019106	O	05/26/2016	All American Volleyball Camps		Summer V.Ball	600.00
019107	O	05/26/2016	Amy Harrison		Elem. Fund Raising	102.30
019108	O	05/26/2016	Awards Unlimited, Inc.		Athletic-Misc.	292.80
019109	C	05/26/2016	Bluestem Graphics		Athletic-Track	252.00
019110	O	05/26/2016	Brittany Jesseph		1st Grade	115.41
019111	O	05/26/2016	Cash-Wa Disributing		Candy/Cindermates	841.67
019112	O	05/26/2016	Crane River Theater		One Act	240.00
019113	O	05/26/2016	Dan Jensen		Media Pro	121.36
019114	O	05/26/2016	Dan Scherer		Athletic-State Golf	1,072.10
019115	O	05/26/2016	David Cooper		NFL	250.00
019116	C	05/26/2016	Daylight Donut		Summer V.Ball/Elem. F.R.	60.40
019117	O	05/26/2016	Erin Feather		Elem. Circle of Friends	3.65
019118	O	05/26/2016	Fan Cloth		Softball	6,244.00
019119	O	05/26/2016	Grand Island Central Catholic		Boys Future B.Ball	600.00
019120	O	05/26/2016	Gothenburg Rural Health Clinic		Helping Hands	83.50
019121	O	05/26/2016	Heather Franzen		Summer V.Ball	3.65
019122	O	05/26/2016	J & H Athletic Equipment		Athletic-Football	3,137.39
019123	C	05/26/2016	John Deere Financial		Athletic	6.98
019124	O	05/26/2016	Ken Rigler		Wrestling Booster	33.80
019125	O	05/26/2016	The Leadership Center		FFA-COLT Session	434.25
019126	O	05/26/2016	Lou's Sporting Goods		Athletic	2,435.00
019127	O	05/26/2016	Minden High School		Athletic-JV Golf	70.00
019128	O	05/26/2016	National FFA Organization		FFA-2016 WLC	4,878.00
019129	O	05/26/2016	NE FFA Association		FFA-COLT Conf.	668.00
019130	O	05/26/2016	Nicole Rubenthaler		4th Grade	43.64
019131	O	05/26/2016	NPCC-Mens Basketball		Boys Future B.Ball	300.00
019132	O	05/26/2016	Ord Public Schools		FFA	1,664.88
019133	O	05/26/2016	Sportdecals		Girls/Boys Future B.Ball	791.79
019134	O	05/26/2016	Sun Theatre		4th Grade	100.00
019135	O	05/26/2016	T-Graphics West Inc.		Renaissance	116.97
019136	O	05/26/2016	Tim Negley		FFA-Jackets	354.36
019137	O	05/26/2016	Tracy Geiken		Summer V.Ball	745.28
019138	O	05/26/2016	US Bank		Supplies	4,014.28
019139	O	05/26/2016	Varsity Spirit Fashions		Cheerleaders	243.15
019140	O	05/31/2016	James Bates		Wrestling Boosters	585.00
019141	O	05/31/2016	Eileen's Cookies		Cheerleaders	3,222.00
019142	O	05/31/2016	Amy Harrison		Elem. F.R.	75.00

ALL Data

# Check Summary Report

Arranged by:  
Check Number

Date: 05/01/2016 thru 05/31/2016

Check Number	Status	Check / Void Date	Vendor Name	PO Number	Description	Amount
019143	O	05/31/2016	AssetGenie, Inc.		Chromebook Repair	83.00
019144	O	05/31/2016	Awards Unlimited, Inc.		Athletic-Misc.	150.51
019145	O	05/31/2016	Dee's Floral & Gifts		Sr. class	383.98
019146	O	05/31/2016	Graphic Edge		F. Ball Club	400.98
019147	O	05/31/2016	Hicken Lumber		Ind. Tech/1st Grade/Ath	185.83
019148	O	05/31/2016	Hot Lunch		Banquet Supplies	265.00
019149	O	05/31/2016	Mady Vogel		Banquet Supplies	58.55
019150	O	05/31/2016	PC Parts Plus LLC		Chromebook Repairs	989.70
019151	O	05/31/2016	Varsity Spirit Fashions		Cheerleaders	10,390.25
019152	O	05/31/2016	Howard Johnson		Athletic	188.97

**Report Total:** 64,687.88

AMOUNT	CHECK #	DATE	TO WHOM ISSUED	DIVISION
\$654.20	12558	5/12/2016	Goodwin Tucker	Maint/Repair
\$11.08	12559	5/12/2016	Mary Moon	Supplies
\$162.74	12560	5/12/2016	Chesterman Co.	Food
\$90.87	12561	5/12/2016	Shopko	Supplies
\$9,402.52		5/20/2016	May Payroll	Labor
\$9,213.13	12562	5/20/2016	First State Bank	Labor
VOID	12563		VOID	
\$187.15	12564	5/31/2016	Angel Thompson	Lunch Reimburse
\$8.55	12565	5/31/2016	Tom Schmiett	Lunch Reimburse
\$107.20	12566	5/31/2016	Eric Rice	Lunch Reimburse
\$78.55	12567	5/31/2016	Beth Messersmith	Lunch Reimburse
\$70.60	12568	5/31/2016	Chris Haynes	Lunch Reimburse
\$27.90	12569	5/31/2016	Mark Griffis	Lunch Reimburse
\$25.35	12570	5/31/2016	Kathy France	Lunch Reimburse
\$300.00	12571	5/31/2016	NSNA	Misc.
\$7,790.72	12572	5/31/2016	Cash-Wa Dist.	Food/Supplies
\$65.18	12573	5/31/2016	Ecolab Pest Elimination	Misc.
\$4,180.19	12574	5/31/2016	Hiland Dairy	Milk
\$25.98	12575	5/31/2016	Joni Jacobsen	Supplies
\$244.72	12576	5/31/2016	Peterson's Supermarket	Food/Supplies
\$9,396.37	12577	5/31/2016	The Thompson Co.	Food/Supplies
<b>\$42,043.00</b>				
Balance				\$ 49,024.54
<u>Receipts</u>				
Maint/Repairs		\$	-	
Food Sales		\$	842.82	
Food		\$	-	
Milk		\$	-	
Ticket Sales		\$	22,394.25	
Supplies		\$	-	
Equip. Sales		\$	-	
Miscellaneous		\$	22.07	
Interest		\$	3.85	
Fed. Reimbursement		\$	25,939.55	
St. Reimbursement		\$	-	
<b>Total Receipts</b>		\$	49,202.54	\$ 49,202.54
				\$ 98,227.08
<u>Expenditures</u>				
Food		\$	16,937.57	
Freight on Food		\$	-	
Equipment		\$	-	
Frnt. On Equipment		\$	-	
Supplies		\$	784.91	
Milk		\$	4,180.19	
Labor		\$	18,615.65	
Maint/Repairs		\$	654.20	
Miscellaneous		\$	365.18	
Food Storage		\$	-	
Meal Refunds		\$	505.30	
<b>Total Expenditures</b>		\$	42,043.00	\$ 42,043.00
Balance May 31, 2016				\$ 56,184.08

First State Bank - Gothenburg  
914 Lake Avenue PO Box 79  
Gothenburg, NE 69138

PAGE: 1  
ACCOUNT: 100101 05/31/2016  
DOCUMENTS: 96

TELEPHONE: 308-537-3684

A

SCHOOL DISTRICT 20  
1322 AVENUE I  
GOTHENBURG NE 69138

Effective 7/1/16 the fees for new or replacement Debit/ATM card is \$10.

PUBLIC FUNDS ACCOUNT 100101

MINIMUM BALANCE	437,760.96	LAST STATEMENT 04/29/16	511,585.84
AVG AVAILABLE BALANCE	521,525.09	3 CREDITS	759,188.87
AVERAGE BALANCE	521,525.09	99 DEBITS	760,157.75
		THIS STATEMENT 05/31/16	510,616.96

DEPOSITS

REF #	DATE	AMOUNT	REF #	DATE	AMOUNT	REF #	DATE	AMOUNT
	05/20	9,213.13						

OTHER CREDITS

DESCRIPTION	DATE	AMOUNT
General Fund xfer-payroll	05/20	667,890.13
General Fund xfer-bills	05/24	82,085.61

CHECKS

CHECK #	DATE	AMOUNT	CHECK #	DATE	AMOUNT	CHECK #	DATE	AMOUNT
53379	05/13	46.36	54174	05/26	177.24	54189	05/13	295.09
53722	05/13	38.25	54175	05/17	227.47	54190	05/16	441.00
53880	05/18	8.05	54177	05/18	155.75	54191	05/16	307.15
53994	05/18	6.90	54178	05/19	931.43	54192	05/13	47.00
54071	05/18	7.48	54179	05/17	220.01	54193	05/13	4,763.38
54153	05/04	253.86	54180	05/18	457.71	54194	05/12	222.80
54154	05/18	6.33	54181	05/16	301.00	54195	05/16	1,712.89
54156	05/16	166.97	54182	05/12	18.40	54196	05/17	1,117.18
54164	05/03	300.00	54183	05/12	3,620.43	54197	05/16	3,472.37
54169	05/03	88.00	54184	05/12	90.00	54198	05/13	689.47
54170	05/16	200.00	54185	05/17	609.89	54199	05/18	343.98
54171	05/05	101.82	54186	05/13	337.23	54200	05/17	678.07
54172	05/10	3,652.64	54187	05/13	3,525.22	54201	05/12	943.62
54173	05/13	2,475.00	54188	05/12	10,728.50	54202	05/13	180.00

\* \* \* CONTINUED \* \* \*

First State Bank - Gothenburg  
 914 Lake Avenue PO Box 79  
 Gothenburg, NE 69138

ACCOUNT:  
 DOCUMENTS:

100101  
 96

PAGE: 2  
 05/31/2016

TELEPHONE:308-537-3684

SCHOOL DISTRICT 20

PUBLIC FUNDS ACCOUNT 100101

CHECKS								
CHECK #	DATE	AMOUNT	CHECK #	DATE	AMOUNT	CHECK #	DATE	AMOUNT
54203	05/25	2,412.96	54221	05/13	89.63	54239	05/13	454.48
54204	05/16	1,200.00	54222	05/16	765.00	54240	05/13	279.17
54205	05/13	1,445.61	54223	05/20	94.80	54241	05/25	4,973.76
54206	05/12	380.00	54224	05/19	3,076.68	54242	05/25	94,892.93
54207	05/13	1,035.00	54225	05/31	1,839.75	54243	05/25	6,080.54
54208	05/17	72.00	54226	05/16	129.90	54244	05/25	91,882.30
54209	05/17	1,025.00	54227	05/18	500.00	54245	05/20	401.00
54210	05/13	207.10	54228	05/13	343.00	54246*	05/20	6,758.69
54211	05/19	105.00	54229	05/17	758.90	54248	05/25	1,426.89
54212	05/13	75.00	54230	05/16	121.97	54249	05/24	7,158.33
54213	05/13	409.92	54231	05/17	282.00	54250	05/26	1,626.13
54214	05/19	190.94	54232	05/23	70.07	54251*	05/23	400.00
54215	05/12	793.53	54233	05/16	13,089.29	54254*	05/27	225.00
54216	05/23	60.00	54234	05/16	47.75	54256	05/27	75.00
54217	05/13	480.00	54235	05/16	33.00	54257*	05/31	295.20
54218	05/12	36.39	54236	05/18	280.00	54259*	05/26	591.25
54219	05/17	1,587.06	54237	05/26	85.00	54262	05/27	84.70
54220	05/18	42.86	54238	05/17	700.00			

(\*) INDICATES A GAP IN CHECK NUMBER SEQUENCE

OTHER DEBITS		
DESCRIPTION	DATE	AMOUNT
GOTH SCHOOLS DEBIT 1	05/20	3,309.51
Nebraska Revenue Neb Epay NB1DORXXXXX9333	05/20	15,181.17
IRS USATAXPYMT 220654121580909	05/20	115,408.76
GOTH SCHOOLS DEBIT 1	05/20	330,821.89

INTEREST

AVERAGE LEDGER BALANCE:	.00	INTEREST EARNED:	.00
INTEREST PAID THIS PERIOD:	.00	DAYS IN PERIOD:	
		ANNUAL PERCENTAGE YIELD EARNED:	.00%

DAILY BALANCE					
DATE	BALANCE	DATE	BALANCE	DATE	BALANCE
05/03	511,197.84	05/16	451,151.65	05/24	717,285.61
05/04	510,943.98	05/17	443,874.07	05/25	515,616.23
05/05	510,842.16	05/18	442,065.01	05/26	513,136.61
05/10	507,189.52	05/19	437,760.96	05/27	512,751.91
05/12	490,355.85	05/20	642,888.40	05/31	510,616.96
05/13	473,139.94	05/23	642,358.33		

# Summary Statement of Accounts

Account	Description	Total Budget (Pub) + Adj.	Disbursed	Disbursed	Percentage (%)
<b>FUND: 1</b>					
1-1100-100	Instructional Salaries	2,867,449.00	222,220.55	1,972,666.08	68.80
1-1100-200	Instructional Benefits	1,131,840.00	87,596.36	808,846.80	71.46
1-1100-400	Instructional Supplies	150,500.00	9,433.87	52,212.25	34.69
1-1100-500	Capital Outlay	80,000.00	7,510.57	102,219.15	127.77
1-1100-600	Other Expenditures	18,500.00	349.52	11,727.89	63.39
		<u>4,248,289.00</u>	<u>327,110.87</u>	<u>2,947,672.17</u>	<u>69.38</u>
1-1200-100	Special Education	492,164.00	39,160.21	370,008.71	75.18
1-1200-200	Special Education	233,736.00	16,464.06	140,121.09	59.95
1-1200-300	Spec. Ed. Purchased	105,000.00	4,833.46	80,177.33	76.36
1-1200-400	Special Education	3,000.00	153.50	2,967.90	98.93
1-1200-500	Spec. Ed. Capital Outlay	1,000.00	0.00	5,623.80	562.38
1-1200-600	Spec. Ed. Other	450.00	419.20	3,437.69	763.93
		<u>835,350.00</u>	<u>61,030.43</u>	<u>602,336.52</u>	<u>72.10</u>
1-1300-100	Other Special Salaries	6,000.00	556.75	5,010.75	83.51
1-1300-200	Other Special Benefits	1,200.00	96.82	871.38	72.62
		<u>7,200.00</u>	<u>653.57</u>	<u>5,882.13</u>	<u>81.69</u>
1-1400-100	Vocational Salaries	373,096.00	31,149.00	277,316.00	74.33
1-1400-200	Vocational Benefits	152,802.00	11,459.79	111,943.33	73.26
1-1400-400	Vocational Supplies	24,500.00	1,600.82	17,557.38	71.66
1-1400-500	Vocational Capital	6,000.00	0.00	19,233.42	320.56
1-1400-600	Vocational Other	8,500.00	222.20	7,070.49	83.18
		<u>564,898.00</u>	<u>44,431.81</u>	<u>433,120.62</u>	<u>76.67</u>
1-2100-100	Pupil Support Salaries	539,778.00	47,848.00	413,368.00	76.58
1-2100-200	Pupil Support Benefits	154,979.00	16,654.15	155,056.82	100.05
1-2100-300	Pupil Supp. Purchased	500.00	0.00	560.00	112.00
1-2100-400	Pupil Support Supplies	25,000.00	0.00	676.84	2.71
1-2100-600	Pupil Support Other	1,000.00	0.00	836.72	83.67
		<u>721,257.00</u>	<u>64,502.15</u>	<u>570,498.38</u>	<u>79.09</u>
1-2200-100	Inst. Support Salaries	110,263.00	9,090.23	81,402.12	73.83
1-2200-200	Inst. Support Benefits	38,700.00	2,675.20	26,630.87	68.81
1-2200-300	Inst. Supp. Purchased	3,500.00	0.00	1,854.00	52.97
1-2200-400	Inst. Support Supplies	11,250.00	1,192.48	10,527.96	93.58
1-2200-500	Inst. Support Capital	1,000.00	0.00	226.00	22.60
1-2200-600	Inst. Support Other	100.00	342.68	658.92	658.92
		<u>164,813.00</u>	<u>13,300.59</u>	<u>121,299.87</u>	<u>73.59</u>
1-2300-100	General Adm. Salaries	179,325.00	15,988.95	141,745.03	79.04
1-2300-200	General Adm. Benefits	35,492.00	3,346.55	26,729.91	75.31
1-2300-300	Gen. Adm. Purchased	51,700.00	3,990.39	15,364.74	29.72
1-2300-400	General Adm. Supplies	5,000.00	197.71	5,982.97	119.66
1-2300-500	Gen. Adm. Capital	500.00	0.00	0.00	0.00
1-2300-600	General Adm. Other	23,000.00	434.40	14,956.43	65.03
		<u>295,017.00</u>	<u>23,958.00</u>	<u>204,779.08</u>	<u>69.41</u>
1-2400-100	School Adm. Salaries	423,229.00	34,492.13	316,189.90	74.71
1-2400-200	School Adm. Benefits	123,400.00	8,442.69	88,046.38	71.35
1-2400-400	School Adm. Supplies	4,000.00	483.00	1,068.48	26.71

# Summary Statement of Accounts

Account	Description	Total Budget (Pub) + Adj.	Disbursed	Disbursed	Percentage (%)
1-2400-500	School Adm. Capital	1,000.00	0.00	0.00	0.00
1-2400-600	School Adm. Other	13,500.00	805.00	5,190.64	38.45
		<u>565,129.00</u>	<u>44,222.82</u>	<u>410,495.40</u>	<u>72.63</u>
1-2500-100	Business Support	45,250.00	3,771.00	33,939.00	75.00
1-2500-200	Business Support	8,224.00	702.60	6,323.40	76.89
1-2500-300	Bus.support Purchased	41,000.00	2,780.21	30,590.38	74.61
1-2500-400	Business Support	500.00	0.00	0.00	0.00
1-2500-600	Business Support Other	6,000.00	75.00	672.00	11.20
		<u>100,974.00</u>	<u>7,328.81</u>	<u>71,524.78</u>	<u>70.83</u>
1-2600-100	Bldg. & Grounds	302,000.00	25,709.13	224,265.10	74.26
1-2600-200	Bldg. & Grounds	128,150.00	11,710.85	103,235.87	80.56
1-2600-300	Bldg. & Grounds Pur.	233,000.00	19,305.86	150,241.67	64.48
1-2600-400	Bldg. & Grounds	45,000.00	5,969.77	39,684.42	88.19
1-2600-500	Bldg. & Grounds Cap.	140,000.00	0.00	1,149.95	0.82
1-2600-600	Bldg. & Grounds Other	90,250.00	3,110.03	15,942.97	17.67
		<u>938,400.00</u>	<u>65,805.64</u>	<u>534,519.98</u>	<u>56.96</u>
1-2700-100	Pupil Transportation	80,000.00	7,276.31	64,425.77	80.53
1-2700-200	Pupil Transportation	37,169.00	2,773.12	23,574.18	63.42
1-2700-300	Pupil Trans. Pur.	115,500.00	2,273.51	71,227.45	61.67
1-2700-500	Pupil Trans. Capital	35,000.00	0.00	0.00	0.00
1-2700-600	Pupil Trans. Other	13,000.00	495.87	1,609.57	12.38
		<u>280,669.00</u>	<u>12,818.81</u>	<u>160,836.97</u>	<u>57.30</u>
1-4200-100	Chapter I Salaries	127,160.00	10,596.00	95,364.00	75.00
1-4200-200	Chapter I Benefits	57,622.00	4,436.84	42,442.46	73.66
		<u>184,782.00</u>	<u>15,032.84</u>	<u>137,806.46</u>	<u>74.57</u>
1-4700-400	Carl Perkins Grant	1,000.00	0.00	665.63	66.56
		<u>1,000.00</u>	<u>0.00</u>	<u>665.63</u>	<u>66.56</u>
1-8000-700	Transfers	100,000.00	0.00	0.00	0.00
		<u>100,000.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>
<b>FUND: 1</b>		<u>9,007,778.00</u>	<u>680,196.34</u>	<u>6,201,437.99</u>	<u>68.84</u>
		<u>9,007,778.00</u>	<u>680,196.34</u>	<u>6,201,437.99</u>	<u>68.84</u>

# Summary Statement of Receipts

Account	Description	Total Budget (Pub) + Adj.	Receipts	Receipts	Balance (Pub)	Percentage (%)
<b>FUND: 1</b>						
1-1110	Local District Taxes	7,700,000.00	2,185,017.02	6,061,962.67	1,638,037.33	78.73
1-1125	Motor Vehicle Taxes	400,000.00	29,832.06	344,542.85	55,457.15	86.14
1-1210	Tuition-general District	6,000.00	0.00	0.00	6,000.00	0.00
1-1220	Tuition-individual	0.00	375.00	375.00	-375.00	0.00
1-1410	Interest	15,000.00	4,353.85	8,230.86	6,769.14	54.87
1-1610	Local Licenses	2,500.00	2,390.00	2,390.00	110.00	95.60
1-1620	Local Police/court Fines	250.00	0.00	0.00	250.00	0.00
1-1910	Rental And Sale Of Junk	1,500.00	550.00	1,100.00	400.00	73.33
		<u>8,125,250.00</u>	<u>2,222,517.93</u>	<u>6,418,601.38</u>	<u>1,706,648.62</u>	<u>78.99</u>
1-2110	County Fines & Fees	60,000.00	20,664.40	62,254.29	-2,254.29	103.76
1-2120	Local Fines	500.00	100.00	175.00	325.00	35.00
		<u>60,500.00</u>	<u>20,764.40</u>	<u>62,429.29</u>	<u>-1,929.29</u>	<u>103.18</u>
1-3130	Homestead Ppt	75,000.00	16,514.16	33,234.68	41,765.32	44.31
1-3180	Pro-rata Motor Vehicle	14,000.00	7,854.00	30,598.94	-16,598.94	218.56
1-3110	State Aid	249,423.00	24,942.31	224,480.79	24,942.21	90.00
1-3120	Special Education	400,000.00	52,306.00	311,370.00	88,630.00	77.84
1-3125	Spec. Ed. Trans.-school	0.00	0.00	1,845.00	-1,845.00	0.00
1-3135	High Ability Learners	8,500.00	0.00	8,705.00	-205.00	102.41
1-3200	State Apportionment	135,000.00	0.00	128,294.20	6,705.80	95.03
1-3512	Dist. Ed. Incentive	4,000.00	0.00	1,000.00	3,000.00	25.00
1-3990	Other State Sources	0.00	0.00	13,201.00	-13,201.00	0.00
		<u>885,923.00</u>	<u>101,616.47</u>	<u>752,729.61</u>	<u>133,193.39</u>	<u>84.96</u>
1-4200	Title I Pt. A-LEA	115,000.00	0.00	0.00	115,000.00	0.00
1-4310	Title II Pt. A-Teacher	27,000.00	0.00	0.00	27,000.00	0.00
1-4410	IDEA	120,000.00	0.00	14,933.00	105,067.00	12.44
1-4450	Mips	0.00	2,432.47	13,471.16	-13,471.16	0.00
1-4404	IDEA Base	50,000.00	0.00	7,417.00	42,583.00	14.83
1-4455	MAAPS-Medicaid	45,000.00	0.00	11,801.87	33,198.13	26.23
1-4406	SPED IDEA	4,500.00	0.00	623.00	3,877.00	13.84
1-4700	Carl Perkins Grant	3,000.00	0.00	909.99	2,090.01	30.33
		<u>364,500.00</u>	<u>2,432.47</u>	<u>49,156.02</u>	<u>315,343.98</u>	<u>13.48</u>
1-5300	Insurance Adjustments	2,000.00	0.00	0.00	2,000.00	0.00
1-5690	Other Non-revenue	15,000.00	4,506.97	8,248.97	6,751.03	54.99
		<u>17,000.00</u>	<u>4,506.97</u>	<u>8,248.97</u>	<u>8,751.03</u>	<u>48.52</u>
<b>FUND: 1</b>		<u>9,453,173.00</u>	<u>2,351,838.24</u>	<u>7,291,165.27</u>	<u>2,162,007.73</u>	<u>77.12</u>
		<u>9,453,173.00</u>	<u>2,351,838.24</u>	<u>7,291,165.27</u>	<u>2,162,007.73</u>	<u>77.12</u>

ALL Data

# Monthly Expense Report

Arranged by:  
Account Number

Date Range: YTD thru 05/31/2016

Account	Description	Budget	May Expenditures	YTD Expenditures	Payables & Encumbrances	Unencumbered Balance	Percent Remaining
<b>1</b>	<b>GENERAL FUND</b>						
1-1100-110-1	Teachers Salaries Elementary	1,443,530.00	111,075.63	1,002,517.21	0.00	441,012.79	30.55
1-1100-110-2	Teachers Salaries Secondary	1,280,199.00	97,488.67	881,307.39	0.00	398,891.61	31.15
1-1100-112-1	High Ability Learner	28,220.00	2,352.00	21,168.00	0.00	7,052.00	24.98
1-1100-120-1	Sub Salaries Elementary	45,000.00	3,350.00	31,810.00	0.00	13,190.00	29.31
1-1100-120-2	Sub Salaries Secondary	42,500.00	5,513.50	28,142.63	0.00	14,357.37	33.78
1-1100-140-1	Aides & Supervisory-elem.	11,200.00	2,440.75	7,720.85	0.00	3,479.15	31.06
1-1100-140-2	Aide-secondary	16,800.00	0.00	0.00	0.00	16,800.00	100.00
1-1100-210-1	Fica-elementary	110,000.00	8,688.29	77,491.22	0.00	32,508.78	29.55
1-1100-210-2	Fica-secondary	95,000.00	7,577.06	67,016.57	0.00	27,983.43	29.45
1-1100-212-1	Social Secirity -high Ability	2,159.00	0.00	0.00	0.00	2,159.00	100.00
1-1100-220-1	Retirement-elementary	134,000.00	11,426.90	102,241.06	0.00	31,758.94	23.70
1-1100-220-2	Retirement-secondary	118,000.00	9,724.89	87,551.79	0.00	30,448.21	25.80
1-1100-222-1	Retirement-high Ability Learn	2,788.00	0.00	0.00	0.00	2,788.00	100.00
1-1100-230-1	Health Insurance-elementary	371,038.00	30,659.84	285,230.66	0.00	85,807.34	23.12
1-1100-230-2	Health Insurance-secondary	290,000.00	19,494.07	189,087.71	0.00	100,912.29	34.79
1-1100-232-1	Health Insurance-high Ability	8,855.00	25.31	227.79	0.00	8,627.21	97.42
1-1100-240-1	Workmans Comp.-elementary	0.00	0.00	0.00	0.00	0.00	0.00
1-1100-240-2	Workmans Comp.-secondary	0.00	0.00	0.00	0.00	0.00	0.00
1-1100-283-1	Unemployment Compensation	0.00	0.00	0.00	0.00	0.00	0.00
1-1100-292-1	Other Benefits-high Ability	0.00	0.00	0.00	0.00	0.00	0.00
1-1100-318-0	Purchased Services-High Ability	40,000.00	7,154.25	23,388.25	0.00	16,611.75	41.52
1-1100-318-1	Purchased Services	25,000.00	215.00	14,356.31	0.00	10,643.69	42.57
1-1100-318-2	Purchased Services	30,000.00	115.00	6,731.43	0.00	23,268.57	77.56

ALL Data

**Monthly Expense Report**Arranged by:  
Account Number

Date Range: YTD thru 05/31/2016

Account	Description	Budget	May Expenditures	YTD Expenditures	Payables & Encumbrances	Unencumbered Balance	Percent Remaining
1-1100-365-0	Tuition Paid to Other Dists.	0.00	0.00	0.00	0.00	0.00	0.00
1-1100-410-0	Supply Reserve	0.00	0.00	535.08	0.00	-535.08	0.00
1-1100-410-1	Teaching Supplies-elementary	40,000.00	4,682.21	12,351.74	0.00	27,648.26	69.12
1-1100-410-2	Teaching Supplies-secondary	50,000.00	4,072.74	26,221.86	0.00	23,778.14	47.55
1-1100-420-1	Textbooks-elementary	25,000.00	0.00	1,484.52	0.00	23,515.48	94.06
1-1100-420-2	Textbooks-secondary	25,000.00	-105.08	2,951.66	0.00	22,048.34	88.19
1-1100-450-1	A V Materials-elementary	0.00	0.00	0.00	0.00	0.00	0.00
1-1100-450-2	A V Materials-secondary	0.00	0.00	0.00	0.00	0.00	0.00
1-1100-530-0	Furn/equipment-general	0.00	0.00	0.00	0.00	0.00	0.00
1-1100-530-1	Furn/equipment-elementary	5,000.00	0.00	83,336.47	0.00	-78,336.47	-1,566.72
1-1100-530-2	Furn/equipment-secondary	5,000.00	0.00	1,424.60	0.00	3,575.40	71.50
1-1100-531-1	Equipment Repair-elementary	0.00	0.00	0.00	0.00	0.00	0.00
1-1100-531-2	Equipment Repair-secondary	0.00	0.00	0.00	0.00	0.00	0.00
1-1100-532-0	Copier Lease/Purchase	40,000.00	6,668.83	29,311.82	0.00	10,688.18	26.72
1-1100-560-2	Computer Hardware	65,000.00	7,510.57	9,789.75	0.00	55,210.25	84.93
1-1100-561-0	E-Rate Dist. Portion	0.00	0.00	0.00	0.00	0.00	0.00
1-1100-670-1	Travel-elementary	1,000.00	125.98	165.91	0.00	834.09	83.40
1-1100-670-2	Travel-secondary	1,500.00	223.54	970.11	0.00	529.89	35.32
1-1100-690-1	Other Misc. Expense-elem.	5,000.00	0.00	260.60	0.00	4,739.40	94.78
1-1100-690-2	Other Misc. Expense-sec.	10,000.00	0.00	5,227.67	0.00	4,772.33	47.72
1-1100-692-1	Other Misc. High Ability Lear	0.00	0.00	0.00	0.00	0.00	0.00
1-1160-110-1	Poverty Salaries	218,620.00	18,219.00	163,971.00	0.00	54,649.00	24.99
1-1160-120-1	Poverty Subs	7,000.00	0.00	0.00	0.00	7,000.00	100.00

ALL Data

# Monthly Expense Report

Arranged by:  
Account Number

Date Range: YTD thru 05/31/2016

Account	Description	Budget	May Expenditures	YTD Expenditures	Payables & Encumbrances	Unencumbered Balance	Percent Remaining
1-1160-140-1	Poverty Para	0.00	0.00	0.00	0.00	0.00	0.00
1-1160-210-1	Poverty FICA	17,500.00	1,355.29	12,202.56	0.00	5,297.44	30.27
1-1160-220-1	Poverty Retirement	21,600.00	1,799.65	16,196.78	0.00	5,403.22	25.01
1-1160-230-1	Poverty Health	64,276.00	4,854.13	43,980.14	0.00	20,295.86	31.57
1-1160-410-1	Poverty Supplies	0.00	0.00	0.00	0.00	0.00	0.00
1-1160-420-1	Poverty Textbooks	0.00	0.00	0.00	0.00	0.00	0.00
1-1160-530-1	Poverty Equipment	0.00	0.00	0.00	0.00	0.00	0.00
1-1160-560-1	Poverty Hardware	0.00	0.00	0.00	0.00	0.00	0.00
1-1160-670-1	Poverty Travel	0.00	0.00	0.00	0.00	0.00	0.00
1-1160-690-1	Poverty Misc.	0.00	0.00	0.00	0.00	0.00	0.00
1-1180-318-2	Vocal	4,000.00	591.25	4,605.50	0.00	-605.50	-15.13
1-1180-410-1	Vocal Supplies-elementary	500.00	0.00	329.09	0.00	170.91	34.18
1-1180-410-2	Vocal Supplies-secondary	5,000.00	0.00	3,639.94	0.00	1,360.06	27.20
1-1180-530-1	Vocal Equipment-elementary	0.00	0.00	0.00	0.00	0.00	0.00
1-1180-530-2	Vocal Equipment-secondary	0.00	0.00	0.00	0.00	0.00	0.00
1-1180-690-1	Vocal Other-elementary	0.00	0.00	114.05	0.00	-114.05	0.00
1-1180-690-2	Vocal Other-secondary	500.00	0.00	4,319.55	0.00	-3,819.55	-763.91
1-1181-318-1	Instrumental Purchased Service	500.00	0.00	0.00	0.00	500.00	100.00
1-1181-318-2	Purchased Services	1,000.00	186.00	1,329.00	0.00	-329.00	-32.90
1-1181-410-1	Elem. Band Supplies	500.00	0.00	0.00	0.00	500.00	100.00
1-1181-410-2	Instrumental Music Supplies	5,000.00	784.00	4,698.36	0.00	301.64	6.03
1-1181-530-2	Instrumental Music Equipment	5,000.00	0.00	7,668.33	0.00	-2,668.33	-53.36
1-1181-690-2	Instrumental Music Other	500.00	0.00	670.00	0.00	-170.00	-34.00

ALL Data

# Monthly Expense Report

Arranged by:  
Account Number

Date Range: YTD thru 05/31/2016

Account	Description	Budget	May Expenditures	YTD Expenditures	Payables & Encumbrances	Unencumbered Balance	Percent Remaining
1-1201-319-0	Occupational Therapy (OPPT)	35,000.00	958.42	28,957.11	0.00	6,042.89	17.26
1-1210-390-0	Hearing Conservation	25,000.00	2,311.25	21,131.90	0.00	3,868.10	15.47
1-1212-110-0	Sped Dir. Salary	0.00	0.00	0.00	0.00	0.00	0.00
1-1212-140-0	Sped Dir. Secretary Salary	15,440.00	0.00	0.00	0.00	15,440.00	100.00
1-1212-210-0	Fica	1,181.00	0.00	0.00	0.00	1,181.00	100.00
1-1212-220-0	Retirement	1,525.00	0.00	0.00	0.00	1,525.00	100.00
1-1212-230-0	Health Insurance	6,792.00	0.00	0.00	0.00	6,792.00	100.00
1-1212-290-0	Other Benefits	0.00	0.00	0.00	0.00	0.00	0.00
1-1212-318-0	Vocational Adjustment Co-op	5,000.00	965.70	10,236.20	0.00	-5,236.20	-104.72
1-1212-319-0	Inservice	0.00	0.00	0.00	0.00	0.00	0.00
1-1212-670-0	Travel	0.00	0.00	0.00	0.00	0.00	0.00
1-1212-690-0	Other Misc. Expense	0.00	0.00	0.00	0.00	0.00	0.00
1-1214-110-0	Psychologist Salary	52,682.00	4,034.05	38,954.05	0.00	13,727.95	26.05
1-1214-140-0	Psych Clarical	0.00	1,128.00	10,592.63	0.00	-10,592.63	0.00
1-1214-210-0	Fica	4,031.00	384.32	3,687.89	0.00	343.11	8.51
1-1214-220-0	Retirement	5,205.00	509.90	4,894.15	0.00	310.85	5.97
1-1214-230-0	Health Insurance	17,711.00	1,259.27	13,432.68	0.00	4,278.32	24.15
1-1214-290-0	Other Benefits	0.00	0.00	0.00	0.00	0.00	0.00
1-1214-313-0	In-service	0.00	0.00	0.00	0.00	0.00	0.00
1-1214-319-0	Diagnostic Charges	0.00	0.00	0.00	0.00	0.00	0.00
1-1214-410-0	Supplies	500.00	153.50	946.55	0.00	-446.55	-89.31
1-1216-110-0	Speech Therapy Salary	59,160.00	4,930.00	44,270.00	0.00	14,890.00	25.16
1-1216-120-0	Substitute Speech Therapy	1,400.00	-336.32	163.68	0.00	1,236.32	88.30

ALL Data

# Monthly Expense Report

Arranged by:  
Account Number

Date Range: YTD thru 05/31/2016

Account	Description	Budget	May Expenditures	YTD Expenditures	Payables & Encumbrances	Unencumbered Balance	Percent Remaining
1-1216-140-0	Salary-aid	0.00	0.00	500.00	0.00	-500.00	0.00
1-1216-210-0	Fica	4,626.00	310.92	3,063.78	0.00	1,562.22	33.77
1-1216-220-0	Retirement	5,845.00	453.76	4,339.72	0.00	1,505.28	25.75
1-1216-230-0	Health Insurance	11,720.00	660.16	8,211.21	0.00	3,508.79	29.93
1-1216-290-0	Other Benefits	0.00	0.00	0.00	0.00	0.00	0.00
1-1216-313-1	Speech Therapy	500.00	0.00	0.00	0.00	500.00	100.00
1-1216-313-2	Speech Therapy	0.00	0.00	0.00	0.00	0.00	0.00
1-1216-410-0	Supplies	500.00	0.00	221.90	0.00	278.10	55.62
1-1216-530-0	Furniture/equipment	0.00	0.00	0.00	0.00	0.00	0.00
1-1216-670-0	Travel	250.00	9.20	374.18	0.00	-124.18	-49.67
1-1221-110-1	Sped Sal.	73,769.00	7,030.20	57,246.40	0.00	16,522.60	22.39
1-1221-110-2	Sped Sal.-sec.	144,109.00	11,758.19	107,688.19	0.00	36,420.81	25.27
1-1221-120-1	Sub-salaries Elem	5,000.00	200.00	2,525.00	0.00	2,475.00	49.50
1-1221-120-2	Sub-salaries Sec	6,000.00	325.00	5,800.00	0.00	200.00	3.33
1-1221-140-1	Aide	103,340.00	8,528.58	90,191.07	0.00	13,148.93	12.72
1-1221-140-2	Aide	30,764.00	2,690.51	22,670.32	0.00	8,093.68	26.30
1-1221-210-1	Fica	14,000.00	1,124.95	10,816.70	0.00	3,183.30	22.73
1-1221-210-2	Fica	13,900.00	1,057.64	9,942.71	0.00	3,957.29	28.46
1-1221-220-1	Retirement	17,500.00	1,356.09	13,095.26	0.00	4,404.74	25.16
1-1221-220-2	Retirement	17,300.00	1,427.22	12,876.52	0.00	4,423.48	25.56
1-1221-230-1	Health Insurance	60,950.00	3,779.42	35,918.59	0.00	25,031.41	41.06
1-1221-230-2	Health Insurance	48,200.00	1,690.41	17,341.88	0.00	30,858.12	64.02
1-1221-290-1	Other Benefits	0.00	0.00	0.00	0.00	0.00	0.00

ALL Data

# Monthly Expense Report

Arranged by:  
Account Number

Date Range: YTD thru 05/31/2016

Account	Description	Budget	May Expenditures	YTD Expenditures	Payables & Encumbrances	Unencumbered Balance	Percent Remaining
1-1221-290-2	Other Benefits	0.00	0.00	0.00	0.00	0.00	0.00
1-1221-319-1	In-service	2,250.00	225.00	225.00	0.00	2,025.00	90.00
1-1221-319-2	In-service	1,000.00	2,225.00	2,275.00	0.00	-1,275.00	-127.50
1-1221-327-2	Sped Lease-secondary	0.00	0.00	0.00	0.00	0.00	0.00
1-1221-410-1	Teaching Supplies	1,000.00	0.00	203.06	0.00	796.94	79.69
1-1221-410-2	Teaching Supplies	1,000.00	0.00	1,153.49	0.00	-153.49	-15.34
1-1221-420-1	Textbooks	0.00	0.00	174.60	0.00	-174.60	0.00
1-1221-420-2	Textbooks	0.00	0.00	268.30	0.00	-268.30	0.00
1-1221-530-1	Furn./equip.	500.00	0.00	5,623.80	0.00	-5,123.80	-1,024.76
1-1221-530-2	Furn./equip.	500.00	0.00	0.00	0.00	500.00	100.00
1-1221-670-1	Travel-elementary	100.00	410.00	696.94	0.00	-596.94	-596.94
1-1221-670-2	Travel-secondary	100.00	0.00	2,366.57	0.00	-2,266.57	-2,266.57
1-1221-690-2	SPED Other	100.00	0.00	150.00	0.00	-50.00	-50.00
1-1232-313-0	Occupational Therapy	0.00	0.00	0.00	0.00	0.00	0.00
1-1232-318-0	SPED Purchsed Services (SRS)	0.00	30.00	30.00	0.00	-30.00	0.00
1-1232-363-1	Sped Tuition-elementary	0.00	0.00	0.00	0.00	0.00	0.00
1-1232-363-2	Sped Tuition-secondary	45,000.00	1,563.79	30,088.32	0.00	14,911.68	33.13
1-1330-110-2	Drivers Education Salary	6,000.00	556.75	5,010.75	0.00	989.25	16.48
1-1330-210-2	Fica	500.00	41.83	376.47	0.00	123.53	24.70
1-1330-220-2	Retirement	700.00	54.99	494.91	0.00	205.09	29.29
1-1330-336-2	Gas & Oil	0.00	0.00	0.00	0.00	0.00	0.00
1-1330-337-2	Tires & Parts	0.00	0.00	0.00	0.00	0.00	0.00
1-1330-410-2	Supplies	0.00	0.00	0.00	0.00	0.00	0.00

ALL Data

# Monthly Expense Report

Arranged by:  
Account Number

Date Range: YTD thru 05/31/2016

Account	Description	Budget	May Expenditures	YTD Expenditures	Payables & Encumbrances	Unencumbered Balance	Percent Remaining
1-1330-420-2	Textbooks	0.00	0.00	0.00	0.00	0.00	0.00
1-1400-110-2	Ind.Tech. Sal.	59,160.00	4,930.00	44,370.00	0.00	14,790.00	25.00
1-1400-120-2	Sub. Salaries	1,400.00	150.00	1,225.00	0.00	175.00	12.50
1-1400-210-2	Fica	4,600.00	375.49	3,369.82	0.00	1,230.18	26.74
1-1400-220-2	Retirement	5,845.00	486.98	4,382.82	0.00	1,462.18	25.01
1-1400-230-2	Health Insurance	13,264.00	1,014.25	9,128.25	0.00	4,135.75	31.18
1-1400-290-2	Other Benefits	0.00	0.00	0.00	0.00	0.00	0.00
1-1400-318-2	Purchased Services	500.00	0.00	0.00	0.00	500.00	100.00
1-1400-410-2	Industrial Arts Supplies	10,000.00	762.48	3,575.59	0.00	6,424.41	64.24
1-1400-420-2	Industrial Arts Textbooks	0.00	0.00	1,491.58	0.00	-1,491.58	0.00
1-1400-530-2	Industrial Arts Equipment	5,000.00	0.00	2,792.74	0.00	2,207.26	44.14
1-1400-531-2	Industrial Arts Equip. Repair	0.00	0.00	0.00	0.00	0.00	0.00
1-1400-670-2	Industrial Arts Travel	0.00	0.00	0.00	0.00	0.00	0.00
1-1400-690-2	Industrial Arts Other	500.00	0.00	0.00	0.00	500.00	100.00
1-1450-110-2	Vo. Ag. Salaries	111,456.00	9,288.00	83,592.00	0.00	27,864.00	25.00
1-1450-120-2	Sub. Salaries	7,500.00	450.00	4,000.00	0.00	3,500.00	46.66
1-1450-210-2	Fica	9,000.00	733.09	6,593.96	0.00	2,406.04	26.73
1-1450-220-2	Retirement	11,012.00	917.45	8,266.93	0.00	2,745.07	24.92
1-1450-230-2	Health Insurance	26,832.00	2,145.07	23,891.23	0.00	2,940.77	10.95
1-1450-290-2	Other Benefits	0.00	0.00	0.00	0.00	0.00	0.00
1-1450-318-2	Voc Ag Purchased Services	3,500.00	141.24	141.24	0.00	3,358.76	95.96
1-1450-410-2	Vocational Ag Supplies	12,500.00	838.34	12,273.05	0.00	226.95	1.81
1-1450-420-2	Vocational Ag Textbooks	0.00	0.00	0.00	0.00	0.00	0.00

ALL Data

# Monthly Expense Report

Arranged by:  
Account Number

Date Range: YTD thru 05/31/2016

Account	Description	Budget	May Expenditures	YTD Expenditures	Payables & Encumbrances	Unencumbered Balance	Percent Remaining
1-1450-530-2	Vocational Ag Equipment	1,000.00	0.00	14,541.08	0.00	-13,541.08	-1,354.10
1-1450-531-2	Vocational Ag Equip Repair	0.00	0.00	0.00	0.00	0.00	0.00
1-1450-670-2	Vocational Ag Travel	7,500.00	137.50	6,752.59	0.00	747.41	9.96
1-1450-690-2	Vocational Ag Other	0.00	0.00	0.00	0.00	0.00	0.00
1-1460-110-2	Home Ec. Salaries	62,220.00	5,085.00	46,565.00	0.00	15,655.00	25.16
1-1460-120-2	Sub. Salaries	1,400.00	250.00	1,000.00	0.00	400.00	28.57
1-1460-210-2	Fica	4,800.00	406.05	3,604.87	0.00	1,195.13	24.89
1-1460-220-2	Retirement	6,200.00	502.28	4,599.56	0.00	1,600.44	25.81
1-1460-230-2	Health Insurance	13,264.00	1,067.29	9,013.85	0.00	4,250.15	32.04
1-1460-290-2	Other Benefits	0.00	0.00	0.00	0.00	0.00	0.00
1-1460-318-2	Purchased Services	500.00	280.00	818.48	0.00	-318.48	-63.69
1-1460-410-2	Home Economics Supplies	1,000.00	0.00	163.16	0.00	836.84	83.68
1-1460-420-2	Home Economics Textbooks	0.00	0.00	0.00	0.00	0.00	0.00
1-1460-530-2	Home Economics Equipment	0.00	0.00	0.00	0.00	0.00	0.00
1-1460-531-2	Home Ec.equipment Repair	0.00	0.00	0.00	0.00	0.00	0.00
1-1460-670-2	Home Economics Travel	0.00	0.00	0.00	0.00	0.00	0.00
1-1460-690-2	Home Economics Other	0.00	0.00	0.00	0.00	0.00	0.00
1-1480-110-2	Bus Ed Sal.	127,160.00	10,596.00	95,364.00	0.00	31,796.00	25.00
1-1480-120-2	Sub. Salaries	2,800.00	400.00	1,200.00	0.00	1,600.00	57.14
1-1480-210-2	Fica	10,000.00	789.21	6,919.30	0.00	3,080.70	30.80
1-1480-220-2	Retirement	12,563.00	1,046.66	9,419.94	0.00	3,143.06	25.01
1-1480-230-2	Health Insurance	35,422.00	1,975.97	22,752.80	0.00	12,669.20	35.76
1-1480-290-2	Other Benefits	0.00	0.00	0.00	0.00	0.00	0.00

ALL Data

# Monthly Expense Report

Arranged by:  
Account Number

Date Range: YTD thru 05/31/2016

Account	Description	Budget	May Expenditures	YTD Expenditures	Payables & Encumbrances	Unencumbered Balance	Percent Remaining
1-1480-318-2	Purchased Services	500.00	0.00	280.00	0.00	220.00	44.00
1-1480-410-2	Business Education Supplies	1,000.00	0.00	54.00	0.00	946.00	94.60
1-1480-420-2	Business Education Textbooks	0.00	0.00	0.00	0.00	0.00	0.00
1-1480-530-2	Business Education Equipment	0.00	0.00	1,899.60	0.00	-1,899.60	0.00
1-1480-531-2	Business Ed. Equipment Repair	0.00	0.00	0.00	0.00	0.00	0.00
1-1480-670-2	Business Education Travel	250.00	84.70	317.90	0.00	-67.90	-27.16
1-1480-690-2	Business Education Other	250.00	0.00	0.00	0.00	250.00	100.00
1-1490-120-2	Revisions-Sub Salaries	0.00	0.00	0.00	0.00	0.00	0.00
1-1490-210-2	Revisions-FICA	0.00	0.00	0.00	0.00	0.00	0.00
1-1490-220-2	Revisions-Retirement	0.00	0.00	0.00	0.00	0.00	0.00
1-1490-230-2	Revisions-Health Ins.	0.00	0.00	0.00	0.00	0.00	0.00
1-1490-318-2	Revisions-Purchased Service	0.00	0.00	0.00	0.00	0.00	0.00
1-1490-410-2	Revisions-Supplies	0.00	0.00	0.00	0.00	0.00	0.00
1-1490-670-2	Revisions-Travel	0.00	0.00	0.00	0.00	0.00	0.00
1-1490-690-2	Revisions-Other Expense	0.00	0.00	0.00	0.00	0.00	0.00
1-2120-110-2	Salaries-guidance	129,558.00	10,797.00	97,173.00	0.00	32,385.00	24.99
1-2120-210-2	Fica	9,913.00	798.92	7,190.28	0.00	2,722.72	27.46
1-2120-220-2	Retirement	12,800.00	1,066.51	9,598.59	0.00	3,201.41	25.01
1-2120-230-2	Health Insurance	26,832.00	2,844.11	25,596.99	0.00	1,235.01	4.60
1-2120-290-2	Other Benefits	0.00	0.00	0.00	0.00	0.00	0.00
1-2120-318-2	Purchased Services	2,500.00	0.00	350.00	0.00	2,150.00	86.00
1-2120-410-1	Supplies	1,500.00	0.00	280.44	0.00	1,219.56	81.30
1-2120-410-2	Supplies	1,500.00	0.00	0.00	0.00	1,500.00	100.00

ALL Data

# Monthly Expense Report

Arranged by:  
Account Number

Date Range: YTD thru 05/31/2016

Account	Description	Budget	May Expenditures	YTD Expenditures	Payables & Encumbrances	Unencumbered Balance	Percent Remaining
1-2120-530-2	Equipment	0.00	0.00	0.00	0.00	0.00	0.00
1-2120-670-2	Travel Expense	500.00	0.00	512.00	0.00	-12.00	-2.40
1-2120-690-1	Guidance Other-Elementary	500.00	0.00	283.30	0.00	216.70	43.34
1-2120-690-2	Other Expense	500.00	0.00	324.72	0.00	175.28	35.05
1-2130-140-0	Nurse Salary	40,000.00	3,333.00	30,197.00	0.00	9,803.00	24.50
1-2130-210-0	Fica	3,060.00	254.98	2,310.12	0.00	749.88	24.50
1-2130-220-0	Retirement	3,952.00	329.23	2,982.82	0.00	969.18	24.52
1-2130-230-0	Health Insurance	17,711.00	1,462.89	13,166.01	0.00	4,544.99	25.66
1-2130-290-0	Other Benefits	0.00	0.00	0.00	0.00	0.00	0.00
1-2130-318-0	Medicaid Outreach Claim Processing	0.00	0.00	200.00	0.00	-200.00	0.00
1-2130-410-0	Supplies	2,000.00	0.00	231.45	0.00	1,768.55	88.42
1-2130-690-0	Nurse-Other	0.00	0.00	0.00	0.00	0.00	0.00
1-2150-319-0	Safe & Secure Purchased Servi	500.00	0.00	560.00	0.00	-60.00	-12.00
1-2150-410-0	Safe & Secure Supplies	0.00	0.00	164.95	0.00	-164.95	0.00
1-2150-530-0	Safe & Secure Equipment	0.00	0.00	0.00	0.00	0.00	0.00
1-2150-690-0	Safe & Secure Other Exp.	0.00	0.00	0.00	0.00	0.00	0.00
1-2190-110-2	Activities Salaries	350,000.00	31,643.00	276,118.00	0.00	73,882.00	21.10
1-2190-120-2	Activities Sub Salaries	12,500.00	2,075.00	9,880.00	0.00	2,620.00	20.96
1-2190-140-2	Clerical Aide	7,720.00	0.00	0.00	0.00	7,720.00	100.00
1-2190-210-2	Fica	28,000.00	2,501.72	21,233.12	0.00	6,766.88	24.16
1-2190-220-2	Retirement	35,000.00	2,539.80	22,978.69	0.00	12,021.31	34.34
1-2190-230-2	Health Insurance	17,711.00	4,855.99	50,000.20	0.00	-32,289.20	-182.31
1-2190-290-2	Other Benefits	0.00	0.00	0.00	0.00	0.00	0.00

ALL Data

# Monthly Expense Report

Arranged by:  
Account Number

Date Range: YTD thru 05/31/2016

Account	Description	Budget	May Expenditures	YTD Expenditures	Payables & Encumbrances	Unencumbered Balance	Percent Remaining
1-2190-318-2	Activity-Purchased Services	2,500.00	0.00	0.00	0.00	2,500.00	100.00
1-2190-410-2	Supplies	20,000.00	0.00	0.00	0.00	20,000.00	100.00
1-2212-313-1	Staff Development	2,000.00	0.00	893.00	0.00	1,107.00	55.35
1-2212-313-2	Staff Development	1,500.00	0.00	961.00	0.00	539.00	35.93
1-2222-110-0	Technology -Salary	63,617.00	5,301.00	47,709.00	0.00	15,908.00	25.00
1-2222-110-1	Salary-library	43,005.00	3,584.00	32,256.00	0.00	10,749.00	24.99
1-2222-110-2	Salary-library	62,358.00	5,077.00	45,593.00	0.00	16,765.00	26.88
1-2222-140-0	Technology Aid-Salary	27,900.00	2,278.50	19,743.14	0.00	8,156.86	29.23
1-2222-140-1	Teacher Aide	1,000.00	0.00	0.00	0.00	1,000.00	100.00
1-2222-140-2	Teacher Aide	3,900.00	429.23	3,553.12	0.00	346.88	8.89
1-2222-210-0	Technology-FICA	7,000.00	573.29	5,101.20	0.00	1,898.80	27.12
1-2222-210-1	Fica	3,400.00	267.97	2,411.73	0.00	988.27	29.06
1-2222-210-2	Fica	5,000.00	393.10	3,502.33	0.00	1,497.67	29.95
1-2222-220-0	Technology-Retirement	9,000.00	748.69	6,662.77	0.00	2,337.23	25.96
1-2222-220-1	Retirement	4,300.00	354.02	3,186.18	0.00	1,113.82	25.90
1-2222-220-2	Retirement	6,400.00	543.89	4,854.52	0.00	1,545.48	24.14
1-2222-230-0	Technology-Health	15,500.00	25.31	227.79	0.00	15,272.21	98.53
1-2222-230-1	Health Insurance	300.00	0.00	0.00	0.00	300.00	100.00
1-2222-230-2	Health Insurance	19,300.00	1,116.22	12,676.11	0.00	6,623.89	34.32
1-2222-290-1	Other Benefits	0.00	0.00	0.00	0.00	0.00	0.00
1-2222-290-2	Other Benefits	0.00	0.00	0.00	0.00	0.00	0.00
1-2222-318-1	Purchased Services	500.00	-139.00	-139.00	0.00	639.00	127.80
1-2222-318-2	Purchased Service	7,500.00	99.00	6,023.95	0.00	1,476.05	19.68

ALL Data

# Monthly Expense Report

Arranged by:  
Account Number

Date Range: YTD thru 05/31/2016

Account	Description	Budget	May Expenditures	YTD Expenditures	Payables & Encumbrances	Unencumbered Balance	Percent Remaining
1-2222-410-1	Supplies	1,500.00	0.00	2,998.28	0.00	-1,498.28	-99.88
1-2222-410-2	Supplies	1,000.00	0.00	400.01	0.00	599.99	59.99
1-2222-430-1	Books	4,000.00	0.00	3,922.38	0.00	77.62	1.94
1-2222-430-2	Books	4,000.00	568.26	2,551.12	0.00	1,448.88	36.22
1-2222-440-1	Periodicals	0.00	0.00	31.95	0.00	-31.95	0.00
1-2222-440-2	Periodicals	750.00	624.22	624.22	0.00	125.78	16.77
1-2222-530-1	Elem Library Equipment	500.00	0.00	0.00	0.00	500.00	100.00
1-2222-530-2	H.s. Media Equipment	500.00	0.00	226.00	0.00	274.00	54.80
1-2222-670-1	Library Travel	0.00	0.00	177.24	0.00	-177.24	0.00
1-2222-670-2	Library Travel	100.00	342.68	342.68	0.00	-242.68	-242.68
1-2222-690-1	Library Other	0.00	0.00	139.00	0.00	-139.00	0.00
1-2222-690-2	Library Other	0.00	0.00	0.00	0.00	0.00	0.00
1-2223-318-1	Repairs	0.00	0.00	0.00	0.00	0.00	0.00
1-2223-318-2	Repairs	0.00	0.00	0.00	0.00	0.00	0.00
1-2223-410-1	Supplies	0.00	0.00	0.00	0.00	0.00	0.00
1-2223-410-2	Supplies	0.00	0.00	0.00	0.00	0.00	0.00
1-2223-530-1	Furn./equipment	0.00	0.00	0.00	0.00	0.00	0.00
1-2223-530-2	Furn./equipment	0.00	0.00	0.00	0.00	0.00	0.00
1-2310-315-0	Audit	5,700.00	0.00	5,700.00	0.00	0.00	0.00
1-2310-317-0	Legal Services	5,000.00	600.00	2,670.00	0.00	2,330.00	46.60
1-2310-341-0	Liability Insurance	35,000.00	1,429.00	2,679.00	0.00	32,321.00	92.34
1-2310-350-0	Advertising/printing	6,000.00	1,961.39	4,315.74	0.00	1,684.26	28.07
1-2310-630-0	Dues & Fees	8,000.00	0.00	6,494.00	0.00	1,506.00	18.82

ALL Data

# Monthly Expense Report

Arranged by:  
Account Number

Date Range: YTD thru 05/31/2016

Account	Description	Budget	May Expenditures	YTD Expenditures	Payables & Encumbrances	Unencumbered Balance	Percent Remaining
1-2310-641-0	Workers Comp Pool	40,000.00	0.00	3,050.00	0.00	36,950.00	92.37
1-2310-670-0	Travel Expense	2,000.00	0.00	2,263.48	0.00	-263.48	-13.17
1-2310-690-0	Other Expense	500.00	0.00	0.00	0.00	500.00	100.00
1-2320-110-0	Salary-administrative Staff	171,225.00	14,268.75	128,418.75	0.00	42,806.25	25.00
1-2320-140-0	Salary-clerical Ass't.	8,100.00	1,720.20	13,326.28	0.00	-5,226.28	-64.52
1-2320-210-0	Fica	11,000.00	1,199.79	7,644.53	0.00	3,355.47	30.50
1-2320-220-0	Retirement	17,700.00	1,579.36	14,001.31	0.00	3,698.69	20.89
1-2320-230-0	Health Insurance	6,792.00	567.40	5,084.07	0.00	1,707.93	25.14
1-2320-290-0	Other Benefits	0.00	0.00	0.00	0.00	0.00	0.00
1-2320-410-0	Office Supplies	5,000.00	197.71	5,982.97	0.00	-982.97	-19.65
1-2320-411-0	Subscriptions	0.00	0.00	0.00	0.00	0.00	0.00
1-2320-530-0	Furn./equipment	500.00	0.00	0.00	0.00	500.00	100.00
1-2320-630-0	Dues & Fees	2,500.00	0.00	1,860.10	0.00	639.90	25.59
1-2320-670-0	Travel Expense	5,000.00	0.00	1,103.35	0.00	3,896.65	77.93
1-2320-690-0	Other Expense	5,000.00	434.40	3,235.50	0.00	1,764.50	35.29
1-2410-110-1	Salaries	179,590.00	14,966.00	134,694.00	0.00	44,896.00	24.99
1-2410-110-2	Salaries	196,279.00	15,344.75	144,276.25	0.00	52,002.75	26.49
1-2410-140-1	Clerical Salaries	26,400.00	2,200.00	19,877.33	0.00	6,522.67	24.70
1-2410-140-2	Clerical Salaries	20,960.00	1,981.38	17,342.32	0.00	3,617.68	17.25
1-2410-210-1	Fica	16,000.00	1,242.74	11,190.59	0.00	4,809.41	30.05
1-2410-210-2	Fica	16,600.00	1,314.11	12,125.37	0.00	4,474.63	26.95
1-2410-220-1	Retirement	20,300.00	1,695.62	15,268.22	0.00	5,031.78	24.78
1-2410-220-2	Retirement	21,500.00	1,711.44	15,956.79	0.00	5,543.21	25.78

ALL Data

# Monthly Expense Report

Arranged by:  
Account Number

Date Range: YTD thru 05/31/2016

Account	Description	Budget	May Expenditures	YTD Expenditures	Payables & Encumbrances	Unencumbered Balance	Percent Remaining
1-2410-230-1	Health Insurance	24,500.00	1,943.65	18,449.01	0.00	6,050.99	24.69
1-2410-230-2	Health Insurance	24,500.00	535.13	15,056.40	0.00	9,443.60	38.54
1-2410-290-1	Other Benefits	0.00	0.00	0.00	0.00	0.00	0.00
1-2410-290-2	Other Benefits	0.00	0.00	0.00	0.00	0.00	0.00
1-2410-318-1	Purchased Services	500.00	0.00	1,005.00	0.00	-505.00	-101.00
1-2410-318-2	Purchased Services	2,000.00	0.00	4,798.44	0.00	-2,798.44	-139.92
1-2410-410-1	Supplies	2,000.00	0.00	253.23	0.00	1,746.77	87.33
1-2410-410-2	Supplies	2,000.00	483.00	815.25	0.00	1,184.75	59.23
1-2410-530-1	Furn./equipment	500.00	0.00	0.00	0.00	500.00	100.00
1-2410-530-2	Furn./equipment	500.00	0.00	0.00	0.00	500.00	100.00
1-2410-630-1	Dues & Fees	3,000.00	0.00	690.00	0.00	2,310.00	77.00
1-2410-630-2	Dues & Fees	2,500.00	585.00	675.00	0.00	1,825.00	73.00
1-2410-670-1	Travel Expense	2,000.00	0.00	1,539.88	0.00	460.12	23.00
1-2410-670-2	Travel Expense	2,000.00	0.00	268.01	0.00	1,731.99	86.59
1-2410-690-1	Other Expense	1,500.00	0.00	778.00	0.00	722.00	48.13
1-2410-690-2	Other Expense	2,500.00	220.00	1,239.75	0.00	1,260.25	50.41
1-2510-140-0	Salary-Business Manager-Kay	45,250.00	3,771.00	33,939.00	0.00	11,311.00	24.99
1-2510-210-0	Fica	3,462.00	276.98	2,492.82	0.00	969.18	27.99
1-2510-220-0	Retirement	4,471.00	372.49	3,352.41	0.00	1,118.59	25.01
1-2510-230-0	Health Insurance	291.00	53.13	478.17	0.00	-187.17	-64.31
1-2510-290-0	Other Benefits	0.00	0.00	0.00	0.00	0.00	0.00
1-2510-300-0	Flex Pay Contract	4,000.00	207.10	1,935.20	0.00	2,064.80	51.62
1-2510-310-0	Prog. Service Agreements	0.00	0.00	0.00	0.00	0.00	0.00

ALL Data

# Monthly Expense Report

Arranged by:  
Account Number

Date Range: YTD thru 05/31/2016

Account	Description	Budget	May Expenditures	YTD Expenditures	Payables & Encumbrances	Unencumbered Balance	Percent Remaining
1-2510-318-0	Purchased Services	5,500.00	0.00	5,290.87	0.00	209.13	3.80
1-2510-341-0	Postage	12,000.00	1,210.13	9,446.38	0.00	2,553.62	21.28
1-2510-342-0	Telephone	9,000.00	0.00	-797.41	0.00	9,797.41	108.86
1-2510-350-0	Advertising/printing	0.00	0.00	0.00	0.00	0.00	0.00
1-2510-382-0	Telephone-internet Line Usage	13,000.00	1,362.98	15,626.38	0.00	-2,626.38	-20.20
1-2510-410-0	Supplies	500.00	0.00	0.00	0.00	500.00	100.00
1-2510-530-0	Furn./equipment	0.00	0.00	0.00	0.00	0.00	0.00
1-2510-660-0	Data Processing	1,000.00	75.00	672.00	0.00	328.00	32.80
1-2510-690-0	Other Expense	0.00	0.00	0.00	0.00	0.00	0.00
1-2520-336-0	Gas & Oil	0.00	0.00	0.00	0.00	0.00	0.00
1-2520-337-0	Tires & Parts	2,000.00	0.00	2,689.11	0.00	-689.11	-34.45
1-2520-338-0	Repairs & Maintenance	1,000.00	0.00	1,690.72	0.00	-690.72	-69.07
1-2520-641-0	Vehicle Insurance	5,000.00	0.00	0.00	0.00	5,000.00	100.00
1-2610-140-0	Custodial Salaries	240,000.00	21,128.87	182,475.60	0.00	57,524.40	23.96
1-2610-150-0	Custodial Overtime Salary	60,000.00	4,580.26	41,789.50	0.00	18,210.50	30.35
1-2610-210-0	Fica	23,000.00	1,919.48	16,670.05	0.00	6,329.95	27.52
1-2610-220-0	Retirement	30,000.00	2,539.50	22,152.50	0.00	7,847.50	26.15
1-2610-230-0	Health Insurance	75,000.00	7,251.87	64,413.32	0.00	10,586.68	14.11
1-2610-321-0	Fuel	50,000.00	1,834.54	30,307.91	0.00	19,692.09	39.38
1-2610-322-0	Electricity	175,000.00	16,015.12	113,376.34	0.00	61,623.66	35.21
1-2610-323-0	Water/sewer	8,000.00	1,456.20	6,557.42	0.00	1,442.58	18.03
1-2610-410-0	Supplies	45,000.00	5,969.77	39,684.42	0.00	5,315.58	11.81
1-2610-641-0	Workers Comp. Pool	40,000.00	0.00	0.00	0.00	40,000.00	100.00

ALL Data

# Monthly Expense Report

Arranged by:  
Account Number

Date Range: YTD thru 05/31/2016

Account	Description	Budget	May Expenditures	YTD Expenditures	Payables & Encumbrances	Unencumbered Balance	Percent Remaining
1-2610-690-0	Other Expense	15,000.00	3,110.03	15,942.97	0.00	-942.97	-6.28
1-2620-140-0	Summer Employees	2,000.00	0.00	0.00	0.00	2,000.00	100.00
1-2620-210-0	Fica	150.00	0.00	0.00	0.00	150.00	100.00
1-2620-220-0	Retirement	0.00	0.00	0.00	0.00	0.00	0.00
1-2620-290-0	Other Benefits	0.00	0.00	0.00	0.00	0.00	0.00
1-2620-300-0	Property Insurance	0.00	0.00	0.00	0.00	0.00	0.00
1-2620-318-0	Purchased Services	150,000.00	8,389.04	94,857.72	0.00	55,142.28	36.76
1-2620-520-0	Building Improvements	100,000.00	0.00	0.00	0.00	100,000.00	100.00
1-2620-530-0	Building Equipment	40,000.00	0.00	1,149.95	0.00	38,850.05	97.12
1-2620-641-0	Property Insurance	75,000.00	0.00	0.00	0.00	75,000.00	100.00
1-2620-690-0	Other Expense	250.00	0.00	0.00	0.00	250.00	100.00
1-2750-140-0	Drivers Salaries	80,000.00	7,276.31	64,425.77	0.00	15,574.23	19.46
1-2750-140-2	Activity Drivers Salaries	0.00	0.00	0.00	0.00	0.00	0.00
1-2750-210-0	Fica	6,500.00	552.66	4,894.19	0.00	1,605.81	24.70
1-2750-220-0	Retirement	8,500.00	611.00	4,153.94	0.00	4,346.06	51.13
1-2750-230-0	Drivers Health Insurance	22,169.00	1,609.46	14,526.05	0.00	7,642.95	34.47
1-2750-290-0	Other Benefits	0.00	0.00	0.00	0.00	0.00	0.00
1-2750-332-0	Mileage To Option Students	0.00	0.00	0.00	0.00	0.00	0.00
1-2750-333-0	Mileage To Parents	500.00	362.17	762.69	0.00	-262.69	-52.53
1-2750-335-0	Lease Vehicles	0.00	0.00	0.00	0.00	0.00	0.00
1-2750-336-0	Gas & Oil	65,000.00	357.46	36,846.65	0.00	28,153.35	43.31
1-2750-337-0	Tires & Parts	25,000.00	603.48	18,713.23	0.00	6,286.77	25.14
1-2750-338-0	Bus Repairs/main.	25,000.00	950.40	14,447.17	0.00	10,552.83	42.21

ALL Data

# Monthly Expense Report

Arranged by:  
Account Number

Date Range: YTD thru 05/31/2016

Account	Description	Budget	May Expenditures	YTD Expenditures	Payables & Encumbrances	Unencumbered Balance	Percent Remaining
1-2750-540-0	Bus Acquisition/replace	35,000.00	0.00	0.00	0.00	35,000.00	100.00
1-2750-641-0	Vehicle Insurance	10,000.00	0.00	0.00	0.00	10,000.00	100.00
1-2750-690-0	Other Expense	3,000.00	495.87	1,609.57	0.00	1,390.43	46.34
1-2760-110-0	Sped. Transportation Salaries	0.00	0.00	0.00	0.00	0.00	0.00
1-2760-210-0	Fica	0.00	0.00	0.00	0.00	0.00	0.00
1-2760-220-0	Sped. Trans.-retirement	0.00	0.00	0.00	0.00	0.00	0.00
1-2760-331-0	Sped Trans. of Students	0.00	0.00	0.00	0.00	0.00	0.00
1-2760-332-0	Sped Transport.-lease Vehicle	0.00	0.00	0.00	0.00	0.00	0.00
1-2760-333-0	Sped Trans.-mileage To Patents	0.00	0.00	457.71	0.00	-457.71	0.00
1-3500-410-0	St. Categorical Programs-Tree Grant	0.00	0.00	0.00	0.00	0.00	0.00
1-4200-110-1	Title I Pt. A-Salary	127,160.00	10,596.00	95,364.00	0.00	31,796.00	25.00
1-4200-120-1	Title I Pt. A-Para/Subs	0.00	0.00	0.00	0.00	0.00	0.00
1-4200-140-1	Title I Pt. A-Secretary	0.00	0.00	0.00	0.00	0.00	0.00
1-4200-210-1	Title I Pt. A-FICA	9,700.00	769.48	6,925.53	0.00	2,774.47	28.60
1-4200-220-1	Title I Pt. A-Retirement	12,500.00	1,046.66	9,419.94	0.00	3,080.06	24.64
1-4200-230-1	Title I Pt. A-Health Ins.	35,422.00	2,620.70	26,096.99	0.00	9,325.01	26.32
1-4200-318-1	Title I Pt. A -Purchased Services	0.00	0.00	0.00	0.00	0.00	0.00
1-4200-410-1	Title I Pt. A-Supplies	500.00	0.00	0.00	0.00	500.00	100.00
1-4200-420-1	Textbooks	0.00	0.00	1,727.16	0.00	-1,727.16	0.00
1-4200-530-1	Title I Pt. A-Equipment	0.00	0.00	0.00	0.00	0.00	0.00
1-4200-560-1	Title I Pt. A-Hardware	0.00	0.00	0.00	0.00	0.00	0.00
1-4200-670-1	Title I Pt. A-Travel	0.00	0.00	0.00	0.00	0.00	0.00
1-4200-690-1	Title I Pt. A-Other	0.00	0.00	0.00	0.00	0.00	0.00

ALL Data

# Monthly Expense Report

Arranged by:  
Account Number

Date Range: YTD thru 05/31/2016

Account	Description	Budget	May Expenditures	YTD Expenditures	Payables & Encumbrances	Unencumbered Balance	Percent Remaining
1-4310-110-1	Title II Pt. A-Classsize Reduction	56,440.00	4,703.00	42,327.00	0.00	14,113.00	25.00
1-4310-120-1	Title II Pt. A-Class Red. Sub	1,000.00	0.00	0.00	0.00	1,000.00	100.00
1-4310-210-1	Title II Pt. A -Class Red.-FICA	4,318.00	359.78	3,238.02	0.00	1,079.98	25.01
1-4310-220-1	Title II Pt. A-Class Red.-Retiremen	5,500.00	464.55	4,180.95	0.00	1,319.05	23.98
1-4310-230-1	Title II Pt. A-Class Red. Health	9,121.00	1,508.95	13,580.55	0.00	-4,459.55	-48.89
1-4310-310-0	Chapter II Carryover	0.00	0.00	0.00	0.00	0.00	0.00
1-4310-318-0	Title II Pt. A Class Red.-Purchase	0.00	0.00	0.00	0.00	0.00	0.00
1-4310-690-1	Title II Pt. A-Class Red.-Other	0.00	0.00	0.00	0.00	0.00	0.00
1-4400-110-1	Pre-School SPED Sal.	0.00	0.00	0.00	0.00	0.00	0.00
1-4400-140-1	Pre-School Para	0.00	0.00	0.00	0.00	0.00	0.00
1-4400-210-1	Pre-School SPED-FICA	0.00	0.00	0.00	0.00	0.00	0.00
1-4400-220-1	Pre-School SPED-Retirement	0.00	0.00	0.00	0.00	0.00	0.00
1-4400-230-1	Pre-School SPED-Health	0.00	0.00	0.00	0.00	0.00	0.00
1-4400-318-1	Purchased Service	8,000.00	35.00	4,447.56	0.00	3,552.44	44.40
1-4400-319-1	Pre School PT	5,000.00	595.84	3,550.26	0.00	1,449.74	28.99
1-4400-361-1	Pre School Tuition/Daycare	1,000.00	0.00	0.00	0.00	1,000.00	100.00
1-4400-362-1	Pre School Transportation	500.00	0.00	0.00	0.00	500.00	100.00
1-4400-410-1	Pre-School SPED-Supplies	500.00	85.00	85.00	0.00	415.00	83.00
1-4400-420-1	Pre-School Books	0.00	0.00	0.00	0.00	0.00	0.00
1-4400-530-1	Equipment	0.00	0.00	0.00	0.00	0.00	0.00
1-4400-670-1	Pre School Travel	0.00	0.00	0.00	0.00	0.00	0.00
1-4401-140-1	Pre-school Aide	0.00	0.00	0.00	0.00	0.00	0.00
1-4401-210-1	Fica	0.00	0.00	0.00	0.00	0.00	0.00

ALL Data

# Monthly Expense Report

Arranged by:  
Account Number

Date Range: YTD thru 05/31/2016

Account	Description	Budget	May Expenditures	YTD Expenditures	Payables & Encumbrances	Unencumbered Balance	Percent Remaining
1-4401-220-1	Retirement	0.00	0.00	0.00	0.00	0.00	0.00
1-4401-230-1	Health Insurance	0.00	0.00	0.00	0.00	0.00	0.00
1-4401-318-1	Pre-school O.t. Contracted	0.00	0.00	0.00	0.00	0.00	0.00
1-4401-319-1	Pre-school P.t.	0.00	0.00	0.00	0.00	0.00	0.00
1-4401-410-1	Supplies	0.00	0.00	0.00	0.00	0.00	0.00
1-4401-670-1	Pre-School SPED Travel	0.00	0.00	0.00	0.00	0.00	0.00
1-4404-110-0	IDEA Base	34,221.00	2,852.00	25,063.52	0.00	9,157.48	26.75
1-4404-210-0	IDEA Base FICA	2,618.00	208.08	1,832.52	0.00	785.48	30.00
1-4404-220-0	IDEA Base Retirement	3,381.00	281.71	2,475.69	0.00	905.31	26.77
1-4404-230-0	IDEA Base Pre-School	9,741.00	728.33	7,599.74	0.00	2,141.26	21.98
1-4404-318-0	Pre-School Contracted Services	0.00	0.00	0.00	0.00	0.00	0.00
1-4404-319-0	IDEA Base P.T.	0.00	0.00	0.00	0.00	0.00	0.00
1-4404-410-0	IDEA Base Supplies	0.00	0.00	0.00	0.00	0.00	0.00
1-4404-670-0	IDEA Base Travel	0.00	0.00	0.00	0.00	0.00	0.00
1-4406-110-0	SPED IDEA	2,935.00	245.00	2,205.00	0.00	730.00	24.87
1-4406-210-0	SPED IDEA-FICA	225.00	18.07	162.63	0.00	62.37	27.72
1-4406-220-0	SPED IDEA-Retirement	290.00	24.20	217.81	0.00	72.19	24.89
1-4406-230-0	SPED IDEA	921.00	76.18	686.45	0.00	234.55	25.46
1-4406-410-0	Pre School	0.00	0.00	0.00	0.00	0.00	0.00
1-4410-110-0	IDEA Poverty	83,606.00	5,611.80	59,992.60	0.00	23,613.40	28.24
1-4410-140-0	IDEA Poverty-Para	0.00	0.00	0.00	0.00	0.00	0.00
1-4410-210-0	IDEA Poverty FICA	6,397.00	394.11	4,254.87	0.00	2,142.13	33.48
1-4410-220-0	IDEA Poverty Retirement	8,260.00	554.33	5,925.98	0.00	2,334.02	28.25

ALL Data

# Monthly Expense Report

Arranged by:  
Account Number

Date Range: YTD thru 05/31/2016

Account	Description	Budget	May Expenditures	YTD Expenditures	Payables & Encumbrances	Unencumbered Balance	Percent Remaining
1-4410-230-0	IDEA Poverty Health	26,035.00	1,809.89	18,443.88	0.00	7,591.12	29.15
1-4410-318-0	IDEA Poverty-Purchase Services	0.00	0.00	0.00	0.00	0.00	0.00
1-4410-319-0	Contracted Services	0.00	0.00	0.00	0.00	0.00	0.00
1-4410-390-0	IDEA-Hearing Conservation	0.00	0.00	0.00	0.00	0.00	0.00
1-4410-410-0	IDEA Poverty Supplies	0.00	0.00	0.00	0.00	0.00	0.00
1-4410-530-0	IDEA Poverty Equipment	0.00	0.00	0.00	0.00	0.00	0.00
1-4410-690-0	IDEA Poverty-Other	0.00	0.00	0.00	0.00	0.00	0.00
1-4580-110-2	ARRA Education Jobs	0.00	0.00	0.00	0.00	0.00	0.00
1-4700-120-2	Carl Perkins-Substitute	0.00	0.00	0.00	0.00	0.00	0.00
1-4700-210-2	Carl Perkins-FICA	0.00	0.00	0.00	0.00	0.00	0.00
1-4700-410-2	Carl Perkins Grant-Supplies	1,000.00	0.00	665.63	0.00	334.37	33.43
1-4700-530-2	Carl Perking-Equipment	500.00	0.00	0.00	0.00	500.00	100.00
1-4700-690-2	Carl Perkins Grant-Other	0.00	0.00	0.00	0.00	0.00	0.00
1-4900-690-0	Personal Property Repayment	0.00	0.00	0.00	0.00	0.00	0.00
1-4985-318-0	Title II Pt. D, Tech.-Purchased Ser	0.00	0.00	0.00	0.00	0.00	0.00
1-4985-410-0	Title II Pt. D-Technology-Supplies	0.00	0.00	0.00	0.00	0.00	0.00
1-4985-530-0	Title II Part D, Technology Equip.	0.00	0.00	0.00	0.00	0.00	0.00
1-4985-690-0	Title II Part D, Technology	0.00	0.00	0.00	0.00	0.00	0.00
1-5000-605-0	Repayment of taxes paid	0.00	0.00	0.00	0.00	0.00	0.00
1-5200-620-0	Interest Payable	0.00	0.00	0.00	0.00	0.00	0.00
1-6000-110-1	Jump Start/Summer School	15,000.00	0.00	0.00	0.00	15,000.00	100.00
1-6000-110-2	Summer School	0.00	0.00	0.00	0.00	0.00	0.00
1-6000-120-1	Jump Start/Summer School-Subs	1,500.00	0.00	0.00	0.00	1,500.00	100.00

ALL Data

# Monthly Expense Report

Arranged by:  
Account Number

Date Range: YTD thru 05/31/2016

Account	Description	Budget	May Expenditures	YTD Expenditures	Payables & Encumbrances	Unencumbered Balance	Percent Remaining
1-6000-120-2	Summer School-Subs	0.00	0.00	0.00	0.00	0.00	0.00
1-6000-140-1	Jump Start/Summer School-Para	3,500.00	0.00	0.00	0.00	3,500.00	100.00
1-6000-140-2	Summer School-Para	0.00	0.00	0.00	0.00	0.00	0.00
1-6000-210-1	Jump Start/Summer School-FICA	1,500.00	0.00	0.00	0.00	1,500.00	100.00
1-6000-210-2	Summer School-FICA	0.00	0.00	0.00	0.00	0.00	0.00
1-6000-220-1	Jump Start/Summer School-Retire.	1,800.00	0.00	0.00	0.00	1,800.00	100.00
1-6000-220-2	Summer School-Retire.	0.00	0.00	0.00	0.00	0.00	0.00
1-6000-230-1	Summer School Health	0.00	0.00	0.00	0.00	0.00	0.00
1-6000-230-2	Summer School Health	0.00	0.00	0.00	0.00	0.00	0.00
1-8000-620-0	Debt Service-Bond Payment	0.00	0.00	0.00	0.00	0.00	0.00
1-8000-751-0	Transfers/lunches	25,000.00	0.00	0.00	0.00	25,000.00	100.00
1-8000-752-0	Transfers To Activity Fund	25,000.00	0.00	0.00	0.00	25,000.00	100.00
1-8000-760-0	General Transfers	50,000.00	0.00	0.00	0.00	50,000.00	100.00
1-9000-210-0	Non Revenue Acct.	0.00	0.00	0.00	0.00	0.00	0.00
1-9000-220-0	Non Revenue Acct.	0.00	0.00	0.00	0.00	0.00	0.00
1-9000-690-0	Non-program Expenditures	0.00	0.00	0.00	0.00	0.00	0.00
1-9001-690-0	Energy Grants	0.00	0.00	0.00	0.00	0.00	0.00
<b>1 Current Year Account Totals:</b>		<b>10,156,700.00</b>	<b>761,731.33</b>	<b>6,936,920.70</b>	<b>0.00</b>	<b>3,219,779.30</b>	<b>31.70</b>
<b>1</b>	<b>FUND Totals:</b>	<b>10,156,700.00</b>	<b>761,731.33</b>	<b>6,936,920.70</b>	<b>0.00</b>	<b>3,219,779.30</b>	<b>31.70</b>



# Certificate of Accreditation

Nebraska Department of Education

Recognizes

**GOTHENBURG PUBLIC SCHOOLS**

AS AN ACCREDITED SCHOOL  
FOR THE SCHOOL YEAR 2016-2017

BY THE OFFICIAL ACTION OF THE STATE BOARD OF EDUCATION

A handwritten signature in blue ink, reading "Matthew L. Blomstedt".

Matthew L. Blomstedt, Ph.D.  
Commissioner of Education

A handwritten signature in blue ink, reading "Freida Lange".

Freida Lange, Administrator  
Accreditation & School Improvement

Personnel - Certificated EmployeesRelease from Contract

Certificated employees who wish to be released from their contract shall submit a written request for release to the Board of Education. The written request shall include a resignation.

The action on a release from contract received after April 15th each year shall be discretionary with the Board. The earlier the request for release is submitted, the greater will be the likelihood of the release being granted. Requests for release received by the Superintendent after June 1<sup>st</sup> will ordinarily not be granted. Releases may be made subject to the conditions, including liquidated damages, payment of costs of securing a replacement, and the condition that a suitable replacement be secured.

There will be no penalty for release from the contract, though the certificated employee and the Board may negotiate and agree upon the terms of the release.

Where a certificated employee leaves employment without receiving an approved release, the Superintendent is authorized to file a complaint with the Nebraska Professional Practices Commission. The Board also reserves the right to seek damages against any certificated employee as a result of breach of contract.

Legal Reference: Neb. Statute § 79-819; § 79-820; §79-821; § 79-817 et seq.  
NDE Rule 27

Date of Adoption: April 9, 2007

Personnel -AllRecruitment and Selection

The Board of Education authorizes the Superintendent to recruit and recommend for employment the best qualified personnel to implement and fulfill the goals and policies of Gothenburg Public Schools. All applicants so selected and recommended must satisfy the standards as set by the Board and/or the laws of the State of Nebraska.

All certificated personnel applying for employment shall be recommended for hiring by the Superintendent with the final approval by the Board of Education prior to hiring. Final approval must be made by formal motion of the Board of Education. The final approval by the Board of Education should generally follow closely the recommendation of the Superintendent whenever possible, but such approval of recommendation is not mandatory on the Board of Education.

Where required by law or deemed essential by the school district, employees must be duly licensed and/or certified.

Reference 79-501

Date of Adoption: April 9, 2007

## COACHING ASSIGNMENTS 2016-17 GOTHENBURG PUBLIC SCHOOLS

### Volleyball

Head Coach Bryson Mahlberg  
Asst. Coach Jim Clark  
9<sup>th</sup>/Asst. Rebecca Costello  
9<sup>th</sup> Extra Jami Fowler  
Head 8th Cindy Moore  
Asst. Michelle Stienike  
Head 7<sup>th</sup> Nicole Rubenthaler  
Asst. Angela Piper

### Wrestling

Head Coach Tom Scott  
Asst. Coach Tim Negley  
Junior High Jerry Wiggins  
Asst. Craig Haake

### Girls Golf

Head Coach Tara Foster

### Cross Country

Head Coach Steve Reeves  
Asst. Coach Claudine Kennicutt  
Vol. stipend Tony Neels

### Boys Golf

Head Coach Dan Scherer  
Asst. Don Graham

### Football

Head Coach Craig Haake  
Asst. Coach Jerry Wiggins  
Asst. Coach K.C. Lathrop  
Asst. Coach Tom Scott  
Asst. Coach Jessie Kincheloe  
Asst. Coach Justin Dowdy  
Vol. stipend Ken Rigler

### Junior High

Asst. Coach Dan Scherer  
Asst. Coach Bryan Bazata  
Asst. Coach Jonathon Meyer

### Track

Head Coach Steve Reeves  
Asst. Coach K.C. Lathrop  
Asst. Coach Roger Koehler  
Asst. Coach Tim Peterson  
Asst. Coach Bryson Mahlberg  
Asst. Coach Dan Yilk  
Asst. Coach Jillian Dowdy  
Volunteer Barry McDiarmid  
Volunteer Jessie Ambler

### Junior High

JH Coach Jim Clark  
JH Coach Tony Neels  
JH Asst coach Nicole Rubenthaler

JH Asst coach Jonathan Meyer

**Girls Basketball**

Head Coach Nick Miller  
Asst. Coach Bryan Bazata  
9<sup>th</sup>/Asst. TBD  
Head 8th Jonathan Meyer  
Asst. Jena Bowman  
Head 7th Jami Fowler  
Asst. Bryson Mahlberg

**Boys Basketball**

Head Coach Roger Koehler  
Asst. Coach Kent Koehn  
9<sup>th</sup> Head Coach Don Graham

Head 8th Jonathan Meyer  
Asst. Dustin Walker  
Head 7th Justin Dowdy  
Asst. Joe Weaver

**Cheerleading Sponsor**

Head Sharon Andres  
Head Ginny Peterson

**Play Production**

Head Lori Long  
Assistant Erin Feather

**Speech**

Head Kaitlyn Clark  
Co-Assistants Angela Piper/Heather Franzen  
Assistant Erin Beavers

**Softball**

Head Roger Neujahr  
Associate Head Coach Maggie Tiller  
Volunteer Corey Beachel

**Musical**

Head Kaitlyn Clark  
Assistants Erin Beavers  
Erin Feather, Gabe Haberman

**Quiz Bowl**

Co-Head Cindy Moore  
Co-Head Kaitlyn Mason

Lunch Prices for 2016-17  
Reporting Southwest Conference Schools

	Ainsworth	B Bow	Cozad	Gburg	Minden	Valentine	AVE w/o Gburg
Adult	\$3.45	\$3.50	\$3.30	\$3.00	\$2.80	\$3.50	3.31
High School	\$2.75	\$2.80	\$2.85	\$2.60	\$2.45	\$2.80	2.73
Junior High	\$2.75	\$2.80	\$2.85	\$2.60	\$2.45	\$2.80	2.73
Elementary	\$2.60	\$2.70	\$2.65	\$2.30	\$2.25	\$2.70	2.58
Breakfast	\$1.45	\$1.40	\$1.30	\$1.30	\$1.50	\$1.60	1.45

Gothenburg Public Schools

	2015-16	Proposed Increase	2016-17
Adult	\$3.00	\$0.00	\$3.00
High School	\$2.45	\$0.15	\$2.60
Junior High	\$2.45	\$0.15	\$2.60
Elementary	\$2.10	\$0.20	\$2.30
Breakfast	\$1.25	\$0.05	\$1.30

# 2016-2017

## GOTHENBURG JR/SR HIGH SCHOOL STUDENT - PARENT HANDBOOK

**WELCOME** to Gothenburg Jr/Sr High School for the 2016-2017 school year. We look forward to providing you with excellent educational opportunities. This handbook is intended to be used by students, parents and staff as a guide to the rules, regulations, and general information about Gothenburg Public Schools. Each student is responsible for becoming familiar with the handbook and knowing the information contained in it.

Although the information in this handbook is detailed and specific on many topics, the handbook is not intended to be all encompassing. This handbook doesn't create a "contract." This handbook is intended to help you have a successful and rewarding school year. The rules, procedures, and practices adopted in the Parent-Student Handbook shall have the effect of Board Policy and is annually reviewed and voted on by District #20 School Board.

The administration reserves the right to make decisions and make rule revisions at any time to implement the educational program and to assure the well-being of all students and the educational program. The administration will be responsible for interpreting the rules contained in the handbook. As you have rights, you also have responsibilities that must be met. Your rights will be protected and respected and in turn, you must respect the rights of others. The school district is **PROUD OF OUR STUDENTS AND STAFF.**

***GO SWEDES!!***

*Randy Evans*  
*High School & Jr. High Principal*

*Seth Ryker*  
*AD/Jr. High Asst. Principal*

### MISSION STATEMENT

**Educating students today, preparing students for tomorrow!**

This Handbook belongs to:

Name\_\_\_\_\_

Address\_\_\_\_\_

Phone\_\_\_\_\_

Replacement cost of student handbook: \$15.00

# GOTHENBURG HIGH SCHOOL

## RENAISSANCE

### THE RENAISSANCE MISSION

The mission of Renaissance is to bring excellence, competence, creativity and life to Gothenburg High School. What we create today can only create a better tomorrow. The program also acknowledges the educational achievements and outstanding contributions of students and staff members through a process of reinforcement, recognition and reward. RENAISSANCE improves performance, promotion, and partnerships with the community, while celebrating the academic achievement of all students at Gothenburg High School. **During the 2015-16 school year, 328 students (65%) in grades 7-12 received Gold or Cardinal cards.** RENAISSANCE is more than a program; it is an attitude that everyone can achieve excellence. You can be a part of this program during the 2016-2017 school year!

### ***GHS RENAISSANCE PROGRAM***

***Promote*** Improved-Outstanding Academic Excellence

***Recognize*** Rewarded Respect People!

***Improve*** Your Academic Image!

***Develop*** Visible, Tangible Rewards & Incentives!

***Every*** Effort Is Directed Towards Excellence For Everyone!

### **RENAISSANCE PROGRAM INCENTIVES:**

The following are incentives for achieving academic excellence through the Renaissance Program. Once a student has qualified in any of the categories listed below, they will receive the incentive awards and recognition at an Honors Assembly following the conclusion of the 1st semester;

#### **Students with all A's (4.0) for semester (GOLD CARD)**

"Future Is So Bright" T-shirt or "GIANT" T-Shirt

ACT Fee Reimbursement (1/2 for scores 27 or higher, full for scores 30 or higher)

Fast food coupons/discounted/free movie rentals

#### **Students with a "B" Grade Point Average for the semester (CARDINAL CARD)**

"Future Is So Bright" T-shirt or "GIANT" T-Shirt

Fast food coupons and discounted/free movie rentals

### **ADDITIONAL CRITERIA FOR INCENTIVE REWARDS:**

Students who qualify for grade point incentives must also have exhibited exemplary attendance and discipline. To qualify for any of the above awards, students must have missed nine or fewer days, have had nine or fewer tardies, and have no major discipline referrals to the principal for that semester.

## **2016-2017**

## **GHS STAFF**

### **Administration:**

Dr. Mike Teahon, Superintendent/SPED Director  
Mr. Randy Evans, Jr./Sr. High School Principal  
Mr. Seth Ryker, Activities Director, Asst. Jr. High Principal

Jerry Wiggins	High School Counselor
Pam Glodowski	Middle School Counselor
Michelle Stevens	Elem. School Counselor
Connie Rocker	School Psychologist
SueAnn Hubbard	School Nurse

### **Faculty:**

Thomas Belanger	Instrumental Music
Erin Beavers	English
Kaitlyn Clark	English/Social Science
Mary Clark	English
Travis Coe	Art
Sherry Damrow	Special Education
Jami Fowler	Art
Jay Garrison	English
Craig Haake	Social Science/PE
Gabe Haberman	Vocal Music
Dan Jensen	Journalism/Speech
Carol Keiser	Special Education
Vickie Keiser	Business/Computers
Roger Koehler	Business/Computers
Kent Koehn	Mathematics
Cathy Larson	Science
K.C. Lathrop	Physical Education/Health
Chris Lecher	Science
Lori Long	Media Specialist/Technology
Nick Miller	Physical Education/Social Science
Cindy Moore	Science
Kelly Morgan	Spanish
Tim Negley	Vocational Ag
Ligia Peterson	Foreign Language
Tim Peterson	Social Science/PE
Angela Piper	Special Education
Steve Reeves	Social Science
Ken Rigler	Industrial Technology
Dan Scherer	Vocational Agriculture
Sharise Scherer	Mathematics
Tom Scott	Social Science
Sara Stanek	Special Education
Kristina Tool	Mathematics
Maggie Tiller	Science
Dee Weaver	Family/Consumer Science
Jo Wiggins	Computer Tech. Coord.

## ***Secretaries:***

Lori Clymer, Barb Franzen and Kay Streeter

## ***Cafeteria:***

Joni Jacobsen, Jill Jorgenson, Mary Moon, Mary Sabin, Jackie Headley and Amanda Diltz.

## ***Paraprofessionals/Job Coach***

Sue Finke & Katherine Middleton

## ***Bus Drivers:***

Marty Leidal, Jim Franzen, Mitch Golter and Dave Cheetsos

# **2016-2017**

## **ACTIVITY SPONSORS/COACHES**

### ***Fall Athletic Season***

Head Football - Craig Haake

Assistant Football - Justin Dowdy, K.C. Lathrop, Jerry Wiggins, Tom Scott, Jesse Kincheloe

Girls Golf – Tara Foster

Cross Country - Steve Reeves    Assistant Cross Country-Claudine Kennicutt, Tony Neels

Head Softball-Roger Neujahr    Assistant Softball-Maggie Tiller

Head Volleyball –Bryson Mahlberg

Assistant Volleyball-Jim Clark

9th Volleyball -Rebecca Costello, Jami Fowler

Head Jr. High Football-Dan Scherer

Asst. Jr. High Football – Bryan Bazata/Jonathan Meyer

8th Volleyball – Cindy Moore    Asst.- Michelle Stienike

7th Volleyball – Nicole Rubenthaler    Asst.-Angela Piper

### ***Winter Athletic Season***

Head Boys Basketball -Roger Koehler

Head Girls Basketball –Nick Miller

Assistant Boys BB – Kent Koehn    Assistant Girls BB-Brian Bazata

Head Wrestling –Tom Scott    Assistant Wrestling –Tim Negley

9th Girls Basketball- TBD    9th Boys Basketball- Don Graham

Jr. High Wrestling-Jerry Wiggins    Asst. Craig Haake

8th Boys: Jonathan Meyer    Girls 8<sup>th</sup> Basketball-Jonathan Meyer

Asst 8<sup>th</sup> B: Dustin Walker    Asst 8<sup>th</sup> G: Jena Bowman

7th Boys: Justin Dowdy    Girls 7<sup>th</sup> Jami Fowler

Asst 7<sup>th</sup> B: Joe Weaver    Asst 7<sup>th</sup> G: Bryson Mahlberg

### ***Spring Athletic Season***

Head Track - Steve Reeves

Jump Coaches- Tim Peterson, K.C. Lathrop

Hurdle Coach-Dan Yilk    Pole Vault-Jillian Dowdy

Distance Coach - Steve Reeves, Discus Coach- Roger Koehler Shot Put Coach- Bryson Mahlberg

7th-8th Boys/Girls Track Coach- Jim Clark/Tony Neels

Assistants: Nicole Rubenthaler/Jonathan Meyer

Boys Golf – Dan Scherer    Asst-Don Graham

## ***Other Activities***

Chorus – Gabe Haberman Musical: Kaitlyn Clark Asst: Erin Beavers, Erin Feather, Gabe Haberman  
Band/ Percussion Ensl.-Thomas Belanger National Honor Society/Sigma Phi Beta -Vickie Keiser  
One Act Play-Lori Long Asst. Erin Feather  
FFA - Dan Scherer/Tim Negley Journalism/Yearbook– Dan Jensen  
Speech-Kaitlyn Clark, Heather Franzen,/Angela Piper, Erin Feather, Erin Beavers  
Junior High Student Council-Pam Glodowski  
Quiz Bowl-Cindy Moore & Kaitlyn Mason Student Council - Mary Meisinger/Randy Evans  
Cheerleaders –Sharon Andres & Ginny Peterson  
Seniors- Mr. Wiggins & Mrs. Beavers & Mr. Koehler  
Juniors - Mrs. Scherer & Mrs. Weaver & Mr. Lecher  
Sophs.- Mrs. Tiller & Mrs. Tool & Mr. Garrison  
Fresh.- Mrs. Moore & Mrs. Keiser & Mr. Lathrop  
8th - Ms. Clark & Mr. Peterson & Mr. Negley  
7th- Mrs. Larson, Mrs. Clark, Mr. Coe

\*\*Class officers must have passed all classes from the previous school year and also be in the top 25% of class rank.

## ***ADMITTANCE TO BUILDING\_& LUNCH HOUR***

Students are to remain outside by the entrance doors until **8:00 a.m.** Access time (7:45 a.m - 8:12 a.m.) is available to any student needing help from a teacher. **Prior to that time, the school is not responsible for supervision of the students.** During the high school noon hour (depending on inclement weather) students will be outside. **No supervision will be available prior to 8:00 a.m. and after school at 3:30 p.m. the school is not responsible for supervision of students once the students are to have left school grounds.**

## **Important Phone Numbers**

### ***Gothenburg Public Schools***

Mike Teahon, Supt./SPED Director	537-3653 ext.4105
Randy Evans, Sr. High Principal	537-3651 ext.4122
Seth Ryker, Activities Director	537-7501 ext.4121
Jerry Wiggins, H.S. Guid Coun.	537-7501 ext.4124
Pam Glodowski, M.S. Guid Coun.	537-7501 ext.4127
Allison Jonas, Director of Teaching/Learn	537-3651
Michelle Stevens, Elem Counselor	537-7178 ext.1116
James Widdifield, Elem. Principal	537-7178 ext.2202
GHS Information/Attendance	537-3651 ext.4120
GHS Hotline/Newsline	537-7502

## ***Services***

<i>Emergency Services</i>	911
<i>AIDS Information Hotline</i>	1-800-782-AIDS
<i>Birth Line</i>	1-308-534-3085
<i>Boys Town Hotline</i>	1-800-448-3000
<i>Child Abuse/Neglect Hotline</i>	1-800-652-1999
<i>Crisis Line 324-3040 or dial, Ask for Enterprise</i>	2222
<i>Crisis Intervention Team (Gothenburg)</i>	537-3653
<i>Dawson County Attorney</i>	324-5644
<i>Dawson County Crime Stoppers</i>	784-1234
<i>Dawson Co. Immunization Clinic</i>	324-4219

<i>D.C. Parent Child Center</i>	324-2336
<i>(for victims of domestic violence, child abuse, etc.)</i>	
<i>Dawson County Public Defender</i>	537-7119
<i>Dawson County Sheriff's Department</i>	324-3011
<i>Domestic Violence Hotline</i>	1-800-876-6238
<i>Emergency 24 hour drug/alcohol line</i>	543-6963
<i>Family Planning (North Platte)</i>	534-3075
<i>Family Planning (Lexington)</i>	324-6223
<i>Gothenburg Chamber of Commerce</i>	537-3505
<i>Gothenburg Memorial Hospital</i>	537-3661
<i>Gothenburg Police Department</i>	537-3608
<i>Heartland Counseling</i>	324-6754
<i>Juvenile/Probation Office</i>	324-7119
<i>Nebraska Dept of Social Services</i>	324-6633
<i>Nebraska Diagnostic Center</i>	784-4525
<i>Parent Assistance Line</i>	1-800-642-9909
<i>Poison Information Center</i>	1-800-642-9999
<i>Road and Weather Conditions</i>	1-532-0623
<i>Runaway Switchboard</i>	1-800-621-4000
<i>State Patrol Emergency Line</i>	1-800-525-5555

## **ACADEMICS**

### **ACCREDITATION**

Gothenburg High School is a member of the North Central Accreditation Association and is accredited by the State of Nebraska. The school maintains rigid standards in order to meet requirements set for by the State of Nebraska Department of Education. The athletic classification is Class C-1 and the school is considered a Class III school in organization.

### **GRADUATION REQUIREMENTS**

In an effort to assure that graduates of Gothenburg High School are adequately prepared for today's society, the following graduation requirements have been established: To graduate from Gothenburg High School, a student must earn a minimum of 240 hours of credit including all required classes. Students who expect to enroll for further education in post-secondary institutions should plan carefully to make sure they have included the necessary preparation in a high school program. Students must be enrolled for a minimum of 35 hours per semester in grades 7-11 and 30 hours per semester in grade 12. Work release students must register for 5 classes in addition to the work experience. Also, work release students will be graded for their working performance.

**Requirements for graduation from Gothenburg High School are listed below:**

<b>English</b> .....	40
(English 9,10,11,12 )	
<b>Social Studies</b> .....	30
(American History & Government)	
<b>Math</b> .....	30
(Algebra I or Pre-Algebra)	
<b>Science</b> .....	30
<b>Physical Education</b> .....	10
(Physical Education/First Aid)	
<b>Computer</b> .....	5
<b>Speech</b> .....	5
<b>Electives</b> .....	100
<b>Total Credits Needed</b> .....	<b>240</b>

## **ASSIGNMENT OF STUDENTS**

It shall be the responsibility of the administration to determine academic placement decisions involving students, including situations where students transfer into Gothenburg Public Schools from other educational settings. The District reserves the right to make the most appropriate grade level placement, class placement and teacher assignment for students which best fulfills the needs of the students and the school district.

### **Classification of students for grade level placement:**

Sophomore.....60 hours + 2 semesters in attendance  
Junior.....120 hours + 4 semesters in attendance  
Senior.....180 hours + 6 semesters in attendance

## **DROP AND ADD INFORMATION**

Every effort has been made to place students in courses that are appropriate for their abilities and future educational or career interests. Maximum student and parent input is allowed during the time which course selections are being made. Once those selections are made, the school will honor them to the extent possible. Students will be allowed to drop and add classes to their schedule for three (3) school days after the semester begins. A student must have written permission from the teachers, guidance counselor and parents for a schedule change during this time. Students will be allowed to drop a class for a period of three weeks after the semester begins provided they have a full schedule and are willing to be an aide or have a study hall. During this time, a grade of Withdrew-Passing (W-P) or Withdrew-Failing (W-F) will be indicated by the teacher and no marks will be entered on the official transcript. Dropping a class after this three week period will result in the drop grade becoming part of the student's permanent record and transcript. This means that drop grades have a direct effect upon grade point average and class rank. Students should take their time during registration and make sure their choices are correct for them.

## **GRADING SYSTEM**

The following is the grading system at Gothenburg Jr/Sr High School:

<b>A</b>	<b>=</b>	<b>95.0-100%</b>	<b>(4.0)</b>
<b>A-</b>	<b>=</b>	<b>93.0-94.0%</b>	<b>(3.7)</b>
<b>B+</b>	<b>=</b>	<b>91.0-92.0%</b>	<b>(3.3)</b>
<b>B</b>	<b>=</b>	<b>87.0-90.0%</b>	<b>(3.0)</b>
<b>B-</b>	<b>=</b>	<b>85.0-86.0%</b>	<b>(2.7)</b>
<b>C+</b>	<b>=</b>	<b>83.0-84.0%</b>	<b>(2.3)</b>
<b>C</b>	<b>=</b>	<b>79.0-82.0%</b>	<b>(2.0)</b>
<b>C-</b>	<b>=</b>	<b>77.0-78.0%</b>	<b>(1.7)</b>
<b>D+</b>	<b>=</b>	<b>75.0-76.0%</b>	<b>(1.3)</b>
<b>D</b>	<b>=</b>	<b>72.0-74.0%</b>	<b>(1.0)</b>
<b>D-</b>	<b>=</b>	<b>70.0-71.0%</b>	<b>(0.7)</b>
<b>F</b>	<b>=</b>	<b>0-69%</b>	<b>(0.0)</b>

**P=Pass      I=Incomplete      WP=Withdrew-Passing      WF=Withdrew-failing**  
**NC=No Credit due to attendance**

These grades will be issued following each nine week period and will indicate a composite grade earned up to that point.

## **INCOMPLETE GRADES**

When, in the estimation of the teacher, special conditions have been present which warrant an extension of time to complete course work, a teacher may give an "Incomplete" as a course grade. Generally, any student with one or more grades of "incomplete" will have **three weeks** to make up the work needed to change this to a passing grade. After this time, the incomplete will automatically be changed to a failing grade. When incomplete grades are the result of extended absences due to chronic illness, accidents, or health related problems, the student may appeal to the principal for an extension to make up the incomplete grade(s).

## **PROGRESS REPORTS**

Progress reports will be mailed to parents every three weeks during the school year. Dates when progress reports are to be sent will be included in the Swede informer activities calendar and in this handbook.

## **REPORT CARDS**

The school will make every effort to issue report cards within one week after the close of each of the four nine-week periods. Power School is available for parents to use during the school year. The report card will evaluate scholastic achievement, tardiness and attendance. Students are requested to take the Report cards home and discuss their progress with their parents.

## **PARENT-TEACHER CONFERENCES**

The Gothenburg Jr./Sr. High School will hold parent teacher conferences **twice** during the **2016-2017** school year. These conferences will provide a two-way communication between home and school. Conferences are held during the first and third nine week quarter.

## **HONOR ROLL**

All graded classes will be considered for Honor Roll. For a student to be placed on the Honor Roll, the student must receive all A's and B's. Those students with all A's will be recognized as having high honors. Honor Roll Students will be recognized following each grading period.

## **PROMOTION & RETENTION POLICY**

Students will typically progress annually from grade to grade. A student may be retained at a grade level or be required to repeat a course or program when such is determined in the judgment of the Principal, in consultation with the student's teachers and counselor, to be appropriate for the educational interests of the student and the school's educational program.

## **CHECKING OUT/DROP**

Any student transferring to another school or leaving school permanently must obtain a check-out sheet from the principal's office. This sheet must be signed by all the student's teachers and returned to the office.

## **PRIVACY OF STUDENT EDUCATION RECORDS**

The Family Educational Rights and Privacy Act (FERPA) affords parents and students over 18 years of age ("eligible students") certain rights with respect to the student's educational records. These rights are:

- 1) The right to inspect and review the student's education records within 45 days of the day the District receives a request for access. Parents or eligible students should submit to the school principal a written request that identifies the record(s) they wish to inspect. The principal will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.
- 2) The right to request the amendment of the student's education records that the parent or eligible student believes are inaccurate or misleading.

Parents or eligible students may ask Gothenburg School District to amend a record that they believe is inaccurate or misleading. They should write the school principal, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading. If the District decides not to amend the record as requested by the parent or eligible student, the District will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Any additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.

- 3) The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent. One exception which permits disclosure without consent is disclosure to school officials with legitimate educational interests. A school official is a person employed by the district as an administrator, supervisor, instructor or support staff member; a person serving on the school board; a person or company with whom the District has contracted to perform a special task; or a parent or student serving on an official committee, such as a disciplinary or grievance committee or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility and effectively provide the function or service for which they are responsible. The District forwards education records (may include academic, health and discipline records)

that have requested the records and in which the student seeks to intends to enroll, or where the student has already enrolled so long as the disclosure is for purposes related to the student's enrollment or transfer.

4) The right to file a complaint with U.S. Department of Education concerning alleged failures by the District to comply with the requirements of FERPA. The name and address of the Office that administers FERPA are:

Family Policy Compliance.  
U.S. Department of Education 400  
Maryland Avenue, S.W.  
Washington, DC 20202-4605

### **NOTICE CONCERNING DIRECTORY INFORMATION:**

The District may disclose directory information. The types of personally identifiable information that the district has designated as directory information are as follows: student's name, address, telephone listing, electronic mail address, photograph, date of and place of birth, major fields of study, dates of attendance, grade level, enrollment status, participation in officially recognized activities and sports, weight and height of members of athletic teams, degrees, honors and awards received, and most recent previous school attended. A parent or eligible student has the right to refuse to let the District designate any or all of those types of information about the student as directory information. The period of time within which a parent or eligible student has to notify the District in writing that he or she does not want any or all of those types of information about the student designated as directory information is as follows: two weeks from the time this information is first received. The district may disclose information about former students without meeting the conditions in this section.

### **NOTICE CONCERNING DESIGNATION OF LAW ENFORCEMENT UNIT:**

The District designates the Gothenburg Police Department as the District's "law enforcement unit" for purposes of (1) enforcing any and all federal, state or local law, (2) maintaining the physical security and safety of the schools in the District, and (3) maintaining safe and drug free schools.

### **STANDARDIZED TESTS**

The test (MAP) is a tool that makes possible a profile of sorts of each individual student. The test, when used as a tool along with other information, provides the student and the school with valuable information. Students are tested to help determine individual learning levels, abilities, interests and to assist in placement, if necessary. These tests are going to be given two times a year. Copies of the results will be sent to parents.

### **TRANSCRIPTS/HIGH SCHOOL RECORD**

Student records, test results, grades, class ranking, etc., will be forwarded to schools, colleges, universities, scholarship agencies, prospective employers and/or any other party ONLY upon written request or permission from a parent, guardian or student. Students should remember that they write their high school record but once and once written, that record cannot be changed. He/she should know that when securing employment, studying at a university or college, or entering the armed forces, their record follows them.

### **NOTICE OF REQUIREMENTS FOR ADMISSION**

Nebraska law requires that parents or legal guardians furnish the following documents upon admission:

- 1) A certified copy of the student's birth certificate issued by the state in which the child was born, prior to admission of a child for the first time.
- 2) Evidence of a physical examination by a physician for a student entering the 7th grade or transferring in from out of state,
- 3) Evidence of visual evaluation by a physician,
- 4) Students are required to be immunized according to laws passed by the Nebraska legislature.

Parents/guardians may contact the school nurse regarding immunization requirements.

Forms to submit objections are available from the Supt. office. **Any student not in compliance with the law will not be permitted to attend school.** Medical and religious exemptions are available but require a physician's signature or a signed affidavit.

## **NATIONAL HONOR SOCIETY**

National Honor Society was founded to recognize and encourage academic achievement and the ideals of scholarship, character, service and leadership. The local chapter at Gothenburg H.S. is governed by the national organization. Gothenburg's chapter was chartered as Charter #390 on June 16, 1925.

To be eligible for membership in the Gothenburg High School Chapter of NHS, a student must have been in attendance at GHS for the equivalent of one semester. Selection is based on outstanding scholarship, character, leadership and service with each area counting as 25% of the total. Candidates must have a cumulative average of at least 3.50 although a local chapter may raise that standard if desired. Students may not apply for membership; membership is granted to those sophomores, juniors and seniors selected by the faculty council. Eligible students are judged by a 5 member faculty council as selected by the principal and advisor. A different faculty council is selected each year. 10th, 11th and 12th grade students who have a 3.50 or higher GPA will receive a letter stating that they are eligible to be considered for membership. Students that are eligible will be asked to submit a list of activities and write a short essay. Leadership, character and service will be judged by an evaluation form completed by the five member faculty council using guidelines as presented in the National Honor Society Handbook.

Membership is an honor and a responsibility; students selected for membership are expected to continue to demonstrate the qualities of scholarship, service, leadership and character. Members who fall below the standards which were the basis of their selection may be dismissed from the organization.

## **ACADEMIC INTEGRITY POLICY**

Gothenburg High School is an institution in which learning for a purpose takes place. Useful and lasting learning does not occur unless the process which students go through to learn is an honest process which reflects their true abilities as measured by their own efforts. Progress which is based on unsound learning, as in the case of cheating, is not a genuine process. Cheating prepares a student for failure, not for success. (In an academic institution, dishonesty serves to undermine the academic and intellectual integrity of the school. The faculty and administration of Gothenburg High School are committed to eliminate such acts as cheating and to deal with offenses in a firm and decisive manner.)

### **What is the definition of cheating at Gothenburg High School?**

Cheating involves one of more of the following actions:

1. To use the work of another person as your own and/or copy information from another student's test, examination, theme, book report, or term paper.
2. To plagiarize - plagiarism means using another person's idea, expression or words without giving the original author credit.
3. To prepare for cheating in advance. Such as: (a) having in your possession a copy of a test to be given or having been given by a teacher (b) using the test or notes during a test or examination (c) talking while taking quizzes, tests or examinations
4. To fail to follow test procedures/announced instructions (such as no talking, no turning around in seat, raise hand for questions, etc)

## **GENERAL INFORMATION**

### **ATTENDANCE**

Regular and punctual student attendance is required, school attendance is not only a Nebraska State Law and Board Policy 5008, but more significant it is important to every child's education. The administration is responsible for developing further attendance rules and regulations and all staff are expected to implement this policy and administrative rules and regulations to encourage regular and punctual student attendance. The Principals and teachers are required to maintain an accurate record of student attendance.

### **Age 21:**

A student shall not be admitted or continued in enrollment after the end of the school year which the student reaches the age of 21. The school year for this purpose ends at the last day of instruction for graduating seniors.

## ABSENTEEISM AND ABSENTEE HOMEWORK

If your son or daughter is ill in the morning and will not be coming to school, we ask that you call the school before 9:00 a.m. (537-3651 Ext. 4120) Should we not receive a call, we will attempt to contact you. If students need homework assignments, please check on-line teacher lesson plans on the school web site.

**\*\*STUDENTS NEED TO COMPLETE ASSIGNMENTS FROM THEIR RESPECTIVE TEACHERS BEFORE LEAVING FOR A SCHOOL ACTIVITY.**

## ATTENDANCE GUIDELINES/DEFINITIONS

1. Absences from School-Definitions. An absence from school will be reported as:  
(a) excused absence or (b) an unexcused absence.

**School Excused Absences** – Impossible or impracticable barriers outside the control of the parent or child prevent a student from attending school. The parent must provide the school with documentation to demonstrate the absence was beyond the control of the parent or child. This could include, but is not limited to documented illness, court, death of a family member, or suspension. Illness, family bereavement (parents, siblings, and grandparents), doctor or dental appointment, court appearances that are required by court order, participation in school activities, family trips in which student accompanies parent(s)/legal guardian(s), and other unique situations which have received prior approval from the Principal. Please refer to Board policy 5008.

The Principal shall have the discretion to deny approval for any of the foregoing reasons, depending on circumstances such as the student's number of other absences, the student's academic status, the tests or other projects which may be missed, and in the case of a family trip, whether the trip could be taken during non-school time and the educational nature of the trip.

**NOT School Excused.** Absences that are not school excused may result in a report to the county attorney and may be classified as follows: (1) Parent acknowledge absences are those in which the parent communicated with the school in the prescribed manner that the child is absent and is the parent's responsibility for the extent of the school day. This includes, but is not limited to, illness, vacations, and medical appointments. A student who engages in unexcused absences may be considered truant as per state law Neb. Rev. Stat. ' 79-201. Truancy is a violation of school rules. Students are subject to disciplinary consequences for trancies. If unexcused the student may receive zeros for any class work missed during the absence, Students who leave the school premises without permission during the school day will be considered truant. Please refer to Board policy 5008.

### **Absence Procedure**

In its Student Information System, the District may identify many different codes that provide greater definition to the circumstances of a child's absence, but all of the codes need to be identified to parents and students as fitting into one of the above defined absence circumstance.

**Early Withdrawal for Students Enrolled in Accredited or Approved Schools-** A person who has legal or actual charge or control of a child who is at least 16 but less than 18 years of age may withdraw such child from school before graduation and be exempt from the mandatory attendance requirements if an exit interview is conducted and a withdrawal form is signed. See Board Policy No. 5008 for further information and details of the exit interview and withdrawal form.

**Five (5) unexcused absences-** Students who accumulate five (5) unexcused absences in a quarter shall be deemed to have "excessive absences." Such absences shall be determined on a per class basis for secondary students. When a student has excessive absences, please refer to Board policy No. 5008 for more information and the procedures to be implemented.

**Twenty Excused Absences**-If a student accumulates more than twenty (20) absences per year and all of the absences are due to documental illness that makes attendance impossible or impracticable or are otherwise excused by school authorities, the attendance officer may report such information to the county attorney of the county in which that person having control of the student resides.

**Twenty Unexcused Absences**-If a student accumulates more than twenty (20) absences per year, and any of the absences are not excused, the attendance office shall file a report with the county attorney of the county in which the person having control of the student resides. For further information, refer to Board Policy 5008.

### **Reporting Excessive Absenteeism to the County Attorney**

The school may report to the county attorney of the county in which the person resides when the school as documented the efforts to address excessive absences. The school shall notify the child's family in writing prior to referring the child to the county attorney. Please refer to Board Policy 5008.

## **ATTENDANCE REGULATIONS**

A student who is absent **nine (9) times from a semester course** will forfeit credit for the course unless he/she requests a hearing before the Attendance Appeals Committee and is granted an extension of credits by this committee. The student and/or parent must present **documented substantiating evidence** (Dr. or dentist appointment notes, court appearance documents, etc.) as to the reason for their absences. (Note: Absences resulting from the participation in school sponsored activities/school exclusions do not count toward the limit of **nine!**) When extended absences occur in cases of chronic or extended illnesses, accidents or other health related problems, an appeal may be made to the Attendance Appeals Committee. Forms to request a waiver of a hearing may be picked up in the office. The committee may waive the necessity of a parent or guardian and student meeting at their discretion. The parent/guardian and student do not have to appear at the Attendance Appeals Committee meeting if the waiver is granted and **documented substantiating evidence** of the student's absence is presented to the office. **Gothenburg Public Schools does NOT sanction or approve a Senior Sneak day.**

## **COLLEGE VISITATIONS**

Students will be allowed to have two (2) days of college visitation(s) during their Senior year. The **principal's office must receive a note** from parents/guardians to insure college visitation verification **in advance of the visit**. Seniors who properly follow this procedure will be able to participate in extracurricular activities on those days.

## **STUDENT ILLNESS/ABSENCES**

Upon returning to school after an absence, the student should report to the principal's office and present a note from the parent/guardian stating that they were aware of the absence and the reason for the absence. **If a note is not received by the office, the absence is considered unexcused and the student will need to serve detention time.** After returning to school, students must get an admit slip from the office before they will be allowed back in class. Teachers will inform the student as to the work to be done, but it is the responsibility of the student to contact the teacher for instructions and to make up the work. For excused absences, two school days will be allowed to make up work.

**If a note is not given to the office within 2 days after a student returns to school, he/she will be required to serve detention or possible Saturday school.**

**When a student becomes ill while at school, he/she must report to the principal's office to check out.**

The office will also attempt to contact the parent. In case of an accident or emergency illness and the parent cannot be contacted, a school employee may take the students home or may call a physician for assistance.

## HEALTH SERVICES

The Gothenburg Public School System has a full time registered nurse who coordinates health services. She conducts health screening on students annually. Should you have any concerns about your child's hearing or vision, she can evaluate him/her at any time during the school year. A written health services referral will be sent to parents whenever a concern is found on any screening procedure.

When children are not well, they should not be sent to school. Children who have vomited or had diarrhea 12 hours prior to the starting time of school should not come. Children with the following conditions will be sent home:

- vomiting
  - diarrhea
  - a fever of 100 degrees or higher
  - a suspicious rash
  - head lice
- \*any child showing any signs or symptoms of a contagious or infections disease.

Children excluded for a confirmed communicable disease should not be allowed to return to school until the minimum isolation period has elapsed, and all signs and symptoms of acute illness have disappeared. The period of exclusion should extend throughout the period when acute signs of illness are present, or until the student is fever free for 24 hours without the use of fever reducing medication.

Emergency forms are sent out the first day of school. Please fill these out carefully and include any health problems specific to your child. These forms enable the school to efficiently handle any sudden illness or injury. Treatment of injury occurring outside of the school jurisdiction is not the responsibility of school employees. Home and emergency phone numbers are required.

## ATTENDANCE APPEALS COMMITTEE

The Attendance Appeals Committee shall consist of the Principals, guidance counselor and four faculty members elected by the faculty. At least four members of the committee must be present at each meeting. The committee will meet at 3:45 p.m. every Monday by appointment. The student's total absence record will be examined. The student and parent/guardian are responsible for providing documentation with justifiable reasons for all absences. A student may appeal the decision of the Appeals Committee to the Board of Education through the procedures established by law.

## HOMEWORK GUIDELINES

Upon returning to school after an excused absence, the student is expected to take the responsibility to make up homework and assignments missed during the absence. **If students need homework assignments, please check on-line teacher lesson plans on the school web site.** If an assignment or project was due the day the student was absent, it will be expected to be turned in when the student returns to school. **Two school days will be allowed to make up work for each day missed, with a maximum of 10 days allowed to make up work.** NOTE: Students who are absent from school because of an out of school suspension will be allowed to make up any assignments, tests, quizzes, etc.

## TARDIES

Student tardies tend to unnecessarily disrupt classroom routines for all concerned. The following are regulations concerning student tardies:

1. Students are considered tardy if they arrive in the classroom after the tardy bell has rung. If he/she has a handbook pass from the previous period teacher, the tardy will be accepted and excused. **Notes from parents concerning tardies for 1<sup>st</sup> & 6<sup>th</sup> periods WILL NOT be accepted, student will need to serve immediately after school for one hour (1). If student doesn't stay after school-2 hour detention will be served.**
2. Every time a student is tardy, (periods 2-5 and 7-8) he/she will make up 15 minutes **in the teacher's room in which the tardy occurred**. This time must be served within two days after the tardy was recorded.
3. If the student fails to make up the 15 minutes with the allowable two days, his/her name is turned in to the office and they are required to serve **one hour of detention**.
4. On the second offense of failing to serve detention for a tardy, the student will serve **two hours of detention**.
5. On the third offense of failing to serve detention for a tardy, the student will serve **SATURDAY SCHOOL**. Continued failure to serve detention will result in additional Saturday school and/or **out-of-school suspension** and he/she will also be **required along with parents attend a principal conference**.
7. A student who is tardy **seven (7)** times from a semester course will be required to serve Saturday school **and is not allowed to attend the next dance during the school year (Homecoming-Coronation-Prom)**. Any additional tardy for that class will result in Saturday school, In-school (WAS) and/or an out-of-school suspension.

## BELL SCHEDULE

Period	Time Schedule		
ACCESS TIME	7:45	-	8:12
1	8:15	-	9:03
2	9:06	-	9:54
3	9:57	-	10:45
4	10:48	-	11:36
LUNCH-Jr. High	11:36	-	12:06
5-Jr. High	12:09	-	12:57
5- Sr. High	11:39	-	12:27
LUNCH Sr. High	12:27	-	12:57
6	1:00	-	1:48
7	1:51	-	2:39
8	2:42	-	3:30
DETENTION	3:30	-	4:30

Junior High students will have a **CLOSED** campus. Students will have **3 choices for lunch**: 1) Eat in cafeteria; 2) bring sack lunch; 3) parent pick up or walk home. Lunch dismissal will be at the following times on regular schedule days: **Jr. High students at 11:36 a.m., Sr. High students at 12:25 & 12:27**. All students need to walk to the cafeteria in an orderly manner and failure to do so will result in detention.

## BREAKFAST FOR BRUNCH

The Brunch Program will continue at Gothenburg Jr/Sr High School this year at the same designated time. **Students will not be allowed to bring pop or any open containers into the school building.** All breakfast purchases will be recorded daily and will be charged against student accounts. Breakfast will be \$6.50 per week or \$1.30 per day for full price students. All students who qualify for free/reduced lunches also qualify for free/reduced breakfasts. Brunch will be delivered to academic classrooms and PE classes will have brunch in the cafeteria.

## CRIME STOPPERS

A Crime Stoppers program has been established to allow students (and faculty) to give anonymous or confidential information and get a cash reward. This program addresses the two main reasons people sometimes don't come forward: 1.) Fear of Involvement and 2.) Apathy.

## DAILY BULLETIN AND ANNOUNCEMENTS

Announcements will be published daily. All announcements which teachers, students, and organizations wish to appear in the daily bulletin should be in the principal's office by 8:30 a.m. The daily bulletin will be distributed via computer and posted by the high school office. The bulletin will publish only school related announcements. With administrative approval, students may post notices or posters.

## DANCES/STUDENT ACTIVITIES

The following rules will be in effect for all dances held at Gothenburg Public Schools involving Gothenburg students:

1. Student arrival time set for each dance can be within one hour of the starting time. Doors will be closed and no one will be admitted after 1 hour of the start of the dance. Any exceptions need to be discussed in advance with Principals.
2. Students leaving the dance before it is over may not return.
3. Students can't leave the facility; they must stay in the dancing area.
4. Sr Hi dances are for students 9th-12th grades. Guests are allowed to come to two Sr Hi dances: Coronation and Homecoming, provided they are between- 9th grade and age 20. Prom is for Juniors, Seniors and Soph. servers and their dates between 10th grade and age 20. All school rules are in effect for **ALL** who attend the dance. There will be a sign up for out of town or out of school dates. This list will be provided to sponsors. **All guests must sign up in the principal's office prior to 3:00 p.m. on THURSDAY preceding the dance.**

This includes but is not limited to:

- a. Appropriate Dress. **(NO JEANS or T-SHIRT or CAPS/HATS)**
- b. Inappropriate displays of affection.
- c. Being uncooperative, disrespectful, other misbehavior, etc.

Any of the above mentioned offenses should be reported to the school sponsor. The school sponsor will then call the parents and have the parents pick up their child.

5. Hours for the dance are: Sr Hi 9:00 p.m. - 12:00 a.m.

6. One school sponsor and five additional adult sponsors are necessary for each dance. The school sponsor will provide a copy of "sponsors duties and responsibilities" to each sponsor before each dance.

7. **Any student leaving 30 minutes or more before the conclusion of the dance must sign out.**

8. **The administration reserves the right to approve or disapprove outside guests.**

9. **Any student that attends Saturday School because of excessive tardies or truancy will not be allowed to attend the next "calendar" dance.**

## EMERGENCY DRILLS

Drills at regular intervals are required by law and are an important safety precaution. It is essential that when the first signal is given, everyone obeys orders promptly and clear the building by the prescribed route as quickly as possible. Students will be instructed by their teachers concerning the proper procedures to be followed.

## GUIDANCE AND COUNSELING SERVICES

What's a School Counselor, a person who is especially trained to help you realize your fullest potential as a unique human being! How?

### **Depending on your needs, your counselor can help you:**

- . assess your strengths and limitations
- . develop positive attitudes--ones that help rather than hurt you
- . develop suitable decisions about your life
- . choose courses that are right for you
- . solve personal problems with family, friends, teachers
- . plan your education and decide on a career and find a job

**The GOAL of counseling is to help you understand yourself so you can learn to make better decisions about your life. Together, you and the counselor will:**

1. sort out exactly what your problem is
2. discuss your needs and feelings
3. explore alternatives and discuss their likely effects on your life and your goals
4. make a decision

### **When can I see the school counselor?**

If you have a study hall, that is an excellent time to stop in. If that is not the case for you, ask your teacher for permission to come during one of your class periods and make an appointment with the counselor for that time.

### **Can I trust that the counselor will keep my information confidential?**

Yes, the only time a counselor will break confidentiality is if you reveal that you or someone else is in danger. In that situation, the counselor is required to contact someone who can help.

**Parents and students are invited to call or stop in and talk to Mr. Wiggins, GHS counselor (537-3651 ext. 4124) or Mrs. Glodowski, Middle School counselor (ext. 4127).**

## INDIVIDUAL STUDENT CONFERENCES

Each and every student will be asked to make an appointment to see the School Counselor during a designated time to review your educational plan, check credits, review career plans and become better acquainted.

**The following dates will be important for you:**

<b>SENIORS</b>	<b>Fall' 16</b>	<b>FRESHMEN</b>	<b>Fall' 16</b>
<b>8TH GRADERS</b>	<b>3rd Quarter</b>	<b>7TH GRADE</b>	<b>2nd Qtr</b>

Each appointment will take approximately fifteen minutes, and you will be asked to sign up a week in advance. Throughout the school year, group counseling sessions will be made available to students who are dealing with similar issues. Topics for groups include, but are not limited to the following: anger management, grief and loss, dating relationships, divorce, alcoholism, study skills, self-esteem, communication and relating to others.

<b>COLLEGE NIGHT @ COZAD H.S.</b>	<b>- TBA</b>	<b>7:00 P.M.</b>
<b>FINANCIAL AID PROGRAM at Gothenburg</b>	<b>- TBA</b>	<b>7:00 P.M.</b>

### **ACT TEST DATES**

September 10, 2016  
October 22, 2016  
December 10, 2016  
February 11, 2017  
April 8, 2017  
June 10, 2017

### **REGISTRATION DEADLINES**

August 5, 2016  
September 16, 2016  
November 4, 2016  
January 6, 2017  
March 3, 2017  
May 5, 2017

**SCHOOL CODE: 280940**

## **HARASSMENT**

Gothenburg School District #20 prohibits harassment of students on any premise where the district has control of the premises or can otherwise lawfully exert its jurisdiction. As a student, you have the right to protest and/or register a confidential complaint to the following people: your counselor, principal, superintendent, or the board of education. Gothenburg students can attend school with security and dignity and without fear of insulting, degrading, or exploiting treatment of any nature. **All harassment charges in grades 9-12 will be continued on to the next disciplinary step during the student's high school years at GHS, (an ongoing process). In grades 7-8, harassment issues will be an ongoing process during each year only.**

## **ANTI-BULLYING POLICY**

One of the missions of the District is to provide a physically safe and emotionally secure environment for all students and staff. Positive behaviors (non-violence, cooperation, teamwork, understanding, and acceptance of others) are encouraged in the educational program and are required of all staff. Bullying and harassment is a violation of student conduct rules and appropriate disciplinary measures, up to expulsion, will be enforced. Inappropriate behaviors (bullying, intimidation, and harassment) are to be identified and students and all staff are required to avoid such behaviors. **Students have the opportunity to use the online harassment form to notify school officials of any incidents of bullying.**

## **DATING VIOLENCE**

Dating violence means a pattern of behavior where one person uses threats of, or actually uses: physical, sexual, verbal, or emotional abuse to control his or her dating partner. "Dating partner" means any person, regardless of gender, involved in an intimate relationship with another person primarily characterized by the expectation of affectionate involvement whether casual, serious, or long term. All dating violence incidents will be addressed as the administration determines appropriate, within the scope and subject to the limits of the District 20's authority.

## **EQUAL OPPORTUNITIES**

District #20 supports equal educational opportunity for students free from limitations based on ethnic or racial background, sex, disability, race, color, religious beliefs, marital status, veteran status, or economic and social conditions. This concept of equal education opportunity serves as a guide for the school district and the staff in making decisions relating to school facilities, employment or personnel, selection of educational materials, equipment, curriculum, and regulations affecting students and their welfare.

## **ELIMINATION of DISCRIMINATION**

The policy of Gothenburg Public Schools is to not discriminate on the basis of sex, disability, race, color, religion, veteran status, national or ethnic origin, marital status, pregnancy, childbirth or

related medical condition, or other protected status in admission or access to, or treatment with regard to employment or with regard to its programs and activities. The Superintendent shall be the ADA, 505, Title II, VI, and IX Coordinator, and Coordinator for any other anti-discrimination laws. Complaints or concerns involving discrimination or needs for accommodation should be addressed to said Coordinator.

## **DISCLOSURE of STUDENT RECRUITING INFO**

Gothenburg Public School will provide military recruiters and institutions of higher education access to secondary school students' names, addresses, and telephone listings. Parents and secondary students have the right to request that the District not provide the above information to military recruiters or higher education, without their prior written parental consent. District #20 will comply with any such request.

## **LOCKERS**

School lockers are school property and remain under the control of the school at all times; however, students are expected to assume full responsibility for the content security of their lockers. Lockers should be kept locked at all times when they are not opened for use. Students are responsible for locking their lockers after use, and should not reveal their combinations to anyone. Students should not expect privacy regarding items placed in their lockers. School authorities may conduct periodic general inspections of lockers for any reason at any time without notice or student consent. At no time does the Gothenburg Public Schools (District 20) relinquish its exclusive control of lockers provided for the convenience of students. Periodic search of student lockers may be conducted by school authorities:

- 1) School officials may conduct a search if there is a reasonable basis to believe that the search will uncover evidence of a crime or rule violation;**
- 2) Illegal items or other items determined to be a threat to the safety of others, a threat to educational purposes, or a prohibited nuisance item may be seized by school officials.**
- 3) Items which are used to disrupt or interfere with the educational process may be removed from student possession.**

## **STUDENT VALUABLES**

Students **SHOULD NOT** bring money or valuable items to school, as the school will assume **NO** responsibility for articles lost, stolen or damaged items.

## **VANDALISM**

Students and their parents shall be responsible for all damage to equipment or school property. This responsibility applies in the matter of books and supplies of all kinds, as well as equipment, buildings and grounds. Vandalism may result in a discipline referral.

## **VIDEO SURVEILLANCE**

The Board of Education has authorized the use of video cameras on School District #20 property to ensure the health, welfare and safety of all staff, students and visitors to District property, and to safeguard District facilities and equipment. The Superintendent may use video cameras in locations as deemed appropriate. Notice is hereby given that video surveillance may occur on District #20 property. In the event a video surveillance recording captures a student or other building user violating school policies or rules or local, state or federal laws, the video surveillance recording may be used in appropriate disciplinary proceedings against the student or other building user and may also be provided to law enforcement agencies.

## LUNCH

Gothenburg Public Schools will be operating an electronic point of sale system in our cafeteria. All students will have a personal identification number (PIN) that will be used as they purchase a meal. Students will pay in advance (to their family account) and the meal purchase (**\$2.60** per day for a 7-12 grade student) is automatically deducted from that account. **Students will not be allowed to charge against their account.** We will not extend credit to families for purchases of meals. It is necessary to keep money in the family account so children can continue to purchase it. When the account balance is \$10.00, your child will be given a verbal notice. Your account balance will be displayed on the computer each time a purchase is made, until payment is received. **IT IS IMPORTANT for the student to communicate low balance warnings to his/her parents.** This account will not be available for making purchases at the snack bar or fruit juice. Children from families whose income is at or below the level shown on schedules furnished to the school may apply at any time during the year for free and reduced price meals and free milk. Applications must be made in advance for approval. Please contact Kay Streeter, 537-3653, Ext. 4104.

**Junior High students have closed campus unless a written note from his/her parent that gives permission to go off campus for lunch WITH HIS/HER PARENTS.**  
**High School lunch will be dismissed at 12:25 & 12:27.**

All food items and drinks must be consumed in the cafeteria. Juice may only be purchased during lunchtime. If a student brings a sack lunch to school, they must also eat in the school cafeteria. **Students are not to remain in the high school building during lunch unless directly supervised by a staff member.** Senior High students wishing to go home for lunch or eat off campus may do so, provided they walk or ride their bike to their destination and return in time for the next period of classes. **Students driving or riding with another student over the lunch hour or any time during the day will be assigned detention time.**

In accordance with Federal Law and U.S. Department of Agriculture policy, this institution is prohibited from discriminating on the basis of race, color, national origin, sex, age or disability. To file a complaint of discrimination, write USDA, Director, Office of Civil Rights, 1400 Independence Avenue, S.W., Washington, D.C. 20250-9410, or call (800) 795-3272 (voice) or (202) 720-6382 (TTY). USDA is an equal opportunity provider and employer.

## MEDIA CENTER

The media center is provided for your assistance in school work, as well as for recreational reading, but is not to be used as a student lounge. All books must be checked out and returned or renewed within two weeks. No dictionary, encyclopedia or other reference material should leave the media center without permission. For magazine articles or books not available in the media center, access is available through Interlibrary loan. The media center is fully automated with ten computer work stations for the card catalog. There will also be two electronic encyclopedias for student use. SIRS and Wilson Web are the two web based magazine indexes. **Use of the media center is a privilege carrying with it the responsibility of courtesy, respect and consideration.** Any student abusing this privilege will be barred from the media center.

## DRIVING---PARKING PERSONAL VEHICLES---RIDING IN A BUS

Students who drive privately owned motor vehicles to school must obey the following rules:

- 1) Students may not move their vehicles during the day without permission from a principal.
- 2) **Students will not be allowed to sit in or be around their vehicles during the school day without administration permission.**
- 3) Students must drive with care to insure the safety of the pedestrians. Students may not drive carelessly or with excessive speed.

- 4) By driving personal vehicles to school and parking on or near school grounds, students consent to have that vehicle searched by school officials when they have reasonable suspicion that such a search will reveal a violation of school rules.
- 5) Students are to park their vehicles in the school parking lot east of the school and community building, upon arrival at school and they are to be left parked until the close of the school day.
- 6) **All students MUST park properly in the corresponding parking spaces provided or receive detention. A student violating driving regulations will be assigned detention time according to the Gothenburg Discipline Plan.**
- 7) **Bus procedures in the event the drop-off location is uncertain or appears unsafe to leave students, the driver will make every attempt to:**
  - A. Radio transportation or otherwise communicate with dispatch to notify them of the situation if possible.
  - B. Release children only if an adult responsible for the children is present. If not, keep children who are to be released in the vehicle, continue with route, and return children who were to be released to the school.
  - C. Dispatch will notify appropriate law enforcement agencies and school administration if appropriate given the circumstances.

## PHYSICALS/HEALTH REQUIREMENTS

The Nebraska State Department of Health requires all 7th grade students to have health examinations within six months prior to the beginning of the current school year, and that records of such examinations be on file at the school. **No 7th grader will be allowed in school without a physical. Examination forms are available in the principal's office.** Students will also be required to have a physical taken and a form signed by their doctor, to be kept on file with the school if they are to participate in organized athletics. Please refer to the Athletic Guidelines in this handbook for more information.

## SCHOOL CLOSINGS

In severe weather Gothenburg Schools will notify radio stations KRVN. The decision to keep the schools open or closed will be made as early as possible and also announced via **CONNECT ED.**

## SKATEBOARDS/ROLLER BLADES

**Skateboards and roller blades are prohibited in the school building.** They will be confiscated. Skateboards and bikes are to be parked during the school day.

## STUDENT HANDBOOK PASSES

Student handbooks will be used as passes for this school year. **You are allowed two (2) "passing times during each school day."** This is student initiated: bathroom, media, office and etc. This doesn't apply to student aides and Annual/ Newspaper & Web Design students. Handbook passes should be signed by the teacher when leaving the classroom. Students are to go directly to the designation stated on the handbook pass.

## SUBSTITUTE TEACHERS

Substitute teachers are to be treated with the same respect as regular classroom teachers. Any student failing to maintain a proper relationship with a substitute teacher will be given a detention or possible suspension. The responsibility is on the student.

## TELEPHONE USE

School telephones are business phones. Students may use the phones located on Main Street. Any improper use of school phones (prank-harassment) made by students during school time will be an automatic suspension from school. Students will not be called from class to take phone messages except in cases of emergency. **Electronic devices if confiscated:**

**1st time: Parents pick them up 2nd time: 1 hour detention**

**3rd time: 2 hour detention**

**Students may carry their cell phone but it is recommended that they leave their cell phone in their car or locker.**

## VISITOR'S PASS

Discretion should be used when bringing a visitor to school. Permission to visit a class must be obtained from the PRINCIPAL. Regulations applying to our students also apply to visitors. A visitor's pass is to be obtained in the Principal's Office before attending any classes.

## RIGHTS & RESPONSIBILITIES - STUDENT RESPONSIBILITY

It is the common goal of students, faculty and administration to achieve a school atmosphere which is most conducive to learning, including the opportunity for students to learn by assuming their appropriate share of the responsibility. While it is recognized that the best and most effective disciplines are good manners, respect for the rights of others, self control, and personal responsibility, it is also recognized that not every student will choose these options. When you, as a responsible student, see your fellow students breaking the conduct code or damaging property, speak up for the common good of all Gothenburg students and ***Your*** school!

## PARENT/STUDENT RIGHTS

1. Be treated with courtesy by all members of the Gothenburg Staff
2. Be respected as an individual regardless of race, creed, national origin, economic status, sex or age
3. Be informed of any academic requirements of any school program
4. Participate in meaningful parent-teacher conferences to discuss his/her child's school progress and welfare when the need arises
5. Be informed of school policies/administrative decisions
6. Inspect his/her child's cumulative record and remove or correct any false or misleading statement in conformity with current guidelines established by the State and Federal governments.
7. Appeal the placement, in accordance with established guidelines, of his/her child in a special education class
8. Secure as much help as is available from the Gothenburg School District to further the progress and improvement of his/her child
9. Expect that every attempt will be made by school personnel to insure the receipt by parents of important school news and messages
10. Expect reasonable protection for his/her child from physical harm while under school authority

## COMPAINT PROCEDURE

Step 1: Schedule a conference with staff member most directly involved in the matter.

Step 2: Address the concern to the Principal if the matter is not resolved at Step 1

Step 3L Address the concern to the Superintendent if the matter is not resolved at Step 2

Step 4: Address the concern to the Board of Education if the matter is not resolved at Step 3

All information to be considered at each step should be placed in writing in order to be most effective. Action or decisions will be expedited as quickly as possible. Parent/Patron Comment forms are available in the office or on the school website in Policy 1030 and 1030A. Comment forms concerning personnel will be forwarded to the supervisor.

## DISCLAIMER

The administration retains the right and privilege to issue penalties for acts of discipline not specifically stated in the Gothenburg Discipline Plan and to alter any penalties as they consider necessary. Also, the administration reserves the right to amend any provision in this handbook which is necessary in the best interest of the school process.

**With cause, the administration can search a student's person, locker, car, backpack or other personal effects. Also, the administration can search with reasonable cause, students' electronic communication-email or other messages sent from school computers, a students' personal data storage devices, (disks, CD's and portable flash drives).**

## INTERNET SAFETY & ACCEPTABLE USE POLICY

It is the policy of Gothenburg Public Schools to comply with the Children's Internet Protection Act (CIPA). With respect to the District's computer network, the District shall: (a) prevent user access to, or transmission of, inappropriate material via Internet, electronic mail, or other forms of direct electronic communications; (b) provide for the safety and security of minors when using electronic mail, chat rooms, and other forms of direct electronic communications; (c) prevent unauthorized access, including so-called "hacking," and other unlawful activities online; (d) prevent unauthorized online disclosure, use, or dissemination of personal identification information of minors; and (e) implement measures designed to restrict minors' access to materials (visual or non-visual) that are harmful to minors. More information on procedures/policies/laws is found in Board Policy # 6800.

Violation of the policies and procedures concerning the use of the District technology resources may result in suspension or cancellation of the privilege to use the technology resources and disciplinary action, up to and including expulsion of students. Use that is unlawful may be reported to the law enforcement authorities. Users shall be responsible for damages caused and injuries sustained by improper or non-permitted use. Each student and parent/guardian must sign and return to the Principal's office the Student & Parent Agreement form called "Acceptable Use of Computers and Networks" before student access is allowed.

## ELECTRONIC DEVICES

**The District does not allow students to bring or use electronic devices at school without administration approval.** The use of electronic devices can be disruptive to the educational process and are items that are frequently lost or stolen. In order to maintain a secure and orderly learning environment, and to promote respect and courtesy regarding the use of electronic devices, the District hereby establishes the following rules and regulations governing student use of electronic devices, and procedures to address student misuse of electronic devices. Electronic devices, include, but are not limited to, cell phones, Mp3 players, iPods, personal digital assistants (PDAs), compact disc players, portable game consoles, cameras, digital scanners, lap top computers, and other electronic or battery powered instruments which transmit voice, text, or data from one person to another. Sexting means generating, sending or receiving, encouraging others to send or receive, or showing others, through an electronic device, a text message, photograph, video or other medium that is sexual in nature (sexual content, sexually exploits a person, and/or displays a sexually explicit message). Students shall not record others, (photographs, videotaping, sound recording, etc) without direct administrative approval and consent of the person(s) being recorded, other than recording of persons participating in school activities that are open to the public.

Students who violate the prohibitions of this policy shall be subject to the imposition of appropriate disciplinary action, up to and including expulsion, provided that at a minimum the following penalties shall be imposed:

**Students found in possession of a “sexting” or recording others, (photographs, videotaping, sound recording, etc without direct administration approval and consent of the other person (s) shall be subject to a one (1) day up to (5) days of out-of-school suspension.**

**Students who send or encourage another to send a “sexting” message shall be subject to a five (5) day out-of-school suspension.**

Violations of this policy regarding the prohibited use of electronic devices may constitute a violation of federal or state laws and regulations, Therefore, it shall be reported to appropriate legal authorities and law enforcement.

## **MISUSE OF COMPUTERS/NETWORK**

The use of computers, whether stand-alone, or as a part of a local area network, or as part of a wide area network such as the Internet, is a privilege, not a right, and must be consistent with and driven by the educational objectives of the Gothenburg Public Schools,

Inappropriate use of computing facilities shall be defined as:

- The creation, display, access, transmission, reception, exchange or distribution of any text image or sound that is indecent, obscene, racist, sexist, vulgar, defamatory, illegal, or that promotes harm to self or others or otherwise in violation of the Gothenburg Public Schools Internet Safety Policy.
- Using computing facilities to harass or threaten individuals or groups
- Vandalizing computing facilities (attempt to alter or destroy data)
- Violating copyright law
- Plagiarizing computer-based copyright materials in reports/assignments
- Gaining or attempting to “hack” the system (network/files or data)
- Forgery of or interference with electronic mail messages
- Using computers or computer networks to commit, facilitate, encourage or promote illegal acts.
- Giving a personal password to another individual or letting another individual use a personal account.
- Knowingly introducing materials forbidden by the Gothenburg Public Schools into the Gothenburg Public Schools computers/and or systems via any electronic storage media.

### **CONSEQUENCES**

Minimum Consequence: Detention or Short term suspension

Maximum Consequence: Long term suspension or expulsion

## **POSSESSION of OBSCENE or PORNOGRAPHIC MATERIALS**

Students are prohibited from **possessing** pornographic or obscene books, magazines, pictures or material of any kind. The taking, disseminating, transferring, or sharing of obscene, pornographic, lewd, or otherwise illegal images or photographs, whether by electronic data transfer or texting, sexting, emailing, may constitute a crime under state and/or federal law.

Consequence: Short term suspension or Long term suspension,  
Report to law enforcement/ Possible arrest

## STUDENT FEES POLICY

The Board of Education adopts the following student fees policy in accordance with the Nebraska Public Elementary and Secondary Student Fee Authorization Act. The District's general policy is to provide for free instruction in accordance with the Nebraska State Constitution. The District also provides activities, programs, and services that extend beyond the minimum level of constitutionally required free instruction. Under the Public Elementary and Secondary Student Fee Authorization Act, the District is permitted to charge students fees for these activities or to require students to provide specialized equipment and attire for certain purposes. This policy is subject to further interpretation or guidance by administrative or Board regulations. Students are encouraged to contact their building administration, their teachers or their coaches and sponsors for further specifics.

### A. Definitions.

1. "Students" shall mean students, their parents, guardians or other legal representatives.
2. "Extracurricular activities" shall mean student activities or organizations that (1) are supervised or administered by the District; (2) do not count toward graduation or advancement between grades; and (3) are not otherwise required by the District.
3. "Post secondary education costs" shall mean tuition and other fees associated with obtaining credit from a post secondary educational institution.

### B. Listing of Fees Charged by this District.

#### 1. Guidelines for Clothing Required for Specified Courses and Activities.

Students are responsible for complying with the District's grooming and attire guidelines. They are also responsible for furnishing all clothing required for any special programs, courses or activities in which they participate. The teacher, coach, or sponsor of the activity will provide students with written guidelines that will detail any special clothing requirements and explain why the special clothing is required for the specific program, course or activity.

#### 2. Safety Equipment and Attire.

The District will provide students with all safety equipment and attire that is required by law. Building administrators will assure that (a) such equipment is available in the appropriate classes and areas of the school buildings, (b) teachers are directed to instruct students in the use of such devices, and (c) students use the devices as required. Students are responsible for using the devices safely and as instructed.

#### 3. Personal or Consumable Items.

The District will provide students with facilities, equipment, materials and supplies, including books. *Personal consumable items may be suggested but will not be required.* Students are responsible for the careful and appropriate use of such property. Students will be charged for damage to school property caused by the student and will be held responsible for the reasonable replacement cost of any school property that was lost by the student.

#### 4. Materials Required for Course Projects.

Students in some courses produce a project that becomes their property at the end of the course. In those circumstances, students must either furnish or pay for the reasonable cost of any materials required for the course project.

#### 5. Extracurricular Activities.

The District may charge students a fee to participate in extracurricular activities to cover the District's reasonable costs in offering such activities. The District may require students to furnish specialized equipment and clothing that is required for participation in extracurricular activities, or may charge a reasonable fee for the use of District-owned equipment or attire. The coach or sponsor will provide students with written guidelines detailing the fees charged, the equipment and/or clothing required, or the usage fee charged. The guidelines will explain the reasons that fees, equipment and/or clothing are required for the activity.

#### 6. Post secondary Education Costs.

Some students enroll in post secondary courses while still enrolled in the District's high school. As a general rule, students must pay all costs associated with such post secondary courses.

#### 7. Transportation Costs.

The District will charge students reasonable fees for transportation services provided by the District to the extent permitted by federal and state statutes and regulations.

8. Copies of Student Files or Records.

The District will charge a fee for making copies of a student's files or records for the parents or guardians of such student. The Superintendent or the Superintendent's designee shall establish a schedule of student record fees. Parents of students have the right to inspect and review the students' files or records without the payment of a fee, and no fee shall be charged to search for or retrieve any student's files or records.

9. Participation in Before-and-After-School or Pre-kindergarten Services.

The District will charge reasonable fees for participation in before-and-after-school or pre kindergarten services offered by the District pursuant to statute.

10. Participation in Summer School or Night School.

The District will charge reasonable fees for participation in summer school or night school, and may charge reasonable fees for correspondence courses.

11. Charges for Food Consumed by Students.

The District will charge for items that students purchase from the District's breakfast and lunch programs. The fees charged for these items will be set according to applicable federal and state statutes and regulations. The District will charge students for the cost of food, beverages, and the like that students purchase from a school store, a vending machine, a booster club or from similar sources. Students may be required to bring money or food for field trip lunches/activities.

C. Waiver Policy.

Students who qualify for free or reduced-price lunches under United States Department of Agriculture child nutrition programs shall be provided a fee waiver or be provided the necessary materials or equipment without charge for (1) participation in extracurricular activities, (2) admission fees and transportation charges for student spectators attending extracurricular activities, (3) materials for course projects, and (4) the use of a musical instrument in optional music courses that are not extracurricular activities. Actual participation in the free or reduced-price lunch program is not required to qualify for the waivers provided in this section. The District is not obligated to provide any particular type or quality of equipment or other material to eligible students.

D. Distribution of Policy.

This policy will be published in the Student Handbook or its equivalent that will be provided to students at no cost.

E. Student Fee Fund.

The School Board hereby establishes a Student Fee Fund. The Student Fee Fund shall be a separate School District fund that will not be funded by tax revenue, and that will serve a depository for all moneys collected from students for (1) participation in extracurricular activities, (2) post secondary education costs, and (3) summer school or night school courses. Moneys in the Student Fee Fund shall be expended only for the purposes for which they were collected from students. Legal Reference:

Neb. Constitution, Article VII, section 1.

Neb. Rev. Stat. 79-241, 79-605, 79-611 Transportation

79-2,104 Student files or records

79-715 Eye-protective devices

79-737 Liability of students for damages to school books

79-1,104 Before-and-after-school or pre kindergarten services.

79-1106 to 79-1108.03 Accelerated or differential curriculum

## **CERTIFICATION**

The Board of Education of Gothenburg Public Schools annually holds a public hearing on the student fee policy. The hearing follows a review of the amount of money collected from students pursuant to, and the use of waivers provided in, the student fee policy for the 2009-

2010 school year. This student fee policy was then adopted by a majority vote of the school board at an open public meeting conducted in compliance with the Public Meetings Law.

Superintendent\_\_\_\_\_

## **MEDICINES**

Students are not to carry on themselves any medication (prescription or over the counter) that has not been approved in writing by the school administration or school nurse.

## **HABITUDES**

Habitudes are the habits and attitudes we want our students to have when they leave this district. Our goal is to develop these 11 career ready skills in our students before graduation by allowing them the time to absorb the information and practice it with their peers and teachers.

# **CODE OF CONDUCT**

The discipline which may be imposed includes actions which are determined to be reasonably necessary to aid the student, to further school purposes, or to prevent interference with the educational process, such as (without limitation) counseling, warning students, parent contacts, parent conferences, rearrangement of schedules, requirements that a student remain in school after regular hours to do additional work, restriction of extracurricular activity, or requirements that a student receive counseling upon written consent of the parent or guardian, or in-school suspension. The discipline may also include out-of-school suspension (short-term or long-term) and expulsion. When a student is suspended or expelled, the student shall not be permitted on school grounds without specific administrator approval.

## **SCOPE OF CONDUCT RULES:**

On school grounds, in a vehicle owned, leased, contracted by the school, vehicle being used for a school purpose by a school employee or by his or her designee, or at a school sponsored activity or athletic event.

## ***LEVEL I MISBEHAVIORS***

**Minor misbehavior that impedes the operation of school.**

Examples: Running in buildings, boisterous behavior, nuisance items (rubber bands, pins, etc.)

**CONSEQUENCE: Teacher discretion**

## ***LEVEL II MISBEHAVIORS***

**Misbehavior that is frequent or serious enough to disrupt the learning climate of the school or endanger the well-being of others. These acts do not represent a direct threat to the health and safety of others but need administrative corrective action.**

Examples: Chronic or severe Level I misbehavior, unexcused absence, forging notes or excuses, petty theft, verbal abuse, intimidation of another student, minor physical contact (pushing or shoving), parking improperly, threatening force to injure others, committing any act involving a civil wrong or crime, forgery, unsportsmanlike conduct, driving or riding with another GHS student during the school day, throwing snow, cheating, vulgar language, improper clothing-bagging/sagging, excessive holes in jeans, wearing caps improperly, inappropriate language, materials, possession of obscene materials and proper student behavior in school-sponsored vehicles.

**CONSEQUENCE: Teacher Discretion and  
1st offense-1 hour of detention/form sent home**

2nd offense-2 hours of detention/form sent home

3rd offense-3 hours of detention/form sent home

### ***LEVEL III MISBEHAVIORS***

**Differentiated cases requiring unique consequences.**

Examples:

A. Possession or use of any tobacco products including but not limited to cigarettes, cigars, and chewing tobacco), vapor products (such as e-cigarettes), alternative nicotine products, tobacco product look-alikes, and products intended to replicate tobacco products either by appearance or effect on school grounds.

B. Truancy-SATURDAY School

#### **CONSEQUENCES:**

A./B. 1st offense-Saturday School and/or administrative discretion (A)-ticketed by police & excluded from school activities for 10 school days, (B)-notify the police

A. 2nd offense-3 days out of school suspension &  
20 day exclusion from school activities (same season)  
(A)-ticketed by police

### ***LEVEL IV MISBEHAVIORS***

**Grounds for Short-Term Suspension, Long-Term Suspension, Expulsion or Mandatory Reassignment**

*The following types of student conduct shall constitute grounds for short-term & long term suspension, and expulsion or mandatory reassignment, when such activity occurs on school grounds or during an educational function or event off school grounds, or in a school owned utilized vehicle being used for school purposes or at a school sponsored activity or athletic event.*

1) Willfully disobeying any reasonable written or oral request of a staff member, or the voicing of disrespect to those in authority.

2) Use of violence or fighting;

**1st offense-3 day out-of-school suspension/notify police**

**2nd offense-5 day out-of school suspension /notify police and parent conference with student/counselor**

2A) Use of violence force, coercion, threat, intimidation, harassment, or similar conduct in a manner that constitutes a substantial interference with school purposes or making any communication that reasonable recipient would interpret as a serious expression of an intent to harm or cause injury to another

3) Sexual assault or attempting to sexually assault any person.

4) Willfully causing or attempting to cause substantial damage to property, stealing or attempting to steal property of substantial value, or repeated damage or theft involving property;

5) Causing or attempting to cause personal injury to a school employee, to a school volunteer, or to any student; (Personal injury caused by accident, self-defense, or other action undertaken on the reasonable belief that it was necessary to protect some other person shall not constitute a violation of this subdivision)

6) Threatening or intimidating any student for the purpose of or with the intent of obtaining money or anything of value from such student;

7) Knowingly possessing, handling or transmitting any object or material that is ordinarily or generally considered a weapon;

8) Engaging in the selling, using, possessing or dispensing of alcohol, tobacco, narcotics, drugs, controlled substance, or inhalant. Tobacco means any tobacco product (including but not limited

to cigarettes, cigars, and chewing tobacco), vapor products (such as e-cigarettes), alternative nicotine products, tobacco product look-alikes, and products intended to replicate tobacco products either by appearance or effect.

9) Engaging in the selling, using, possessing, or dispensing of an imitation controlled substance as defined in section 28-401, of the Nebraska statutes, or material represented to be alcoholic beverages, narcotics, drugs, controlled substance or inhalant.

10) Engaging in bullying, which includes any ongoing pattern of physical, verbal, or electronic abuse on school grounds, in a vehicle owned, leased, or contracted by the school used for school purpose by a school employee or a school designee, or at school-sponsored activities, or school-sponsored athletic events;

11) Truancy or failure to attend assigned classes or assigned activities; or tardiness to school, assigned classes or assigned activities.

12) The use of language, written or oral, or conduct, including gestures, which is profane or abusive to students or staff members. Example: gross disrespect for school personnel (3 day out-of-school suspension). Profane or abusive language or conduct includes, but is not limited to, that which is commonly understood and intended to be derogatory toward a group or individual based upon race, gender, national origin, or religion.

13) Public indecency or sexual conduct

14) Repeated violation of any of the school rules.

15) Engaging in any unlawful activity as determined by the laws of the United States or the State of Nebraska.

16) Dressing in a manner wherein such dress is dangerous to the student's health and safety or to the health and safety of others or is distractive or indecent to the extent that it interferes with the learning and educational process.

17) Willfully violating the behavioral expectations for those students riding the District's buses or other vehicles.

b. In addition, a student may be suspended (short term or long-term), expelled, or mandatorily reassigned for sexual assault or attempted sexual assault of any person regardless of the time or location of the offense if a complaint alleging such conduct is filed in a court of competent jurisdiction. For purposes of this provision sexual assault means sexual assault in the first or second degree or a sexual assault of a child in the first, second or third degree, as such crimes are defined in the statues referenced in section 79-267(8).

c. In addition, a student who engages in the following conduct on school grounds or during an educational function or event off school grounds:

1) the knowing and intentional use of force in causing or attempting to cause personal injury to a school employee, school volunteer, or student, except if caused by accident, self-defense, or on the reasonable belief that the force used was reasonably believed to be necessary, or

2) the knowing and intentional possession, use, or transmission of a firearm or other dangerous weapon, shall be expelled for the remainder of the school year in which the expulsion took effect if the misconduct occurs during the first semester, and if the expulsion for such conduct takes place during the second semester, the expulsion shall remain in effect for the first semester of the following school year. Such action may be modified or terminated by the school district at any time during the expulsion period.

d. In addition, if the student is determined to have brought a firearm to school, the student shall be expelled from school for a period of not less than one (1) calendar year. The Superintendent may modify such one (1) year expulsion requirement on a case-by-case basis.

**CONSEQUENCE: Long term suspension, expulsion, or mandatory reassignment and reviewed by Discipline Comm.**

## CORPORAL PUNISHMENT

Corporal punishment is prohibited. No staff member or other agent of the District may use physical force with a student EXCEPT to the extent such is essential for self-defense, the protection of persons or the safe-guarding of property, and only such physical force as is reasonably necessary for such purposes shall be used.

## SATURDAY SCHOOL

Saturday school will begin at 8:30 a.m. and will end at 11:30 a.m. on the designated Saturday's of each month. Students who have been assigned to Saturday school **MUST ATTEND-NO EXCEPTIONS**. If a student fails to attend Saturday school or follow the rule stipulations, he/she will be issued a two day out-of-school suspension and he/she must attend the following Saturday School along with a conference between the parent/student/principal must occur.

## POSSIBLE SITUATIONS:

- 1) Truancy from school and/or skipping detention room, 2) make-up time for excessive absences from school, 3) theft, 4) fighting or intimidation of another student (s), 5) students who receive No. 5 detention or No. 10 detention, etc., 6) disruptive behavior in a classroom and results in removal of student.

### Rules of Saturday School:

- 1) Students must be on time
- 2) Students must stay the entire time (8:30 a.m.- 11:30 a.m.)

**During the 2016/2017 school year the following dates have been announced for Saturday school:**

Aug. 27	Sept. 10, 24	October 1, 15	Nov. 5, 19	Dec. 3, 10
Jan. 7, 21	Febr. 4, 18	March 4, 18	April 8, 22, 29	May 6, 13

## DETENTION

A detention room will be established to facilitate the consequences for Level II and Level III Misbehaviors. Rules for the detention room are as follows: students should be prepared to study/review homework and NO eating, drinking, talking or sleeping is allowed.

## RESPECT

Students are expected to exhibit responsibility by showing respect for persons and property. Students also have responsibility neither to take nor damage the property of other students, school personnel or District. A show of disrespect toward a staff member or insubordination on the part of the student will not, under any circumstances, be tolerated.

## DRESS AND GENERAL APPEARANCE

Students are expected to dress in a way that is appropriate for the school setting. The attire should NOT disrupt the educational process or constitute a possible threat to the safety and health of the student or his/her peers. **Decency and modesty should prevail!!**

Following is a list of examples of attire that will NOT be considered appropriate, such list is not exclusive and other forms of attire deemed inappropriate by the administration may be deemed inappropriate for the school setting:

- a. clothing that shows an inappropriate amount of bare skin or underwear; sagging shorts/pants, unacceptable shorts or cutoffs, 1/2 shirts, spaghetti straps, excessive holes in jeans,
- b. shorts, skirts, or skorts that do not reach mid-thigh or longer,
- c. clothing or jewelry that advertises or promotes beer, alcohol, tobacco or illegal drugs, (Hooter's T-shirts)
- d. clothing or jewelry that could be used as a weapon (chains, spiked apparel)

- e. Head wear includes caps/bandannas/scarves/hoodies
- f. Clothing or jewelry which exhibits nudity, makes sexual references or carries lewd, indecent, or vulgar double
- g. Clothing or jewelry that is gang related or 420 related
- h. Visible body piercing (other than facial area).

Footwear is required at all times. **Students are asked not to wear gym or athletic clothes to regular classes. Caps/hats are not to be worn in the buildings and will be confiscated after one warning. However, caps may be worn to athletic events in the community building only during after school hours.**

## **INDIVIDUAL CLASSROOM RULES**

Students are expected to abide by individual classroom rules that are established by the classroom teachers. Refusal to do so may result in suspension or expulsion proceedings. Individual classroom rules will be distributed by each teacher at the beginning of the school year or upon enrollment. Students must also fully understand that any teacher in the building has the authority to correct misconduct at any time. **No pop or juice allowed in any classroom except during brunch or by administrative approval on special occasions.**

## **WEAPON POLICY**

If a student is determined to have brought a firearm or dangerous weapon to school, or have a firearm or dangerous weapon in their possession while on school grounds, in a school owned vehicle, or at a school sponsored activity or athletic event, they shall be expelled for a period of one year.

## **STUDENT SUSPENSION/EXPULSION**

Nebraska Legislative Bill 1250 (1994) provides the conditions under which students may be excluded from public schools. The statute provides:

- (1) Rules must be clear and definite to provide clear notice to students.
- (2) Rules shall be distributed to students and their parents at the beginning of each school year, or at the time of enrollment.
- (3) Rules shall be posted in conspicuous places in each school during the school year.
- (4) Changes in rules and standards shall not take effect until reasonable effort has been made to distribute such changes to all students/parents.

There are 6 types of exclusions which may be used in the Gothenburg Schools:

- |                         |   |
|-------------------------|---|
| 1. In-School suspension | 2. Short term suspension (up to five school days)             |
| 3. Emergency Exclusion  | 4. Long term suspension (6 school days but less than 20 days) |
| 5. Expulsion            | 6. Mandatory Reassignment                                     |

**All due process procedures shall be followed and information sent to parents and students affected by any exclusion proceedings. Due process will be in 3 parts:**

- 1) Oral or written notice of the charges if he or she denies the allegation:
  - 2) An explanation of the evidence against the student
  - 3) An opportunity to present his/her evidence

## **USE of CANINE UNITS**

The district may use area law enforcement or private canine units in efforts to detect illegal drugs and other contraband. The administration may use the canine units at any time, during or outside school hours, announced or unannounced.

With the approval of the superintendent of schools, a building principal may arrange for the use of a canine unit in any area, building, or property on school grounds. This includes the school parking lot and other areas on and off school grounds where students park vehicles during or outside school hours. If a dog alerts on a student's vehicle, the student will be required to unlock the

doors, trunk, and other locked compartments for inspection. If a student refuses to comply, the student will be disciplined under the district's student code of conduct and the matter may also be turned over to law enforcement authorities.

If a student is found to possess or control any contraband, whether on the student's person or in a student's personal effects, desk, locker, vehicle, or other place, the administration will (1) seize the contraband, (2) notify the student's parent(s) or guardian(s), and (3) take such disciplinary action as is appropriate under district policies and rules. The administration shall turn illegal items over to law enforcement authorities.

## **DISPLAYS OF AFFECTION**

Displays of affection beyond holding hands are inappropriate and disruptive of the school's learning environment. Such conduct includes kissing, touching, fondling or other displays of affection that would be reasonably considered to be embarrassing or a distraction to others. Students will face the following consequences:

**1<sup>st</sup> offense-Student will be confronted and directed to cease.**

**2<sup>nd</sup> offense- Student will be confronted, directed to cease, and parents will be notified. Added disciplinary steps (one-hour detention) will be taken to enforce this guideline by teachers and administration.**

## **PRE-EXPULSION PROCEDURE**

Prior to expelling a student, the district will convene a conference called by a school administrator and attended by: (a) a parent or legal guardian, (b) the student, (c) a school representative, and (d) a representative of either a community organization with a mission of assisting young people or a representative of an agency involved with juvenile justice. The purpose of the conference will be to have the participants assist the district in the development of a written plan to be adopted by a school administrator and presented to the student and the parent/legal guardian. The plan will: (a) specify guidelines and consequences for behaviors which have been identified as preventing the student from achieving the desired benefits from the educational opportunities provided; (b) identify educational objectives that must be achieved in order to receive credits toward graduation; (c) specify the financial resources and community programs available to meet both the educational and behavioral objectives identified; and d) require the student to attend monthly reviews in order to assess the student's progress toward meeting the specified goals and objectives.

## **EXCEPTION**

If the offense which warrants expulsion involves the knowing and intentional possession, use, or transmission of a firearm on school grounds, in a vehicle owned, leased, or contracted by a school being used for a school purpose or in a vehicle being driven for a school purpose by a school employee or his or her designee, or at a school-sponsored activity or athletic event, the pre-expulsion procedures do not apply.

## **HOMELESS STUDENT**

Policy 5418 includes forms related to homeless students. Gothenburg Public School will ask for enrollment information and request for placement in accordance with policy 5418. District #20 will comply with the federal and state law related to homeless students. A "homeless child" for purposes of this policy is a child who lacks a fixed, regular, and adequate nighttime residence. An "unaccompanied youth" is a child who is not in the physical custody of a parent or guardian. District #20's designated Homeless Coordinator is the Superintendent of Schools.

# ACTIVITIES/ATHLETICS

GHS would like to extend to you a warm and friendly welcome from one of the most successful athletic and activities programs in the state. Research has shown the most successful students are those who are involved in school-sponsored activities. **We encourage each student to find an area of interest and become involved.** Numerous activities sponsored by Gothenburg Junior and Senior High and participation guidelines are outlined on the following pages.

## PHILOSOPHY

The athletic and activities programs are intended to be in conformity with the general objectives of the school. At no time does the program place the total education curriculum secondary in emphasis. The program functions as part of the whole curriculum and constantly strives for the development of a well-rounded individual. A comprehensive and balanced activities program is an essential complement to the basic program of instruction. GPS activities programs will emphasize character, courage and integrity as the major objectives of the program. Programs will prepare students to assume positions of leadership and enable students to appropriately deal with adversity and success. Programs will establish a foundation for the specific skills necessary for improvement in activities and provide guidance in the development of proper practice and training habits. GPS will always enter every competition to win. In doing so, we will always maintain respect for our school, our opponents, and most of all, ourselves. Students and parents must realize that participation in sports and other co-curricular activities is a privilege granted by the school to a student. This privilege may be revoked or temporarily suspended if a student's school work and/or conduct becomes unacceptable.

## INITIATIONS, HAZING, SECRET CLUBS & OUTSIDE ORGANIZATIONS

**Initiations.** Initiations by classes, clubs or athletic teams are prohibited except with the approval of the administration. Any student who engages in or encourages initiations that have not been approved by the administration is subject to disciplinary action, up to and including denial of any or all school privileges and expulsion. The administration may only give consent to initiation activities that are consistent with student conduct expectations and that do not present a risk of physical or mental injury or belittlement.

**Hazing.** Hazing by classes, clubs, athletic teams or other student organizations are prohibited. Hazing means any activity by which a person intentionally or recklessly endangers the physical or mental health and safety of an individual for the purpose of initiation into, admission into, affiliation with, or continued membership with any school organization. Hazing is prohibited even though the person who has been the subject of the hazing consents to the activity. Any student who engages in or encourages hazing is subject to disciplinary action, up to and including denial of any or all school privileges and expulsion.

**Secret Organizations.** It is unlawful for students to participate in or be members of any secret fraternity or secret organization that is in any degree a school organization. Any student who violates this restriction is subject to disciplinary action, up to and including denial of any or all school privileges and expulsion.

**Outside Organization.** It is unlawful for any person, whether a student of the District or not, to enter upon the school grounds or any school building for the purpose of rushing or soliciting, while there, any student to join any fraternity, society, or association organized outside of the schools unless approved by the administration. Any person who violates this restriction is subject to criminal prosecution and removal and exclusion from school grounds.

## **GHS SPORTS AND ACTIVITIES**

A complete list of Gothenburg Junior and Senior High School sports and other activities, as well as the sponsors and coaches, are listed on page four & five of this handbook. **If you have any questions concerning the following pages, please contact Mr. Seth Ryker, Activities Director of the Gothenburg Public Schools; at 537-3651 (ext. 6122).**

## **ABSENCES FROM SCHOOL**

A student who is absent from school because of participation in an approved co-curricular activity program will not be marked absent from school during the time of participation. **Students need to complete assignments for their respective teachers before leaving for a school activity.**

## **ATTENDANCE ON DAYS OF ACTIVITIES**

**All participants must be in attendance at least one/half day (4 periods) the day of the activity.** When a contest is scheduled to be on a Saturday, the student will be judged by his attendance on Friday. The principal and/or activities director shall make the final decision in any exceptional case.

## **ACCIDENT INSURANCE**

Gothenburg Public Schools **DOES NOT** carry health and accident insurance for individuals. It is recommended that students who expect to participate in athletics carry health and accident insurance. A program endorsed by the school district and offered through Heartland Financial Group Inc. will be made available to all students.

## **NSAA ELIGIBILITY**

In order to represent a high school in interscholastic athletic competition, a student must abide by eligibility rules set forth by the Nebraska School Activities Association. If you do not understand any of the rules stated below, consult the high school principal or activities director:

1. A student must be an undergraduate.
2. A student must be enrolled in at least twenty hours per week (four full credit courses) and be in regular attendance.
3. A student must be enrolled in some high school on or before the 11th school day of the current semester.
4. A student is ineligible if 19 years of age before August 1st of the current year. (Student may participate on a high school team if he/she was 15 years of age prior to August 1 on current school year.
5. After a student's initial enrollment in grade nine, he/she will be ineligible after eight semesters of school attendance.
6. A student must have been enrolled in school the immediate preceding semester.
7. Participants in senior high athletics/activities must have passed 20 hours of credit the immediate preceding semester.
8. Once the season of a sport begins, a student shall compete only in the athletic contests/meets in that sport which are scheduled by his/her school. Any other competition will render the student ineligible for the remainder of the season in that sport.
9. A student shall not participate in sports camps or athletic clinics during the season of a sport in which he/she is involved, either as an individual or as a member of a team.
10. A student shall not participate on an all-star team while a high school undergraduate.
11. A student entering grade 9 for the first time after being promoted from grade 8 is eligible. If a student participated on a high school team at any level as a 7th or 8th grade has established

his/her eligibility at the high school where he/she participated. If the student elects to attend another high school upon entering ninth grade shall be ineligible for 90 days.

12. When the parents of a student change their domicile from one school district to another district which has a high school, the student is ineligible for 90 days except: (a) If the change in domicile by the parents occurs during a school year, the student may remain at the school he/she is attending and be eligible until the end of the school year or transfer to a high school located in the school district where the parents established their domicile and be eligible.

(b) If a student has been attending the same high school since initial enrollment in grade nine and the school is located in the school district from which the parents moved, he/she may remain at the high school and retain eligibility, or be eligible in the school district in which the parents have established their domicile.

(c) If the parents moved during the summer months and the student is in grade twelve, the student may remain at the high school he/she has been attending and retain eligibility.

(d) If the student transfers prior to March 15 and the new school notifies the NSAA in writing, postmarked no later than March 15, the student is eligible at the start of the fall semester.

13. Guardianship does not fulfill the definition of a parent. If a guardian has been appointed for a student, the student is eligible in the school district where his/her natural parent(s) have their domicile. Individual situations involving guardianship may be submitted to the Executive Director for his review and a ruling.

14. A student shall not participate in a contest under an assumed name.

15. A student must maintain his/her amateur status.

**You can also be declared ineligible by the coach and/or sponsor if you violate any rules or regulations set up by the coach or sponsor. Students shall be informed of these rules and regulations by their coach and/or sponsor.**

## **JUNIOR HIGH PARTICIPATION IN ATHLETIC CONTESTS**

Students in seventh and eighth grades may participate in interscholastic competitions subject to and in a manner consistent with the bylaws of the NSAA. The scholastic eligibility rules for seventh and eighth grades shall be the same as established by the school board for high school interscholastic competitions and, in the absence of such rules, shall be the minimum established by the NSAA.

## **TEAM TRAVEL**

Participants in school sponsored activities **SHALL BE REQUIRED** to travel to and from the activity in a district sponsored vehicle. When students/athletes are traveling in a school sponsored vehicle they will follow the Code of Conduct rules in this handbook. In the event a parent/guardian wishes to take the participant after the activity has concluded, they shall request permission directly (be at the activity) from the sponsor.

## **PARTICIPATION**

A boy or girl who is a member of the Gothenburg High School athletic squad in season may not participate in any other organized athletic competition, in school or out of school, during the time he/she is a member of the GHS interscholastic squad. Workouts or supplementary practice outside of regular squad practice and competition are not specifically restricted. It is expected, however, that athletes given the privilege of representing their school will give first allegiance, as far as athletic participation is concerned, to the Gothenburg High School squad of which they are a member, and to the school's coaches who are responsible for the athlete's development and performance. This policy is not intended to restrict casual or recreational activities.

## **PHYSICALS**

All Jr. & Sr. High students who expect to participate in athletic practices/contests will be required to have a physical taken and a form signed by their doctor once per year before actual

participation. These should be presented to the coach/athletic director and will be kept on file with the school. These students will have their parents sign a "Consent by Parents" form to participate in organized athletics.

### **CONCUSSION: "RETURN TO LEARN"**

The Superintendent or designee shall develop a return to learn protocol for students who have sustained a concussion. The return to learn protocol shall recognize that students who have sustained a concussion and returned to school may need informal or formal accommodations, modifications of curriculum, & monitoring by medical/academic staff until the student is fully recovered.

### **ACTIVITIES ON CHURCH NIGHT AND SUNDAYS**

The policy of the Board of Education states: "There will be no activities scheduled (practice included) on Wednesday evening." (6:30 p.m.) Exception: When an athletic team is required to play in conference, district, or tournament competition. The policy further states that "There will be no activities scheduled on Sunday." Exception: When a team is required to play on Monday, (Varsity level) practices may be scheduled on Sunday afternoon. For all such practices, permission must first be granted through the activities director.

### **SPORTS SEASONS**

<b>FALL</b>	<b>OPENING PRACTICE</b>	<b>CLOSE OF SEASON</b>
Softball	August 8, 2016	State Tournament
Football	August 8, 2016	Football playoffs
Cross Country	August 15, 2016	State Meet
Volleyball	August 15, 2016	State Tournament
Girls Golf	August 8, 2016	State Meet
<b>WINTER</b>	<b>OPENING PRACTICE</b>	<b>CLOSE OF SEASON</b>
Wrestling	November 14, 2016	State Meet
Basketball (B/G)	November 14, 2016	State Tournament
<b>SPRING</b>	<b>OPENING PRACTICE</b>	<b>CLOSE OF SEASON</b>
Boys Golf	February 27, 2017	State Meet
Track (B/G)	February 27, 2017	State Meet

No individual may participate simultaneously in more than one sport per season. If a student is participating in one sport during a sports season and decides to quit that sport and participate in another sport during the same season, the student shall be restricted from practice or competition for five school days.

### **SPORTSMANSHIP**

#### **Responsibility of Players:**

The responsibility of the players for sportsmanship is second in importance only to the coach. Because players are admired and respected, they exert a great deal of influence over the actions and behaviors of the spectators.

1. Treat opponents with the respect that is due them as guests.
2. Exercise self-control at all times, accepting and abiding by decisions.
3. Respect the officials' judgment and interpretations of the rules. Never argue or make gestures indicating a dislike for a decision.
4. Only the captain should communicate with the officials regarding the clarification of a rule.
5. Accept both victory and defeat with pride and compassion, never being boastful or bitter.
6. Congratulate the opponents in a sincere manner following either a victory or defeat.
7. Cooperate with the coach and fellow players in trying to promote good sportsmanship.
8. Welcome the opportunity to discuss the rules and strategies of the contest with parents and friends so they can better understand and appreciate the finer points of the game.

9. Accept seriously the responsibility and privilege of representing Gothenburg High School and our community.

### **Responsibility of Students (Spectators):**

The students' frequent role as spectators and their tremendous enthusiasm for sports are indicative of their vital responsibility for good sportsmanship. Their habits and reactions determine the quality of sportsmanship which reflects upon the reputation of our school.

Students/spectators are permitted to attend extracurricular activities only as guests of the school district. Accordingly, they must comply with the school district's rules and policies. It is the responsibility of the student and/or spectator to:

1. Keep cheers positive. There should be no profanity or degrading language/gestures.
2. Avoid actions that offend visiting teams or individual players.
3. Learn the rules of the game in order to be a better-informed spectator.
4. Treat all visiting teams in a manner in which you would expect to be treated.
5. Accept the judgment of coaches and officials.
6. Encourage other spectators to participate in the spirit of good sportsmanship.
7. Obey the instructions of school employees and officials supervising the extracurricular activity.

**While the varsity game is in progress, students may not leave the gym or football bleachers except between quarters and half-time.**

## **DRUG & ALCOHOL/GOOD CONDUCT RULE**

### **1. VIOLATION:**

1.1 Any student who violates written program rules during the extracurricular program season shall be subject to the sanctions set forth in the written program rules.

1.2 Any student engaged in an extracurricular activity program who, (1) possesses, or uses alcoholic beverages, or (2) drugs, the possession or use of which are declared a crime or infraction under the laws of the State of Nebraska, (3) who engages in conduct, or used language during school pictures, video, gestures, which is grossly offensive to the standard of the community of Gothenburg, Nebraska, during the particular extracurricular activity program shall:

**1.2.1 If a student has not previously been found to be in violation of the rules set forth in this paragraph during said extracurricular activity program season, and the student self-reports the violation, he/she shall be suspended for 10 school days from participation in extra curricular activity contests including dances. If a student fails to self-report the violation they shall be suspended for 15 school days from participation, in any manner in such extracurricular activity program, (includes FFA, vocal, band, dances-Homecoming, Coronation, Prom and speech).**

**1.2.2 If a student has previously been found to be in violation of the rules set forth in this paragraph during such extracurricular activity program season and the student self-reports the violation, they shall be suspended from extra-curricular activity contests/dances for a period of 20 school days. If a student fails to self-report the violation they shall be suspended for 30 school days from participation in any manner in such extracurricular activity program (includes FFA, vocal, band, dances-Homecoming, Coronation, Prom, speech).**

### **2. ENFORCEMENT OF RULE:**

2.1 When a possible violation of the forgoing rule is brought to the attention of the program sponsor or activities director, the sponsor or director shall, as soon as is reasonable practical, meet with the student and (1) advise the student of the facts known to the sponsor or director: (2) allow the student to respond to the allegations and (3) advise the student of his/her right to appeal to a Violation Board hearing.

2.2 If the student admits conduct constituting a violation of the forgoing rules, the sanction shall be immediately imposed and the student and the student's parents or guardians shall be

immediately notified by the mailing of a written notice. If the program sponsor or the activities director is satisfied that no such violation occurred, no further action shall be taken.

**2.3** If a sponsor is not satisfied with the explanation of the student and determines that a violation has occurred, the matter shall be referred to the Violation Board.

**2.4** The student, the student's parent or guardian shall be advised of the Violation Board meeting, its time, place and purpose by telephone, in person or in writing. The meeting shall be held with two days after the student has been confronted, and may be postponed for a reasonable time, not to exceed two school days, at the request of the student.

**2.5** The hearing shall be informal, and the student may present witnesses in his/her behalf and shall have the right to have a representative of the student's choice assist in any presentation he/she wishes to make. The Violation Board shall have a right to limit the presentation to preclude unreasonable repetitious or irrelevant testimony.

**2.6** The Violation Board shall reach its decision in a closed meeting.

**2.7** If the Violation Board determines that no violation occurred, the sponsor of the extracurricular activity shall immediately advise the student and the student's parents.

**2.8** If the Violation Board determines that a violation has occurred, the activities director or sponsor will promptly visit with the student and the student's parents or guardian to explain the decision. A written decision shall be mailed to the student and his parent/guardian with a reasonable time after the decision is reached.

**2.9** If the student is dissatisfied with the decision of the Violation Board, he/she shall have a right to appeal to the Superintendent of Schools within two days from receiving written notification of appeal the decision of the Violation Board by presenting a written request therefore to the Superintendent. If the student is not satisfied with the Superintendent's decision, the student may appeal the decision to the Board of Education within two days of receipt of the written request therefore to the secretary of the Board of Education. The appeal hearing will be conducted not later than the next regular meeting of the Board of Education after receipt of the request. Such appeals shall not delay the effective time of the suspension or expulsion.

**2.10** The Violation Board shall consist of the activities director, either the junior high or senior high principal, the activity sponsor, one other extracurricular activity sponsor, and one junior/senior high school teacher to be selected by the student. Any of the Violation Board members may designate, in writing, an alternate to serve in their place.

Situations resulting in the enforcement of the policy are:

1. Student being given a citation for an alcohol/drug violation.
2. Student admits to violating the extracurricular alcohol/drug policy.
3. Any verified form of school investigation.
4. Staff member witnesses a violation of the policy

## **UPDATED VERSION-as of June 9th**

### **Changes for the 2016-2017 Student Handbook**

- 1) Welcome-pg 1
- 2) Updating school personnel changes to the faculty list - pg. 3
- 3) Updating changes to the Activity Sponsors/Coaches - pg. 4 & 5  
Change language of Admittance to Building
- 4) Change the school year - pg. 8
- 5) Brunch prices going up-pg 15
- 6) ACT test dates and registration deadlines - pg. 17  
Students may use the online form for bullying - pg. 17
- 7) Disclosure of Student Recruiting Info-pg. 18
- 8) Lunch prices increase-pg. 19
- 9) Complaint procedure-pg. 21
- 10) Misuse of Computers/Network-pg. 23  
Possession of Obscene materials-pg. 23
- 11) Updated new dates for Saturday School - pg. 29
- 12) New dates for Sport seasons-pg. 35
- 13) Updating improper student conduct during school pictures/videos - pg. 36  
Including dances to the Drug/Alcohol policy - pg. 36

# 2016-2017

## GOTHENBURG ELEMENTARY SCHOOL STUDENT - PARENT HANDBOOK

WELCOME to Gothenburg Elementary School for the 2016-2017 school year. We look forward to providing you with excellent educational opportunities. This handbook is intended to be used by students, parents, and staff as a guide to the rules, regulations, and general information about Gothenburg Public Schools. Each student is responsible for becoming familiar with the handbook and knowing the information contained in it.

Although the information in this handbook is detailed and specific on many topics, the handbook is not intended to be all encompassing. This handbook doesn't create a "contract." This handbook is intended to help you have a successful and rewarding school year. The rules, procedures, and practices adopted in the Parent-Student Handbook shall have the effect of Board Policy and is annually reviewed and voted on by District #20 School Board.

The administration reserves the right to make decisions and make rule revisions at any time to implement the educational program and to assure the well-being of all students and the educational program. The administration will be responsible for interpreting the rules contained in the handbook. As you have rights, you also have responsibilities that must be met. Your rights will be protected and respected and in turn, you must respect the rights of others. The school district is PROUD OF OUR STUDENTS AND STAFF.

**GO SWEDES!!**

*James Widdifield*  
*Elementary Principal*

*Allison Jonas*  
*Director of Teaching and Learning*

### **MISSION STATEMENT**

The mission of Gothenburg Public Schools, in partnership with the entire community, is to prepare all students within a positive, innovative, learning environment to become lifelong learners in the 21st century.

# DUDLEY STAFF 2016-2017

**Superintendent Dr. Michael Teahon - 537-3653 Ext. 3**  
**Principal James Widdifield - 537-3653 Ext. 2**

## Board of Education

Nate Wyatt, President  
 Amber Burge, Vice President  
 Lisa Geiken, Secretary

Jeremy Sitorius, Member  
 Jon Hudson, Member  
 Devin Brundage, Member

## Elementary School Staff

<b>Kindergarten</b>	Suzanne Neels Janet Evans April Graham Molly Koehn	<b>4th Grade</b>	Mary Meisinger Nicole Rubenthaler Becky Gibbens Bryan Bazata
<b>1st Grade</b>	Kristen Butterfield Brittany Jesseph Michelle Stienike Anne Ostendorf	<b>5th Grade</b>	Becky Costello Sharon Andres Tony Neels Claudine Kennicutt
<b>2nd Grade</b>	Wendy Bartels Kaitlyn Mason Tara Foster Justin Dowdy	<b>6th Grade</b>	Barb Hicken Jonathan Meyer Kim Graff Christy Lecher
<b>3rd Grade</b>	Cindy Fickenscher Jena Bowman Deb Clark Gretchen David		

## Support Staff:

<b>Vocal/Gen. Music</b> <b>Instrumental Music</b> <b>Physical Education</b> <b>Art</b> <b>Keyboarding/Art</b> <b>High Ability Coordinator</b> <b>School Psychologist</b> <b>Special Education</b>  <b>Reading/Math Specialist</b>	Gabe Haberman/Marcia Speck Tom Belanger Bryson Malhberg Jami Fowler Kara Libich Amy Harrison Connie Rocker Melissa Bell Maria Andersen Heather Franzen Mary Lou Clark	<b>Speech Pathologist</b>  <b>Counselor (K-3)</b> <b>Counselor (4-6)</b> <b>Media Specialist</b> <b>Computer Coordinator</b> <b>Secretary</b> <b>Nurse</b> <b>Computer Aide</b> <b>Paraeducators</b>   <b>Custodians</b>	Erin Feather (K-6) Carol Keiser (PK & JH/HS) Michelle Stevens Pam Glodowski Amy Harrison Jo Wiggins Lori Kolbo SueAnn Hubbard Jayne Eggleston Sherri McMichael Katherine Middleton Terri Nordin Sue Finke Ashly Margritz Nicole Maloley Keith Henninger Shelly Henninger
--	---	--	--

# **ATTENDANCE**

Regular and punctual student attendance is required, school attendance is not only a Nebraska State Law and Board Policy 5008, but more significant it is important to every child's education. The administration is responsible for developing further attendance rules and regulations and all staff are expected to implement this policy and administrative rules and regulations to encourage regular and punctual student attendance. The Principals and teachers are required to maintain an accurate record of student attendance.

## **ARRIVAL AT SCHOOL**

Students are not to arrive on the school grounds before 7:50 a.m. (exceptions: bus students). Prior to that time, the school is not responsible for supervision of the students. A school employee will be on duty at 7:50 with students entering the building 7:55 a.m. Students will be considered tardy after 8:05.

## **AFTER SCHOOL**

The school day will end at 3:20 (3:15 for kindergarten). School grounds will not be supervised after 3:30 on a regularly scheduled day or 2:10 on an early dismissal. The school is not responsible for supervision of students after after these times. We ask students to leave campus until 4:00 if they're wanting to use the playground facilities. This assists staff and parents in getting students home safely and in a timely manner.

## **TELEPHONE**

A telephone for student use is located in the hallway beside the office. Students must ask permission of a classroom teacher before using the school telephone. Phone calls are to be limited to those of necessity only. Students will not be called out of class for a telephone call unless it is an emergency.

## **ABSENTEEISM AND ABSENTEE HOMEWORK**

**If your son or daughter is ill in the morning and will not be coming to school, we ask that you call the school before 9:00 a.m. (537-3651 Ext. 2) Should we not receive a call, we will attempt to contact you. If students need homework assignments, please call into the elementary office and we will gather your child's homework.**

## **ATTENDANCE GUIDELINES/DEFINITIONS**

Absences from School-Definitions. An absence from school will be reported as:  
(a) Excused absence or (b) NOT School Excused absence.

**School Excused Absences** – Impossible or impracticable barriers outside the control of the parent or child prevent a student from attending school. The parent must provide the school with documentation to demonstrate the absence was beyond the control of the parent or child. This could include, but is not limited to documented illness, court, death of a family member, or suspension. Illness, family bereavement (parents, siblings, and grandparents), doctor or dental appointment, court appearances that are required by court order, participation in school activities, family trips in which student accompanies parent(s)/legal guardian(s), and other unique situations which have received prior approval from the Principal. Please refer to Board policy 5008.

The Principal shall have the discretion to deny approval for any of the foregoing reasons, depending on circumstances such as the student's number of other absences, the student's academic status, the tests or other projects which may be missed, and in the case of a family trip, whether the trip could be taken during non-school time and the educational nature of the trip.

**NOT School Excused.** Absences that are not school excused may result in a report to the county attorney and may be classified as follows: (1) Parent acknowledge absences are those in which the parent communicated with the school in the prescribed manner that the child is absent and is the parent's responsibility for the extent of the school day. This includes, but is not limited to, illness, vacations, and medical appointments. A student who engages in unexcused absences may be considered truant as per state law Neb. Rev. Stat. ' 79-201. Truancy is a violation of school rules. Students are subject to disciplinary consequences for trancies. If unexcused the student may receive zeros for any class work missed during the absence, Students who leave the school premises without permission during the school day will be considered truant. Please refer to Board policy 5008.

### **Absence Procedure**

In its Student Information System, the District may identify many different codes that provide greater definition to the circumstances of a child's absence, but all of the codes need to be identified to parents and students as fitting into one of the above defined absence circumstance.

**Early Withdrawal for Students Enrolled in Accredited or Approved Schools-** A person who has legal or actual charge or control of a child who is at least 16 but less than 18 years of age may withdraw such child from school before graduation and be exempt from the mandatory attendance requirements if an exit interview is conducted and a withdrawal form is signed. See Board Policy No. 5008 for further information and details of the exit interview and withdrawal form.

**Five (5) unexcused absences-** Students who accumulate five (5) unexcused absences in a quarter shall be deemed to have "excessive absences." Such absences shall be determined on a per class basis for secondary students. When a student has excessive absences, please refer to Board policy No. 5008 for more information and the procedures to be implemented.

**Twenty Excused Absences-**If a student accumulates more than twenty (20) absences per year and all of the absences are due to documented illness that makes attendance impossible or impracticable or are otherwise excused by school authorities, the attendance officer may report such information to the county attorney of the county in which that person having control of the student resides.

**Twenty Unexcused Absences-**If a student accumulates more than twenty (20) absences per year, and any of the absences are not excused, the attendance office shall file a report with the county attorney of the county in which the person having control of the student resides. For further information, refer to Board Policy 5008.

### **Reporting Excessive Absenteeism to the County Attorney**

The school may report to the county attorney of the county in which the person resides when the school as documented the efforts to address excessive absences. The school shall notify the child's family in writing prior to referring the child to the county attorney. Please refer to Board Policy 5008.

### **Tardy Policy**

Students arriving late to school must report to the main office with a parent and be signed in. A child is considered late for elementary school if he or she is not in the classroom by 8:05 a.m. ready to begin the school day. Letters will be sent home each quarter when students have been tardy 10 or more times. Work and/or instruction missed may be made up at recess.

## **NOTICE OF REQUIREMENTS FOR ADMISSION**

Nebraska law requires that parents or legal guardians furnish the following documents upon admission:

1. A certified copy of the student's birth certificate issued by the state in which the child was born, prior to admission of a child for the first time.
2. Evidence of a physical examination by a physician for a student entering the 7th grade or transferring in from out of state,
3. Evidence of visual evaluation by a physician,
4. Students are required to be immunized according to laws passed by the Nebraska legislature. Parents/guardians may contact the school nurse regarding immunization requirements.

Forms to submit objections are available from the Supt. office. **Any student not in compliance with the law will not be permitted to attend school.** Medical and religious exemptions are available but require a physician's signature or a signed affidavit. The Nebraska Dept of Health and Human Services requires that all immunizations are reported. Students are required to have immunizations completed by October 15 or students will be excluded from school until immunizations are completed or waivers are provided.

## **BIRTH CERTIFICATES**

Board Policy 5001 requires that all new enrolling students must show a **certified** birth certificate with a raised State Seal. A copy will be made for school files and the original will be returned to the parent or guardian. Other reliable proof of the child's identity and age, accompanied by an affidavit explaining the inability to produce a copy of the birth certificate, may be used in lieu of a birth certificate.

## **CHANGE OF ADDRESS**

The school should be notified of any change of address or home telephone number. Also, please notify us of any plans for moving so sufficient time is given for accumulating student records. Parental permission is needed before student records can be transferred or requested by schools. Immunization records need to be taken with you when moving to a new school.

## **HOMELESS STUDENT**

District #20 will comply with the federal and state law related to homeless students. A "homeless child" for purposes of this policy is a child who lacks a fixed, regular, and adequate nighttime residence. An "unaccompanied youth" is a child who is not in the physical custody of a parent or guardian. District #20 designated Homeless Coordinator is the Superintendent of Schools.

## **WEATHER RELATED SCHOOL CLOSING**

In severe weather, Gothenburg Public Schools will try to remain open. In the event schools are to be closed prior to the start of classes, the public will be notified through KGIN T.V. (Channel 11) and Radio Station KRVN (880 AM/93.1FM). The School Reach telephone system will be also used to contact the public about any decisions to change the school day because of weather. The decision to keep the schools closed will be made as early as possible.

It is important that parents do not call administrators or the radio stations as it makes it more difficult to call in emergency school closing announcements. It is the parent's responsibility to determine if they wish to send their children to school during inclement weather if school is not closed.

If the students are to be dismissed early, notification will be given on KRVN (880 AM/93.1FM) radio and called using our School Reach telephone system.

## **HEALTH SERVICES**

The Gothenburg Public School System has a full time registered nurse who coordinates health services. She conducts health screening on students annually. Should you have any concerns about your child's hearing or vision, she can evaluate him/her at any time during the school year. A written health services referral will be sent to parents whenever a concern is found on any screening procedure.

When children are not well, they should not be sent to school. Children who have vomited or had diarrhea 12 hours prior to the starting time of school should not come. Children with the following conditions will be sent home:

- vomiting
- diarrhea
- a fever of 100 degrees or higher
- a suspicious rash
- head lice
- \*any child showing any signs or symptoms of a contagious or infections disease.

Children excluded for a confirmed communicable disease should not be allowed to return to school until the minimum isolation period has elapsed, and all signs and symptoms of acute illness have disappeared. The period of exclusion should extend throughout the period when acute signs of illness are present, or until the student is fever free for 24 hours without the use of fever reducing medication.

Emergency forms are sent out the first day of school. Please fill these out carefully and include any health problems specific to your child. These forms enable the school to efficiently handle any sudden illness or injury. Treatment of injury occurring outside of the school jurisdiction is not the responsibility of school employees. Home and emergency phone numbers are required.

Students that have a known medical diagnosis of an allergen or asthma need to provide an Asthma/Allergy Action Plan signed by a physician. Forms may be obtained from you physician or at the school. In the event of an anaphylactic reaction, Rule 59 per the state of Nebraska protocol will be followed if there is no action plan provided.

Evidence of a physical examination by a physician, a physician assistant, an advanced practice registered nurse within six (6) months prior to the entrance of the child into the beginner grade, seventh grade or, in the case of a transfer from out of state, to any other grade, unless the parent or legal guardian submits a written statement objecting to a physical examination. Waivers are available in the nurse's office.

Evidence of a visual examination by a physician, a physician assistant, an advanced practice registered nurse within six (6) months prior to the entrance of the child into the beginner grade, seventh grade or, in the case of a transfer from out of state, to any other grade, unless the parent or legal guardian submits a written statement objecting to a visual examination. The visual evaluation is to consist of testing for amblyopia, strabismus, and internal and external eye health, with testing sufficient to determine visual acuity. Waivers are available in the nurse's office.

Medication of any type is to be administered by the school nurse or her designee. Written permission must be obtained in order to administer medication. **PARENTS** are required to bring medication to school in the original packaging. The only medication to be given at school is that which **cannot** be scheduled around school hours.

## **CONCUSSION**

The Superintendent or designee shall develop a return to learn protocol for students who have sustained a concussion. The return to learn protocol shall recognize that students who have sustained a concussion and returned to school may need informal or formal accommodations, modifications of curriculum, and monitoring by medical or academic staff until the student is fully recovered.

## **IMMUNIZATIONS**

Evidence of protection against diphtheria, tetanus, pertussis, polio, measles, mumps, and rubella, Hepatitis B, Varicella (chicken pox) and Haemophilus Influenza type b (Hib) and other diseases as required by applicable law, by immunization, prior to enrollment. Exceptions are allowed based on: (1) written statement by health care provider that immunizations would be injurious to the student or a family member or (2) affidavit of a religious reason for non-immunizations have begun, and immunization is continued as rapidly as medically feasible and (3) written statement of parent or guardian that immunizations have been completed, where the child's parent is in the military, the child is enrolling following residence outside the state, and proof of immunization is given within 60 days. Refer to HHS regulations, 173 NAC 3. The Nebraska Dept of Health and Human Services requires that all immunizations are reported. Students are required to have immunizations completed by October 15 or students will be excluded from school until immunizations are completed or waivers are provided.

# **ACADEMICS**

## **ACCREDITATION**

Gothenburg High School is a member of the North Central Accreditation Association and is accredited by the State of Nebraska. The school maintains rigid standards in order to meet requirements set for by the State of Nebraska Department of Education. The athletic classification is Class C-1 and the school is considered a Class III school in organization.

## **SCHOOLWIDE COMPACT**

***It is important that families and schools work together to help students achieve high academic standards. Representatives of Dudley Elementary have jointly developed this compact that promotes the sharing of responsibilities for improved student academic achievement and the ways that the school and parents can build a partnership to help children achieve the State's high standards and to be successful in school.***

**Staff Pledge**-I agree to carry out the following responsibilities to the best of my ability:

- Provide a high-quality curriculum and instruction in a supportive and effective learning environment that enables children to meet State academic achievement standards.
- Provide academic programs that are challenging and motivational.
- Continue providing research-based programs.
- Provide services for all students to achieve high standards.
- Communicate with parents on an on-going basis regarding students' academic progress.
- Continue to build a welcoming school environment in which all children and their families will be treated with respect.

**Parent/Family Pledge**-I agree to carry out the following responsibilities to the best of my ability:

- Respect the school, staff, students, and families.
- Ensure that my child attends school every day, gets adequate sleep, regular medical attention, and proper nutrition.
- Promote reading and math concepts with my child.
- Assist my child with their homework to the best of my ability.
- Regularly monitor my child's progress in school.
- Participate at school activities such as school decision making, volunteering, and /or attending parent-teacher conferences to discuss academic progress.

**Student Pledge**-I agree to carry out the following responsibilities to the best of my ability:

- Respect the school, staff, classmates, and families.
- Communicate with my parents and teachers about my school progress school experiences so that they can help me be successful at school.
- Work daily to the best of my ability.
- Attend school regularly, make every effort to be on time to school, follow all school rules, be cooperative and be respectful.
- Be prepared for school by having school materials, completing assignments, and asking for help when needed.

## **BOOKS**

All basic texts are loaned for their use during the school year. Textbooks are to be kept clean and handled carefully. Students should write your name and grade on the book label in case the book is misplaced. Students will be required to pay for lost or damaged textbooks and library books.

## **STUDENT PLANNERS**

Student planners are provided for students in third through sixth grade. They are designed to help students keep track of their assignments and school activities. Teachers will explain how to use planners in the classroom. The school provides the first planner each year. It is the student's responsibility to keep and take care of this. If a planner is lost, or destroyed then the student is expected to replace it at a \$7.50 fee.

## **PROGRESS REPORTS**

Progress reports will be handed to students grades 3-6 at the midpoint of each quarter during the school year.

## **REPORT CARDS**

Report cards are sent home following the close of each nine-week period. The report card is designed to aid you in determining your child's progress in school. For grades 4-6, midterm reports are sent home to keep the parents aware of their child's progress through the nine-week period. For information on-line please go to PowerSchool at <https://ps.gothenburgswedes.org/public>. If you have trouble accessing your account please contact the office.

## **PARENT-TEACHER CONFERENCES**

The Gothenburg Elementary school will hold parent teacher conferences **twice** during the school year. These conferences will provide a two-way communication between home and school. Conferences are held during the first and third nine week quarter.

## **PROMOTION & RETENTION POLICY**

Students will typically progress annually from grade to grade. A student may be retained at a grade level or be required to repeat a course or program when such is determined in the judgment of the Principal, in consultation with the student's teachers and counselor, to be appropriate for the educational interests of the student and the school's educational program.

## **PRIVACY OF STUDENT EDUCATION RECORDS**

The Family Educational Rights and Privacy Act (FERPA) affords parents and students over 18 years of age ("eligible students") certain rights with respect to the student's educational records. These rights are:

1. The right to inspect and review the student's education records within 45 days of the day the District receives a request for access. Parents or eligible students should submit to the school principal a written request that identifies the record(s) they wish to inspect. The principal will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.
2. The right to request the amendment of the student's education records that the parent or eligible student believes are inaccurate or misleading. Parents or eligible students may ask Gothenburg School District to amend a record that they believe is inaccurate or misleading. They should write the school principal, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading. If the District decides not to amend the record as requested by the parent or eligible student, the District will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Any additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.
3. The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent. One exception which permits disclosure without consent is disclosure to school officials with legitimate educational interests. A school official is a person employed by the district as an administrator, supervisor, instructor or support staff member; a person serving on the school board; a person or company with whom the District has contracted to perform a special task; or a parent or student serving on an official committee, such as a disciplinary or grievance committee or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility and effectively provide the function or service for which they are responsible. The District forwards education records (may include academic, health and discipline records) that have requested the records and in which the student seeks to intend to enroll, or where the student has already enrolled so long as the disclosure is for purposes related to the student's enrollment or transfer.
4. The right to file a complaint with U.S. Department of Education concerning alleged failures by the District to comply with the requirements of FERPA. The name and address of the Office that administers FERPA are:  
Family Policy Compliance.  
U.S. Department of Education 400  
Maryland Avenue, S.W.  
Washington, DC 20202-4605

## **TEACHER QUALIFICATION**

Dudley Elementary will notify the parents of each student attending any school that the parents may request, and the district will provide to the parents on request, in a timely manner, information regarding the professional qualifications of the student's teacher(s). The school will provide timely notice if their child will be taught by a teacher not meeting ESEA requirements for four or more consecutive weeks.

## **COMPLAINT PROCEDURE**

Step 1: Schedule a conference with staff member most directly involved in the matter.

Step 2: Address the concern to the Principal if the matter is not resolved in Step 1.

Step 3: Address the concern to the Superintendent if the matter is not resolved in Step 2.

Step 4: Address the concern to the Board of Education if the matter is not resolved in Step 3.

All information to be considered at each step should be placed in writing in order to be most effective. Action or decisions will be expedited as quickly as possible. Parent/Patron Comment Forms are available in the office or on the school website in Policy 1030 and 1030A. Comment forms concerning personnel will be forwarded to the supervisor.

## **DIRECTORY INFORMATION**

The District may disclose directory information. The types of personally identifiable information that the district has designated as directory information are as follows: student's name, address, telephone listing, electronic mail address, photograph, date of and place of birth, major fields of study, dates of attendance, grade level, enrollment status, participation in officially recognized activities and sports, weight and height of members of athletic teams, degrees, honors and awards received, and most recent previous school attended. A parent or eligible student has the right to refuse to let the District designate any or all of those types of information about the student as directory information. The period of time within which a parent or eligible student has to notify the District in writing that he or she does not want any or all of those types of information about the student designated as directory information is as follows: two weeks from the time this information is first received. The district may disclose information about former students without meeting the conditions in this section.

It is the district's policy is for education records to be kept confidential except as permitted by the FERPA law, and the district does not approve any practice, which involves an unauthorized disclosure of education records. In some courses student work may be displayed or made available to others. Also, some teachers may have persons other than the teacher or school staff, such as volunteers or fellow students, assists with the task of grading student work and returning graded work to students. The District designates such student work as directory information and as non-education records. Each parent and eligible student shall be presumed to have accepted this designation in the absence of the parent or eligible student giving notification to the District in writing in the manner set forth above pertaining to the designation of directory information. Consent will be presumed to have been given in the absence of such a notification from the parent or eligible student.

## **ACADEMIC INTEGRITY POLICY**

Students are expected to abide by the standards of academic integrity established by their teachers and school administration. Standards of academic integrity are established in order for students to learn as much as possible from instruction, for students to be given grades which accurately reflect the student's level of learning and progress, to provide a level playing field for all students, and develop appropriate values.

Cheating involves one or more of the following actions:

1. To use the work of another person as your own and/or copy information from another student's test, examination, theme, book report, or term paper.
2. To plagiarize - plagiarism means using another person's idea, expression or words without giving the original author credit.
3. To prepare for cheating in advance. Such as: (a) having in your possession a copy of a test to be given or having been given by a teacher (b) using the test or notes during a test or examination (c) talking while taking quizzes, tests or examinations.
4. To fail to follow test procedures/announced instructions (such as no talking, no turning around in seat, raise hand for questions, etc.

## **HOMEWORK POLICY**

Dudley Elementary believes homework is intended to be an effective tool in the learning process. Homework promotes responsibility and reinforces and extends skills learned during the school day. Child growth and development requires different expectations at each grade level.

**Kindergarten:** Students will complete a weekly homework folder in the second semester that includes a word list consisting of consonant-vowel-consonant and site words.

**First:** Students will have daily assignments in math and word enrichment, which reinforce skills learned in the classroom.

**Second:** Students will correct work or finish assignments not completed during the school day.

**Third:** Students will correct work or finish assignments not completed during the school day.

**Fourth:** Students will do daily assignments, which are not completed during study time.

**Fifth:** Students will do assignments not completed in class during the school day. Special projects may also be assigned.

**Sixth:** Students will acquire the ability to identify what type of homework he/she will have: test preparation, creative, extension, practice, or leftover assignments.

## **GENERAL INFORMATION**

### **LOCKERS**

Students in some grades will be assigned lockers. It is important that these lockers are kept shut at all times in order to protect the articles inside the locker. The school cannot be responsible for books and other articles lost or stolen. It is wise to mark textbooks, coats, jackets and notebooks, so they may be easily identified.

Lockers are the property of the school and should be treated as such. Do not paste signs on or in lockers that will take off the paint. Do not mark in or on them with ink. They are provided only for student use and are not student property. **Students are not allowed to trade lockers without permission from their Principal/Teacher.** The school administrators reserve the right to inspect lockers any time if reasonable suspicion exists.

### **STUDENT VALUABLES - LOST AND FOUND**

Students **SHOULD NOT** bring money or valuable items to school, as the school will assume **NO** responsibility for articles lost, stolen or damaged items. To help prevent lost articles, put your child's name in their belongings. If an article belonging to your child is missing, check the lost and found box near the south playground entrance.

### **BRUNCH/LUNCH PROGRAM**

A brunch/lunch program is provided. Brunch price is \$1.25 per meal. For those that qualify for free lunch will also receive free brunch. For those that qualify for reduced price lunches will receive at brunch at \$.25 per meal. Children bringing sack lunches may purchase milk for \$.40. The drink in the cafeteria will be milk or juices (not pop). Lunch prices are \$2.30 per meal and \$10.50 per week for elementary students.

Ala-Carte price will be \$1.00. For those that qualify for reduced price lunches will receive at lunch at \$.40 per meal. Free or reduced lunch application forms are available in the office. Adult meals are \$3.00 per day.

Gothenburg Public Schools operates an electronic point of sale system in our cafeteria. All students will have a personal identification number (PIN) that will be used as they purchase a meal. With the electronic point of sale, students will pay in advance (to their family account) and the meal purchase is automatically deducted from the family account. The student enters the four-digit PIN number, the cashier verifies the student name, and the meal is deducted from the family account.

Students will not be allowed to charge against their account. We will not extend credit to families for purchases of meals. It is necessary to keep money in the family account so children can continue to purchase against it. When the family account balance is \$10.00 the automated phone system will call you. The amount shown on the computer screen is the correct balance before meals are charged against the account. Students can check it after they enter their pin. It is important for the student to communicate low balance warnings to parents.

Statements are also available upon request. These will be itemized with each child's name, number and date upon which they purchased a meal.

Parents will be asked to fill out a payment envelope with each child's name and grade. These envelopes were included in the mailing to each household and are available in each office or the cafeteria. These can be dropped off at the Elementary office, at the cafeteria, or mailed to the school. Payments must be made at the beginning of each day so they can be entered before lunchtime. Students going home for lunch should bring a signed parent note.

**Please notify the school if your child has any food allergies. A Doctor's note is required if any modification is required in your child's meal plan.**

In accordance with Federal law and U.S. Department of Agriculture policy, this institution is prohibited from discriminating on the basis of race, color, national origin, sex, age, or disability. To file a complaint of discrimination, write USDA, Director, Office of Civil Rights, 1400 Independence Avenue, S.W., Washington, D.C. 20250-9410, or call (800) 795-3272 (voice) or (202) 720-6382 (TTY). USDA is an equal opportunity provider and employer.

## **PARTY INVITATIONS**

We believe that party invitations are an "out of school" activity and will not be delivered at school.

## **VISITOR'S PASS**

Discretion should be used when bringing a visitor to school. Permission to visit a class must be obtained from the teacher. Regulations applying to our students also apply to visitors. A visitor's pass is to be obtained in the Principal's Office before attending any classes.

## **SCHOOL ACTIVITIES**

Students are welcome to attend activities at the elementary and high school. Students are expected to be a courteous audience and display good sportsmanship. **Students who are not with a parent or guardian are required to sit in a reserved seating area at football, volleyball, and basketball games.**

## **NOTICE CONCERNING DESIGNATION OF LAW ENFORCEMENT UNIT**

The District designates the Gothenburg Police Department as the District's "law enforcement unit" for purposes of (1) enforcing any and all federal, state or local law, (2) maintaining the physical security and safety of the schools in the District, and (3) maintaining safe and drug free schools.

## **EMERGENCY DRILLS**

Drills at regular intervals are required by law and are an important safety precaution. It is essential that when the first signal is given, everyone obeys orders promptly and clear the building by the prescribed route as quickly as possible. Students will be instructed by their teachers concerning the proper procedures to be followed.

## **BUS POLICY**

The Gothenburg Public School District will provide transportation for all district students who live beyond the 4-mile limit. Due to school insurance, no other riders will be allowed to ride the bus if they are not on the current route roster.

**In the event the bus drop-off location is uncertain or appears unsafe to leave students, the driver will make every attempt to:**

- A. Radio transportation or otherwise communicate with dispatch to notify them of the situation if possible.
- B. Release children only if an adult responsible for the children is present. If not, keep children who are to be released in the vehicle, continue with route, and return children who were to be released to the school.
- C. Dispatch will notify appropriate law enforcement agencies and school administration if appropriate given the circumstances.

# **STUDENT BEHAVIOR**

Students are not to engage in conduct which causes or creates a reasonable likelihood that it will cause a substantial disruption in or material interference with any school function, activity or purpose or interfere with the health, safety, well being or rights of other students, staff, or visitors.

## **BOYS TOWN MODEL**

Dudley Elementary students will be accountable for the following 16 skills: following instructions, accepting criticism or consequence, accepting “NO” for an answer, greeting others, getting the teacher’s attention, making a request, disagreeing appropriately, giving criticism, resisting peer pressure, making an apology, engaging in a conversation, giving/ accepting compliments, volunteering, reporting other youths’ behavior and introducing yourself.

## **COURTESY RULES**

1. No fighting, rough play, pushing or shoving—even in fun.
2. No throwing snowballs at school.
3. Do not grab or pull on other children's clothes.
4. No tackle football.
5. Use the slide and other playground equipment properly.
6. Respect other classes in session by being quiet at all times.
7. Conduct in the restrooms should be quiet at all times.
8. Walk, do not run, in the building.
9. Be especially kind to new pupils in our school.
10. Due respect must be shown at all times to all students and school personnel.
11. Proper language and manners are expected of all students. Foul language and spitting will not be tolerated.
12. Students are to leave the school ground promptly after they are dismissed from school.
13. No candy or gum is allowed in the classroom or on the playground. (Exception: birthdays and special occasions with the teacher’s permission).
14. Electronic devices, hard balls, skateboards, roller skates, lasers, cell phones, knives, and toy guns are prohibited at school.
15. Good manners and quiet voices are required in the cafeteria.

## **DISCIPLINE**

Board Policy 5101 (Student Discipline) states the superintendent will develop and maintain a system of uniform discipline. The discipline which may be imposed includes actions which are determined to be reasonably necessary to aid the student, to further school purposes, or to prevent interference with the educational process, such as (without limitation) counseling, warning students, parent contacts, parent conferences, rearrangement of schedules, requirements that a student remain in school after regular hours to do additional work, restriction of extracurricular activity, or requirements that a student receive counseling upon written consent of the parent or guardian, or in-school suspension. The discipline may also include out-of-school suspension (short-term or long-term) and expulsion. When a student is suspended or expelled, the student shall not be permitted on school grounds without specific administrator approval. For more information regarding student discipline please reference Board Policy 5101.

**Level I**—Minor misbehavior that impedes the orderly operation of school.

**Consequence**—Teacher discretion (may include missing recess or staying after school) following posted classroom rules, cafeteria, or recess rules.

**Level II**—Misbehavior that is frequent or serious enough to disrupt the learning climate of the school or endanger the well being of others. These acts do not represent a direct threat to the health and safety of others but need administrative corrective action.

**Consequence**—Teacher discretion and: 1st Offense-Parent call/After School Study Hall 2nd Offense—Parent call/2 After school study hall; 3rd Offense—Parent meeting to plan for other incidences/Possible Detention/In School Suspension. (After School study hall is 40 minutes after school in a supervised area).

**Level III**—Differentiated cases requiring unique consequences (possession or truancy).

**Consequence**—Detention or suspension.

**Level IV**—Serious acts, which require administrative action and result in removing the student, at least temporarily, from the classroom.

**Consequence**—Possible suspension or expulsion.

## **DETENTION/AFTER SCHOOL STUDY HALL**

A detention room will be established to facilitate the consequences for Level II and Level III Misbehaviors. Rules for the detention room are as follows: students should be prepared to study/review homework and NO eating, drinking, or sleeping is allowed.

## **STUDENT SUSPENSION/EXPULSION**

Nebraska Law provides the conditions under which students may be excluded from public schools. The statute provides:

1. Rules must be clear and definite to provide clear notice to students.
2. Rules shall be distributed to students and their parents at the beginning of each school year, or at the time of enrollment.
3. Rules shall be posted in conspicuous places in each school during the school year.
4. Changes in rules and standards shall not take effect until reasonable effort has been made to distribute such changes to all students/parents.

There are 6 types of exclusions which may be used in the Gothenburg Schools:

1. In-School suspension
2. Short term suspension (up to five school days)
3. Emergency Exclusion
4. Long term suspension (6 school days but less than 20 days)
5. Expulsion
6. Mandatory Reassignment

All due process procedures shall be followed and information sent to parents and students affected by any exclusion proceedings.

Due process will be in 3 parts:

1. Oral or written notice of the charges if he or she denies the allegation
2. An explanation of the evidence against the student
3. An opportunity to present his/her evidence

## **PRE-EXPULSION PROCEDURE**

Prior to expelling a student, the district will convene a conference called by a school administrator and attended by: (a) a parent or legal guardian, (b) the student, (c) a school representative, and (d) a representative of either a community organization with a mission of assisting young people or a representative of an agency involved with juvenile justice. The purpose of the conference will be to have the participants assist the district in the development of a written plan to be adopted by a school administrator and presented to the student and the parent/legal guardian. The plan will: (a) specify guidelines and consequences for behaviors which have been identified as preventing the student from achieving the desired benefits from the educational opportunities provided; (b) identify educational objectives that must be achieved in order to receive credits toward graduation; (c) specify the financial resources and community programs available to meet both the educational and behavioral objectives identified; and d) require the student to attend monthly reviews in order to assess the student's progress toward meeting the specified goals and objectives.

## **EXPULSION**

If the offense which warrants expulsion involves the knowing and intentional possession, use, or transmission of a firearm on school grounds, in a vehicle owned, leased, or contracted by a school being used for a school purpose or in a vehicle being driven for a school purpose by a school employee or his or her designate, or at a school-sponsored activity or athletic event, the pre-expulsion procedures do not apply.

## **WEAPON POLICY**

It shall be the policy of the Gothenburg Public School District to undertake all reasonable efforts to prohibit the unlawful possession, the knowingly and intentionally selling, attempting to sell, providing, loaning, delivering, or in any other way transferring the possession of a firearm to a juvenile, and to prevent the unlawful possession of a firearm in a school, on school grounds, in a school owned vehicle, or at a school sponsored activity or athletic event. This policy shall not to apply to the issuance of firearms to or possession by members of the Armed Services of the United States, active or reserve, National Guard of the State, or reserve officers training corp, peace officers, or other duly authorized law enforcement officers when on duty or training. Further, nothing in this policy shall be construed to require school action when a

firearm is lawfully possessed by a person receiving instruction, or instruction under the immediate supervision of an adult instructor, or as to firearms contained within a private vehicle operated by a non-student adult when the firearm is not loaded, is encased, and is either in a locked firearm rack that is on a motor vehicle or is in a case that is expressly made for the purpose of containing a firearm and that is completely zipped, snapped, buckled, tied or otherwise fastened with no part of a firearm exposed. Any unlawful use or possession of a firearm as described in this policy and as described by statute shall as soon as is reasonably possible be reported to an appropriate peace officer. Nothing in this policy shall be construed to prevent the district from carrying out regular disciplinary procedures as have been adopted by the Board of Education or as otherwise authorized by law.

## **CORPORAL PUNISHMENT**

Corporal punishment is prohibited. No staff member or other agent of the District may use physical force with a student EXCEPT to the extent such is essential for self-defense, the protection of persons or the safe-guarding of property, and only such physical force as is reasonably necessary for such purposes shall be used.

## **INITIATIONS, HAZING, SECRET CLUBS, and OUTSIDE ORGANIZATIONS**

Gothenburg Public Schools Board Policy 6284 prohibits initiations by classes, clubs or athletic teams except with the approval of the administration. Hazing by classes, clubs, athletic teams or other student organizations are prohibited. It is unlawful for students to participate in or be members of any secret fraternity or secret organization that is in any degree a school organization. It is also unlawful for any person, whether a student of Gothenburg Public Schools or not, to enter upon the school grounds or any school building for the purpose of rushing or soliciting, while there, any student to join any fraternity, society, or association organized outside of the schools. Violation of the policy may result in consequences as defined within the school discipline policies and student handbooks.

## **VANDALISM**

Students and their parents shall be responsible for all damage to equipment or school property. This responsibility applies in the matter of books and supplies of all kinds, as well as equipment, buildings and grounds. Vandalism may result in a discipline referral.

## **ANTI-BULLYING POLICY**

One of the missions of the District is to provide a physically safe and emotionally secure environment for all students and staff. Positive behaviors (non-violence, cooperation, teamwork, understanding, and acceptance of others) are encouraged in the educational program and are required of all staff. Inappropriate behaviors (bullying, intimidation, and harassment) are to be identified and students and all staff are required to avoid such behaviors. Strategies and practices are to be implemented to reinforce positive behaviors and to discourage and protect others from inappropriate behaviors. **Students have the opportunity to use the online harassment form to notify school officials of any incidents of bullying.**

## **DATING VIOLENCE**

Gothenburg Public Schools strives to provide physically safe and emotionally secure environments for all students and staff. Positive behaviors are encouraged in the educational program and are required of all students and staff.

Dating violence means a pattern of behavior where one person uses threats of, or actually uses: physical, sexual, verbal, or emotional abuse to control his or her dating partner. "Dating partner" means any person, regardless of gender, involved in an intimate relationship with another person primarily characterized by the expectation of affectionate involvement whether casual, serious, or long term. All dating violence incidents will be addressed as the administration determines appropriate, within the scope and subject to the limits of the District 20's authority.

## **SEXUAL HARASSMENT**

Gothenburg School District #20 prohibits sexual harassment of employees and students on any premise where the district has control or can otherwise lawfully exert jurisdiction. As a student, you have the right to protest and/or register a confidential complaint to the following people: your teacher, your counselor, your principal, your superintendent, or the board of education. We want you to know that you can attend school with security and dignity and without fear of insulting, degrading, or exploiting treatment of a sexual nature.

## **ELIMINATION of DISCRIMINATION**

This school district hereby gives this statement of compliance and intends to comply with all state and federal laws prohibiting discrimination. This school district intends to take any necessary measures to assure compliance with such laws against any prohibited form of discrimination. The Superintendent shall be the ADA, 505, Title II, VI, and IX Coordinator, and Coordinator for any other anti-discrimination laws. Complaints or concerns involving discrimination or needs for accommodation should be addressed to said Coordinator.

## **USE of CANINE UNITS**

The district may use area law enforcement or private canine units in efforts to detect illegal drugs and other contraband. The administration may use the canine units at any time, during or outside school hours, announced or unannounced.

With the approval of the superintendent of schools, a building principal may arrange for the use of a canine unit in any area, building, or property on school grounds. This includes the school parking lot and other areas on and off school grounds where students park vehicles during or outside school hours. If a dog alerts on a student's vehicle, the student will be required to unlock the doors, trunk, and other locked compartments for inspection. If a student refuses to comply, the student will be disciplined under the district's student code of conduct and the matter may also be turned over to law enforcement authorities. If a student is found to possess or control any contraband, whether on the student's person or in a student's personal effects, desk, locker, vehicle, or other place, the administration will (1) seize the contraband, (2) notify the student's parent(s) or guardian(s), and (3) take such disciplinary action as is appropriate under district policies and rules. The administration shall turn illegal items over to law enforcement authorities.

## **VIDEO SURVEILLANCE**

The Board of Education has authorized the use of video cameras on School District #20 property to ensure the health, welfare and safety of all staff, students and visitors to District property, and to safeguard District facilities and equipment. The Superintendent may use video cameras in locations as deemed appropriate. Notice is hereby given that video surveillance may occur on District #20 property. In the event a video surveillance recording captures a student or other building user violating school policies or rules or local, state or federal laws, the video surveillance recording may be used in appropriate disciplinary proceedings against the student or other building user and may also be provided to law enforcement agencies.

## **INTERNET SAFETY & ACCEPTABLE USE POLICY**

It is the policy of Gothenburg Public Schools to comply with the Children's Internet Protection Act (CIPA). With respect to the District's computer network, the District shall: (a) prevent user access to, or transmission of, inappropriate material via Internet, electronic mail, or other forms of direct electronic communications; (b) provide for the safety and security of minors when using electronic mail, chat rooms, and other forms of direct electronic communications; (c) prevent unauthorized access, including so-called "hacking," and other unlawful activities online; (d) prevent unauthorized online disclosure, use, or dissemination of personal identification information of minors; and (e) implement measures designed to restrict minors' access to materials (visual or non-visual) that are harmful to minors. More information on procedures/policies/laws is found in Board Policy # 6800.

Violation of the policies and procedures concerning the use of the District technology resources may result in suspension or cancellation of the privilege to use the technology resources and disciplinary action, up to and including expulsion of students. Use that is unlawful may be reported to the law enforcement authorities. Users shall be responsible for damages caused and injuries sustained by improper or non-permitted use. Each student and parent/guardian must sign and return to the Principal's office the Student & Parent Agreement form called "Acceptable Use of Computers and Networks" before student access is allowed.

## **ELECTRONIC DEVICES**

School Board policy 5101 states the District strongly discourages students from bringing and/or using electronic devices at school without administrative approval. The use of electronic devices can be disruptive to the educational process and are items that are frequently lost or stolen. "Electronic devices" include, but not limited to, cell phones, Mp3 players, iPods, personal digital assistants (PDAs), compact disc players, portable game consoles, cameras, digital scanners, lap top computers, and other electronic and battery powered instruments which transmits voice, text, or data from one person to another. "Sexting" means generating, sending or receiving, encouraging others to send or receive, or showing others, through an

electronic device, a text message, photograph, video or other medium that displays sexual content or any sexually explicit conduct as defined at Neb. Rev. Stat. § 28-1463.02. Students shall not record others, (sexual content, sexually exploits a person, and/or displays sexually explicit message). Students shall not record others, (photograph, videotaping, sound recording, etc) without direct administrative approval and consent of the person(s) being recorded, other than recording of persons participating in school activities that are open to the public. Students are not permitted to possess or use any electronic devices during class time or during class time or during passing time.

Students who violate the prohibitions of this policy shall be subject to the imposition of appropriate disciplinary action, up to and including expulsion, provided that at a minimum the following penalties shall be imposed:

- Students found in possession of a “sexting” message shall be subject to a one (1) day suspension from school.
- Students who send or encourage another to send a “sexting” message shall be subject to a five (5) day suspension from school.

Violations of this policy regarding the prohibited use of electronic devices that may constitute a violation of federal or state laws and regulations. Therefore, shall be reported to the appropriate legal authorities and law enforcement.

**Each student and parent/guardian must sign and return to the administration the student/parent agreement form called Acceptable use of Computer and Network form before a student access is allowed.**

## **MISUSE OF COMPUTERS/NETWORK**

The use of computers, whether stand-alone, or as a part of a local area network, or as part of a wide area network such as the Internet, is a privilege, not a right, and must be consistent with and driven by the educational objectives of the Gothenburg Public Schools.

Inappropriate use of computing facilities shall be defined as:

- The creating, display, access, transmission, reception, exchange, or distribution of any text, image, or sound that is indecent, obscene, racist, sexist, vulgar, defamatory, illegal, or that promotes harm to self or others or otherwise in violation of the Gothenburg Public Schools Internet Safety Policy.
- Using computing facilities to harass or threaten individuals or groups
- Vandalizing computing facilities (network/files or data)
- Plagiarizing computer-based copyright materials in reports/assignments
- Gaining or attempting to “hack” the system (network/files or data)
- Forgery of or interference with electronic mail messages
- Using computers or computer networks to commit, facilitate, encourage, or promote illegal acts.
- Giving a personal password to another individual or letting another individual use a personal account.
- Knowingly introducing materials forbidden by the Gothenburg Public Schools into the Gothenburg Public Schools computers and/or systems via any electronic storage media.

### **CONSEQUENCES**

Minimum: Detention or Short term suspension.

Maximum: Long term suspension or expulsion.

## **POSSESSION of OBSCENE or PORNOGRAPHIC MATERIALS**

Students are prohibited from possessing pronographic or obscene books, magazines, pictures, or material of any kind. The taking, disseminating, transferring, or sharing of obscene, pornographic, lewd, or otherwise illegal images or photographs, whether by electronic data transfer or texting, sexting, emailing, may constitute a crime under state and/or federal law.

Consequence: Short term or long term suspension, report to law enforcement, possible arrest

# **STUDENT APPEARANCE**

Students are expected to dress in a way that is appropriate for the school setting. Students should not dress in a manner that is dangerous to the health and safety of anyone or interferes with the learning environment or teaching process in our school.

## **DRESS CODE**

Attire that will not be considered appropriate includes clothing that shows an inappropriate amount of bare skin or underwear or clothing that is too tight, revealing or baggy, or tops and bottoms that do not overlap or any material that is sheer or lightweight to be seen through; shorts, skirts, or skorts that do not reach mid-thigh or longer; clothing or jewelry that advertises or promotes beer, alcohol, tobacco, or illegal drugs; clothing or jewelry that could be used as a weapon or that would encourage "horse play" or that would damage property; head wear including hats, caps, bandannas, and scarves; clothing or jewelry which exhibits nudity, makes sexual references or carries lewd, indecent, or vulgar double; clothing or jewelry that is gang related; visible body piercing other than facial areas. This list is not exclusive and other forms of attire deemed inappropriate by the administration may be deemed inappropriate for the school setting.

## **STUDENT FEES POLICY**

The Board of Education adopts the following student fees policy in accordance with the Nebraska Public Elementary and Secondary Student Fee Authorization Act. The District's general policy is to provide for free instruction in accordance with the Nebraska State Constitution. The District also provides activities, programs, and services that extend beyond the minimum level of constitutionally required free instruction. Under the Public Elementary and Secondary Student Fee Authorization Act, the District is permitted to charge students fees for these activities or to require students to provide specialized equipment and attire for certain purposes. This policy is subject to further interpretation or guidance by administrative or Board regulations. Students are encouraged to contact their building administration, their teachers or their coaches and sponsors for further specifics.

### A. Definitions.

1. "Students" shall mean students, their parents, guardians or other legal representatives.
2. "Extracurricular activities" shall mean student activities or organizations that (1) are supervised or administered by the District; (2) do not count toward graduation or advancement between grades; and (3) are not otherwise required by the District.
3. "Post secondary education costs" shall mean tuition and other fees associated with obtaining credit from a post secondary educational institution.

### B. Listing of Fees Charged by this District.

#### 1. Guidelines for Clothing Required for Specified Courses and Activities.

Students are responsible for complying with the District's grooming and attire guidelines. They are also responsible for furnishing all clothing required for any special programs, courses or activities in which they participate. The teacher, coach, or sponsor of the activity will provide students with written guidelines that will detail any special clothing requirements and explain why the special clothing is required for the specific program, course or activity.

#### 2. Safety Equipment and Attire.

The District will provide students with all safety equipment and attire that is required by law. Building administrators will assure that (a) such equipment is available in the appropriate classes and areas of the school buildings, (b) teachers are directed to instruct students in the use of such devices, and (c) students use the devices as required. Students are responsible for using the devices safely and as instructed.

#### 3. Personal or Consumable Items.

The District will provide students with facilities, equipment, materials and supplies, including books. *Personal consumable items may be suggested but will not be required.* Students are responsible for the careful and appropriate use of such property. Students will be charged for damage to school property caused by the student and will be held responsible for the reasonable replacement cost of any school property that was lost by the student.

#### 4. Materials Required for Course Projects.

Students in some courses produce a project that becomes their property at the end of the course. In those circumstances, students must either furnish or pay for the reasonable cost of any materials required for the course project.

#### 5. Extracurricular Activities.

The District may charge students a fee to participate in extracurricular activities to cover the District's reasonable costs in offering such activities. The District may require students to furnish specialized equipment and clothing that is required for participation in extracurricular activities, or may charge a

reasonable fee for the use of District-owned equipment or attire. The coach or sponsor will provide students with written guidelines detailing the fees charged, the equipment and/or clothing required, or the usage fee charged. The guidelines will explain the reasons that fees, equipment and/or clothing are required for the activity.

6. Post secondary Education Costs.

Some students enroll in post secondary courses while still enrolled in the District's high school. As a general rule, students must pay all costs associated with such post secondary courses.

7. Transportation Costs.

The District will charge students reasonable fees for transportation services provided by the District to the extent permitted by federal and state statutes and regulations.

8. Copies of Student Files or Records.

The District will charge a fee for making copies of a student's files or records for the parents or guardians of such student. The Superintendent or the Superintendent's designee shall establish a schedule of student record fees. Parents of students have the right to inspect and review the students' files or records without the payment of a fee, and no fee shall be charged to search for or retrieve any student's files or records.

9. Participation in Before-and-After-School or Pre-kindergarten Services.

The District will charge reasonable fees for participation in before-and-after-school or pre kindergarten services offered by the District pursuant to statute.

10. Participation in Summer School or Night School.

The District will charge reasonable fees for participation in summer school or night school, and may charge reasonable fees for correspondence courses.

11. Charges for Food Consumed by Students.

The District will charge for items that students purchase from the District's breakfast and lunch programs. The fees charged for these items will be set according to applicable federal and state statutes and regulations. The District will charge students for the cost of food, beverages, and the like that students purchase from a school store, a vending machine, a booster club or from similar sources. Students may be required to bring money or food for field trip lunches/activities.

C. Waiver Policy.

Students who qualify for free or reduced-price lunches under United States Department of Agriculture child nutrition programs shall be provided a fee waiver or be provided the necessary materials or equipment without charge for (1) participation in extracurricular activities, (2) admission fees and transportation charges for student spectators attending extracurricular activities, (3) materials for course projects, and (4) the use of a musical instrument in optional music courses that are not extracurricular activities. Actual participation in the free or reduced-price lunch program is not required to qualify for the waivers provided in this section. The District is not obligated to provide any particular type or quality of equipment or other material to eligible students.

D. Distribution of Policy.

This policy will be published in the Student Handbook or its equivalent that will be provided to students at no cost.

E. Student Fee Fund.

The School Board hereby establishes a Student Fee Fund. The Student Fee Fund shall be a separate School District fund that will not be funded by tax revenue, and that will serve a depository for all moneys collected from students for (1) participation in extracurricular activities, (2) post secondary education costs, and (3) summer school or night school courses. Monies in the Student Fee Fund shall be expended only for the purposes for which they were collected from students. Legal Reference:

Neb. Constitution, Article VII, section 1.

Neb. Rev. Stat. 79-241, 79-605, 79-611 Transportation

79-2,104

Student files or records

79-715 Eye-protective devices

79-737 Liability of students for damages to school books

79-1,104 Before-and-after-school or pre kindergarten services.

79-1106 to 79-1108.03 Accelerated or differential curriculum

## **CERTIFICATION**

The Board of Education of Gothenburg Public Schools annually holds a public hearing on the student fee policy. The hearing follows a review of the amount of money collected from students pursuant to, and the use of waivers provided in, the student fee policy for the current school year. This student fee policy was then adopted by a majority vote of the school board at an open public meeting conducted in compliance with the Public Meetings Law.

## **EQUAL OPPORTUNITIES**

District #20 supports equal educational opportunity for students free from limitations based upon ethnic or racial background, religious beliefs, sex, disabilities, marital status, or economic and social conditions. This concept of equal education opportunity serves as a guide for the school district and the staff in making decisions relating to school facilities, employment or personnel, selection of educational materials, equipment, curriculum, and regulations affecting students and their welfare.

## **DISCLAIMER**

The administration retains the right and privilege to issue penalties for acts of discipline not specifically stated in the Gothenburg Discipline Plan and to alter any penalties as they consider necessary. Also, the administration reserves the right to amend any provision in this handbook which is necessary in the best interest of the school process.

**With cause, the administration can search a student's person, locker, car, backpack or other personal effects. Also, the administration can search with reasonable cause, students' electronic communication-email or other messages sent from school computers, a students' personal data storage devices, (disks, CD's and portable flash drives).**

## **Introduction**

Added three paragraphs to introduction that covers it is the student's responsibility to know what is in the handbook. It is not a contract but a guide.

## **Academics**

Inserted last year the Schoolwide Compact (Title 1) to the Handbook. We will be up for our 3 year review. This documentation will be part of the documentation we will need this year.

## **General**

Playground closed until 4:00. We had a number of issues after school with students not playing appropriately on the playground. This statement was in the handbook previously.

P.3 Before school - Prior to that time, the school is not responsible for supervision of the students.

P.3 After school - school grounds will not be supervised after 3:30 on a regularly scheduled day or 2:10 on an early dismissal. The school is not responsible for supervision of students after after these times.

P. 9 - Complaint procedure added.

P.14 - bullying - **Students have the opportunity to use the online harassment form to notify school officials of any incidents of bullying.**

**P.16 - added under discipline:**

## **MISUSE OF COMPUTERS/NETWORK**

The use of computers, whether stand-alone, or as a part of a local area network, or as part of a wide area network such as the Internet, is a privilege, not a right, and must be consistent with and driven by the educational objectives of the Gothenburg Public Schools.

Inappropriate use of computing facilities shall be defined as:

- The creating, display, access, transmission, reception, exchange, or distribution of any text, image, or sound that is indecent, obscene, racist, sexist, vulgar,

defamatory, illegal, or that promotes harm to self or others or otherwise in violation of the Gothenburg Public Schools Internet Safety Policy.

- Using computing facilities to harass or threaten individuals or groups
- Vandalizing computing facilities (network/files or data)
- Plagiarizing computer-based copyright materials in reports/assignments
- Gaining or attempting to “hack” the system (network/files or data)
- Forgery of or interference with electronic mail messages
- Using computers or computer networks to commit, facilitate, encourage, or promote illegal acts.
- Giving a personal password to another individual or letting another individual use a personal account.
- Knowingly introducing materials forbidden by the Gothenburg Public Schools into the Gothenburg Public Schools computers and/or systems via any electronic storage media.

#### CONSEQUENCES

Minimum: Detention or Short term suspension.

Maximum: Long term suspension or expulsion.

#### **POSSESSION of OBSCENE or PORNOGRAPHIC MATERIALS**

Students are prohibited from possessing pornographic or obscene books, magazines, pictures, or material of any kind. The taking, disseminating, transferring, or sharing of obscene, pornographic, lewd, or otherwise illegal images or photographs, whether by electronic data transfer or texting, sexting, emailing, may constitute a crime under state and/or federal law.

Consequence: Short term or long term suspension, report to law enforcement, possible arrest

## 2016-2017

# GOTHENBURG FACULTY HANDBOOK

### PROFESSIONALISM

Despite recent criticisms aimed at public schools in this country, teaching is still considered one of the most noble professions. As such, teachers have an obligation to live up to this high standard. We can only do this by being professional. If we wish to be treated as professionals and compensated as professionals, then we must be professional in our attitudes and conduct.

In order to provide meaningful educational experiences for each of our students, it is necessary that the teaching staff, administration, and non-certified staff work together as a team. It is our professional responsibility to help one another and provide words of encouragement to our co-workers. Rather than criticize the faults and shortcomings of others, work hard to help them overcome these problems and to capitalize on their strengths. Nothing destroys staff morale more than to have the members of the staff criticizing one another and going behind each other's back to complain. On the other hand, constructive criticism is positive if it is offered openly and coupled with a better idea or the willingness to help bring about change.

Another area in which we can show our professionalism is by setting a desirable example for our students. Our personal appearance is often indicative of our attitude toward our job. Expecting students to get to school and class on time, to come to class with the necessary materials prepared to work, and to behave themselves as young ladies and gentlemen can best be encouraged if we get to school and class on time, if our lessons and activities are well planned, and if we behave in a professional manner both in and out of the classroom.

**Turning reports and required information in on time, exhibiting a good command of the English language, accuracy in completing report cards, referral slips, notes to parents, and neatness all reflect on our professionalism.**

The professional teacher is dedicated to his/her job and willing to put in whatever time and effort necessary to do the job. He/she adheres to rules, regulations, policies, and procedures set forth by the Board of Education and the administration. They are cooperative and always honest, sincere, courteous, friendly and tactful when working with others --- fellow teachers, students, parents, administrators, board members, or citizens of the district.

In summation, the difference between being professional and not being professional is our attitude. No one can argue that teaching is a most important job, but no more so than the attitude with which we do it and how we show that attitude. If we are happy with our job, we will be positive and do a good job.

### PUBLIC RELATIONS

Public relations are one area in which we as educators can demonstrate our professionalism. Take pride in our profession and be loyal to our school. The school occupies a most important place in the life of the citizens of the district. It belongs to these people; they pay for its operation and provide the children. Avoid talking about the school, its programs, its staff and students in an unfavorable manner. Criticisms, concerns, and grievances should be handled in a professional manner. We must conduct ourselves as professionals so the citizens of the district will look up to us for leadership and guidance in educating their children. **Always be positive about our school, its programs, and staff.** Teachers are encouraged to be in attendance at school functions and activities. Sell our patrons on the idea that we have an excellent school system - one that is worthy of their support and one of which they can be proud.

## **PROBATIONARY CERTIFICATED EMPLOYEES**

During the first three (3) years of employment with the School District, as determined and calculated in accordance with state law, a certificated employee shall be considered a probationary employee. A probationary employee's rights to continued employment status and non-renewal of a probationary employee's contract shall be determined according to law. (Policy #4120)

## **PERMANENT CERTIFICATED EMPLOYEES**

A certificated employee who has been employed for the full probationary period as set forth in policy 4120 and in accordance with state law is a permanent certificated employee. A permanent certificated employee's rights to continued employment status and termination of said permanent certificated employee's contract shall be determined according to law. (Policy #4121)

## **ASSIGNMENT OF DUTIES**

The Superintendent shall have the authority to assign and reassign teachers and other staff to extracurricular activities and other specific activities, including supervision of pupils in halls, study halls, playgrounds, work on faculty committees and staff activities, and other duties necessary for the operation of the school. (Policy #4130)

## **ABSENCE FROM BUILDING**

Employees may not be absent from their respective assignments during duty hours except by permission from their immediate supervisor or Superintendent. (Policy #4006)

## **SAFE SCHOOLS POLICY**

It is the mission of Gothenburg Public Schools to provide a safe, secure, drug-free and welcoming environment for all students, staff and community members. The administration is authorized and directed to adopt such regulations and take such actions as determined appropriate by the board of education to advance the mission of providing safe schools. Such regulations and actions may include, but not limited to, school security measures, such as use of metal detectors, surveillance, searches and seizures, and security officers, as well as staff training and student educational programs. The District will maintain a Safe School Plan including procedures for fire, civil defense, and other emergencies. (Board Policy #6120)

## **DUTY HOURS of EMPLOYEES**

- A) Administrative personnel shall be on duty when and at such times as the responsibilities of their position dictates. The Superintendent shall set the duty hours of administrative staff.
- B) All other staff shall be on duty as determined by the Superintendent.
- C) No teacher or other school employee shall accept any other employment or carry on any business or activity for profit that interferes with the complete discharge of his or her responsibilities to the school district. (Policy #4004)
- D) On a limited basis, teachers may leave at, or after 3:00 p.m., for special circumstances without being charged leave if they arrange for their own coverage and they receive permission from the building administrator. The arrangements need to be made at least a day prior to the request.  
**(Note: Teachers covering for a colleague's uncharged leave will not be paid for covering the class as the colleague is not charged for leave.)**

Jr. & Sr. High staff members will be expected to work an active school day starting at 7:45 a.m. and ending at 3:45 p.m. Elementary staff members work day will be from 7:40 a.m. to 3:40 p.m. When it is necessary for teachers to leave school early or be absent from the school building during the active school day, **the teacher shall make prior arrangements with the building principal AND notify the office when leaving. Teachers are required to be in their classrooms or other assigned areas from 7:45 a.m. until the time school begins.** On Friday's and days of early dismissal, teachers may leave after all students have cleared the building.

Any time a teacher is ill and cannot make it to school for some unavoidable reason, please inform your principal or the designated secretary at the earliest possible time but no later than 7:00 a.m. When it is necessary for the teacher to be absent from the school building during the active school day, the teacher

shall make prior arrangements with the building principal. If a teacher knows in advance that they would like to be absent from school for personal, professional, field trip, activity sponsorship, bereavement or medical reasons, they will need to fill out a "**Request for Leave**" green sheet found in the Principal's office. The principal will approve or deny the request and put a copy of the request in the teacher's mailbox. If a request is denied, the teacher may appeal the request to the superintendent. Certain days may be "closed" to requests for leave due to large numbers of staff already scheduled to be gone or the unavailability of substitute teachers. Please get your requests for any of the above purposes in to your building principal as soon as you know that you will need to be absent from school and preferably no later than two days in advance of the requested leave date.

### **LEAVE POLICIES FOR CERTIFIED STAFF**

The school district provides a variety of leave policies for the certified employees. The leave policies include:

#### **FAMILY & MEDICAL LEAVE POLICY**

Family and medical leaves shall be allowed under the terms and conditions of the Family and Medical Leave Act of 1993 (FMLA).

The "leave year" for purposes of the FMLA shall be a "rolling" twelve-month period; measured backward from the date an employee uses any FMLA leave. (More information is in Board Policy #4007)

**LEAVE OF ABSENCE** - A one-year leave of absence may be granted by the Board of Education when requested by a permanent teacher and approved by the principal and superintendent. A leave of absence shall not be granted to probationary teachers. (Policy #4170)

#### **LEAVE BENEFITS** (from Negotiated Agreement)

- A. Accumulated leave for all employees covered by the negotiated agreement for the 2015-2016 school-year will be will be grandfathered and carried into the 2016-2017 contract year.
  - a. For the 2016-2017 contract year, and each year thereafter each staff member covered by this negotiated agreement shall be granted up to twelve (12) days of leave accumulative to a maximum of seventy-five (75) days.
  - b. Part-time employees shall receive a prorated number of days based upon their individual full-time equivalency (FTE).
- B. Accumulated leave may be used for sick leave or family emergency leave.
  - a. Sick leave is defined as an absence due to personal illness or injury or to take care of the employee's spouse, son, or daughter with a serious health condition. Son or daughter, as defined by FMLA, is a biological, adopted or foster child, stepchild, a legal ward, or a child of a person standing in loco parentis who is either under age 18 or age 18 or older and incapable of self-care because of a mental or physical disability.
  - b. Family emergency leave is defined as an absence to take care of the employee's parents, parents-in-law, or siblings when the individual is incapable of self-care because of mental or physical disability. Family emergency leave is limited to five days per contract year.
- C. A doctor's verification of illness or injury may be required upon request by the superintendent. Any teacher who is absent for five (5) continuous contract days may be required to certify his or her illness, disability or ability to perform teaching duties with a physician's statement, which shall be filed with the district office.
- D. Adoption Leave - Accumulated leave days may be used for adoption leave. Adoption leave shall be granted to employees requesting such leave for a period not to exceed fifteen (15) days from the time custody of the child is received and is limited to 15 days per contract year. This leave does not apply to stepparent adoptions. Application for adoption leave should be made to the superintendent and building principal at the earliest possible time.

- E. Bereavement Leave - Accumulated leave days may be used for bereavement and limited in the following manner:
- a. Employees shall be provided a maximum of ten (10) days of leave per case in the event of a death in the immediate family. Immediate family shall be defined as husband, wife, or children.
  - b. Employees shall be provided a maximum of five (5) days of leave per case in the event of a death of parents or parents-in-law.
  - c. Employees shall be provided a maximum of three (3) days of leave per case in the event of a death in other immediate family or exceptional cases.
  - d. Employees shall be provided a maximum of one (1) day of leave per case in the event of a death in extended family.
  - e. Leave to attend funerals of other relatives, friends, and acquaintances shall be regarded as personal leave.
  - f. Travel days for bereavement may be provided upon review by the Superintendent or his/her designee.
  - g. Professional leave for death of a teacher's student or student's parent may be provided upon review by the Superintendent or his/her designee.

F. Personal Leave - Accumulated leave days may be used for personal leave and limited in the following manner.

- a. Employees may be granted a maximum of two paid days annually for personal use.
- b. Personal leave shall not be granted during:
  - i. in-service days,
  - ii. parent-teacher conferences,
  - iii. semester examination periods,
  - iv. during the first five instructional days of each semester,
  - v. except for the purpose of attending:
    - 1. a district-sponsored school activity,
    - 2. a college or military ceremony or,
    - 3. moving a child to college for the first time.
- c. Requests for personal leave may be denied based upon availability of substitutes or for the purpose of maintaining the integrity of an instructional day.
- d. Requests and approval for personal leave shall be reduced, to writing, made in advance of the absence, and acted upon by the Superintendent of Schools or his/her designee. Description of the nature of the leave is not required.
- e. An appeal of the Superintendent's or designee's decision may be made to the Board of Education upon the written recommendation of the Education Association's P.R. &R. Committee.
- f. When it is necessary for an employee to be absent additional days for reasons beyond their control, such additional days may be granted under policy sections 4171 (sub. dock) and 4172 (full pay deduction).
- g. Each staff member covered by this negotiated agreement shall be reimbursed at the district-approved rate for a substitute teacher per day, or every quarter thereof, of unused personal leave. Reimbursement will be made in the July payroll.

### **MILITARY & FAMILY MILITARY LEAVE**

Military leave and family leave will be granted to the extent required by state and federal law. Employees must notify the Superintendent as soon as they receive notification of activation. (Policy #4022)

### **INTERNET SAFETY & ACCEPTABLE USE POLICY**

It is the policy of Gothenburg Public School to comply with the Children's Internet Protection Act (CIPA). With respect to the District's computer network, the District shall: (a) prevent user access to, or transmission of, inappropriate material via Internet, electronic mail, or other forms of direct electronic communications; (b) provide for the safety and security of minors when using electronic mail, chat rooms, and other forms of direct electronic communications; (c) prevent unauthorized access, including so-called "hacking," and other unlawful activities online; (d) prevent unauthorized online disclosure, use, or dissemination of personal identification information of minors; and (e) implement measures designed to restrict minors' access to materials (visual or non-visual) that are harmful to minors. More information on procedures/policies/laws is found in Board Policy # 6800.

Violation of the policies and procedures concerning the use of the District technology resources may result in suspension or cancellation of the privilege to use the technology resources and disciplinary action, up to and including expulsion of students. Use that is unlawful may be reported to the law enforcement authorities. Users shall be responsible for damages caused and injuries sustained by improper or non-permitted use. Each student and parent/guardian must sign and return to the Principal's office the Student & Parent Agreement form called "Acceptable Use of Computers and Networks" before student access is allowed. The following policy for acceptable use of computers and networks, including Internet, shall apply to all district administrators, faculty, staff and students. All technology equipment shall be used under the supervision of the site administrator. (Policy #6800)

### **PROFESSIONAL GROWTH**

Every six years the teachers in the Gothenburg Public Schools system shall give evidence of professional growth as is approved by the school board in order to remain eligible for continued employment, educational travel, professional publications, work on educational committees, college work, or such other activity approved by the school board may be accepted as evidence of "professional growth". (Policy #4140)

### **SUBSTITUTES**

Persons employed, as substitute teachers shall meet such qualifications as are established by law and the State Department of Education and may be employed for periods of time in the absence of the regular teacher.

The Board will set rates of compensation for all substitute teachers. Substitute teachers will not participate in the health plan or other fringe benefits of the school district.

The Superintendent shall be responsible for recruitment, selection, assignment, orientation and evaluation of substitute teachers. (Policy #4133)

This makes it extremely important that teachers plan sufficient meaningful activities to keep the students constructively busy for the duration of each and every class period. Teachers must let the substitute know of seating charts, special rules for each class, the location of materials and other pertinent information. This will make the substitutes job easier, which means there will be less problem getting another substitute for you should the occasion arise. It also makes your job easier when you return. **Creating a substitute folder for your current assignment, which includes these and other materials, will be required by the end of the second week of school. HAVE A COPY OF YOUR UPDATED CLASS ROSTERS IN YOUR DESK!!**

### **CLASS COVERAGE**

Teachers will be paid 1/8<sup>th</sup> of the district-approved daily rate for a substitute teacher for covering a class when coordinated by an administrator, if covering results in the loss of their only planning time. Payment for coverage will be made in the July payroll. Teachers covering for a colleague's uncharged leave as described in Duty Hours of Employee" will not be paid for covering the class as the colleague is not charged for leave.

### **LESSON PLANS**

Effective planning and good organizational skills are necessary to be a successful teacher. **To facilitate planning, teachers will be required to make lesson plans. Lesson plans will be required one week in advance.** When writing lesson plans, they must include the objective(s) to be taught, the activities necessary to attain the objective(s), the materials needed for these activities. Daily classes should be planned so there is a minimum of wasted time and students are kept on task. Please make sure your substitute folder and appropriate materials are complete.

### **TECHNOLOGY**

The goal of Gothenburg Public Schools is for all teachers to utilize technology to further enhance instruction. The district provides various devices and applications that may be used in instruction, production, research, and presentation. **Technology will be evaluated through the teacher evaluation form (Summative Certified Staff Appraisal Form).**

### **TITLES OF RESPECT**

Students are expected to refer to adult personnel as Mr., Mrs., Ms., or Miss. Students are very quick to recognize differences between staff members and often the student is confused or takes advantage of the situation.

### **CLASSROOM CONTROL/SUPERVISION, AND GRADING**

The importance of a teacher's responsibility in classroom control and student supervision cannot be understated. Proper classroom control and adequate student supervision are necessary for the effective and efficient day-to-day operation of the school. STAFF members will stand by their respective door before each bell. Classroom control is necessary if the teacher is to be effective and if the students within that class are to learn. Teachers should familiarize themselves with the rules and regulations in the Gothenburg Handbook. Teachers are also to develop specific rules for their individual classrooms. **These rules must be posted and discussed with the classes at the beginning of the school year so that each student will know what is expected.**

It is best for teachers to handle cases of discipline firmly and promptly in their own classrooms. Teachers should be firm and enforce the classroom rules consistently throughout the year. The principal will be available for consultation or help at any time a teacher has a discipline problem, but only in extreme cases should the pupil be brought to the principal's office. If you feel it is necessary to remove a misbehaving student from your classroom, send the pupil immediately to the principal's office and at the end of the period, come to the office to report the case. **Do not leave your classroom unattended.** Do not re-admit any student until you and the principal have reached a definite understanding about conditions of re-entry.

It is also a good idea to keep parents informed of any behavior problems. This can be done at conferences, on down slips or on the report card. Also, don't hesitate to send a note home or, better yet, call the parents. Be tactful, but be honest. Most parents want to know if their children are causing problems at school.

**Teacher responsibility for student discipline is not limited to the classroom. All teachers are responsible for student supervision and control throughout the school building, on school grounds and at school activities.** If some teachers ignore this responsibility, it becomes difficult for those who are assuming the responsibility and puts them in a difficult situation with the students. This is why it is not only necessary for teachers to be consistent when dealing with student misbehavior, but also consistent from teacher to teacher. **All teachers will check their students' major quizzes and tests. Under NO circumstances will students or a student aide check major quizzes, tests and/or enter grades in the teacher's gradebook/computer.**

### **CORPORAL PUNISHMENT**

Corporal punishment is prohibited. No staff member or other agent of the District may use physical force with a student EXCEPT to the extent such is essential for self-defense, the protection of persons or the safe-guarding of property, and only such physical force as is reasonably necessary for such purposes shall be used.

### **SCHOOL DAY FOR STAFF**

It shall be the responsibility of the Superintendent to determine duty hours for members of the professional staff to plan and to carry out their individual professional responsibilities as determined by the Superintendent and the building principals. Teachers shall make arrangements to be available to students after school. (Board Policy #6113)

### **DRESS REGULATIONS & APPEARANCE**

Teachers are expected to dress in such a manner as to reflect their status as professionals.

### **STANDARDS of ETHICAL & PROFESSIONAL PERFORMANCE**

Both the State of Nebraska and the Board of Education recognize that teaching and its related services, including administrative and supervisory services, are a profession with all of the rights, responsibilities, and privileges accorded other recognized professions. The Board recognizes and endorses the Standards of Ethical and Professional Performance as established by the Nebraska Department of Education and expects all certificated employees to abide by these standards. (Policy #4190)

### **SCHOOL NURSE**

A school nurse is available during school hours. Staff should use discretion when sending students to her office. Band-aids and other first aid supplies are available in the Supt.'s office, H.S. Principal's office and elementary classrooms. Injuries or illnesses of a more serious nature should be referred to the school nurse. **(Use proper judgment-some students want to leave every class period.) Unless it is an extreme emergency staff should NOT send more than one student at a time to the school nurse.**

### **STUDENT SUSPENSION AND EXPULSION**

All student behavior in the Gothenburg Public Schools is based on respect and consideration for the rights of others. Students shall receive annually at the opening of school a publication listing the rules and regulations to which they are subject. Staff members will annually be advised of these rules and charged with their enforcement.

Any restrictions on student behavior must be concerned with speech or action, which disrupts the work of the school or interferes with the rights of the students. Students have a responsibility to know and comply with the rules and regulations of the district. Students have the further responsibility to behave in a manner appropriate to good citizenship everywhere. The Gothenburg Public Schools Discipline Plan will be used as the district discipline code. All consequences will be enacted in accordance with policies of the Board and procedures established by State Laws. (Policy 5101)

### **DISCIPLINE COMMITTEE**

Discipline committees have been formed at both the elementary and secondary levels of the school district to examine discipline situations and provide ideas to best benefit student needs. These committees will be utilized in an advisory capacity to analyze appropriate action for only 3rd offense level II misbehaviors and level IV misbehaviors. Consequences will be recommended to the school administration and/or Board of Education for implementation. These committees will serve one-year terms. The elementary committee will consist of the building principal, counselor or psychologist, and two teachers. The secondary committee will consist of the principals, counselor and three teachers.

### **ATTENDANCE APPEALS COMMITTEE**

The Attendance Appeals Committee shall consist of the Principals, guidance counselor and four faculty members elected by the faculty. At least four members of the committee must be present at each meeting. The committee will meet at 3:45 p.m. on Mondays in May as necessary. The student's total absence record will be examined. The student and parent/guardian are responsible for showing justifiable reasons for all absences. The decision will be determined by a majority vote of the Appeals Committee members present

at the meeting. A tie vote will result in a decision in the student's favor. A student may appeal the decision of the Appeals Committee to the Board of Education through the procedures established by law.

### **INTRUDER IN THE BUILDING PLAN**

The first person to notice an intruder (person with a weapon or person who is upset or acting out of control) will notify the building principal. The principal or his/her representative will sound a preplanned announcement. **“Teachers, please go into lockdown at this time.”** The announcement means: lock the classroom door, do not allow students to leave the classroom, be seated on the floor next to an interior wall away from windows and doors until further notice. Teachers should be sure to take an accurate count of students. The staff will communicate to the office any information regarding the intruder. The principal will notify the police and the school superintendent of any emergency situation.

### **CHILD ABUSE/NEGLECT**

When any school employee or other person has reasonable cause to believe that a child has been subjected to child abuse or neglect, or observes such child being subjected to conditions or circumstances which reasonably would result in abuse, or neglect, he or she shall report such incident to the proper law enforcement agency or to the toll-free child abuse hotline, 1-800-652-1999. The school employees shall follow up the report to authorities by notifying the building administrator that a report has been made. Notification should be made to the superintendent if the building administrator is not available. (Board Policy #5402)

### **CLASSROOM MANAGEMENT**

In your own classroom, with your own students, teaching your own subjects, **YOU ARE THE BOSS!** As an expert educator, your methods of instruction must be those that help your students learn. Teachers should begin classes promptly and dismiss classes promptly. Students are to be held for the full class period to which they are assigned. Please **DO NOT** dismiss your class before the bell rings. If a class is dismissed late, the teacher should notify the office and they will make the necessary announcement. Teachers are expected to meet all regularly scheduled classes regardless of the number present. **Teachers are not to move or dismiss a class without first getting permission from the building principal.** Students should come prepared to work with books, paper and pencils and any other supplies needed. **Students are to have their handbook to use as a pass for their destination.**

### **TEACHER MEETINGS**

Regular teacher meetings will be held the **second Tuesday of each month at 7:30 a.m. in the MEDIA CENTER for secondary staff and elementary staff.** Other periodic meetings will be held if and when faculty or administration deem necessary. **All certified staff members are to attend these meetings unless excused by the building principal.**

### **FACULTY ADVISORY COMMITTEE**

A committee of staff members and elementary principals will meet Wednesday mornings at 7:30 a.m. and Thursday mornings at 7:30 a.m. for the Jr./Sr. High administrators. Purpose of this committee is to promote communication between administration, staff members and students. If you have items to discuss, please share it with a committee member or your principal.

### **FACULTY LOUNGE**

The faculty lounge is available to all faculty members during their free periods. The lounge provides a place to relax, have a cup of coffee or pop, and prepare for your classroom duties. However, a positive atmosphere in the faculty lounge is most important if staff members are going to feel welcome and free to use it. Complaining about the school or students and ridicule of others has no place in the faculty lounge or any place else for that matter. Professional discussions of the school and its programs, on the other hand, are welcome in the faculty lounge. **Students are not to be in the teacher's lounge.**

### **TRAVEL & TRANSPORTATION**

**SEAT BELTS**-State regulations require that the operators of student transportation vehicles shall be required to wear lap belts whenever the vehicle is in motion.

When seat belts are provided, in the student transportation vehicle, passengers shall wear them.

**VAN CAPACITY**-State regulations require that van capacity be limited to a maximum of (9) passengers plus the operator. The total passengers, including the driver, should not exceed (10).

**TRANSPORTATION REQUEST**-Any staff member wishing to use a school vehicle for any activity should fill out a transportation requisition form and turn it in to the principal's office at the same time as the leave form is turned in.

**VAN INSPECTION**-You should complete the inspection form found in the van prior to transporting students.

**HEADLIGHTS**- Student transportation vehicles shall operate with headlights on.

**EXPENSES**-Requests for budgeted mileage and/or expenses to attend professional meetings or school related meetings or events must be included on a professional leave request form and submitted to the building principal. If approved, the staff member is to return receipts for meals, lodging, and/or transportation for reimbursement. All trips should be made in school owned vehicles if possible. If one is not available, the staff member should use his/her personal vehicle and approved mileage will be reimbursed.

### **USE OF THE TELEPHONE**

Teachers and students will not be called to the telephone during class unless in case of emergency. A message will be taken. Local calls can be made directly from the phone by first dialing 90 and then the number. Intercom numbers are listed by each phone. Students are never to be sent from class to make calls and are not allowed to use school phones (other than the phones located in the hallways) for personal use. **Any long distance number dialed must be followed by your personal three-digit code after dialing the number.** A personal telephone call should not take you away from class unless it is an emergency. We encourage staff to use a phone card when making personal long distance calls.

### **SCHEDULING ACTIVITIES**

**All Activities must be cleared by the Activity Director and scheduled through his office.** Be sure to check on both the dates and facilities before you schedule activities. A monthly calendar of all the activities is included in the School Calendar and Student Handbook.

### **SCHOOL RELATED TRIPS**

**When planning a school related trip, sponsors should first secure permission for the trip from the building principal and place the activity on the school calendar at least three weeks prior to the date of the activity.** Permission for the trip should be requested prior to discussing the trip with the group. By getting prior permission, you can avoid having to tell the group that they cannot go should the activity be denied. Sponsors should request transportation vehicles by filling out the transportation request sheets. Make students aware of what their responsibilities are and what is expected of them. Communicate information about the trip to the parents and secure the permission slips.

### **FUND RAISING**

All teachers shall earnestly seek to educate students in the services performed by the humanitarian agencies, and shall encourage students to participate in their financial support as a social and community project, but no fund-raising drives are to be conducted by non-school agencies or for non-school activities among the student population. Students may engage in raising funds, under the control of school officials, for certain approved student activities and provided the project has the approval of the building principal.

**Adult Sponsors must be in attendance at all school-sponsored activities.**

### **SCHOOL EQUIPMENT**

Each teacher is responsible for the school equipment in their department, in their classroom and in the school in general. The cleanliness and appearance of the classroom has a definite effect on the learning atmosphere. Please stress the students' responsibility in keeping the rooms neat and free of litter. It is also important that teachers cooperate with the custodial staff in keeping their rooms clean and neat appearing.

If teachers have suggestions concerning the custodial staff work or need something special done in the classroom, they should notify the building principal through maintenance service request form.

### **ASSEMBLIES**

All staff members are expected to attend all assemblies unless excused by the administration. There will be at least one assembly scheduled each semester. Additional assemblies, including the Renaissance awards assembly, will be scheduled during the school year.

### **SUPPLIES**

Any employee who orders any supplies or equipment without express authorization of the Superintendent or building principal may be personally liable for payment of the bill for the material so ordered. (Policy #4015)

### **USE OF SCHOOL FACILITIES & EQUIPMENT BY SCHOOL EMPLOYEES**

The Superintendent or designee, may approve use of school facilities, equipment and other resources by school employees, except for activities which result in personal or corporate gain and provided that such use is consistent with Policy 1100.

School vehicles shall not be available for personal use. (Board Policy #4016)

### **STUDENT AIDES**

All student aides must check in each day and remain in the classroom or be fulfilling duties for their respective teacher. **Student aides are not allowed to be unsupervised. Student aides are not allowed to check major quizzes, tests and/or enter grades in the teacher's gradebook/computer.**

### **HARASSMENT**

Gothenburg School District #20 prohibits sexual harassment of employees and students on any premise where the district has control of the premises or can otherwise lawfully exert its jurisdiction. As an employee, you have the right to protest and/or register a confidential complaint to the following people: your principal, your superintendent, or the board of education. We want you to know that you can attend school with security and dignity and without fear of insulting, degrading, or exploiting treatment of a sexual nature.

### **DRUG FREE WORK PLACE**

It is the policy of the Gothenburg Public School District to eliminate the influence of drugs, alcohol and other chemicals within the school environment and to educate students against the usage of drugs, alcohol and illegal substances. The District will implement regulations and practices which will insure compliance with laws relating to drugs and alcohol, including: the Drug-Free Workplace Act and the Omnibus Transportation Employee Testing Act of 1991, and all regulations and rules promulgated pursuant thereto. (Policy #4009)

### **SMOKING PROHIBITION**

This policy is promulgated pursuant to authority granted to the Gothenburg Board of Education and in compliance with the Nebraska Clean Indoor Air Act.

Smoking shall be prohibited in the Gothenburg Public Schools buildings. Private, enclosed offices are not exempt from this policy. There shall be no designated smoking areas within any of the Gothenburg Public Schools buildings, for employees, students, visitors to the schools, and/or the general public. Smoking shall also be prohibited in the stands and bleachers at the football field. This policy shall apply at all times whether school is in session or not. (Policy #4010)

### **BLOODBORNE PATHOGEN COMPLIANCE PLAN**

In December 1991, the Occupational Safety and Health Administration (OSHA) issued safety standard regulations for the handling of blood borne pathogens (Federal Register, 1910.1030) by entities subject to its control. It is the intent of Gothenburg Public Schools to eliminate or minimize occupational exposure to blood borne pathogens including, but not limited to Hepatitis B Virus (HBV) and Human Immunodeficiency Virus (HIV). (Policy #4011)

### **EXPOSURE CONTROL PLAN**

Gothenburg Public Schools establishes this written exposure control plan to eliminate or minimize occupational exposure to blood borne pathogens. The school district's exposure control officer is the building principal. A copy of the exposure control plan will be available and is located in the School offices. The exposure control plan will be reviewed annually and includes the following:

- A. Exposure Determination
- B. Training of Employees
- C. Hepatitis B Vaccination
- D. Occupational Exposure
- E. Post-exposure Evaluation and Follow-up
- F. Record Keeping
- G. Control Methods (Policy #4011)

### **ASBESTOS LOCATED IN SCHOOL BUILDINGS**

It has been determined by the inspector that the school buildings do not contain asbestos. The EPA requires schools to notify employees regarding asbestos in the buildings. This notice is included as part of our compliance with EPA regulations. Please direct questions/concerns you may have about the contents of this notice to the Supt. of Schools (537-3651 ext. 4105) or Head of Maintenance (537-3651 ext. 5111).

### **EVALUATION**

Teaching is the most important element in a sound educational program. Appraisals of teachers' performance of duty, competence, and professional conduct shall be made.

Appraisal of teaching service should serve these purposes,

1. To raise the quality of instruction and educational service to the children of our community.
2. To aid the individual teacher to grow professionally.
3. To make personnel decisions.

Evaluation of teacher performance must be a cooperative continuing process designed to improve the quality of instruction. The Administration with input from the teachers shall develop effective evaluation procedures and instruments. Teachers and Administrators shall have the responsibility for the maintenance of professional standards and attitudes regarding the evaluation process. All certified staff is involved in the evaluation process. Non-classroom certified staff members are also to be evaluated through a cooperative process. (Policy #4150)

### **CERTIFIED-EVALUATION INSTRUMENT**

Pursuant to Gothenburg Public Schools Board of Education Policy #4150, this Evaluation Handbook is intended to provide staff with a ready reference to the rules, regulations, and procedures of the Gothenburg Public Schools Teacher Evaluation Program. A comprehensive evaluation program has two main purposes: (1) to provide opportunities for self-analysis and self-development so that the individual staff member can develop his/her professional skills and performance to the optimum level; and, (2) to provide for a formal systematic evaluation process to maintain a quality education program. (Policy #4150A)

### **PERSONNEL FILES**

Any teacher, administrator, or full-time employee of any public school shall, upon request, have access to their personnel file and shall have the right to attach a written response to any item in such file, and may in

writing authorize any other person to have access to such file, which authorization shall be honored by the district. Such access and right to attach a written response shall not be granted with respect to any letters of recommendation solicited by the employer that appears in the personnel file. No other person except school officials while engaged in their professional duties shall be granted access to such file nor shall the contents thereof be divulged in any manner to any unauthorized person. (Policy #4013)

### **REDUCTION IN FORCE**

A reduction in force of certificated staff members may be determined to be appropriate due to declining enrollment in a grade or grades, changes in financial support, changes in curricular programs or procedures, a decline in the taxable value of property located within the school district, increased costs of operating the school district, resignations, retirement, school district contracting, school district reorganization, or another change or changes in circumstances. The Board of Education shall, in its sole discretion, determine whether such a change or changes have occurred and whether a reduction of certificated staff is necessary. The superintendent shall notify those certificated employees whose contracts may be reduced. (Policy #4160)

### **STANDARD FORMS AND REPORTS**

- a) **PERIOD ABSENTEE (Sec. only):** Go to POWERSCHOOL to complete attendance and tardies. **Please record this information in POWERSCHOOL at the beginning of each period.**
- b) **STUDENT HANDBOOK:** Teachers **NEED TO** sign the student handbooks for restroom or locker purposes.
- c) **PARENTAL PERMISSION FORM:** All students taken on field trips out of town must have a signed parent permission form. All forms are to be given to the Supt. or Principal before leaving.
- d) **PURCHASE ORDERS:** Any teacher wishing to purchase an item will be responsible for filling out a purchase order and getting the principal's signature on it **before** any item is ordered. These can be found in any administrative office.
- e) **PERSONAL & PROFESSIONAL LEAVE FORMS:** Any staff member wishing to use a personal or professional leave day **or is planning to be gone for an athletic event, a field trip or an activity during the school day** is requested to fill out a leave form found in the office of the principal. These days must be used in accordance with the negotiated agreement.
- f) **TRANSPORTATION REQUISITION:** Any staff member wishing to use a school vehicle for any activity should fill out a transportation requisition and turn it in to the **PRINCIPAL'S office** at the same time as the leave form is turned in.
- g) **DISCIPLINE FORM:** Discipline forms should be filled out by the teacher and turned in to the Principal's office for every misbehavior that impedes the orderly operations of the school or disrupts the learning climate. This is required of all Level II, III and IV Misbehaviors.

### **EQUAL OPPORTUNITY EMPLOYMENT**

It is the policy of Gothenburg Public Schools to employ the best qualified applicant for each position without regard to race, color, religion, sex, age, marital status, physical or mental disability or national origin, and to not fail or refuse to hire or to discharge any individual, or otherwise to discriminate against any individual with respect to compensation, terms, conditions, or privileges of employment, because of such individual's race, color, religion, sex, age, marital status, disability, or national origin. There shall be no discrimination by school officials against any employee because of membership or activity in an employee organization or because of protected free speech activities. (Policy # 4002)

### **ELIMINATION OF DISCRIMINATION**

The Gothenburg Public School District does not discriminate on the basis of race, color, national origin, sex, disability, religion, age or other protected status in its programs and activities and provides equal access to the Boy Scouts and other designated youth groups. The following persons have been designated to handle inquiries regarding the non-discrimination policies:

Dr. Michael Teahon, Superintendent, 1322 Ave I, Gothenburg, NE 69138, (308) 537-3651  
michael.teahon@goswednes.org

Complaints or concerns involving discrimination or needs for accommodation or access should be addressed to the appropriate Coordinator. For further information about anti-discrimination laws and regulations, or to file a complaint of discrimination with the Office for Civil Rights in the U.S. Department of Education (OCR), please contact OCR at 8930 Ward Parkway, Suite 2037, Kansas City, Missouri 64114, (816) 268-0550 (voice), or (877) 521-2172 (telecommunications device for the deaf), or ocr.kansascity@ed.gov.

### **COPYRIGHT LAW**

According to the Federal Copyright Act, a public performance license is required for all showings of movies on home videocassette or videodisc for non-instructional purposes such as rewards, after-school care, during assemblies or any showings via closed circuit. However, schools do not need a license to show videos for "face-to-face" instruction, i.e. when the movie is related to the subject being taught.

### **HOMELESS STUDENT**

District #20 will comply with the federal and state law related to homeless students. A "homeless child" for purposes of this policy is a child who lacks a fixed, regular, and adequate nighttime residence. An "unaccompanied youth" is a child who is not in the physical custody of a parent or guardian. District #20's designated Homeless Coordinator is the Superintendent of Schools. (Board Policy #5418)

## **Student Assistance Team (SAT) Procedures**

1. Teacher, Parent, or Principal may refer a student to the SAT leader when they have academic, social, or behavioral concerns. The referring party then notifies the parent that their child has been referred to the SAT.
2. The teacher gathers pertinent information on the student, which may include but not be limited to classroom observations, health information, academic data, etc.
3. The SAT and referring individual meet and develop a plan of action for the student.
4. The SAT and referring teacher have a follow-up meeting after interventions strategies have been implemented for a minimum of two weeks and can either offer another plan of action or refer for testing through a multidisciplinary process.
5. If a child is referred for testing, then the SAT leader sends a request for evaluation to the school psychologist, who will then obtain parental permission.

## **JUNIOR/SENIOR H.S. FACULTY HANDBOOK ADDENDUM**

### **BRUNCH**

There will once again be a designated time for a mid morning brunch. Healthy snacks and juice will be served and students are encouraged to purchase these during the end of 1<sup>st</sup> period or the start of 2<sup>nd</sup> period on a rotation weekly basis. Students will also be allowed to bring healthy snacks and/or juice to 2<sup>nd</sup> period. Students will not be allowed to bring pop or any open containers into the school building. "Brunch" will be in the classrooms. Each individual teacher is responsible for supervision of his/her 1<sup>st</sup>/2<sup>nd</sup> period class. **Teachers MUST hold students accountable and work together if this project is to be a success.**

### **DETENTION**

A detention room will be established to facilitate the consequences for Level II and Level III Misbehaviors. Rules for the detention room are as follows: students should be prepared to study/review homework and NO eating, drinking, talking or sleeping is allowed.

### **SATURDAY SCHOOL**

Saturday School will begin at 8:30 a.m. and will end at 11:30 a.m. on the designated Saturday's of each month. Students who have been assigned to Saturday School **MUST ATTEND-NO EXCEPTIONS**. If a student fails to attend Saturday School or follow the rule stipulations, he/she will be issued a two-day out-of-school suspension and is assigned to the next Saturday School. Before the student is allowed back into school on the following Monday, a conference between the parent/student/principal must occur.

## **STUDENT ATTENDANCE REGULATIONS**

Please refer to the Gothenburg Student Handbook for the complete student attendance policy. **All teachers are responsible for taking attendance each period. THIS IS A MUST!!** At the beginning of each period, teachers should record student absences on POWERSCHOOL immediately. This record is very important and will be indicated on the student's report card and permanent records. **High School teachers should check the absence list (hard copy located in Mrs. Clymer's office) for accuracy at the end of the day and notify the office if changes should be made. When a student returns after being absent from your class, he/she must have a make-up slip. If they do not, please send them to the office to get one.**

A "truant" is any student who is absent from class without the knowledge or permission of his/her parents, guardian, and the school. Make-up work and make-up time will be required following truancy. Students who are truant from school may be referred to the superintendent and Board of Education for possible expulsion. For students under 16 years of age, charges for violation of Nebraska Statute 79-201 may be filed with the County Attorney.

An "activity absence" is given only when a student is absent for participation in a school activity such as sports, music contests and speech. An "activity absence" is not recorded on a student's attendance record and he/she will be counted as present in all classes. Make-up work will be requested of all "activity" absences prior to each event. The sponsor in charge of any students who will miss class is responsible for informing the office of the names of these students at least two days in advance. Upon returning to school after an excused absence, the student is expected to take the responsibility to make up homework and assignments missed. If an assignment or project was due the day the student was absent, it will be expected to be turned in when the student returns to school. Students will have two school days for each day he/she was absent (up to a maximum of ten school days) to complete other schoolwork missed. Example: If a student is absent on Thursday and Friday, they will have Monday, Tuesday, Wednesday and Thursday to complete missed homework assignments.

## **TARDIES**

A student is considered tardy if he/she arrives at class after the bell has rung. If he/she has a handbook pass from the previous period teacher, the tardy will be accepted and excused. Notes from parents concerning tardies for 1<sup>st</sup> & 6<sup>th</sup> periods WILL NOT be accepted, student will report to office to get a pass and then the student will need to serve immediately after school for one (1) hour. If student doesn't stay after school-2 hour detention will be served. A student is considered absent if they do not arrive at class within fifteen minutes after starting time. Every time a student is tardy, (periods 2-5 and 7-8) he/she will make up 15 minutes in the teacher's room where the tardy occurred. **If a student fails to serve this 15 minutes within the two days, the teacher should turn their name in to the office and that student will be required to serve a one-hour detention. On the second offense for failing to serve detention for a tardy, the student will serve 2 hours of detention. If they fail to serve a tardy for the third time-they will report to Saturday School. A student who is tardy seven (7) times from a semester class will also be required to serve Saturday School and IS NOT allowed to attend the next dance during the school year (Homecoming-Coronation-Prom). Any additional tardy-tardies could result in Saturday School again, in-school (WAS) and/or an out-of-school suspension.**

## **CRIME STOPPERS**

A Crime Stoppers program is being established to allow students (and faculty) to give anonymous or confidential information *and* get a cash reward. This program addresses the two main reasons people sometimes don't come forward: 1.) Fear of Involvement and 2.) Apathy.

## **DROP AND ADD INFORMATION**

Every effort has been made to place students in courses that are appropriate for their abilities and future educational or career interests. Students will be allowed to drop and add classes to their schedule on an emergency basis only. A student must have written permission from the teachers, guidance counselor and parents for a schedule change during this time. Students will be allowed to drop a class for a period of three weeks after the semester begins provided they have a full schedule and are willing to be an aide. During this time, a grade of Withdraw-Passing (W-P) or Withdraw-Failing (W-F) will be indicated by the

teacher and no marks will be entered on the official transcript. Dropping a class after this three-week period will result in the drop grade becoming part of the student's permanent record and transcript. This means that drop grades have a direct effect upon grade point average and class rank. Students should take their time during registration and make sure their choices are correct.

### **MAKE-UP SLIPS**

Make-up slips will be given to students when they return from being absent. **Teachers should not allow students to return to class unless they have a make-up slip.** Teachers should write the make-up assignments on the slip and sign the slip.

### **INCOMPLETE GRADES**

When, in the estimation of the teacher, special conditions have been present which warrant an extension of time to complete course work, a teacher may give an "Incomplete" as a course grade. Generally, any student with one or more grades of "incomplete" will have **three weeks** to make up the work needed to change this to a passing grade. After this time, the incomplete will automatically be changed to a failing grade.

### **ELIGIBILITY - GRADES 7-12**

All participants must have passed 20 credit hours of classes (NSAA Regulated) the previous semester to be eligible to participate in varsity events. Also, if they are not passing 20 hours, as reported by teachers every 3 weeks, they are ineligible and remain ineligible for 3 weeks or until such time as they have made up their work and are passing. This list should include all classes and will be compiled and given to each staff member.

### **SCHOOL SPONSORED ACTIVITIES**

All students taking part in any school activity, which will take them out of their classes, should be included on a list provided by the sponsor of that activity. It is the responsibility of the student to make up the work before they leave for the activity.

### **STUDENT DRIVING REGULATIONS**

Students are not to drive or ride in automobiles over the lunch hour or any time during the school day. Exceptions will be made for Work Release students going to their jobs. Students are not to be sitting in cars during lunch. A student violating the driving regulation will be given detention time or possible suspension from school.

### **CLASS AND ACTIVITY SPONSORSHIP**

Each student activity will be provided with a faculty sponsor. Each high school class will be assigned one or more sponsors. Sponsors are responsible for the following duties:

#### **General duties of sponsors:**

1. The sponsor of any organization or class must be with the group at all times during the course of that organization's meeting or activity. Teachers who fail to constantly supervise pupils under their care must assume full responsibility for the consequences. Parents and other teachers are encouraged to assist in sponsoring, however, they do not replace the sponsor. Any change of sponsorship must be approved by the administration.
2. The sponsor shall be responsible for guiding the organization in the elections of responsible class officers, the determining of worthwhile group activities, and the coordination of the individuals in the group into a working unit.
3. The class meeting is an opportunity to practice democracy. The sponsor should set an example by insisting on an orderly, well-planned meeting. The meeting should follow most of the rules of parliamentary procedure.
4. Students do not mind being told what they can or cannot do during the course of their club or class activities if the sponsor will take the time to explain why and then assist the class in the selection of the activities. The experience they gain from a sponsor's guidance will prepare them for decision-making as adults.

5. The following class officers will be elected in the fall. President, Vice-President, Secretary/Treasurer. **\*\*\*CLASS OFFICERS MUST HAVE PASSED ALL CLASSES FROM THE PREVIOUS SCHOOL YEAR & ALSO BE IN THE TOP 25% of HIS/HER CLASS.**
6. At the first meeting of the year, the sponsor will outline the following rules:
  - \* No meeting is to be held without the approval of the sponsor or without sponsor in attendance.
  - \* The year's activities are to be planned and the dates selected, if possible, for these activities. The sponsor must remember to record all dates with the activities director so that he may place them on the school calendar. Class /organizational meetings meet once a month only. No student is to order any supplies without the Principal's approval.
7. All class projects and parties must be presented to and approved by the principal in order to coordinate the various activities.
8. Fund-raising activities must be approved by the building principal.
9. Sponsors should pick up money earned by a class or organization the day the students earn the money. Students should not be permitted to carry this money with them for several days before turning it in. Sponsors should see that secretary/treasurers keep their records complete and up to date.

“Probationary Certified Employees” was changed to “*Probationary Certificated Employees*” on p. 2  
“Permanent Certified Employees” was changed to “*Permanent Certificated Employees*” on p. 2

**DUTY HOURS of EMPLOYEES** (p.2)

- A. Administrative personnel shall be on duty when and at such times as the responsibilities of their position dictates. The Superintendent shall set the duty hours of administrative staff.
- B. All other staff shall be on duty as determined by the Superintendent.
- C. No teacher or other school employee shall accept any other employment or carry on any business or activity for profit that interferes with the complete discharge of his or her responsibilities to the school district. (Policy #4004)
- D. *On a limited basis, teachers may leave at, or after 3:00 p.m., for special circumstances without being charged leave if they arrange for their own coverage and they receive permission from the building administrator. The arrangements need to be made at least a day prior to the request. (Note: Teachers covering for a colleague’s uncharged leave will not be paid for covering the class as the colleague is not charged for leave.)*

Leave Policy from Negotiated Agreement is updated. (p. 3)

Class Coverage (added after Substitutes on p. 5)

*Teachers will be paid 1/8<sup>th</sup> of the district-approved daily rate for a substitute teacher for covering a class when coordinated by an administrator, if covering results in the loss of their only planning time. Payment for coverage will be made in the July payroll. Teachers covering for a colleague’s uncharged leave as described in Duty Hours of Employee” will not be paid for covering the class as the colleague is not charged for leave.*

---

**Gothenburg Public Schools**  
**Certified Summative Staff Appraisal Form**

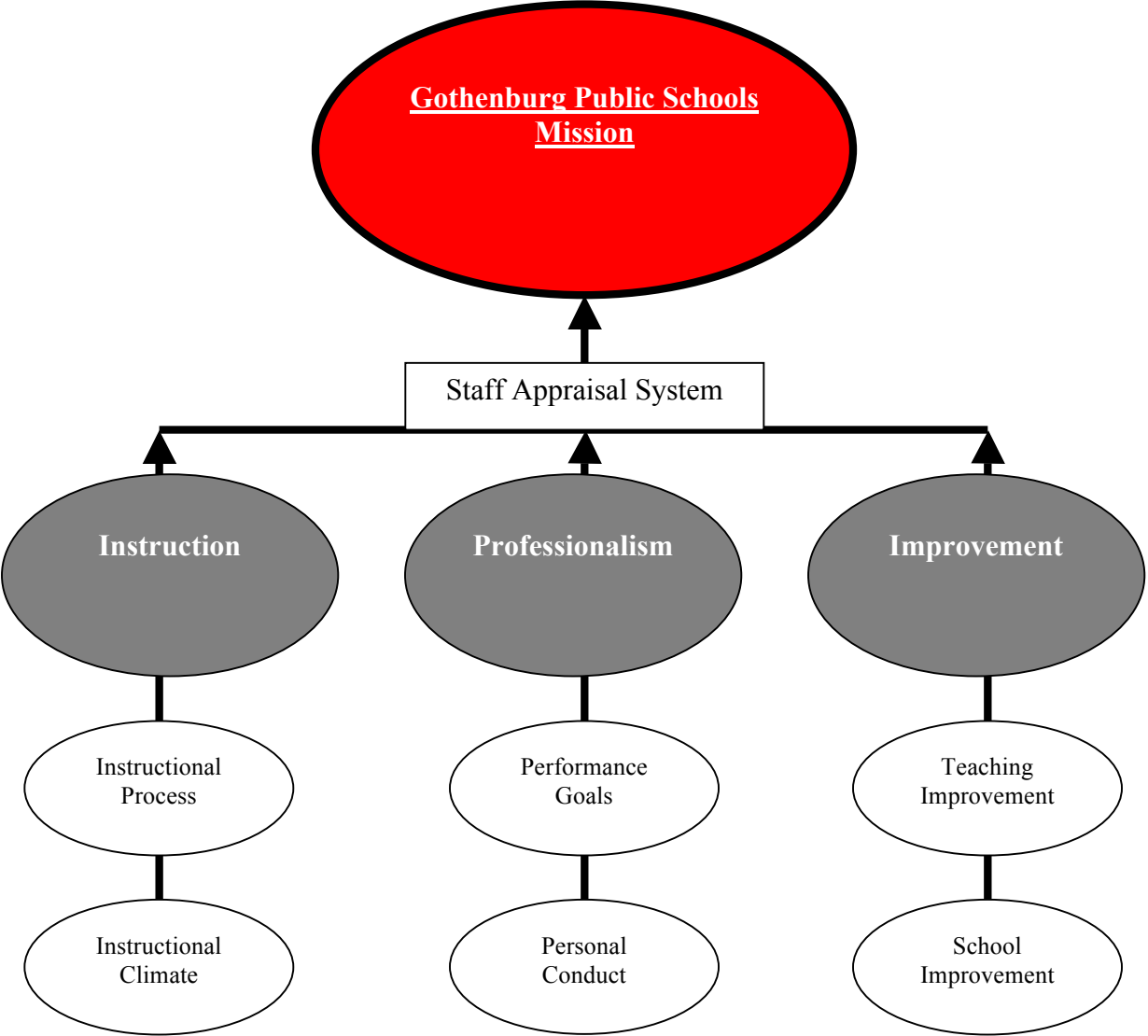
---

Teacher: \_\_\_\_\_

Date/Time: \_\_\_\_\_

Administrator: \_\_\_\_\_

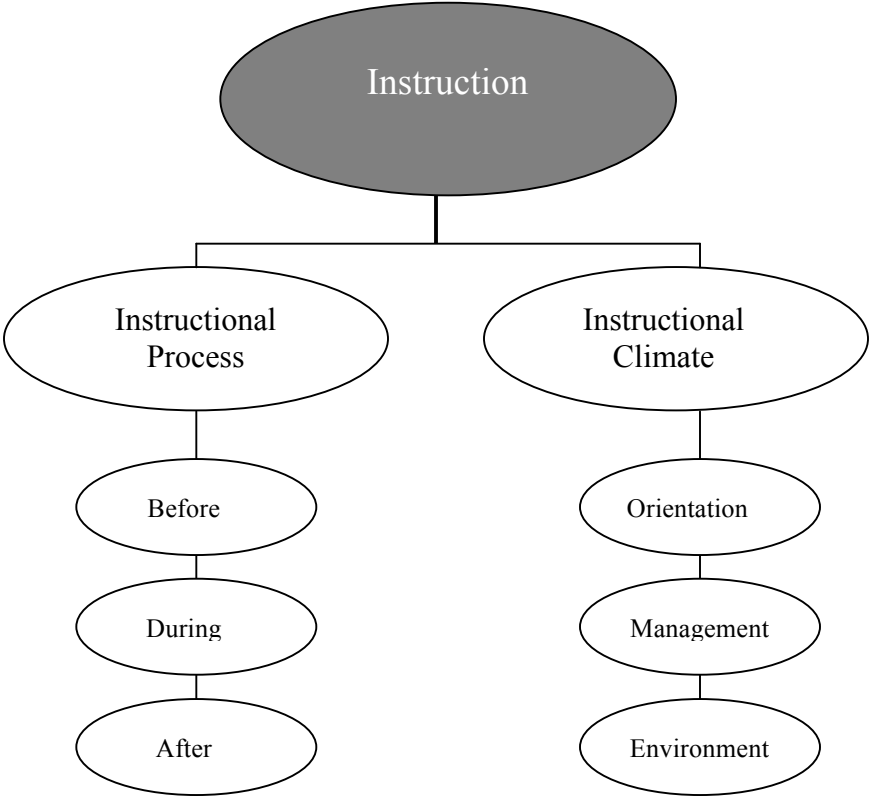
Class Observed: \_\_\_\_\_



---

**Gothenburg Public Schools  
Certified Summative Staff Appraisal Form**

---



**Gothenburg Public Schools  
Certified Summative Staff Appraisal Form**

**I. Instruction**

**A. Instructional Process**

Description	Standard	Development Rating
1. Before Instruction	a. Complete lesson plans on-time with accuracy b. Establish clear learning objectives c. Identify current level of student understanding d. Introduce content with meaningful and engaging techniques	<input type="checkbox"/> (4) Advanced <input type="checkbox"/> (3) Proficient <input type="checkbox"/> (2) Progressing <input type="checkbox"/> (1) Beginning <input type="checkbox"/> <b>Meets District Standards</b> <input type="checkbox"/> <b>Does not meet District Standards</b>
<b>Narrative Comments:</b>		

Description	Standard	Development Rating
2. During Instruction	a. Explain new content using multiple modes of instruction b. Demonstrate application of new learning c. Engage students actively and meaningfully through guided practice	<input type="checkbox"/> (4) Advanced <input type="checkbox"/> (3) Proficient <input type="checkbox"/> (2) Progressing <input type="checkbox"/> (1) Beginning <input type="checkbox"/> <b>Meets District Standards</b> <input type="checkbox"/> <b>Does not meet District Standards</b>
<b>Narrative Comments:</b>		

**Gothenburg Public Schools  
Certified Summative Staff Appraisal Form**

Description	Standard	Development Rating
3. After Instruction	a. Through closure activities, determine if student learning objectives were met b. Provide prompt feedback on student performance c. Record student performance data frequently, promptly and accurately	<input type="checkbox"/> (4) Advanced <input type="checkbox"/> (3) Proficient <input type="checkbox"/> (2) Progressing <input type="checkbox"/> (1) Beginning <input type="checkbox"/> <b>Meets District Standards</b> <input type="checkbox"/> <b>Does not meet District Standards</b>
<b>Narrative Comments:</b>		

**B. Instructional Climate**

Description	Standard	Development Rating
1. Task Orientation	a. Provide a predictable classroom routine for students to follow b. Provide maximum time for constructive educational activities c. Provide directions for smooth transitions in classroom routine d. Students are actively engaged throughout the class period	<input type="checkbox"/> (4) Advanced <input type="checkbox"/> (3) Proficient <input type="checkbox"/> (2) Progressing <input type="checkbox"/> (1) Beginning <input type="checkbox"/> <b>Meets District Standards</b> <input type="checkbox"/> <b>Does not meet District Standards</b>
<b>Narrative Comments:</b>		

Description	Standard	Development Rating
2. Classroom Management	a. Posts clear rules and procedures	<input type="checkbox"/> (4) Advanced

**Gothenburg Public Schools  
Certified Summative Staff Appraisal Form**

	b. Impartially enforces rules and procedures with consistency c. Regularly reinforce desirable behavior	<input type="checkbox"/> (3) Proficient <input type="checkbox"/> (2) Progressing <input type="checkbox"/> (1) Beginning <input type="checkbox"/> <b>Meets District Standards</b> <input type="checkbox"/> <b>Does not meet District Standards</b>
<b>Narrative Comments:</b>		

Description	Standard	Development Rating
3. Classroom Environment	a. Maintain firm command of classroom activities/supervision b. Has a stimulating room environment c. Provide an orderly classroom d. Provide a physically safe classroom	<input type="checkbox"/> (4) Advanced <input type="checkbox"/> (3) Proficient <input type="checkbox"/> (2) Progressing <input type="checkbox"/> (1) Beginning <input type="checkbox"/> <b>Meets District Standards</b> <input type="checkbox"/> <b>Does not meet District Standards</b>
<b>Narrative Comments:</b>		

---

**Gothenburg Public Schools  
Certified Summative Staff Appraisal Form**

---



**Gothenburg Public Schools  
Certified Summative Staff Appraisal Form**

**II. Professionalism**

**A. Performance Goals**

Description	Standard	Development Rating
1. Preparation	a. Dressed and Groomed Appropriately b. Arrive and leave on-time c. Has needed materials for the days lesson	<input type="checkbox"/> (4) Advanced <input type="checkbox"/> (3) Proficient <input type="checkbox"/> (2) Progressing <input type="checkbox"/> (1) Beginning <input type="checkbox"/> <b>Meets District Standards</b> <input type="checkbox"/> <b>Does not meet District Standards</b>
<b>Narrative Comments:</b>		

Description	Standard	Development Rating
2. Task Completion	a. Perform assigned duties accurately/punctually b. Keeps grades current and updated c. Complete professional goals related to teaching performance	<input type="checkbox"/> (4) Advanced <input type="checkbox"/> (3) Proficient <input type="checkbox"/> (2) Progressing <input type="checkbox"/> (1) Beginning <input type="checkbox"/> <b>Meets District Standards</b> <input type="checkbox"/> <b>Does not meet District Standards</b>
<b>Narrative Comments:</b>		

Description	Standard	Development Rating
-------------	----------	--------------------

**Gothenburg Public Schools  
Certified Summative Staff Appraisal Form**

3. Appropriate Responding	a. Consistently comply with <i>student handbook</i> regulations and procedures b. Consistently comply with <i>faculty handbook</i> regulations and procedures c. Consistently comply with administrator directives d. Consistently comply with state ethics guidelines	<input type="checkbox"/> (4) Advanced <input type="checkbox"/> (3) Proficient <input type="checkbox"/> (2) Progressing <input type="checkbox"/> (1) Beginning <input type="checkbox"/> <b>Meets District Standards</b> <input type="checkbox"/> <b>Does not meet District Standards</b>
<b>Narrative Comments:</b>		

**B. Personal Conduct**

Description	Standard	Development Rating
1. Respect	a. Demonstrate respect toward all students b. Demonstrate respect toward staff c. Demonstrate respect toward administrators d. Maintain staff and student confidentiality	<input type="checkbox"/> (4) Advanced <input type="checkbox"/> (3) Proficient <input type="checkbox"/> (2) Progressing <input type="checkbox"/> (1) Beginning <input type="checkbox"/> <b>Meets District Standards</b> <input type="checkbox"/> <b>Does not meet District Standards</b>
<b>Narrative Comments:</b>		

Description	Standard	Development Rating
2. Relationship Building	a. Collaborate constructively with staff b. Collaborate constructively with administrators	<input type="checkbox"/> (4) Advanced <input type="checkbox"/> (3) Proficient

**Gothenburg Public Schools  
Certified Summative Staff Appraisal Form**

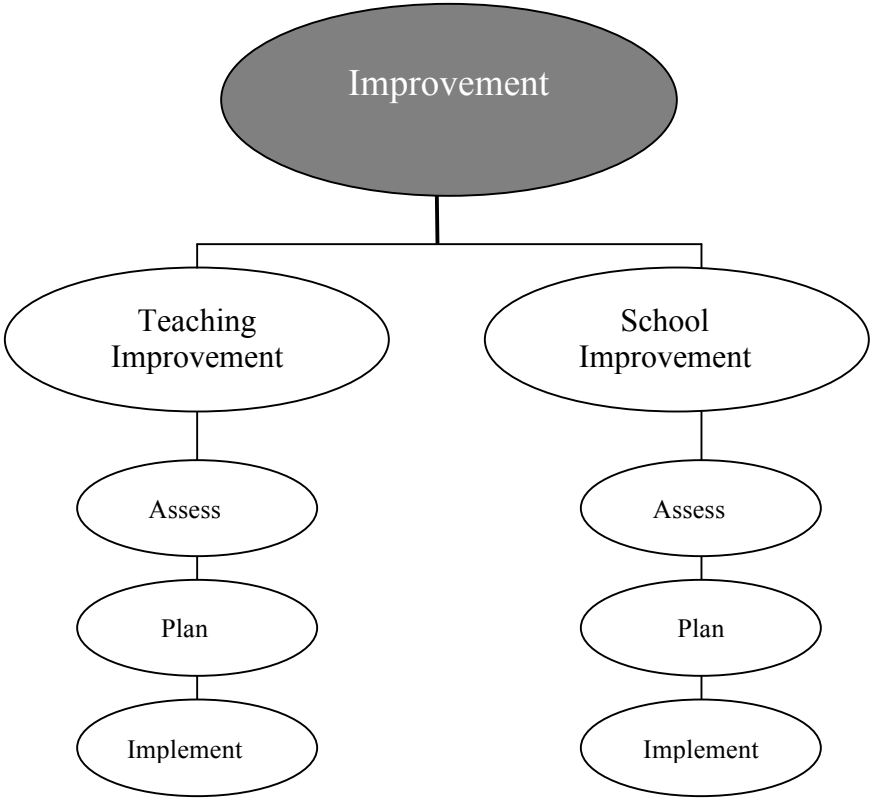
	c. Collaborate constructively with parents and patrons	<input type="checkbox"/> (2) Progressing <input type="checkbox"/> (1) Beginning <input type="checkbox"/> <b>Meets District Standards</b> <input type="checkbox"/> <b>Does not meet District Standards</b>
<b>Narrative Comments:</b>		

Description	Standard	Development Rating
3. Adaptability	a. Maintain professional distance with students b. Exhibit patience and good judgment c. Respect the viewpoints and differences of others d. Support team/administrative decisions	<input type="checkbox"/> (4) Advanced <input type="checkbox"/> (3) Proficient <input type="checkbox"/> (2) Progressing <input type="checkbox"/> (1) Beginning <input type="checkbox"/> <b>Meets District Standards</b> <input type="checkbox"/> <b>Does not meet District Standards</b>
<b>Narrative Comments:</b>		

---

**Gothenburg Public Schools  
Certified Summative Staff Appraisal Form**

---



**Gothenburg Public Schools  
Certified Summative Staff Appraisal Form**

**III. Improvement**

**A. Teaching Improvement**

Description	Standard	Development Rating
1. Assessment	a. Use assessment at multiple points to determine student progress toward instructional objectives b. Use assessment to determine areas of learning strength and weakness c. Use assessment results to determine areas for instructional improvement	<input type="checkbox"/> (4) Advanced <input type="checkbox"/> (3) Proficient <input type="checkbox"/> (2) Progressing <input type="checkbox"/> (1) Beginning <input type="checkbox"/> <b>Meets District Standards</b> <input type="checkbox"/> <b>Does not meet District Standards</b>
<b>Narrative Comments:</b>		

Description	Standard	Development Rating
2. Plan	a. Establish instructional plans based upon valid and current information b. Adjust instructional strategies in response to student learning strengths and weaknesses c. Adjust instructional strategies in response to improvement areas identified from classroom assessment results	<input type="checkbox"/> (4) Advanced <input type="checkbox"/> (3) Proficient <input type="checkbox"/> (2) Progressing <input type="checkbox"/> (1) Beginning <input type="checkbox"/> <b>Meets District Standards</b> <input type="checkbox"/> <b>Does not meet District Standards</b>
<b>Narrative Comments:</b>		

**Gothenburg Public Schools  
Certified Summative Staff Appraisal Form**

Description	Standard	Development Rating
3. Implement	a. Implement varies proven instructional strategies b. Implement instructional plans through technology c. Record student progress toward curriculum objectives and state standards	<input type="checkbox"/> (4) Advanced <input type="checkbox"/> (3) Proficient <input type="checkbox"/> (2) Progressing <input type="checkbox"/> (1) Beginning <input type="checkbox"/> <b>Meets District Standards</b> <input type="checkbox"/> <b>Does not meet District Standards</b>
<b>Narrative Comments:</b>		

<b>B. School Improvement</b>		
Description	Standard	Development Rating
1. Assess	a. Involved in the alignment of curriculum with state standards b. Aware of methods used for school improvement data collection c. Is involved in the school improvement process	<input type="checkbox"/> (4) Advanced <input type="checkbox"/> (3) Proficient <input type="checkbox"/> (2) Progressing <input type="checkbox"/> (1) Beginning <input type="checkbox"/> <b>Meets District Standards</b> <input type="checkbox"/> <b>Does not meet District Standards</b>
<b>Narrative Comments:</b>		

**Gothenburg Public Schools  
Certified Summative Staff Appraisal Form**

Description	Standard	Development Rating
2. Plan	a. Attend ongoing professional training related to grade level/subject interventions b. Involved in the development or revision of specific parts of the school improvement action plan	<input type="checkbox"/> (4) Advanced <input type="checkbox"/> (3) Proficient <input type="checkbox"/> (2) Progressing <input type="checkbox"/> (1) Beginning <input type="checkbox"/> <b>Meets District Standards</b> <input type="checkbox"/> <b>Does not meet District Standards</b>
<b>Narrative Comments:</b>		

Description	Standard	Development Rating
3. Implement	a. Implement grade level/subject interventions specified in the action plan b. Accurately records progress toward professional growth plans c. Accurately records student progress toward district/state standards	<input type="checkbox"/> (4) Advanced <input type="checkbox"/> (3) Proficient <input type="checkbox"/> (2) Progressing <input type="checkbox"/> (1) Beginning <input type="checkbox"/> <b>Meets District Standards</b> <input type="checkbox"/> <b>Does not meet District Standards</b>
<b>Narrative Comments:</b>		

Mr/Mrs

- Please make any comments that you would like to make on the evaluation.
- Then schedule a time that you would like to come in and see me about the evaluations.

---

**Gothenburg Public Schools**  
**Certified Summative Staff Appraisal Form**

---

- We will go over the scoring and any comments that you might have at that time.
- The teacher’s signature of this appraisal form does not necessarily imply agreement, but does indicate that he/she has read the evaluation and has had an opportunity to discuss it’s contents with the supervisor. Any rebuttal or response by the teacher is contained on the attached pages.

**Summative Comments:**

**Administrator Signature** \_\_\_\_\_  
**Date** \_\_\_\_\_

**Staff Signature** \_\_\_\_\_  
**Date** \_\_\_\_\_

**Appraisal Feedback Summary Page**



## STATEMENT OF PHILOSOPHY

A comprehensive and balanced activities program is an essential complement to the basic program of instruction. The activities program should provide opportunities for youth to further develop interests and talents in sports, debate/speech, drama, journalism, music and related academic areas. Participation in these activities should provide students with a lifetime basis for personal values, for work and for leisure activities. Our job is to ensure a supportive and safe environment for student participation, which encourages the development of skills and the building of relationships.

Coaching leadership should provide participants with examples of exemplary behavior. Measurement of leadership success will emphasize character, courage and integrity as the major objectives of the program. This program should prepare students to assume positions of leadership and enable students to appropriately deal with adversity and success. Coaches and sponsors should also teach the specific skills necessary for improvement in activities and provide guidance in the development of proper practice and training habits.

The activities program should be available to all students who demonstrate an interest in participating, regardless of their individual abilities. Accordingly, appropriate skill levels (Sophomore, Junior Varsity) should be established within activities, when feasible, so that students may participate as fully as possible regardless of ability levels.

Best of luck,

Activities Director

### Reference Guide

<b>Practice Dates</b>	<b>pg. 2</b>
<b>NSAA Rules/Interpretations</b>	<b>pg. 3</b>
<b>Clinics (athletes)</b>	<b>pg. 4</b>
<b>Clinics (coaches)</b>	<b>pg. 4</b>
<b>Open Gym</b>	<b>pg. 4</b>
<b>Job Description</b>	<b>pg. 5,6</b>
<b>Expectations</b>	<b>pg. 6,7</b>
<b>Sportsmanship Code</b>	<b>pg. 8</b>
<b>Coaches Code of Conduct</b>	<b>pg. 8-12</b>
<b>LB 260 Concussion Legislation</b>	<b>pg. 13</b>

## **VARSIY SPORTS SEASONS – 2016-2017 N.S.A.A.**

All interscholastic sports are divided into three seasons – fall, winter and spring. The division of sports, the date of the first allowed organized practice, and the closing date of the season shall be as follows. No individual may participate simultaneously in more than one sport per season. Athletes are not allowed to participate in activities outside the school while involved in the same activity in school, i.e. Football/Air It-Out, Cross-Country/Road Races are specific examples.

<b><u>FALL</u></b>	<b><u>FIRST DAY OF PRACTICE</u></b>	<b><u>CLOSE OF SEASON</u></b>
Football	August 8 <sup>th</sup>	Football Playoffs
Cross Country	August 15 <sup>th</sup>	State Meet
Volleyball	August 15 <sup>th</sup>	State Tournament
Golf – Girls	August 8 <sup>th</sup>	State Meet
Softball	August 8 <sup>th</sup>	State Tournament
<b><u>WINTER</u></b>		
Basketball	November 14 <sup>th</sup>	State Tournament
Wrestling	November 14 <sup>th</sup>	State Meet
<b><u>SPRING</u></b>		
Golf	February 27 <sup>th</sup>	State Meet
Track	February 27 <sup>th</sup>	State Meet

No organized practices may be held in any sport during the school year between the close of the season and the opening date of practice for the following season. An organized practice for each sport is defined as more than one group practicing at the same time and as defined below.

**FOOTBALL:** An organized practice shall mean more than seven players under the direct supervision of a coach.

**BASKETBALL, SOFTBALL, WRESTLING AND VOLLEYBALL:** An organized practice shall mean more than four players under the direct supervision of a coach.

**TRACK, GOLF AND CROSS COUNTRY:** An organized practice shall mean more than three players under the direct supervision of a coach.

**CLINICS:** Schools may organize a clinic in any sport beginning the Tuesday after Memorial Day and concluding no later than July 31<sup>st</sup>. Such clinics can run for a maximum of 10 days within a period of 21 consecutive days.

**CONDITIONING;** A school may organize a general conditioning program that may include only exercise designed to promote physical fitness. It may include weight lifting, running and exercising. Conditioning shall be no longer than 60 minutes per day.

## **NEBRASKA SCHOOL ATHLETIC ASSOCIATION RULES AND INTERPRETATIONS REGARDING OFF-SEASON AND SUMMER ATHLETIC PROGRAMS**

The intent of the rules pertaining to off season and summer athletic programs is to give students an opportunity to maintain and improve physical condition, develop individual skills and fundamentals, and to permit the use of school facilities for recreational purposes.

The participation in off season programs, specialized sports camps and clinics, leagues or conditioning programs should be voluntary and not a prerequisite for being permitted to participate on an athletic team the next school year. If a student elects to participate, the focus should be on the development of the individuals' ability and skills rather than the extension of the season or preparation of a team for the following year.

### **High School Athletes Participating in YMCA, YWCA, AAU, USVBA, or Other Tournaments Sponsored by Non-School Organizations, Summer Leagues, and Summer Camps and Clinics**

When a sports season is completed, athletes are free to participate in non-school competition in a sport that is not in season. The restrictions are placed on the school and coaches.

During the school year if a member of the high school staff or an individual who has served as a head coach, assistant coach, or coaches' aide at school in a particular sport during the school year is involved as a coach or sponsor of a team, the number of athletes who may participate on the team from the school which employs the individual is governed by the organized practice rules for that sport. The number permitted before an activity becomes an organized practice is found in the NSAA Yearbook.

A school cannot be involved in any manner. This includes the raising of funds, providing financial support, providing uniforms, providing transportation, and providing practice facilities if the number of athletes from the school is greater than permitted on pg. 2 unless a facility rental or lease arrangement has been made with the sponsor.

### **Fees For Specialized Sport Camps and Clinics**

When an individual attends a specialized sport camp or clinic, the individual or his/her parents are responsible for paying the expenses for attending the camp or clinic.

The fees cannot be paid by a letter club, booster club, merchants, interested individuals, or the school. If the individuals or a team wish to raise funds for the purpose of paying expenses or fees to a camp or clinic, the fund raising activities must be of their own volition.

The Gothenburg District has adopted a policy allowing coaches to use school vehicles to take athletes to clinics and camps. The District will not pay for the gas but only the use of the vehicles. Vehicles must be refueled by the participants after each use.

## **Professional Development**

Coaches will be permitted to attend two professional development clinics annually. Priority should be given to the All-Sport NCA Coaches Clinic in July. Approval for all clinics will be subject to availability of substitutes and the cost of the clinic.

### **Clinics Sponsored By A School During The Summer**

NSAA rules permit a school to conduct a clinic in any activity during the summer vacation period. Schools may organize a clinic in any sport beginning the Tuesday after Memorial Day and concluding no later than July 31<sup>st</sup>. Such clinics can run for a maximum of 10 days within a period of 21 consecutive days.

The provisions for school-sponsored clinics were adopted so that the athletes would have an opportunity to receive instruction during the summer without having to pay a high fee to attend a collegiate or commercial camp.

#### **Camps & Clinics held on School property can be handled in two different ways:**

School sponsored camp: (i.e. camp sponsored by the wrestling program) (nonprofit)

- a. All money received and paid must go through the School via Athletic Department.
- b. School will cover postage, paper, copies & rent.

Coach/Individual sponsored camp

- a. Individual must show proof of insurance certificate.
- b. Must reimburse the school for paper, copies, postage etc.
- c. Must pay rental fee for use of facilities.

During the summer clinic, a coach may work with any number of athletes using the school facilities and equipment. The school may hire a clinician to provide the instruction. In Football, pads and helmets cannot be worn. The clinic may begin the Tuesday after Memorial Day and must conclude no later than July 31<sup>st</sup>. Such clinics can run for a maximum of 10 days within a period of 21 consecutive days

### **Open Gym**

A School may open its gymnasium(s) for recreational activities. A coach or school employee may be present as a facility supervisor. He/she should not do any coaching, divide those in attendance for competition, or prescribe a set program of activity for a specific individual group. The following guidelines should be followed for an open gym:

1. The time and day(s) of the open gym shall be made known to the entire student body through announcements, bulletin board posting, newspaper articles, etc. If the general public is to be permitted to participate, they should be made aware of this option.
2. The gym must be open to anyone enrolled in the school or members of the community and must be on a voluntary basis.
3. The person in charge of supervising the open gym may not coach, organize or instruct students in any sport.

### **JOB DESCRIPTION: ASSISTANT COACH**

1. Support the head coach in conducting the athletic program of that particular sport and the total athletic program of the Gothenburg Senior School in general.
2. Be loyal to the Head Coach and to the team.
3. Attend staff meetings when called by the Head Coach.
4. Assist with scouting of varsity games.
5. Assume any duties assigned by the Head Coach pertaining to the overall athletic program of the particular sport. Some of these duties might be: conducting portions of practice drills, handling equipment, determining eligibility, working with student managers, public relations and statistics.
6. In the absence of the Head Coach, he/she shall assume all responsibilities herein designated as those of the Head Coach.
7. Evaluation of Assistant Coaches: All assistant coaches will be evaluated by the Athletic Director. A written evaluation will be made at the end of the season and will be signed by the coach and the Athletic Director.

### **JOB DESCRIPTION: HEAD COACH**

1. Be responsible for all matters pertaining to the organization and administration of the coaching of the team under his/her direction and shall enforce all rules of the Nebraska High School Athletic Association as they pertain to the respective sports.
2. Assign duties to all assistant coaches and evaluate the performance of these assistant coaches as they fulfill their duties and responsibilities.
3. Plan and conduct all practice sessions.
4. Be responsible for preparing public information released regarding their particular sport.
5. Maintain an accurate squad roster at all times, being sure that it is up-to-date and on file with the Athletic Office.
6. Cooperate with the Activities Director in verifying that no athlete is issued equipment or allowed to practice until he/she has received a physical clearance.
7. Assign someone to be with the squad at all times. This includes locker room supervision until all squad members have left the building and then seeing that all lights are turned off and all doors locked.
8. Prepare a detailed equipment and supply budget request to be submitted to the Activities Director.
9. Inspect all equipment, oversee the issuance and collection of equipment, maintain equipment inventory records, and direct activities of student managers. Also enforce rules regarding care of equipment.
10. Conduct all staff meetings and be in charge of all practices, team meetings and athletic contents when the team is involved.
11. Recommend, to the Activities Director, teams that may be scheduled and officials to be employed.
12. Serve as an advisor to the students on his/her squad and to help them, by advice or direction, with problems.
13. Instruct team members that equipment is to be worn only for the purpose for which it was purchased, namely for practice sessions and game competition for interscholastic athletics.

- They can be worn for special occasions, game days etc. Wearing a “Swede” jersey is something special.
14. Announce and enforce rules and regulations pertaining to conditioning of players and training rules affecting the health and safety of the players.
  15. Report injuries of participants to the proper school officials.
  16. Be interested and loyal to the school’s program. He/She is expected to support the entire program and to be an active participant in striving to improve the activities program as well as the total educational program of the schools.
  17. Be expected, after decisions and policies have been established, to support and conform to them, both in fact and in spirit.
  18. Make decisions of a general nature that are in keeping with the established policies and procedures of the school. However, when decisions affect other coaches and other sports, or when the problem is one that clearly falls within the jurisdiction of the Activities Office, decision should be delayed until the matter has been discussed fully with the Activities Director.
  19. Submit to the Activities Director a year-end report, including the following information:
    - a. Squad members
    - b. Letter winners
    - c. Schedules played and results
    - d. New records (individual or team)
    - e. Special honors
  20. Acceptance of Money: Whenever a coach receives money from an athlete, never leave it in your desk; rather turn it into the appropriate office immediately. All fund raising projects must be cleared with the Athletic Director in advance and nothing shall be ordered without permission.
  21. Coaches Clinics: If a head coach and his/her assistants wish to attend a clinic, it should be made known to the Athletic Director. This notification should be made well in advance of the desired clinic.
  22. Evaluation of Coaches: All head coaches will be evaluated by the Athletic Director. Head coaches and the Athletic Director will evaluate assistant coaches throughout the season. A written evaluation will be made at the end of the season and will be signed by the coach and the Athletic Director.

### **EXPECTATIONS FOR AN ATHLETIC COACH AT GOTHENBURG PUBLIC SCHOOLS**

1. Perform the coaching responsibilities of the assigned sport to the best of your ability, conducting yourself in a professional manner and adhering to high standards.
2. Know, understand, and comply with rules and regulations of our school, conference, and state governing bodies for athletics.
3. Maintain a working knowledge and understanding of the playing rules of your sport, teach these to your athletes and insist upon compliance.
4. Fulfill your assigned academic duties as well as athletic duties, adhering to policies governing all faculty.
5. Appreciate and promote all Gothenburg athletics, as well as your own sport. Volunteer to assist in various capacities in the total program.
6. Follow the chain of command in all athletic matters.
  - a. Consult and work with the activities director concerning:
    - (1) Budget
    - (2) Lettering requirements
    - (3) Practice schedules, dates and times
    - (4) Transportation

- (5) Scheduling of contests
- b. Consult building principal concerning:
  - (1) Your absence from scheduled classes because of activities
  - (2) Athletes absence from school because of activities
- 7. Constantly seek self-improvement through reading, workshops, clinics and through other appropriate endeavors associated with your sport.
- 8. Establish rapport with your athletes, treat them with respect and in a fair and professional manner. You are responsible for their health, safety and well being.
- 9. Establish and maintain a comfortable working relationship with fellow coaches, faculty, staff, administration and community.
- 10. Be a professional. Keep “in-house” problems in-house. Do not ridicule athletes, staff, coaches or faculty. Approach things from a positive point of view.

### **GPS Checklist for all (Junior High and Senior High) Coaches:**

1. Students must not be allowed to practice until they have a current physical on record with Gothenburg Public School.
2. Promptly supply eligibility list of participants with names spelled correctly.
  3. Issue uniforms and keep accurate records for retrieving equipment.
  4. Promptly supply roster with correct numbers, grade and position.
  5. Promptly supply transportation (changes from bus schedule provided) and sub request.
  6. Clean and store equipment at the end of the season.
  7. Complete the end of season/year report.
  8. Complete all paper work on time.
  9. If you are going to be gone from a practice or activity, notify the Activities Director promptly. If you cancel a practice, please contact the Activities Director and also indicate the reason for the cancellation.
  10. Ensure that someone is assigned to be with the squad at all times. This includes locker room supervision until all squad members have left the building. Secure the facility at the conclusion of practice (lights off, doors locked.) After an away activity, stay until all athletes have a ride home.
  11. Handle all necessary media information. Getting results, preseason, end of the season and any necessary information to appropriate media outlets.
  12. Leave & Dismissal Times. Head Coaches dismissed 30 minutes prior to leave time; assistants and athletes dismissed 15 minutes prior to leave time. Exceptions can be made with prior approval.
  13. Changes in Schedules. If a change is requested, the coach and activities director will work together and the activities director will be the contact person. Changes during the season are to be avoided.
  14. Athletic Banquet. All athletic awards will be presented at the Athletic Banquet unless special permission is requested by the coach.

## **Gothenburg Athletic Program (Sportsmanship Code)**

The athletic program of Gothenburg Public School is designed to provide opportunities for those students who desire competitive activity in athletics. It is our desire to instill in each participant the image of a true Swede athlete.

In accordance with the District 20 Spectator Code of Sportsmanship Behavior, Ethics, and Integrity each GPS activity participant must:

1. Keep cheers positive. There should be no profanity or degrading language/gestures.
2. Avoid actions that offend visiting teams or individual players.
3. Show appreciation of good play by both teams.
4. Learn the rules of the game in order to be a better-informed spectator.
5. Treat all visiting teams in a manner in which you would expect to be treated.
6. Accept the judgment of coaches and officials.
7. Encourage other spectators to participate in the spirit of good sportsmanship.
8. Obey the instructions of school employees and officials supervising the extracurricular activity.

Additionally participants should:

9. Strive for victory through fair play according to the rules of the game.
10. Love the game for its own sake – not for what winning may bring them through publicity.
11. Do everything possible to encourage enthusiasm for the game and courtesy and respect for the players, coaches and fans.
12. Win without boasting and lose without excuses.
13. Do all within your power to make the entire athletic program something we will always be proud of.

Any boy or girl is welcome to try out for any of the interscholastic team available to them providing they meet the requirements established by the Nebraska State Activities Association and the school and they agree to follow the guidelines.

### **Code of Conduct for Coaches and Sponsors<sup>1</sup>**

Extracurricular activity participation should be fun and be a significant part of a sound educational program. Coaches have a duty to assure that their programs impart important life skills and promote the development of good character. Essential elements of character building are embodied in the concept of sportsmanship and six core values: trustworthiness, respect, responsibility, fairness, caring, and good citizenship. Further, ethical principals established by the NDE related to commitment to the school employer, student, community, and profession are equally applicable to coaching duties.

The expectations of persons designated as “sponsors” of extracurricular activity programs are exactly the same as coaches; so all references to coaches apply equally to sponsors. References to parents also includes “guardians.”

---

<sup>1</sup> To give credit and to explain the source of this Code of Conduct: the principles of this Code are drawn heavily from the CHARACTER COUNTS! Coalition as well as the ethical standards established by the Nebraska Department of Education for educators.

## TRUSTWORTHINESS

Be worthy of trust in all you do. Teach students the importance of integrity, honesty, reliability and loyalty.

- *Integrity* — Model high ideals of ethics and sportsmanship.
- *Honesty* — Don't lie, cheat, steal or engage in or permit dishonest conduct.
- *Reliability* — Fulfill commitments; do what you say you will do. Be on time. Complete the season for which you have been assigned or hired.
- *Loyalty* — Be loyal to your school and team. Put the team above personal glory.
- *Candid* — Be candid with students and their parents about the student's likely level of participation, of getting an athletic scholarship or playing professionally.

## RESPECT

Treat all people with respect and require the same of students.

- *Class* — Encourage students to help up fallen opponents, compliment extraordinary performance, and show sincere respect in pre- and post-game rituals.
- *Taunting* — Don't engage in or allow trash talking, taunting, boastful celebrations, or other actions that demean individuals or the program.
- *Respect for Officials* — Treat game officials with respect. Assure that neither you nor your players publicly criticize an official in a manner that discredits the game, impugns the honor or the integrity of any official or subjects the referees to ridicule or hostility.
- *Respect for Parents* — Treat parents with respect. Be clear about your expectations, goals and policies and maintain open lines of communication.
- *Profanity* — Don't engage in or permit profanity or obscene gestures during practices, extracurricular activity events, team travel, or in any other situation where the behavior could reflect badly on the school, the extracurricular activity program, or your position as a role model.
- *Positive Coaching* — Use positive coaching methods to make the experience enjoyable and increase self-esteem. Refrain from physical or psychological intimidation, verbal abuse, and demeaning conduct. Use incentives and disincentives consistent with sportsmanship and character-building goals.
- *Effort and Teamwork* — Encourage students to think and play as a team, to do their best and continually improve through personal effort and discipline. Discourage selfishness.
- *Professional Relationships* — Maintain appropriate, professional relationships with students and others involved in extracurricular activities. Respect proper coach-student boundaries. Sexual or romantic contact with students is strictly forbidden as is verbal or physical conduct of a sexual nature directed to or in view of students. Avoid conflicts of interest including financial or personal relationships that could be construed as exploitive of students or affect your impartiality.

## RESPONSIBILITY

- *Life Skills* — Teach students positive life skills that will help them become well-rounded and responsible.
- *Advocacy of Education* — Advocate the importance of education beyond athletic eligibility standards. Assure that extracurricular activities do not unduly interfere with the ability and motivation of students to achieve their academic potential.
- *Good Character* — Foster the development of good character by teaching, enforcing, advocating and modeling high standards of ethics and sportsmanship. Look for opportunities to state and reinforce positive messages.

- *Role-Modeling* — Be a worthy role-model. Be mindful of the high visibility and great influence you have as a coach. Conduct yourself in private and coaching situations in a manner that exemplifies all you want your students to be. Refrain from profanity, disrespectful conduct, and the use of alcohol or tobacco in front of students or in other situations where your conduct could undermine your positive impact as a role model. Don't gamble or associate with professional gamblers.
- *Competence* — Strive to improve coaching competence and acquire increasing proficiency in coaching principles and current strategies, character-building techniques, and first-aid and safety.
- *Knowledge of Rules* — Maintain a thorough knowledge of current game and competition rules and assure that your students know and understand the rules. Be familiar with applicable NSAA and school rules and regulations on eligibility, recruiting, seasons, practice time, and out-of season activities.
- *Self-Control* — Control your ego and emotions; avoid displays of anger and frustration; don't retaliate.
- *Enforcing Rules* — Enforce the codes of conduct consistently even when the consequences are high. Report rule violations or misconduct.
- *Access* — Help make extracurricular activity experiences available to students of diverse backgrounds. Do not treat students differently (worse) based on race, nationality, disability, gender, religion or on any other protected category.

## **FAIRNESS**

Be fair in competitive situations, team selection, discipline and all other matters. Be open-minded and willing to listen and learn.

## **CARING**

- *Safe Competition* — Put safety and health considerations above the desire to win. Never permit students to intentionally injure any player or engage in reckless behavior that might cause injury to themselves or others.
- *Safety and Health* — Establish standards and regulations that put the health of students above other considerations. Be informed about basic first aid principles and the physical capacities and limitations of the students. Educate students about the dangers and prohibit the use of unhealthy and illegal substances including alcohol, tobacco and recreational or performance-enhancing drugs and nutritional supplements. Be vigilant for signs of eating disorders or unhealthy techniques to gain, lose or maintain weight.
- *Caring Environment* — Demonstrate concern for students as individuals. Maintain an environment that is physically and emotionally safe.

## **CITIZENSHIP**

- *Honoring the Spirit of Rules* — Observe and require students to observe the spirit and the letter of all rules including the rules of the game and those relating to extracurricular activity participation.
- *Promoting Sportsmanship* — Promote sportsmanship over gamesmanship. Resist temptations to gain competitive advantage through strategies (such as devious rules violations, alteration of equipment or the field of play, or tactics designed primarily to induce injury or fear of injury) that violate the rules, disrespect the highest traditions of the sport or change the nature of competition by negating or diminishing the impact of the core skills that define the sport. Establish and regularly practice pre- and post-game rituals and traditions that reinforce the principles of sportsmanship. Specially acknowledge acts of good sportsmanship.

## **COMMITMENT TO SCHOOL**

Coaches shall exhibit good moral character, maintain high standards of performance and promote equality of opportunity. In fulfillment of the coach's responsibilities, the coach:

- Shall not interfere with the exercise of political and citizenship rights and responsibilities of students, colleagues, parents, school patrons, or school board members.
- Shall not discriminate on the basis of race, color, creed, sex, marital status, age, national origin, ethnic background, or handicapping condition.
- Shall not use coercive means, or promise or provide special treatment to students, colleagues, school patrons, or school board members in order to influence personal decisions.
- Shall not make any fraudulent statement or fail to disclose a material fact for which the coach is responsible.
- Shall not exploit relationships with students, colleagues, parents, school patrons, or school board members for personal gain or private advantage.
- Shall not sexually harass students, parents or school patrons, employees, or board members.
- Shall not engage in conduct involving dishonesty, fraud, deceit, or misrepresentation in the performance of job duties.
- Shall report to the Superintendent or supervisors any known violation of the ethical principles of the Code of Conduct.
- Shall seek no reprisal against any individual who has reported a violation of this rule.

## **COMMITMENT TO THE STUDENT**

Mindful that the coach's position exists for the purpose of serving the best interests of the school district's students and patrons, the coach shall perform coaching job duties with genuine interest, concern, and consideration for the student. The coach shall work to stimulate the formulation of worthy goals. In fulfillment of the obligation to the student, the coach:

- Shall make reasonable effort to protect the student from conditions which interfere with the academics or are harmful to health or safety.
- Shall keep in confidence personally identifiable information that has been obtained in the course of employment, unless disclosure is approved by the administration or is required by law.
- Shall not discipline students using corporal punishment.

## **COMMITMENT TO THE PUBLIC**

The responsibility inherent in working with students requires dedication to the principles of our democratic heritage. The coach bears responsibility for instilling an understanding of the confidence in the rule of law, respect for individual freedom, and a responsibility to promote respect by the public. In fulfillment of the obligation to the public, the coach:

- Shall not misrepresent an institution with which the coach is affiliated, and shall take added precautions to distinguish between the coach's personal and institutional views.
- Shall not use institutional privileges for private gain or to promote political candidates, political issues, or partisan political activities.
- Shall neither offer nor accept gifts or favors that will impair judgment to be exercised in the course of employment.
- Shall support the principle of due process and protect the political, citizenship, and natural rights of all individuals.
- Shall not commit any act of moral turpitude, nor commit any felony.
- Shall, with reasonable diligence, attend to the duties of the coach's position.

## **COMMITMENT TO EMPLOYMENT AGREEMENT**

The coach shall regard the employment agreement as a pledge to be executed both in spirit and in fact. The coach shall believe that sound personnel relationships with administration and the board of education are built upon personal integrity, dignity, and mutual respect. In fulfillment of these obligations, the coach:

- Shall apply for, accept, offer, or assign a position or responsibility on the basis of preparation and legal qualifications.
- Shall not knowingly withhold information regarding a position from an applicant or employer, or misrepresent an assignment or conditions of employment.
- Shall give prompt notice to the school of any change in availability of service.
- Shall conduct job related business through designated procedures, when available, that have been approved by the school.
- Shall not assign to unqualified personnel tasks for which the coach is responsible.
- Shall permit no commercial or personal exploitation of his or her position.
- Shall use time on duty and leave time for the purpose for which intended.

## **COMMITMENT TO COMPETENT PERFORMANCE**

Coaches must possess the abilities and skills necessary to accomplish the designated task. Therefore, coaches will:

- Keep records for which the coach is responsible in accordance with law, NSAA rules and school policies.
- Supervise others in accordance with law and school policies.
- Recognize the role and function of community agencies and groups as they relate to the school and to the coach's position, including but not limited to booster or parent organizations.
- Utilize and protect available materials and equipment necessary to accomplish the designated task.
- Adhere to and enforce administrative policies of the school.
- Use channels of communication when interacting with administrators, community agencies, and groups, in accordance with school policy.
- Create an atmosphere which fosters interest and enthusiasm.
- In communicating, use language which reflects an understanding of the ability of the individual or group; assure that the designated task is understood; and use feedback techniques which are relevant to the designated task; consider the entire context of the statements of others when making judgments about what others have said; and encourage each individual to state his ideas clearly.
- Resolve discipline problems in accordance with law and school policies.
- Maintain consistency in the application of policy and practice.
- Develop and maintain positive standards of conduct.

## Legislative Bill 260 – Concussion Awareness Act

### REQUIREMENTS

- Make available training on how to recognize the symptoms of a concussion or brain injury and how to seek proper medical treatment for a concussion or brain injury to all coaches.

*This will be done annually at our in-service meeting and will also be available at [nfhslearn.com](http://nfhslearn.com). Click on the link Concussions in Sports – What You Need To Know.*

- Make available concussion and brain injury information to students and parents.

*This will be included in the handbook information.*

- A student suspected of sustaining a concussion will be removed from the practice or contest and will not be allowed to return until they have been evaluated and cleared by a licensed health care professional. Written clearance will be required.
- If a student is suspected of sustaining a concussion parents shall be notified by the school of the date, time and extent of the injury suffered by the student. Notification will be made in writing.
- LEGISLATIVE BILL 260 TOOK EFFECT JULY 1, 2012. Gothenburg Public Schools is in full compliance.



GOTHENBURG PUBLIC SCHOOLS

NON-CERTIFICATED EMPLOYEE

HAND BOOK

July, 2016

TABLE OF CONTENTS

1. Introduction ..... 3

2. Time Cards and Pay Dates ..... 3

3. Employment ..... 4

4. Complaint Procedures ..... 4

5. Inclement Weather Conditions ..... 4

6. Meal / Lunch Breaks ..... 4

7. Mileage and Expenses ..... 5

8. Workers Compensation Insurance ..... 5

9. Non-Certificated Personnel Benefits ..... 5

10. Retirement Benefits ..... 5

11. 403(b) Eligibility ..... 6

12. Holiday Pay ..... 6

13. Overtime Pay ..... 6

14. Vacation ..... 6

15. Leave ..... 6

    a. Personal Leave ..... 6

    b. Sick Leave ..... 6

    c. Military and Family Military Leave ..... 7

    d. Leave for Jury Duty ..... 7

    e. Other Leave ..... 7

    f. Family and Medical Leave Act ..... 7

16. Insurance ..... 8

17. COBRA Benefits ..... 8

APPENDICES

A. Employment Agreement ..... 10

B. Hourly Intent ..... 12

C. Salaried Intent ..... 13

D. Employment File Status Form ..... 14

E. Benefit Summary ..... 14

## **1. INTRODUCTION**

Gothenburg Public Schools employs support personnel in order to carry out the operation of the School District. Non-certificated departments include: food service/cafeteria, para-educators, custodial/maintenance, secretarial, and bus drivers.

It is important to remember that non-certificated employees have an impact on the lives of our students, just as teachers and other professional members of the staff. The children in our community will not receive a quality education without the proper completion of tasks by the non-certificated employees

The purpose of this booklet is to provide the non-certificated employees with a set of guidelines concerning the benefits and procedures of Gothenburg Public Schools. This handbook is not a contract, and it is not intended as a set of binding rules and obligations as might be defined in a legal contract. Rather, it provides useful information that will contribute to the harmonious and efficient operation of Gothenburg Public Schools.

Should questions arise, please feel free to contact the Superintendent's Office or Business Manager's Office for additional information (537-3653).

## **2. TIME CARDS AND PAY DATES**

Each non-certificated employee paid on an hourly rate must use time clock (if available) or fill out a time card (if time clock is not available) for each week. The pay period is one month in length with payment occurring on the 20th day of the following month. The district office will deposit the payment electronically on the 20th of each month.

The employee shall receive a copy of "Time Sheet" for review. All discrepancies **MUST** be reported to district office **PRIOR** to payment. In addition, all time sheets must be approved by a supervisor and submitted to district office. Failure to get approval may result in delay of payment until the next time period.

**Time Cards** (used only if Time Clock system is not available)

It is possible that some employees may not have access to the Time Clock program. Employees will complete a time card with name, school/position and the days worked on the time card. Only hours that are actually worked are to be included, just as if the time clock was used. The Business Manager will calculate the time worked for compensation purposes.

**Hourly employees are not to "volunteer" time in any circumstance. They are to "clock-in" when they arrive and "clock out" when they leave while remaining within the predetermined number of hours.**

The time spent traveling between cities is counted as hours worked when an employee takes a one-day job related trip. However, time spent traveling between home and other public conveyance is considered the equivalent of travel between home and work, and is not compensable. Time spent traveling to and from another city is counted as hours

worked only to the extent that it falls within the employee's regular work hours, including days that are not normal workdays if the travel requires an overnight stay.

**Time Sheets and Time Cards** are to be **accurate, approved** by your supervisor, and submitted to Business Manager according to the schedule.

A staff absence report must be filed if leave is used.

Please use either blue or black ink, reserving red for Payroll use. Direct any questions regarding your paycheck to the Business Manager (537-3653).

### **3. EMPLOYMENT**

All non-certificated employees shall be required to sign an "at will" employment contract with the school district as a condition precedent to employment or continued employment. Non-certificated employees shall have no property right in continued employment and need not be accorded a hearing or any other procedural or substantive due process, prior to termination of their employment. Employees are expected to give two weeks notice of intention to terminate employment if possible. Written notice of resignation should be addressed to the appropriate administrator or supervisor.

### **4. COMPLAINT PROCEDURES**

The normal procedure to be followed by each employee regarding a personal complaint related to his/her employment is to discuss the matter in a personal conference with the school principal or with the supervisory officer directly in charge. When the nature of the complaint dictates otherwise, the employee is entitled to present the complaint to any higher supervisory officer. An unsatisfactory result with the school principal or with the supervisory officer may be taken to the superintendent.

### **5. INCLEMENT WEATHER CONDITIONS**

Non-certificated employees who do not report for work on days of inclement weather will not be paid for the time missed.

### **6. MEAL/LUNCH BREAKS**

Non-certificated employees who work an entire day will have at least a 30-minute lunch break per day. Custodians shall have a one-hour lunch break. Lunch breaks will be compensated if:

- A) Employees are not relieved of their duties.
- B) Employees are not free to leave their posts.

The lunch break is to be scheduled so as not to disrupt building or departmental functions.

Rest breaks are subject to departmental needs and are not guaranteed on a day-to-day basis. If rest breaks are approved, the breaks should be not longer than **15 minutes** for each half-day worked.

## **7. MILEAGE AND EXPENSES**

All conventions, conferences, meetings, clinics and school business trips shall be reimbursed at the current approved rate per mile if a private car is used IF previously **approved** by the Superintendent and/or Board of Education. All normal expenses will also be allowed.

## **8. WORKERS COMPENSATION INSURANCE**

All employees of the School District are covered by liability and indemnity insurance for any injury occurring during the course of employment and are entitled to benefits provided by the Worker's Compensation Law.

A report of every accident occurring on the job must be completed in the building where the employee is based, and filed with the Business Manager within 24 hours of the accident. Worker's Compensation Insurance claims should only be made on reported accidents.

## **9. NON-CERTIFICATED PERSONNEL BENEFITS**

Employees filling regularly scheduled positions are eligible for benefits when specific criteria are met per benefit. Temporary employees are not eligible for benefits. Leave and insurance benefits are determined by the FTE of the employee. See Appendix B.

## **10. RETIREMENT BENEFITS**

The district is required to make monthly deductions from earnings for any employee working at least fifteen hours per week and submit them to the Nebraska Public Employees Retirement System (NPERS). The District will contribute an additional amount equivalent to 101% of the contribution. Retirement funds may be recovered if the employee leaves the school system. Employees under 21 years of age may elect not to join. A member who terminates employment with Gothenburg Public Schools may:

- A) Leave the account on an inactive basis in order to draw a retirement benefit (the employee must have five years of creditable service).

or

- B) Receive a refund of the account. An application must be filed with the Nebraska Retirement System.

Nebraska School Retirement System  
P.O. Box 94816  
Lincoln, NE 68509

1-800-245-5712 or 1-402-471-2053

## **11. 403(b) ELIGIBILITY**

If an employee chooses to participate in the school's 403(b) plan, the district will withhold employee elected deferrals from the employee's paycheck at a participation rate determined by the employee. A variety of investment options may exist based upon current plan information. The district does not match employee contributions in this plan.

Eligibility to participate is determined by current plan rules. Paperwork to begin deferrals is available in the district office.

## **12. HOLIDAY PAY**

Full time, 12-month employees shall be compensated for 7 holidays with pay each year. The holidays include New Year's Day, Easter (Good Friday), Memorial Day, July 4th, Labor Day, Thanksgiving Day and Christmas Day. A "day" for vacation and holiday leave shall be defined as the average number of daily hours worked, but shall not exceed a normal eight-hour day. The rate of pay for holiday pay shall be the regular hourly rate. The hours are not considered to be overtime.

## **13. OVERTIME PAY**

All overtime hours must be pre-approved by the supervisor. In addition, overtime pay for hourly employees whose duties are split among multiple assignments with varying rates of pay will be prorated.

## **14. VACATION**

Each employee who is employed by the Gothenburg Public Schools on a regular twelve month basis will be eligible for 5 days of vacation with pay at the conclusion of one 12 month period of employment and 10 days of vacation with pay at the conclusion of a 24 month period of employment and each 12 month period thereafter (seasonal or temporary employees shall not be eligible for vacation or holiday leave).

A day for vacation leave shall be defined as the average number of daily hours worked, but shall not exceed a normal eight-hour day.

Vacation schedules shall be arranged with the immediate supervisor and approved by the Superintendent. The use of vacation on student days may be limited due to the impact on students.

## **15. LEAVE**

### **a. Personal Leave**

All non-certificated persons who are considered full time will be allowed two personal days for the amount of time that they are regularly scheduled. Reasons for personal leave are not required.

### **b. Sick Leave**

Each employee of the Gothenburg School District shall be eligible for one day of leave for personal illness or injury each month worked with a maximum

accumulation of 10 days of leave annually without loss of pay. Unused leave may accumulate to a maximum of 45 days per employee.

A “Day” of such leave with pay shall be defined as the average number of hours worked by the employee not to exceed 8 hours. i.e. an employee normally working 4 hours daily would receive 4 hours of pay at the regular hourly rate for each day of leave. An individual shall not be eligible for the full 10 days of leave or any portion thereof until such time as it becomes “earned”. i.e. (An employee sick two days after the first month of employment would be eligible for one “day” of leave with pay. The second “day” would be regarded as a day without pay.)

Seasonal or temporary employees shall not be eligible for such leave.

Accumulated Leave may be used for serious illness or death in the employee’s immediate family. Immediate family shall mean husband, wife, or children.

Leave for family is limited in the following manner:

- 15 days per contract year - immediate family (spouse, children),
- 5 days per contract year - parents and in-laws,
- 2 days per contract year - siblings and grandparents,
- 1 day - other family.

**c. Military and Family Military Leave**

Military leave shall be granted as defined in Board Policy 4022. A copy of this policy is available in the district office.

**d. Leave for Jury Duty**

Salaried employees selected to serve on jury duty will be paid the difference daily from what the courts allow them and what they would have earned in a regular working day. All employees paid on an hourly basis may keep all money allowed them by the courts for daily duties and expenses and mileage. Hourly employees will not be paid for the time missed from work.

All School district employees shall report back to their school as soon as it is practically possible. Example: If jury members are dismissed in the middle of the day they should report back to their school on that day within a short time after they have been dismissed.

**e. Other Leave**

Employees who wish leave to attend meetings pertaining to their school position must receive prior approval from their supervisor.

**f. Family and Medical Leave Act**

Family and medical leaves shall be allowed under the terms and conditions of the Family and Medical Leave Act of 1993 (FMLA).

The “leave year” for purposes of the FMLA shall be the School District’s fiscal year.

Substitution of accrued paid leave for otherwise unpaid FMLA leave may be required in the discretion of the Superintendent of the Board of Education. Employees shall be required to submit medical certification to support a request for FMLA leave because of a serious health condition, or a sick leave, when such leave is for a duration in excess of five (5) successive days, and in such other cases as deemed appropriate by the Superintendent or the Board of Education based on the nature of the illness or other circumstances surrounding the leave. Second and third medical opinions may, at the Superintendent's or the School Board's discretion, be required. Employees shall be required to submit a fitness-for-duty certification from their health care provider as a condition of returning to work from a FMLA leave taken because of the employees serious health condition or from sick leave taken by reason of the employee illness, when such leave was of a duration in excess of five (5) successive days, and upon request of the Superintendent or the Board of Education based upon the nature of the illness or other circumstances surrounding the leave.

An "equivalent position" for FMLA restoration purposes shall, in the case of non-certificated employees or positions, be a position with or at equivalent pay, benefits, and working conditions, involving similar or related duties, as determined by the Superintendent or the Board of Education.

## **16. INSURANCE**

Any employee considered full time would qualify for Health and/or Dental Insurance with the District's share of the premium prorated by F.T.E. percentage. If insurance selections are not made prior to 30 days of employment, it may either carry stipulations or not be available.

## **17. COBRA BENEFITS**

Consolidated Omnibus Budget Reconciliation Act  
Public Law 99-272

Continuation of health coverage for 18 months is available to:

1. Employees terminated for reasons other than gross misconduct.
2. Employees who are laid off for economic reasons.
3. Employees with reduced work hours.
4. Employees who voluntarily quit.

Continuation of health coverage for 36 months is available to:

1. Surviving spouses and children of deceased employees.
2. Separated or divorced spouses and children of current employees.
3. Eligible dependents of current employees who would lose their coverage because of age.

Each covered employee or eligible dependent/spouse should notify the Gothenburg Public Schools Business Office of a qualifying event, within 30 days of the event triggering the continuation offer. Gothenburg Public School will send a notice explaining the person's rights within ten days. The person eligible for continuation coverage has 60 days from the later of: A) receipt of the notice or B) the date on which Plan coverage terminates because of the qualifying event, in which to elect to continue coverage under the Plan. The person electing continuation coverage has 45 days from the date of the election to pay for the coverage during the period preceding the election. The person electing the continuation coverage shall pay the premium.

The continuation coverage shall expire at the earliest of the following:

1. At the end of the Specified Period (Cobra coverage 18 or 36 months).
2. On the date coverage ceases because of the person's failure to pay the premium.
3. On the date the person becomes eligible for Medicare.
4. On the date the person remarries and qualifies for another group health plan.
5. On the date the person becomes covered under another group health plan.
6. On the date the employer terminates the group health plan.
7. On the date the person exercises a conversion privilege.

When the continuation coverage expires because the maximum time has expired, the Plan will provide the option of enrollment under a conversion health plan then available under the Plan.

**A EMPLOYMENT AGREEMENT Form A - Indefinite Term  
NON-CERTIFICATED STAFF**

This employment agreement is made by and between Gothenburg Public Schools, (Dawson County School District 20), hereinafter referred to as the "District," and \_\_\_\_\_, "Employee." hereinafter referred to as the Employee."

WITNESSETH: Gothenburg Public Schools hereby agrees to employ the Employee and the Employee hereby agrees to accept such employment subject to the following terms and conditions:

**SECTION 1. Term of Contract.** This contract shall commence on the \_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_.

**SECTION 2. Duties of Employee.** The Employee is hired as an "at will" employee and the compensation and duties of the Employee are subject to assignment by the Superintendent of Schools and by the Employee's supervisor. The Employee agrees at all times to perform all of the duties that may be required of him or her faithfully, industriously and to the best of his or her ability, experience and talents.

**SECTION 3. Days and Hours of Employment.** The days and hours of employment shall be as assigned by the Superintendent of Schools or the Employee's supervisor.

**SECTION 4. Compensation.** The wage of the Employee shall be \$\_\_\_\_\_ per hour, payable in the following manner: on the 20th day of each month. Hours in excess of 40 per week shall be paid at the rate of time and one-half of the regular hourly rate.

**SECTION 5. Fringe Benefits.** The Employee shall receive the following fringe benefits:

---

**SECTION 6. Policies, Rules and Regulations.** The Employee agrees to be governed by the policies of the Board of Education, the rules and regulations of the District and the directives of supervisors. The employee agrees that the policies of the Board of Education and rules and regulations of the District may be changed at any time, with or without notice to the Employee.

**SECTION 7. Termination of Employment.** This agreement creates no property right in continued employment and may be terminated by either party, with or without cause or hearing, upon giving two (2) calendar weeks' notice. The Superintendent of Schools may, acting upon his own initiative, terminate the Employee's employment and such termination will be effective two (2) calendar weeks from the date of the issuance of the Superintendent's notice.

**SECTION 8. Compensation Upon Termination.** The Employee agrees that, upon termination of employment for any reason, any portion of compensation, whether in the form of wages or fringe benefits, paid or provided but not earned prior to the date of termination of this contract shall be refunded to the District by the Employee. Vacation days do not carry forward from one year to another and, upon termination, the district shall not be obligated to pay the employee for any unused sick leave or vacation days.

**SECTION 9. Deductions.** The Employee authorizes the district to deduct or withhold from each and every period of pay any amounts necessary to offset any damages caused by the Employee or owed by the Employee to the District during the course of the Employee's employment.

**SECTION 10. Entirety of Agreement and Amendments.** The Employee certifies that he or she has read the foregoing Employment Agreement, fully understands its terms and conditions and agrees that the foregoing Employment Agreement constitutes the entire agreement and that no representations, promises, agreements or undertakings, written or oral, not herein contained shall be of any force or effect. It is specifically agreed that this Employment Agreement shall be subject to modification only by a written instrument signed by the Employee and the Superintendent.

**SECTION 11. Applicable Law.** This agreement shall be governed by and construed in accordance with the laws of the State of Nebraska.

\_\_\_\_\_  
**Employee**

\_\_\_\_\_  
**Superintendent**

Executed this \_\_\_\_\_ day of  
\_\_\_\_\_, 20\_\_\_\_.

Executed this \_\_\_\_\_ day of  
\_\_\_\_\_, 20\_\_\_\_.

Gothenburg Public Schools  
1322 Avenue I  
Gothenburg, NE 69138

NAME:

**LETTER OF INTENT FOR NON-CERTIFICATED PERSONNEL**

The Gothenburg Public Schools Board of Education considered salaries for non-certificated staff at the regular board meeting which was held on . This action set your rate of pay at:

Hourly Rate:  
Job Classification

beginning on . Please indicate your intent by returning this form to the Superintendent by .

\_\_\_\_\_ I plan to remain employed by the district.

\_\_\_\_\_ I DO NOT plan on continuing employment with the district.

\_\_\_\_\_

\_\_\_\_\_

Date

**Gothenburg Public Schools**

NAME:

**LETTER OF INTENT FOR NON-CERTIFICATED PERSONNEL**

The Gothenburg Public Schools Board of Education considered salaries for non-certificated staff at the regular board meeting which was held on . This action set your rate of pay at:

Salary:  
Job Classification

beginning on . Please indicate your intent by returning this form to the Superintendent by .

\_\_\_\_\_ I plan to remain employed by the district.

\_\_\_\_\_ I DO NOT plan on continuing employment with the district.

\_\_\_\_\_

\_\_\_\_\_ Date

TO: All new non-certificated employees of Gothenburg Public Schools  
FROM: Superintendent of Schools

Please take care of the following when signing an employment contract.

- \_\_\_\_\_ Application form signed.
- \_\_\_\_\_ Copy of signed contract on file in the office.
- \_\_\_\_\_ Fringe benefits description.
- \_\_\_\_\_ Retirement number on file or application filled out for one (15 hours or more).
- \_\_\_\_\_ Application or waiver for Blue Cross Blue Shield health/dental ins. if applicable.
- \_\_\_\_\_ Job description received and accepted.
- \_\_\_\_\_ Drug test completed if applicable. (drivers)
  - \_\_\_\_\_ Level I course completed (good for five years).
  - \_\_\_\_\_ Pre-service check list bus driving maneuvers.
  - \_\_\_\_\_ Physical.
  - \_\_\_\_\_ Alcohol and Drug Testing Policy For Bus Drivers sign off complete.
- \_\_\_\_\_ Data sheet filled out for all statistical information.
  
- \_\_\_\_\_ Form I-9 (Employment Eligibility Verification Form) on file with a copy of Social Security card & driver's license.
- \_\_\_\_\_ Drug abuse awareness policy understood and signed form on file. (revised 2008)
- \_\_\_\_\_ W-4 (withholding) filled out and returned to the office.
- \_\_\_\_\_ Background check on all non-certificated staff-reported to the State Directory of New Hires.
- \_\_\_\_\_ Cobra sample packet received.

\_\_\_\_\_  
Signature of staff member

\_\_\_\_\_  
Signature of verifying staff member

***BENEFITS FOR SALARIED EMPLOYEES***

**Salaried 12-month employee**

- Insurance - Insurance at level for which qualified.
- Sick Days – 10 days annually cumulative to 45 days.
- Personal Leave – 2 days annually.
- Bereavement – 3 days annually.
- Vacation – 10 days annually, NOT cumulative or reimbursable.
- Holidays - 7 days annually (New Years Day, Friday before Easter, Memorial Day, July 4, Labor Day, Thanksgiving Day, and Christmas.)

**Salaried school year employee (9 or 10 months)**

- Insurance - Single insurance.
- Sick Days – 10 days annually cumulative to 45 days.
- Personal Leave – 2 days annually.
- Bereavement – 3 days annually.
- Vacation – None.
- Holidays – None.

## ***BENEFITS FOR HOURLY EMPLOYEES***

### **Full-time 12-month hourly employee (at least 40 hours/week for 12 months)**

- Insurance - Insurance at level for which qualified.
- Sick Days - 10 days annually cumulative to 45 days.
- Personal Leave - 2 days annually.
- Bereavement - 3 days annually.
- Vacation - 10 days annually, NOT cumulative or reimbursable.
- Holidays - 7 days annually (New Years Day, Friday before Easter, Memorial Day, July 4, Labor Day, Thanksgiving Day, and Christmas).

### **Full-time extended school year hourly employee as REQUIRED by DISTRICT (at least 40 hours/week for more than 10 months but less than 12 months)**

- Insurance - Single insurance.
- Sick Days - 10 days annually cumulative to 45 days.
- Personal Leave - 2 days annually.
- Bereavement - 3 days annually.
- Vacation - prorated based upon 50-week year.
- Holidays - prorated based upon 50-week year.

### **Full-time school year (>24 hours/week for 9 or 10 months)**

- Insurance - Single insurance.
- Sick Days - 10 days annually cumulative to 45 days.
- Personal Leave - 2 days annually.
- Bereavement - 3 days annually.
- Vacation - None.
- Holidays - None.
- (EMPLOYEE REQUEST- Employees in this category may request additional days beyond the position's 9 or 10-month duties. The request will be evaluated by the Superintendent on multiple areas including, but not limited to, available tasks, employee performance level, budgetary concerns, etc. ***Benefits remain the same.***)

### **Route Bus Driver**

- Insurance - Single insurance.

### **Part-time or temporary hourly employee (<25 hours/week or seasonal)**

- No benefits.

**A EMPLOYMENT AGREEMENT Form A - Indefinite Term  
NON-CERTIFICATED STAFF**

This employment agreement is made by and between Gothenburg Public Schools, (Dawson County School District 20), hereinafter referred to as the "District," and \_\_\_\_\_, "Employee." hereinafter referred to as the Employee."

WITNESSETH: Gothenburg Public Schools hereby agrees to employ the Employee and the Employee hereby agrees to accept such employment subject to the following terms and conditions:

**SECTION 1. Term of Contract.** This contract shall commence on the \_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_.

**SECTION 2. Duties of Employee.** The Employee is hired as an "at will" employee and the compensation and duties of the Employee are subject to assignment by the Superintendent of Schools and by the Employee's supervisor. The Employee agrees at all times to perform all of the duties that may be required of him or her faithfully, industriously and to the best of his or her ability, experience and talents.

**SECTION 3. Days and Hours of Employment.** The days and hours of employment shall be as assigned by the Superintendent of Schools or the Employee's supervisor.

**SECTION 4. Compensation.** The wage of the Employee shall be \$\_\_\_\_\_ per hour, payable in the following manner: on the 20th day of each month. Hours in excess of 40 per week shall be paid at the rate of time and one-half of the regular hourly rate.

**SECTION 5. Fringe Benefits.** The Employee shall receive the following fringe benefits:

---

**SECTION 6. Policies, Rules and Regulations.** The Employee agrees to be governed by the policies of the Board of Education, the rules and regulations of the District and the directives of supervisors. The employee agrees that the policies of the Board of Education and rules and regulations of the District may be changed at any time, with or without notice to the Employee.

**SECTION 7. Termination of Employment.** This agreement creates no property right in continued employment and may be terminated by either party, with or without cause or hearing, upon giving two (2) calendar weeks' notice. The Superintendent of Schools may, acting upon his own initiative, terminate the Employee's employment and such termination will be effective two (2) calendar weeks from the date of the issuance of the Superintendent's notice.

**SECTION 8. Compensation Upon Termination.** The Employee agrees that, upon termination of employment for any reason, any portion of compensation, whether in the form of wages or fringe benefits, paid or provided but not earned prior to the date of termination of this contract shall be refunded to the District by the Employee. Vacation days do not carry forward from one year to another and, upon termination, the district shall not be obligated to pay the employee for any unused sick leave or vacation days.

**SECTION 9. Deductions.** The Employee authorizes the district to deduct or withhold from each and every period of pay any amounts necessary to offset any damages caused by the Employee or owed by the Employee to the District during the course of the Employee's employment.

**SECTION 10. Entirety of Agreement and Amendments.** The Employee certifies that he or she has read the foregoing Employment Agreement, fully understands its terms and conditions and agrees that the foregoing Employment Agreement constitutes the entire agreement and that no representations, promises, agreements or undertakings, written or oral, not herein contained shall be of any force or effect. It is specifically agreed that this Employment Agreement shall be subject to modification only by a written instrument signed by the Employee and the Superintendent.

**SECTION 11. Applicable Law.** This agreement shall be governed by and construed in accordance with the laws of the State of Nebraska.

\_\_\_\_\_  
**Employee**

\_\_\_\_\_  
**Superintendent**

Executed this \_\_\_\_\_ day of  
\_\_\_\_\_, 20\_\_\_\_.

Executed this \_\_\_\_\_ day of  
\_\_\_\_\_, 20\_\_\_\_.

## PERSONNEL EVALUATION

**NAME:**

**DATE:**

### 1. Punctuality and Attendance

	<b>Above</b>	<b>Average</b>	<b>Poor</b>	<b>Unacceptable</b>
* Arrives at work, and leaves work, on time				
*Absences are acceptable				
*Begins duties promptly				
*Informs Supervisor of problems				

**Comments:**

### 2. Ability and Willingness to Follow Instructions

	<b>Above</b>	<b>Average</b>	<b>Poor</b>	<b>Unacceptable</b>
*Does work needing to be done without constant supervision				
*Has basic skills necessary				
*Has knowledge of what to do				
*Has sufficient interest				
*Follows procedures/techniques for maintaining/operating assigned tools/equipment				
*Follows safety/guidelines				
*Follows instructions given by immediate supervisor				

**Comments:**

### 3. Responsibility and Initiative

	Above	Average	Poor	Unacceptable
*Able to handle most situations				
*Able to take initiative				
*Work is well done				
*Seeks guidance when necessary				
*Follows established rules and procedures				
*Dependable in demonstrating all assigned responsibilities				
*Demonstrates initiative in tasks approved by the immediate supervisor				
*Maintains confidentiality in matters pertaining to district				

**Comments:**

### 4. Policies and Procedures

	Above	Average	Poor	Unacceptable
*Understands and observes school district's policies and procedures				
*Understands and observes the necessary local, state, and federal laws				
*Understands and observes confidentiality of tasks performed				

**Comments:**

### 5. Organizational Skills

	Above	Average	Poor	Unacceptable
*Organizes tasks assigned to ensure an effective and efficient operation				
*Completes tasks on time				
*Asks to help others, when the employee's workload is complete				

**Comments:**

## 6. Rapport with others

	Above	Average	Poor	Unacceptable
*Interacts and relates well with staff, students, and the general public				
*Demonstrates cooperation				
*Demonstrates courtesy for others				

Comments:

## 7. Attitude and Pride

	Above	Average	Poor	Unacceptable
*Appreciates help and correction				
*Respects school and position				
*Gets along well with others				
*Demonstrates a positive attitude				
*Consistently supports district goals				
*Consistently supports program/building goals				

Comments:

## 8. Personal Standard

	Above	Average	Poor	Unacceptable
*Dresses appropriately with assigned duties				
*Takes pride in appearance				
*Clean and neat				
*Bright outlook				
*Demonstrates a desirable standard of personal hygiene				
*Communicates (verbally, written, and gesture) in appropriate manner				

Comments:

\_\_\_\_\_  
Signature of Staff Member

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Evaluator

\_\_\_\_\_  
Date

---

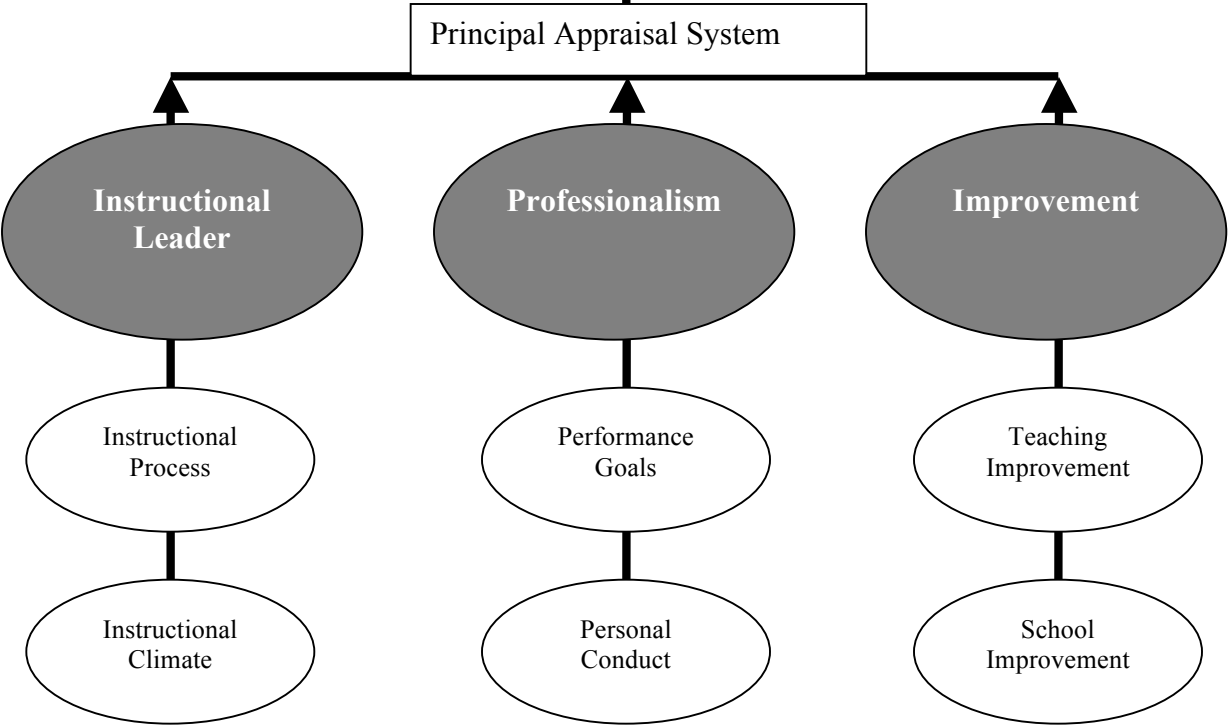
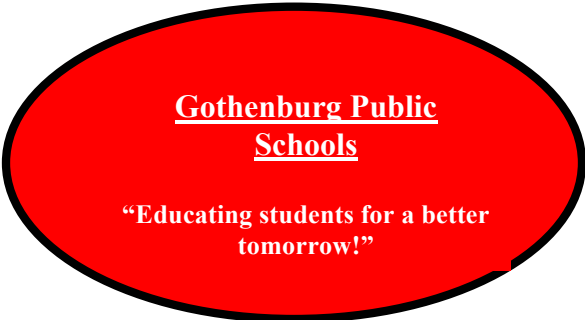
**Gothenburg Public Schools**  
**Summative Principal Appraisal Form-ADI**

---

Principal:

Review Date:

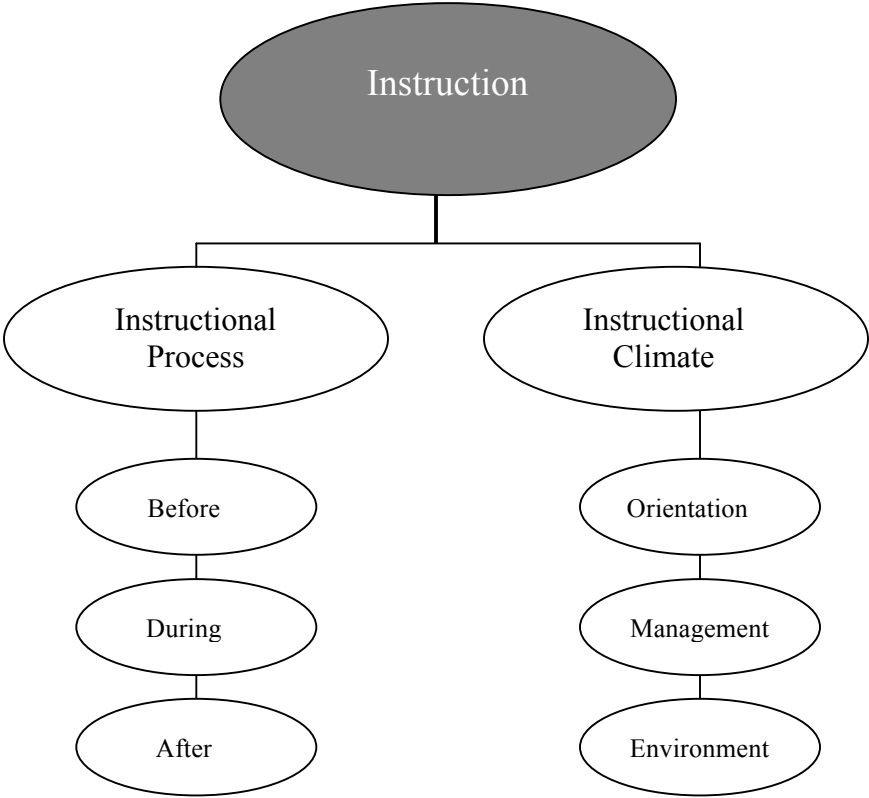
Superintendent:



---

**Gothenburg Public Schools**  
**Summative Principal Appraisal Form-ADI**

---



**Gothenburg Public Schools**  
**Summative Principal Appraisal Form-ADI**

**I. Instruction**

**A. Instructional Process**

Description	Standard	Development Rating
1. Before Instruction	a. Identify clear teaching standards b. Identify how mastery of each standard will be demonstrated	<input type="checkbox"/> (4) Advanced <input type="checkbox"/> (3) Proficient <input type="checkbox"/> (2) Progressing <input type="checkbox"/> (1) Beginning
<b>Narrative Comments:</b>		

Description	Standard	Development Rating
2. During Instruction	a. Explain teacher appraisal method to staff b. Explain how to demonstrate mastery of each teaching standard c. Explain the importance of the teaching standards and steps taken when mastery is not acquired/maintained	<input type="checkbox"/> (4) Advanced <input type="checkbox"/> (3) Proficient <input type="checkbox"/> (2) Progressing <input type="checkbox"/> (1) Beginning
<b>Narrative Comments:</b>		

Description	Standard	Development Rating
3. After Instruction	a. Summarize expected teacher actions b. Provide prompt feedback on teacher performance c. Record teacher performance data promptly and accurately	<input type="checkbox"/> (4) Advanced <input type="checkbox"/> (3) Proficient <input type="checkbox"/> (2) Progressing <input type="checkbox"/> (1) Beginning
<b>Narrative Comments:</b>		

**Gothenburg Public Schools**  
**Summative Principal Appraisal Form-ADI**

**B. Instructional Climate**

Description	Standard	Development Rating
1. Orientation	a. Communicate a predictable school day routine for teachers and students to follow b. Communicate a predictable school calendar for teachers and students to follow c. Communicate maximum time for constructive educational activities through class schedule preparation d. Communicate directions for smooth transitions when changes to the school day/calendar routine occur	<input type="checkbox"/> (4) Advanced <input type="checkbox"/> (3) Proficient <input type="checkbox"/> (2) Progressing <input type="checkbox"/> (1) Beginning

**Narrative Comments:**

Description	Standard	Development Rating
2. Management	a. Post clear school safety rules and procedures b. Post clear administrative rules and procedures c. Impartially enforce rules and procedures with consistency	<input type="checkbox"/> (4) Advanced <input type="checkbox"/> (3) Proficient <input type="checkbox"/> (2) Progressing <input type="checkbox"/> (1) Beginning

**Narrative Comments:**

Description	Standard	Development Rating
3. Environment	a. Provide consistent certified staff, non-certified staff, and substitute teacher supervision b. Provide clear criteria for teacher re-hire and/or selection processes c. Provide clear criteria for student teacher assignments d. Provide an orderly set of office procedures for staff (ex. leave requests, recordkeeping, grades, transcripts, maintenance requests, etc.) e. Provide a physically safe school facility and grounds f. Provide classroom materials as necessary	<input type="checkbox"/> (4) Advanced <input type="checkbox"/> (3) Proficient <input type="checkbox"/> (2) Progressing <input type="checkbox"/> (1) Beginning

**Narrative Comments:**

---

**Gothenburg Public Schools**  
**Summative Principal Appraisal Form-ADI**

---



**Gothenburg Public Schools**  
**Summative Principal Appraisal Form-ADI**

**II. Professionalism**

**A. Performance Goals**

Description	Standard	Development Rating
1. Preparation	a. Dress and groom appropriately b. Arrive and leave on-time c. Arrive with required materials	<input type="checkbox"/> (4) Advanced <input type="checkbox"/> (3) Proficient <input type="checkbox"/> (2) Progressing <input type="checkbox"/> (1) Beginning
<b>Narrative Comments:</b>		

Description	Standard	Development Rating
2. Task Completion	a. Perform assigned duties accurately b. Perform assigned duties punctually c. Participate actively in job-related meetings and activities d. Organize and supervise school events and activities as assigned	<input type="checkbox"/> (4) Advanced <input type="checkbox"/> (3) Proficient <input type="checkbox"/> (2) Progressing <input type="checkbox"/> (1) Beginning
<b>Narrative Comments:</b>		

Description	Standard	Development Rating
3. Appropriate Responding	a. Enforce <i>student</i> and <i>teacher handbook</i> regulations and procedures b. Comply with superintendent and school board directives c. Systematically facilitate school response to data (academic, behavior, etc.) d. Consistently comply with state ethics guidelines	<input type="checkbox"/> (4) Advanced <input type="checkbox"/> (3) Proficient <input type="checkbox"/> (2) Progressing <input type="checkbox"/> (1) Beginning
<b>Narrative Comments:</b>		

**Gothenburg Public Schools**  
**Summative Principal Appraisal Form-ADI**

**B. Personal Conduct**

Description	Standard	Development Rating
1. Respect	a. Demonstrate respect toward students b. Demonstrate respect toward staff c. Demonstrate respect toward superintendent and school board d. Demonstrate respect toward community members e. Maintain staff and student confidentiality f. Command respect by planning, preparation, and facilitation of staff meetings	<input type="checkbox"/> (4) Advanced <input type="checkbox"/> (3) Proficient <input type="checkbox"/> (2) Progressing <input type="checkbox"/> (1) Beginning

**Narrative Comments:**

Description	Standard	Development Rating
2. Relationship Building	a. Collaborate constructively with staff b. Collaborate constructively with superintendent and school board c. Collaborate constructively with parents	<input type="checkbox"/> (4) Advanced <input type="checkbox"/> (3) Proficient <input type="checkbox"/> (2) Progressing <input type="checkbox"/> (1) Beginning

**Narrative Comments:**

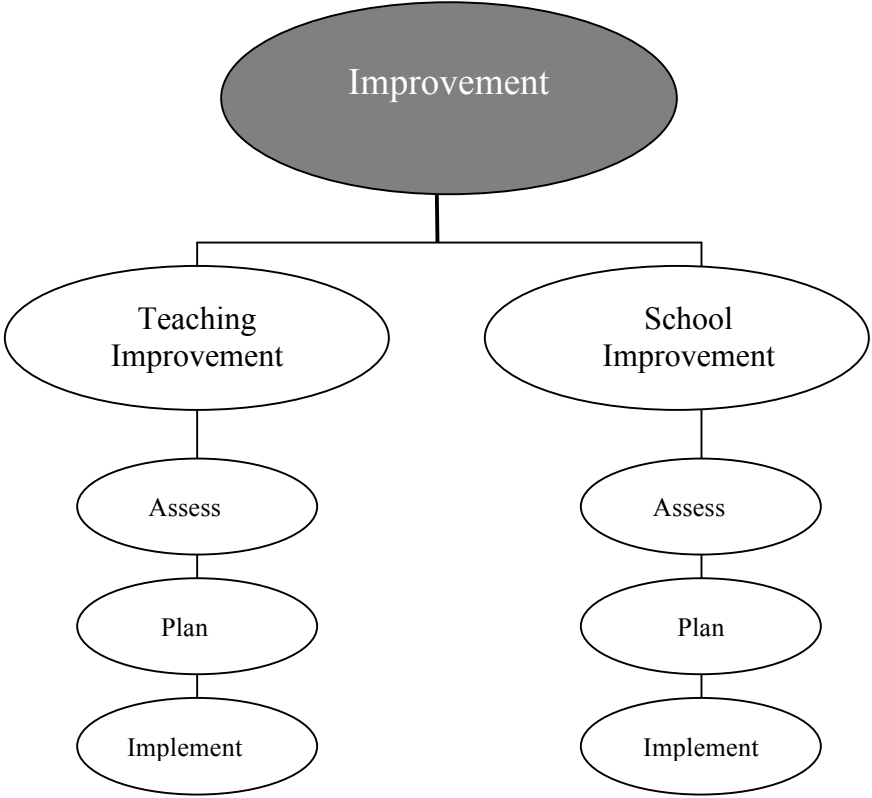
Description	Standard	Development Rating
3. Adaptability	a. Maintain professional distance with staff and students b. Exhibit patience and good judgment c. Respect the viewpoints and differences of others d. Support team/administrative decisions	<input type="checkbox"/> (4) Advanced <input type="checkbox"/> (3) Proficient <input type="checkbox"/> (2) Progressing <input type="checkbox"/> (1) Beginning

**Narrative Comments:**

---

**Gothenburg Public Schools**  
**Summative Principal Appraisal Form-ADI**

---



**Gothenburg Public Schools**  
**Summative Principal Appraisal Form-ADI**

**III. Improvement**

**A. Teaching Improvement**

Description	Standard	Development Rating
1. Assessment	a. Use certified staff appraisal system to assess the level of mastery of instructional process b. Use certified staff appraisal system to assess the level of mastery of instructional climate c. Use certified staff appraisal system to systematically identify areas for instructional improvement	<input type="checkbox"/> (4) Advanced <input type="checkbox"/> (3) Proficient <input type="checkbox"/> (2) Progressing <input type="checkbox"/> (1) Beginning
<b>Narrative Comments:</b>		

Description	Standard	Development Rating
2. Plan	a. Plan instructional process training in response to identified area(s) of improvement b. Plan instructional climate training needs in response to identified area(s) of improvement	<input type="checkbox"/> (4) Advanced <input type="checkbox"/> (3) Proficient <input type="checkbox"/> (2) Progressing <input type="checkbox"/> (1) Beginning
<b>Narrative Comments:</b>		

Description	Standard	Development Rating
3. Implement	a. Implement proven instructional training plan b. Record progress toward certified staff appraisal goals	<input type="checkbox"/> (4) Advanced <input type="checkbox"/> (3) Proficient <input type="checkbox"/> (2) Progressing <input type="checkbox"/> (1) Beginning
<b>Narrative Comments:</b>		

**Gothenburg Public Schools**  
**Summative Principal Appraisal Form-ADI**

**B. School Improvement**

Description	Standard	Development Rating
1. Assess	a. Monitor the alignment of curriculum with state standards b. Provide methods to be used for school improvement data collection c. Systematically provide a method of decision making for school improvement through the use of data	<input type="checkbox"/> (4) Advanced <input type="checkbox"/> (3) Proficient <input type="checkbox"/> (2) Progressing <input type="checkbox"/> (1) Beginning

**Narrative Comments:**

Description	Standard	Development Rating
2. Plan	a. Organize professional training days related to school improvement grade level and/or subject interventions/strategies/activities b. Collect and respond to feedback from teachers regarding school improvement grade level/subject interventions	<input type="checkbox"/> (4) Advanced <input type="checkbox"/> (3) Proficient <input type="checkbox"/> (2) Progressing <input type="checkbox"/> (1) Beginning

**Narrative Comments:**

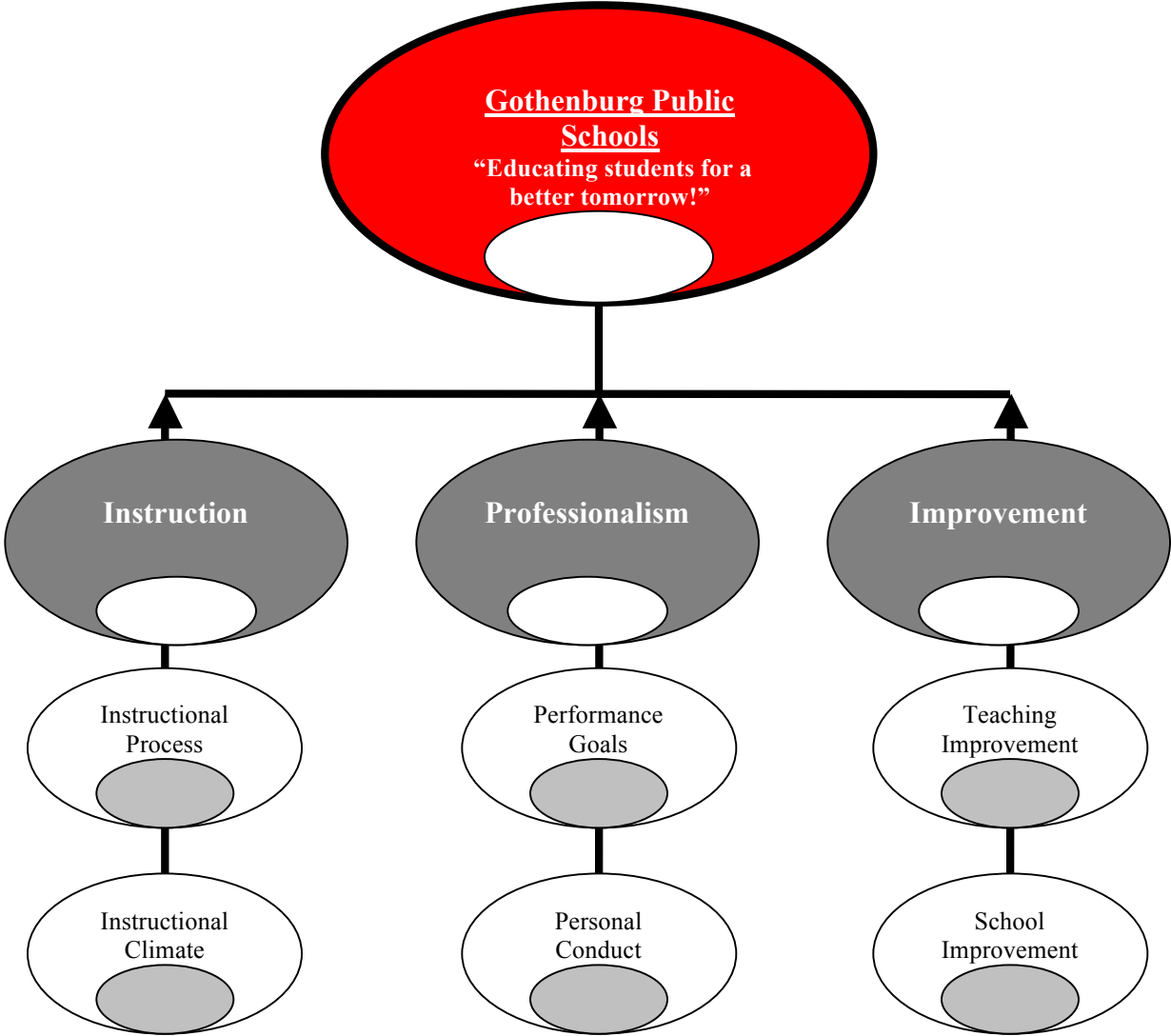
Description	Standard	Development Rating
3. Implement	a. Monitor implementation of school improvement interventions/strategies/activities b. Record progress of school improvement interventions/strategies/activities	<input type="checkbox"/> (4) Advanced <input type="checkbox"/> (3) Proficient <input type="checkbox"/> (2) Progressing <input type="checkbox"/> (1) Beginning

**Narrative Comments:**

---

**Gothenburg Public Schools**  
**Summative Principal Appraisal Form-ADI**  
**Appraisal Feedback Summary Page**

---



---

**Gothenburg Public Schools**  
**Summative Principal Appraisal Form-ADI**

---

---

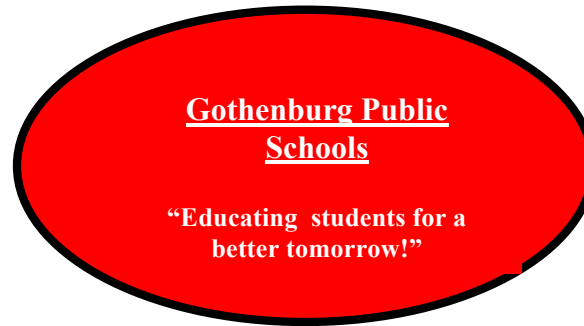
**Gothenburg Public Schools**  
**Summative Athletic Director Appraisal Form-ADI**

---

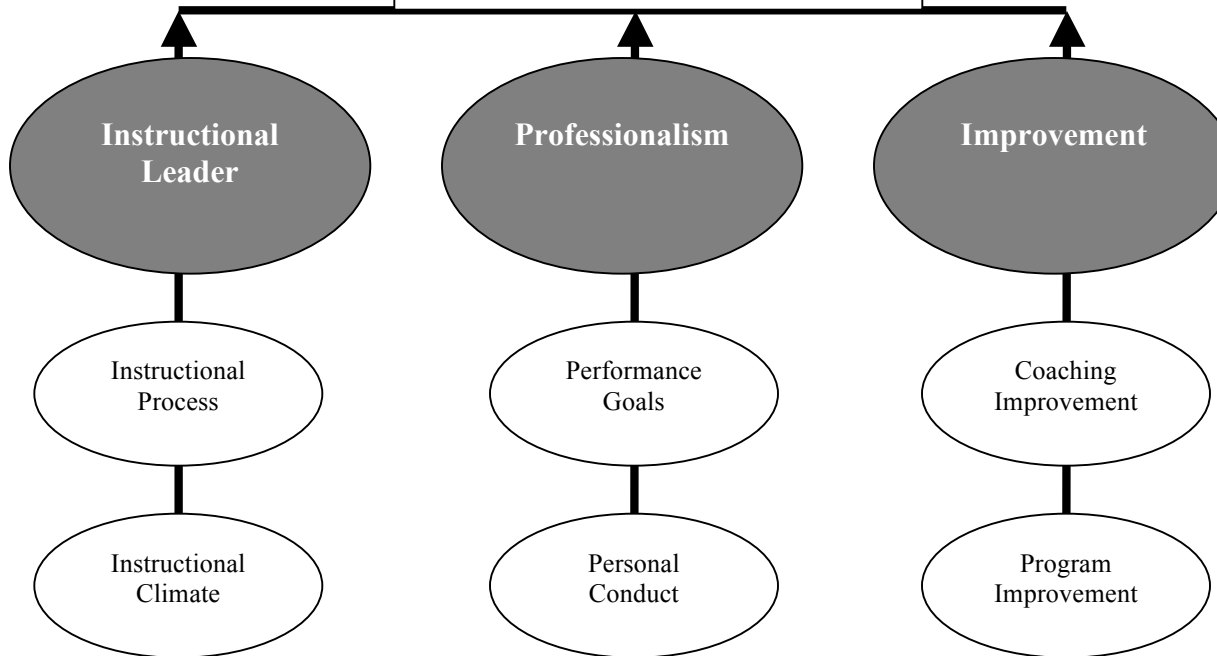
Athletic Director: \_\_\_\_\_

Review Date: \_\_\_\_\_

Superintendent: \_\_\_\_\_



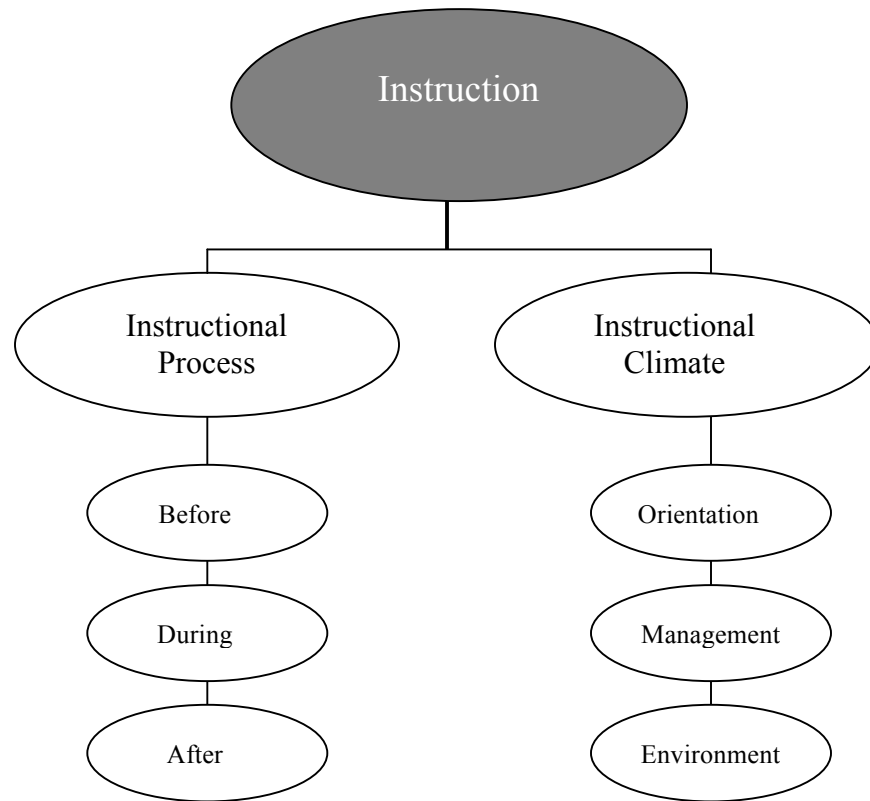
Athletic Director Appraisal System



---

**Gothenburg Public Schools**  
**Summative Athletic Director Appraisal Form-ADI**

---



**Gothenburg Public Schools**  
**Summative Athletic Director Appraisal Form-ADI**

**I. Instruction**

**A. Instructional Process**

Description	Standard	Development Rating
1. Before Instruction	a. Identify clear coaching standards b. Identify how mastery of each standard will be demonstrated	<input type="checkbox"/> (4) Advanced <input type="checkbox"/> (3) Proficient <input type="checkbox"/> (2) Progressing <input type="checkbox"/> (1) Beginning
<b>Narrative Comments:</b>		

Description	Standard	Development Rating
2. During Instruction	a. Explain coach appraisal method to staff b. Explain how to demonstrate mastery of each coaching standard c. Explain the importance of the coaching standards and steps taken when mastery is not acquired/maintained	<input type="checkbox"/> (4) Advanced <input type="checkbox"/> (3) Proficient <input type="checkbox"/> (2) Progressing <input type="checkbox"/> (1) Beginning
<b>Narrative Comments:</b>		

Description	Standard	Development Rating
3. After Instruction	a. Summarize expected coach actions b. Provide prompt feedback on coach performance c. Record coach performance data promptly and accurately	<input type="checkbox"/> (4) Advanced <input type="checkbox"/> (3) Proficient <input type="checkbox"/> (2) Progressing <input type="checkbox"/> (1) Beginning
<b>Narrative Comments:</b>		

**Gothenburg Public Schools**  
**Summative Athletic Director Appraisal Form-ADI**

**B. Instructional Climate**

Description	Standard	Development Rating
1. Orientation	a. Communicate a predictable activity routine for coaches and students to follow b. Communicate a predictable activity calendar for coaches and students to follow c. Provide maximum time for constructive educational activities through activity schedule preparation d. Communicate directions for smooth transitions when changes to the activity routine occur	<input type="checkbox"/> (4) Advanced <input type="checkbox"/> (3) Proficient <input type="checkbox"/> (2) Progressing <input type="checkbox"/> (1) Beginning

**Narrative Comments:**

Description	Standard	Development Rating
2. Management	a. Post clear school safety rules and procedures b. Post clear administrative rules and procedures c. Impartially enforce rules and procedures with consistency	<input type="checkbox"/> (4) Advanced <input type="checkbox"/> (3) Proficient <input type="checkbox"/> (2) Progressing <input type="checkbox"/> (1) Beginning

**Narrative Comments:**

Description	Standard	Development Rating
3. Environment	a. Provide consistent coach supervision b. Provide clear criteria for coach re-hire and/or selection processes c. Provide clear criteria for student coach assignments d. Provide an orderly set of office procedures for staff (ex. leave requests, recordkeeping, grades, transportation requests, maintenance requests, etc.) e. Provide a physically safe school facility and grounds f. Provide activity materials as necessary	<input type="checkbox"/> (4) Advanced <input type="checkbox"/> (3) Proficient <input type="checkbox"/> (2) Progressing <input type="checkbox"/> (1) Beginning

**Narrative Comments:**

---

**Gothenburg Public Schools**  
**Summative Athletic Director Appraisal Form-ADI**

---



**Gothenburg Public Schools**  
**Summative Athletic Director Appraisal Form-ADI**

**II. Professionalism**

**A. Performance Goals**

Description	Standard	Development Rating
1. Preparation	a. Dress and groom appropriately b. Arrive and leave on-time c. Arrive with required materials	<input type="checkbox"/> (4) Advanced <input type="checkbox"/> (3) Proficient <input type="checkbox"/> (2) Progressing <input type="checkbox"/> (1) Beginning
<b>Narrative Comments:</b>		

Description	Standard	Development Rating
2. Task Completion	a. Perform assigned duties accurately b. Perform assigned duties punctually c. Participate actively in job-related meetings and activities d. Organize and supervise school events and activities as assigned	<input type="checkbox"/> (4) Advanced <input type="checkbox"/> (3) Proficient <input type="checkbox"/> (2) Progressing <input type="checkbox"/> (1) Beginning
<b>Narrative Comments:</b>		

Description	Standard	Development Rating
3. Appropriate Responding	a. Enforce <i>student</i> and <i>teacher handbook</i> regulations and procedures b. Comply with superintendent and school board directives c. Systematically facilitate school response to school (academic, behavior, etc.) d. Consistently comply with state ethics guidelines	<input type="checkbox"/> (4) Advanced <input type="checkbox"/> (3) Proficient <input type="checkbox"/> (2) Progressing <input type="checkbox"/> (1) Beginning
<b>Narrative Comments:</b>		

**Gothenburg Public Schools**  
**Summative Athletic Director Appraisal Form-ADI**

**B. Personal Conduct**

Description	Standard	Development Rating
1. Respect	a. Demonstrate respect toward students b. Demonstrate respect toward staff c. Demonstrate respect toward superintendent and school board d. Demonstrate respect toward community members e. Maintain staff and student confidentiality f. Command respect by planning, preparation, and facilitation of staff meetings	<input type="checkbox"/> (4) Advanced <input type="checkbox"/> (3) Proficient <input type="checkbox"/> (2) Progressing <input type="checkbox"/> (1) Beginning
<b>Narrative Comments:</b>		

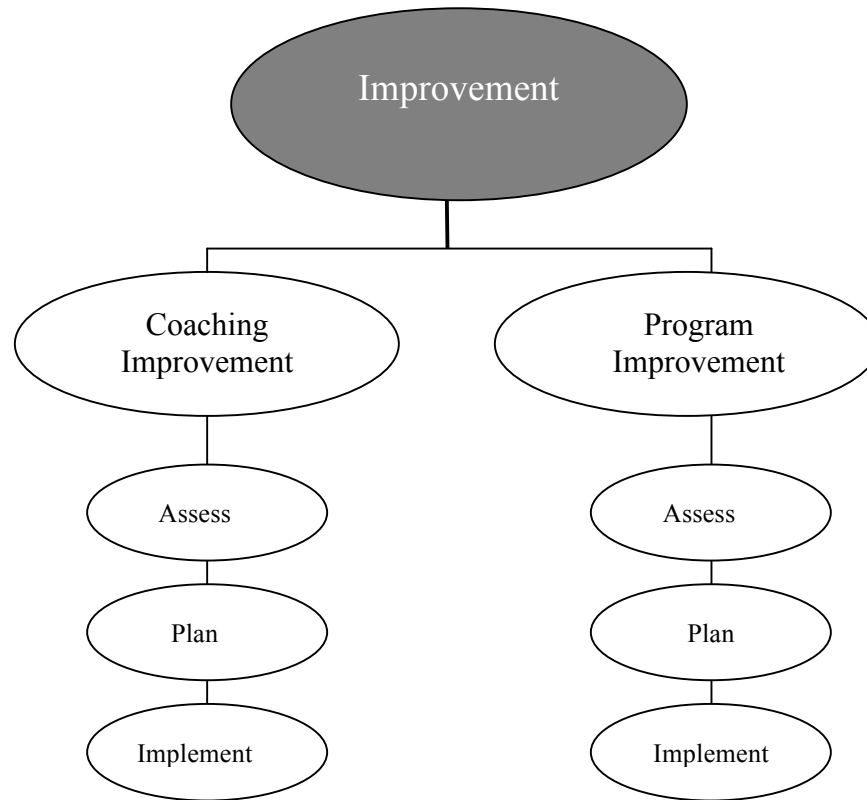
Description	Standard	Development Rating
2. Relationship Building	a. Collaborate constructively with staff b. Collaborate constructively with superintendent and school board c. Collaborate constructively with parents	<input type="checkbox"/> (4) Advanced <input type="checkbox"/> (3) Proficient <input type="checkbox"/> (2) Progressing <input type="checkbox"/> (1) Beginning
<b>Narrative Comments:</b>		

Description	Standard	Development Rating
3. Adaptability	a. Maintain professional distance with staff and students b. Exhibit patience and good judgment c. Respect the viewpoints and differences of others d. Support team/administrative decisions	<input type="checkbox"/> (4) Advanced <input type="checkbox"/> (3) Proficient <input type="checkbox"/> (2) Progressing <input type="checkbox"/> (1) Beginning
<b>Narrative Comments:</b>		

---

**Gothenburg Public Schools**  
**Summative Athletic Director Appraisal Form-ADI**

---



**Gothenburg Public Schools**  
**Summative Athletic Director Appraisal Form-ADI**

**III. Improvement**

**A. Coaching Improvement**

Description	Standard	Development Rating
1. Assessment	a. Use coaching appraisal system to assess the level of mastery of instructional process b. Use coaching appraisal system to assess the level of mastery of instructional climate c. Use coaching appraisal system to systematically identify areas for instructional improvement	<input type="checkbox"/> (4) Advanced <input type="checkbox"/> (3) Proficient <input type="checkbox"/> (2) Progressing <input type="checkbox"/> (1) Beginning
<b>Narrative Comments:</b>		

Description	Standard	Development Rating
2. Plan	a. Plan instructional process training in response to identified area(s) of improvement b. Plan instructional climate training needs in response to identified area(s) of improvement	<input type="checkbox"/> (4) Advanced <input type="checkbox"/> (3) Proficient <input type="checkbox"/> (2) Progressing <input type="checkbox"/> (1) Beginning
<b>Narrative Comments:</b>		

Description	Standard	Development Rating
3. Implement	a. Implement proven instructional training plan b. Record progress toward coaching appraisal goals	<input type="checkbox"/> (4) Advanced <input type="checkbox"/> (3) Proficient <input type="checkbox"/> (2) Progressing <input type="checkbox"/> (1) Beginning
<b>Narrative Comments:</b>		

**Gothenburg Public Schools**  
**Summative Athletic Director Appraisal Form-ADI**

B. Program Improvement		
Description	Standard	Development Rating
1. Assess	a. Monitor the alignment of program goals to school mission b. Provide methods to be used for activity data collection c. Systematically provide a method of decision making for program improvement through the use of data	<input type="checkbox"/> (4) Advanced <input type="checkbox"/> (3) Proficient <input type="checkbox"/> (2) Progressing <input type="checkbox"/> (1) Beginning
<b>Narrative Comments:</b>		

Description	Standard	Development Rating
2. Plan	a. Organize professional training days related to program improvement interventions/strategies/activities b. Collect and respond to feedback from coaches regarding school improvement grade level/subject interventions	<input type="checkbox"/> (4) Advanced <input type="checkbox"/> (3) Proficient <input type="checkbox"/> (2) Progressing <input type="checkbox"/> (1) Beginning
<b>Narrative Comments:</b>		

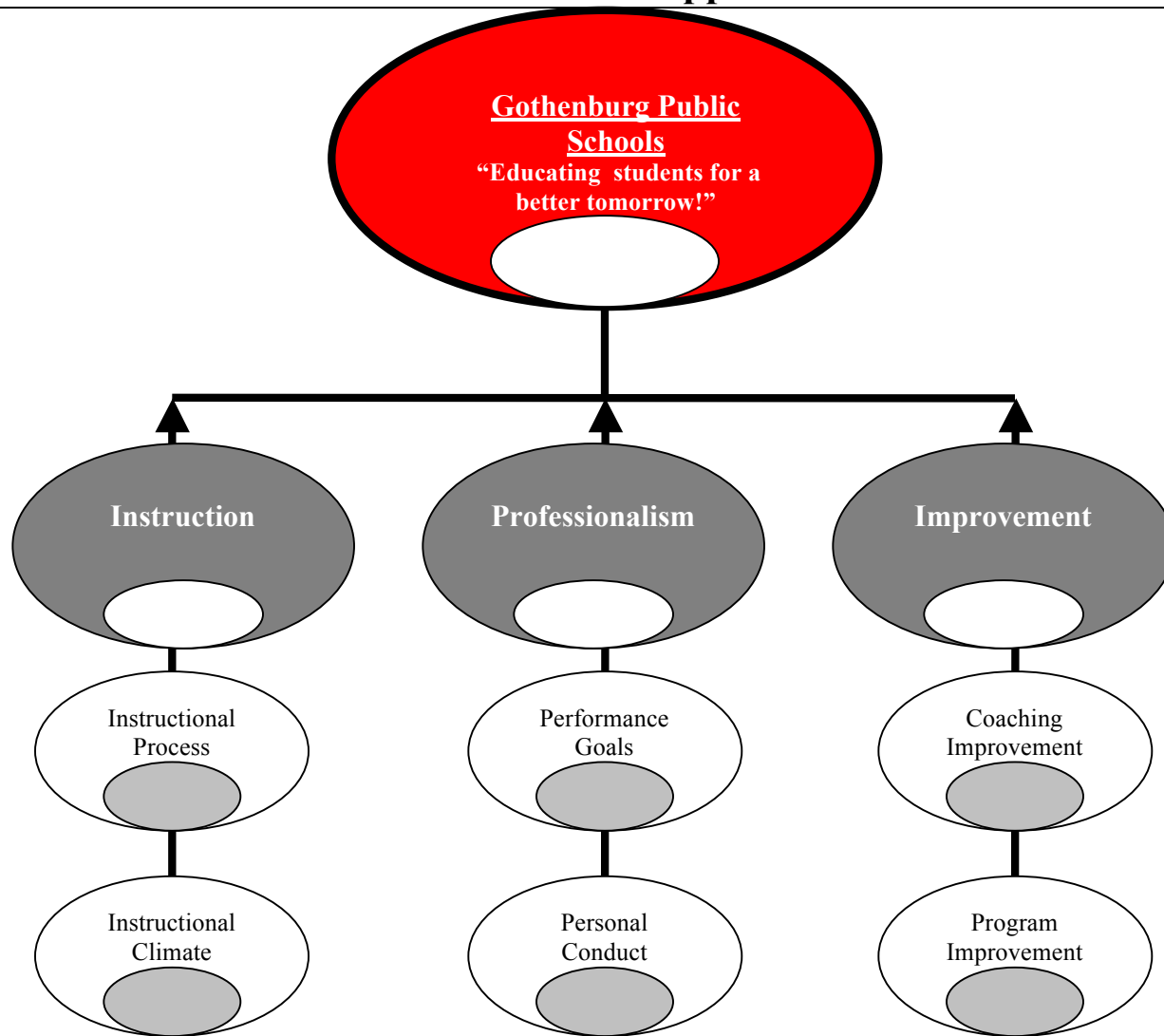
Description	Standard	Development Rating
3. Implement	a. Monitor implementation of program improvement interventions/strategies/activities b. Record progress of program improvement interventions/strategies/activities	<input type="checkbox"/> (4) Advanced <input type="checkbox"/> (3) Proficient <input type="checkbox"/> (2) Progressing <input type="checkbox"/> (1) Beginning
<b>Narrative Comments:</b>		

**Appraisal Feedback Summary Page**

---

**Gothenburg Public Schools**  
**Summative Athletic Director Appraisal Form-ADI**

---



**GOTHENBURG PUBLIC SCHOOLS  
DISTRICT 20**

**Superintendent Performance Assessment / Evaluation  
2016 – 2017**

The superintendent evaluation is designed to ensure the superintendent is successful in meeting the expectations of the school board, provides the board with a sound basis for rewarding satisfactory performance or for taking corrective action in the event of unsatisfactory performance; and generates the best possible performance from both the school board and superintendent.

The emphasis of this Performance Assessment / Evaluation is future-oriented and always on improvement. The standards included in this instrument will provide a clear idea of what is evaluated and ensures growth of the district.

Performance Standards include:

Board / Superintendent Relations  
Communications and Community Relations  
Staff Relations  
Educational Development  
Financial Management  
Facilities Management  
Values and Ethics of Leadership

---

**Standard 1: Board / Superintendent Relations**

- 1.1 Informs and advises the Board about the programs, practices, and problems of the school, and keeps the Board informed of activities under the Board's authority.
- 1.2 Offers professional advice to the Board on items requiring Board actions, with appropriate recommendations based on thorough study and analysis.
- 1.3 Administers the policies, either personally or by assuring the implementation of policies and regulations through delegation to appropriate staff.
- 1.4 Has a harmonious working relationship with the Board.
- 1.5 Accepts his/her responsibility for maintaining liaison between the Board and personnel, working toward a high degree of understanding and respect between the staff and the Board as well as the Board and staff.
- 1.6 Is responsive to questions and concerns expressed by members of the Board.
- 1.7 Collaborates with the Board to establish and sustain long- and short-term operational and achievement goals.
- 1.8 Reports to the Board the status of goals established to meet the District's vision and mission.

*Prior Year's Performance:*

*Future Areas of Focus:*

---

## Standard 2: Communications and Community Relations

- 2.1 Cooperates with other community agencies, while representing the best interest of the District
- 2.2 Solicits and gives attention to problems and opinions of all groups and individuals.
- 2.3 Maintains accessibility and visibility in the community; participates in community functions.
- 2.4 Is open and sensitive to community concerns and desires about the educational system.
- 2.5 Strives to build a strong, positive community attitude toward the school system.
- 2.6 Promotes and supports parent/student/community involvement in the school.
- 2.7 Maintains a sound working relationship with the media.
- 2.8 Speaks well in front of large and small groups, expressing his/her ideas in a logical and forthright manner.

*Prior Year's Performance:*

*Future Areas of Focus:*

---

## Standard 3: Staff Relations

- 3.1 Has organized the staff so that appropriate decision-making may take place at various levels.

- 3.2 Periodically reviews and reorganizes staff duties and/or responsibilities to take full advantage of the staff's special competencies.
- 3.3 Recognizes, develops, and utilizes the leadership abilities of staff.
- 3.4 Provides for the systematic evaluation of all principals, other administrators and teaching professionals by appropriate administrators.
- 3.5 Delegates authority to staff members appropriate to the position each holds.
- 3.6 Maintains communications with staff by various well-defined and periodic means so as to promote understanding of, and support for, District policies.
- 3.7 Strives to create open and honest relations among staff members.
- 3.8 Deals with personnel matters in a forthright, objective, and professional manner.
- 3.9 Provides motivation and resources for staff members to engage in professional development activities.

*Prior Year's Performance:*

*Future Areas of Focus:*

---

#### Standard 4: Educational Development

- 4.1 Understands and keeps informed regarding all aspects of the instructional program.
- 4.2 Organizes a planned program of curriculum evaluation and improvement.
- 4.3 Exemplifies the skills and attitudes of a master teacher and inspires others to highest professional standards.
- 4.4 Takes an active leadership role in the development and improvement of the program of instruction.
- 4.5 Promotes an educational philosophy that emphasizes students.

*Prior Year's Performance:*

*Future Areas of Focus:*

---

## Standard 5: Financial Management

- 5.1 Keeps informed on needs of the school program – plant, facilities, equipment, and supplies.
- 5.2 Evaluates financial needs and makes recommendations for adequate financing.
- 5.3 Oversees the detailed District budget and its interpretation and presentation to the Board for adoption.
- 5.4 Identifies and pursues grants at both the State and Federal level to supplement the finances of the District.
- 5.5 Maintains accountability and a systematic method to ensure proper expenditures; authority and allegiance is sustained in all financial operations of the District.

*Prior Year's Performance:*

*Future Areas of Focus:*

---

## Standard 6: Facilities Management

- 6.1 Keeps informed, evaluates and reports to the Board on the progress of building projects.
- 6.2 Makes the day-to-day decisions necessary to keep the building project on schedule.
- 6.3 Works closely with the Board as a whole or with the Building Committee in making major decisions.
- 6.4 Oversees the budget for the building project.
- 6.5 In cooperation with the Board, maintains and updates a short- and long-range plan that includes (a) a schedule for the routine maintenance of all school properties, (b) a schedule for the repair and/or replacement of school equipment, and (c) a facilities needs assessment for future renovation or construction.

*Prior Year's Performance:*

*Future Areas of Focus:*

---

## Standard 7: Values and Ethics of Leadership

- 7.1 Maintains high standards of ethics, honesty and integrity in all personal and professional matters.
- 7.2 Earns respect and standing among his/her professional colleagues.
- 7.3 Demonstrates his/her ability to work well with individuals and groups.
- 7.4 Demonstrates values, beliefs, and attitudes that inspire others to higher levels of performance.
- 7.5 Maintains his/her professional development by reading, course work, conference attendance, work on professional committees, visiting other districts, and meeting with other superintendents.

*Prior Year's Performance:*

*Future Areas of Focus:*

---

2016 Goals for the Superintendent

2017 Goals for the Superintendent

# Gothenburg



2016

2017

# Volunteer Handbook

## STATEMENT OF PHILOSOPHY

A comprehensive and balanced, activities program is an essential complement to the basic program of instruction. The activities program should provide opportunities for youth to further develop interests and talents in sports, debate/speech, drama, journalism, music and related academic areas. Participation in these activities should provide students with a lifetime basis for personal values, for work and for leisure activities. Our job is to ensure a supportive and safe environment for student participation, which encourages the development of skills and the building of relationships.

Coaching leadership should provide athletes with examples of exemplary behavior. Measurement of leadership success will emphasize character, courage and integrity as the major objectives of the program. This program should prepare students to assume positions of leadership and enable students to appropriately deal with adversity and success. Coaches and sponsors should also teach the specific skills necessary for improvement in activities and provide guidance in the development of proper practice and training habits.

The activities program should be available to all students who demonstrate an interest in participating, regardless of their individual abilities. Accordingly, appropriate skill levels (Sophomore, Junior Varsity) should be established within activities, when feasible, so that students may participate as fully as possible regardless of ability levels.

Best of luck,



Activities Director

## Reference Guide

<b>Professional Development Opportunities</b>	<b>pg. 2</b>
<b>Certification</b>	<b>pg. 2</b>
<b>Job Description</b>	<b>pg. 3</b>
<b>Expectations</b>	<b>pg. 3</b>
<b>Sportsmanship Code</b>	<b>pg. 4</b>
<b>Coaches Code of Conduct</b>	<b>pg. 5-9</b>

## **Professional Development**

Non-staff coaches might be eligible to obtain certification with expenses reimbursed by Gothenburg Public Schools.

### **Coaching Certification Steps**

NSAA By-Law 2.12.2: Head Coach, Assistant Coach, or Sponsor. In order to serve as a head or assistant coach or sponsor of any activity sponsored by the NSAA, the individual must possess a valid NE Teaching Certificate or NE Administrative and Supervisory Certificate and have a written contract of employment as a coach or sponsor with the school in which he/she is to perform these duties.

NSAA By-Law 2.12.2.1: Individuals who possess a Special Services Certificate endorsed in coaching may be employed by a school district as a head or assistant coach in NSAA sponsored activities.

1. Complete a course in NFHS Fundamentals of Coaching. The NFHS link for this approved course can be found at:  
<http://www.nfhslearn.com/CourseDetail.aspx?courseID=1000>
2. Complete a course in NFHS First Aid for Coaches. The NFHS link for this approved course can be found at:  
<http://www.nfhslearn.com/CourseDetail.aspx?courseID=1001>
3. Complete a Human Relations Course at a four-year college. A list of approved courses can be found on the NSAA Coaching Accreditation page.  
<http://www.education.ne.gov/TCERT/pdfs/Approved%20HRT.pdf>
4. On-line application for a Special Services Certificate for Coaching from Nebraska Department of Education  
[https://datacenter.education.ne.gov/tcert/tcert\\_newapp.dll](https://datacenter.education.ne.gov/tcert/tcert_newapp.dll) or (402) 471-0739.
5. Submit application and payment to the Nebraska Department of Education with the original certificates indicating completion of the NFHS Fundamentals of Coaching and NFHS First Aid for Coaches as well as a copy of a transcript showing completion of a Human Relations Course.

### **Restrictions for Non-Certified Coaches**

Head Coach, Assistant Coach, or Sponsor. In order to serve as a head or assistant coach or sponsor of any activity sponsored by the Nebraska School Activities Association, the individual must possess a valid Nebraska Teaching Certificate or Nebraska Administrative and Supervisory Certificate and have a written contract of employment as a coach or sponsor with the school in which he/she is to perform these duties.

### **Coaches' Aides**

Coaches' Aides. Schools may contract non-certificated personnel to assist with their activities programs, but such personnel shall be coaches' aides.

1. The individuals must have a job description.
2. The individual shall not initiate nor change instruction given by the head coach and must carry out specific directions given by the head coach.2.12.3.3 The individual may assist in starting, executing, and completing the specific plan of the learning experience

as defined and directed by the head coach.

3. The aide should be specifically prepared for duties assigned, to include the handling of emergency situations that arise in the course of his/her work.
4. Coaches' aides are not to be given the sole responsibility of directing or supervising students during practice. The head coach should be in the immediate practice area.
5. When traveling to and from and participating in interschool competition, the team or individuals are to be accompanied by the head coach/sponsor, assistant coach/sponsor, or in case of an emergency, a certificated faculty member

### **JOB DESCRIPTION: COACHES' AIDE**

1. Support the head coach in conducting the athletic program of that particular sport and the total athletic program of the Gothenburg Senior School in general.
2. Be loyal to the Head Coach and to the team.
3. Attend staff meetings when called by the Head Coach.
4. Assist with scouting of varsity games.
5. Assume any duties assigned by the Head Coach pertaining to the overall athletic program of the particular sport. Some of these duties might be: conducting portions of practice drills, handling equipment, determining eligibility, working with student managers, public relations and statistics.

### **EXPECTATIONS FOR AN ATHLETIC COACH AT GOTHENBURG PUBLIC SCHOOLS**

1. Perform the coaching responsibilities of the assigned sport to the best of your ability, conducting yourself in a professional manner and adhering to high standards.
2. Know, understand, and comply with rules and regulations of our school, conference, and state governing bodies for athletics.
3. Maintain a working knowledge and understanding of the playing rules of your sport, teach these to your athletes and insist upon compliance.
4. Fulfill your assigned academic duties as well as athletic duties, adhering to policies governing all faculty.
5. Appreciate and promote all Gothenburg athletics, as well as your own sport. Volunteer to assist in various capacities in the total program.
6. Follow the chain of command in all athletic matters.
  - a. Consult and work with the activities director concerning:
    - (1) Budget
    - (2) Lettering requirements
    - (3) Practice schedules, dates and times
    - (4) Transportation
    - (5) Scheduling of contests
  - b. Consult building principal concerning:
    - (1) Your absence from scheduled classes because of activities
    - (2) Athletes absence from school because of activities
7. Constantly seek self-improvement through reading, workshops, clinics and through other appropriate endeavors associated with your sport.
8. Establish rapport with your athletes, treat them with respect and in a fair and professional manner. You are responsible for their health, safety and well being.

9. Establish and maintain a comfortable working relationship with fellow coaches, faculty, staff, administration and community.
10. Be a professional. Keep "in-house" problems in-house. Do not ridicule athletes, staff, coaches or faculty. Approach things from a positive point of view.

### **GOTHENBURG ATHLETIC PROGRAM (Sportsmanship Code)**

The athletic program of Gothenburg Public School is designed to provide opportunities for those students who desire competitive activity in athletics. It is our desire to instill in each participant the image of a true Swede athlete.

In accordance with the District 20 Spectator Code of Sportsmanship Behavior, Ethics, and Integrity each GPS activity participant must:

1. Keep cheers positive. There should be no profanity or degrading language/gestures.
2. Avoid actions that offend visiting teams or individual players.
3. Show appreciation of good play by both teams.
4. Learn the rules of the game in order to be a better-informed spectator.
5. Treat all visiting teams in a manner in which you would expect to be treated.
6. Accept the judgment of coaches and officials.
7. Encourage other spectators to participate in the spirit of good sportsmanship.
8. Obey the instructions of school employees and officials supervising the extracurricular activity.

Additionally participants should:

9. Strive for victory through fair play according to the rules of the game.
10. Love the game for its own sake – not for what winning may bring them through publicity.
11. Do everything possible to encourage enthusiasm for the game and courtesy and respect for the players, coaches and fans.
12. Win without boasting and lose without excuses.
13. Do all within your power to make the entire athletic program something we will always be proud of.

Any boy or girl is welcome to try out for any of the interscholastic team available to them providing they meet the requirements established by the Nebraska State Activities Association and the school and they agree to follow the guidelines.

## **Code of Conduct for Coaches and Sponsors<sup>1</sup>**

Extracurricular activity participation should be fun and be a significant part of a sound educational program. Coaches have a duty to assure that their programs impart important life skills and promote the development of good character. Essential elements of character building are embodied in the concept of sportsmanship and six core values: trustworthiness, respect, responsibility, fairness, caring, and good citizenship. Further, ethical principals established by the NDE related to commitment to the school employer, student, community, and profession are equally applicable to coaching duties.

The expectations of persons designated as “sponsors” of extracurricular activity programs are exactly the same as coaches; so all references to coaches apply equally to sponsors. References to parents also includes “guardians.”

---

<sup>1</sup> To give credit and to explain the source of this Code of Conduct: the principles of this Code are drawn heavily from the CHARACTER COUNTS! Coalition as well as the ethical standards established by the Nebraska Department of Education for educators.

## TRUSTWORTHINESS

Be worthy of trust in all you do. Teach students the importance of integrity, honesty, reliability and loyalty.

- *Integrity* — Model high ideals of ethics and sportsmanship.
- *Honesty* — Don't lie, cheat, steal or engage in or permit dishonest conduct.
- *Reliability* — Fulfill commitments; do what you say you will do. Be on time. Complete the season for which you have been assigned or hired.
- *Loyalty* — Be loyal to your school and team. Put the team above personal glory.
- *Candid* — Be candid with students and their parents about the student's likely level of participation, of getting an athletic scholarship or playing professionally.

## RESPECT

Treat all people with respect and require the same of students.

- *Class* — Encourage students to help up fallen opponents, compliment extraordinary performance, and show sincere respect in pre- and post-game rituals.
- *Taunting* — Don't engage in or allow trash talking, taunting, boastful celebrations, or other actions that demean individuals or the program.
- *Respect for Officials* — Treat game officials with respect. Assure that neither you nor your players publicly criticize an official in a manner that discredits the game, impugns the honor or the integrity of any official or subjects the referees to ridicule or hostility.
- *Respect for Parents* — Treat parents with respect. Be clear about your expectations, goals and policies and maintain open lines of communication.
- *Profanity* — Don't engage in or permit profanity or obscene gestures during practices, extracurricular activity events, team travel, or in any other situation where the behavior could reflect badly on the school, the extracurricular activity program, or your position as a role model.
- *Positive Coaching* — Use positive coaching methods to make the experience enjoyable and increase self-esteem. Refrain from physical or psychological intimidation, verbal abuse, and demeaning conduct. Use incentives and disincentives consistent with sportsmanship and character-building goals.
- *Effort and Teamwork* — Encourage students to think and play as a team, to do their best and continually improve through personal effort and discipline. Discourage selfishness.
- *Professional Relationships* — Maintain appropriate, professional relationships with students and others involved in extracurricular activities. Respect proper coach-student boundaries. Sexual or romantic contact with students is strictly forbidden as is verbal or physical conduct of a sexual nature directed to or in view of students. Avoid conflicts of interest including financial or personal relationships that could be construed as exploitive of students or affect your impartiality.

## RESPONSIBILITY

- *Life Skills* — Teach students positive life skills that will help them become well-rounded and responsible.
- *Advocacy of Education* — Advocate the importance of education beyond athletic eligibility standards. Assure that extracurricular activities do not unduly interfere with the ability and motivation of students to achieve their academic potential.
- *Good Character* — Foster the development of good character by teaching, enforcing, advocating and modeling high standards of ethics and sportsmanship. Look for opportunities to state and reinforce positive messages.

- *Role-Modeling* — Be a worthy role-model. Be mindful of the high visibility and great influence you have as a coach. Conduct yourself in private and coaching situations in a manner that exemplifies all you want your students to be. Refrain from profanity, disrespectful conduct, and the use of alcohol or tobacco in front of students or in other situations where your conduct could undermine your positive impact as a role model. Don't gamble or associate with professional gamblers.
- *Competence* — Strive to improve coaching competence and acquire increasing proficiency in coaching principles and current strategies, character-building techniques, and first-aid and safety.
- *Knowledge of Rules* — Maintain a thorough knowledge of current game and competition rules and assure that your students know and understand the rules. Be familiar with applicable NSAA and school rules and regulations on eligibility, recruiting, seasons, practice time, and out-of-season activities.
- *Self-Control* — Control your ego and emotions; avoid displays of anger and frustration; don't retaliate.
- *Enforcing Rules* — Enforce the codes of conduct consistently even when the consequences are high. Report rule violations or misconduct.
- *Access* — Help make extracurricular activity experiences available to students of diverse backgrounds. Do not treat students differently (worse) based on race, nationality, disability, gender, religion or on any other protected category.

### **FAIRNESS**

Be fair in competitive situations, team selection, discipline and all other matters. Be open-minded and willing to listen and learn.

### **CARING**

- *Safe Competition* — Put safety and health considerations above the desire to win. Never permit students to intentionally injure any player or engage in reckless behavior that might cause injury to themselves or others.
- *Safety and Health* — Establish standards and regulations that put the health of students above other considerations. Be informed about basic first aid principles and the physical capacities and limitations of the students. Educate students about the dangers and prohibit the use of unhealthy and illegal substances including alcohol, tobacco and recreational or performance-enhancing drugs and nutritional supplements. Be vigilant for signs of eating disorders or unhealthy techniques to gain, lose or maintain weight.
- *Caring Environment* — Demonstrate concern for students as individuals. Maintain an environment that is physically and emotionally safe.

### **CITIZENSHIP**

- *Honoring the Spirit of Rules* — Observe and require students to observe the spirit and the letter of all rules including the rules of the game and those relating to extracurricular activity participation.
- *Promoting Sportsmanship* — Promote sportsmanship over gamesmanship. Resist temptations to gain competitive advantage through strategies (such as devious rules violations, alteration of equipment or the field of play, or tactics designed primarily to induce injury or fear of injury) that violate the rules, disrespect the highest traditions of the sport or change the nature of competition by negating or diminishing the impact of the core skills that define the sport. Establish and regularly practice pre- and post-game rituals and traditions that reinforce the principles of sportsmanship. Specially acknowledge acts of good sportsmanship.

## **COMMITMENT TO SCHOOL**

Coaches shall exhibit good moral character, maintain high standards of performance and promote equality of opportunity. In fulfillment of the coach's responsibilities, the coach:

- Shall not interfere with the exercise of political and citizenship rights and responsibilities of students, colleagues, parents, school patrons, or school board members.
- Shall not discriminate on the basis of race, color, creed, sex, marital status, age, national origin, ethnic background, or handicapping condition.
- Shall not use coercive means, or promise or provide special treatment to students, colleagues, school patrons, or school board members in order to influence personal decisions.
- Shall not make any fraudulent statement or fail to disclose a material fact for which the coach is responsible.
- Shall not exploit relationships with students, colleagues, parents, school patrons, or school board members for personal gain or private advantage.
- Shall not sexually harass students, parents or school patrons, employees, or board members.
- Shall not engage in conduct involving dishonesty, fraud, deceit, or misrepresentation in the performance of job duties.
- Shall report to the Superintendent or supervisors any known violation of the ethical principles of the Code of Conduct.
- Shall seek no reprisal against any individual who has reported a violation of this rule.

## **COMMITMENT TO THE STUDENT**

Mindful that the coach's position exists for the purpose of serving the best interests of the school district's students and patrons, the coach shall perform coaching job duties with genuine interest, concern, and consideration for the student. The coach shall work to stimulate the formulation of worthy goals. In fulfillment of the obligation to the student, the coach:

- Shall make reasonable effort to protect the student from conditions which interfere with the academics or are harmful to health or safety.
- Shall keep in confidence personally identifiable information that has been obtained in the course of employment, unless disclosure is approved by the administration or is required by law.
- Shall not discipline students using corporal punishment.

## **COMMITMENT TO THE PUBLIC**

The responsibility inherent in working with students requires dedication to the principles of our democratic heritage. The coach bears responsibility for instilling an understanding of the confidence in the rule of law, respect for individual freedom, and a responsibility to promote respect by the public. In fulfillment of the obligation to the public, the coach:

- Shall not misrepresent an institution with which the coach is affiliated, and shall take added precautions to distinguish between the coach's personal and institutional views.
- Shall not use institutional privileges for private gain or to promote political candidates, political issues, or partisan political activities.
- Shall neither offer nor accept gifts or favors that will impair judgment to be exercised in the course of employment.
- Shall support the principle of due process and protect the political, citizenship, and natural rights of all individuals.
- Shall not commit any act of moral turpitude, nor commit any felony.
- Shall, with reasonable diligence, attend to the duties of the coach's position.

## **COMMITMENT TO COMPETENT PERFORMANCE**

Coaches must possess the abilities and skills necessary to accomplish the designated task. Therefore, coaches will:

- Adhere to and enforce administrative policies of the school.
- Use channels of communication when interacting with administrators, community agencies, and groups, in accordance with school policy.
- Create an atmosphere which fosters interest and enthusiasm.
- In communicating, use language which reflects an understanding of the ability of the individual or group; assure that the designated task is understood; and use feedback techniques which are relevant to the designated task; consider the entire context of the statements of others when making judgments about what others have said; and encourage each individual to state his ideas clearly.
- Resolve discipline problems in accordance with law and school policies.
- Maintain consistency in the application of policy and practice.
- Develop and maintain positive standards of conduct.

Gothenburg Schools Transportation Log  
2015 - 2016

	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	S'16	Totals
# 101 Van Route	0	0	0	0	0	0	0	0	0	0	0
Odometer Activity	650	258	957	285	1036	1004	236	495	969	0	5890
67,527 SpEd	0	0	0	0	0	0	0	0	0	0	0
<b>Total</b>	<b>650</b>	<b>258</b>	<b>957</b>	<b>285</b>	<b>1036</b>	<b>1004</b>	<b>236</b>	<b>495</b>	<b>969</b>	<b>0</b>	<b>5890</b>
# 102 Van Route	0	0	0	0	0	0	0	0	0	0	0
Odometer Activity	74	407	174	299	0	981	478	787	736	0	3936
74,734 SpEd	0	0	0	0	0	0	0	0	0	0	0
<b>Total</b>	<b>74</b>	<b>407</b>	<b>174</b>	<b>299</b>	<b>0</b>	<b>981</b>	<b>478</b>	<b>787</b>	<b>736</b>	<b>0</b>	<b>3936</b>
# 131 Van Route	0	0	0	0	0	0	0	0	0	0	0
Odometer Activity	196	2504	1498	706	512	2123	1461	2100	1461	0	12561
40,949 SpEd	0	0	0	0	0	0	0	0	0	0	0
<b>Total</b>	<b>196</b>	<b>2504</b>	<b>1498</b>	<b>706</b>	<b>512</b>	<b>2123</b>	<b>1461</b>	<b>2100</b>	<b>1461</b>	<b>0</b>	<b>12561</b>
# 132 Van Route	0	0	0	0	0	0	0	0	0	0	0
Odometer Activity	0	3521	1225	857	428	1089	1508	2223	1111	0	11962
42,198 SpEd	0	0	0	0	0	0	0	0	0	0	0
<b>Total</b>	<b>0</b>	<b>3521</b>	<b>1225</b>	<b>857</b>	<b>428</b>	<b>1089</b>	<b>1508</b>	<b>2223</b>	<b>1111</b>	<b>0</b>	<b>11962</b>
2008 Impal: Route	0	0	0	0	0	0	0	0	0	0	0
Odometer Activity	0	0	0	0	0	0	0	0	0	0	0
147,088 SpEd	373	424	1080	232	1080	1273	313	65	353	0	5193
<b>Total</b>	<b>373</b>	<b>424</b>	<b>1080</b>	<b>232</b>	<b>1080</b>	<b>1273</b>	<b>313</b>	<b>65</b>	<b>353</b>	<b>0</b>	<b>5193</b>
2009 Impal: Route	0	0	0	0	0	0	0	0	0	0	0
Odometer Activity	1318	1290	1116	362	532	940	943	1026	640	0	8167
136,697 SpEd	0	0	0	0	0	0	0	0	0	0	0
<b>Total</b>	<b>1318</b>	<b>1290</b>	<b>1116</b>	<b>362</b>	<b>532</b>	<b>940</b>	<b>943</b>	<b>1026</b>	<b>640</b>	<b>0</b>	<b>8167</b>
2014 Impal: Route	0	0	0	0	0	0	0	0	0	0	0
Odometer Activity	1,841	1755	2497	1100	1394	1589	2618	1995	1060	0	15,849
35,912 SpEd	0	0	0	0	0	0	0	0	0	0	0
<b>Total</b>	<b>1841</b>	<b>1755</b>	<b>2497</b>	<b>1100</b>	<b>1394</b>	<b>1589</b>	<b>2618</b>	<b>1995</b>	<b>1060</b>	<b>0</b>	<b>15849</b>
2014 Nissan Route	0	0	0	0	0	0	0	0	0	0	0
Odometer Activity	0	0	0	0	0	0	0	0	0	0	0
6,662 SpEd	1949	2114	1961	1648	1777	1200	1228	1225	173	0	13275
<b>Total</b>	<b>1949</b>	<b>2114</b>	<b>1961</b>	<b>1648</b>	<b>1777</b>	<b>1200</b>	<b>1228</b>	<b>1225</b>	<b>173</b>	<b>0</b>	<b>13275</b>
1995 Route	0	30	0	0	0	0	0	0	0	0	30
Odometer Activity	0	0	0	0	0	0	0	0	0	0	0
213,772 SpEd	0	0	0	0	0	0	0	0	0	0	0
<b>Total</b>	<b>0</b>	<b>30</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>30</b>
07 Route	1166	1220	1183	915	1250	1200	1209	1392	1084	0	10619
Odometer Activity	0	0	0	0	0	0	0	0	0	0	0
123,126 SpEd	0	0	0	0	0	0	0	0	0	0	0
<b>Total</b>	<b>1166</b>	<b>1220</b>	<b>1183</b>	<b>915</b>	<b>1250</b>	<b>1200</b>	<b>1209</b>	<b>1392</b>	<b>1084</b>	<b>0</b>	<b>10619</b>
11 Route	1,382	1119	641	464	910	636	698	761	863	0	7474
Odometer Activity	0	0	0	0	0	0	0	0	0	0	0
67,823 SpEd	0	0	0	0	0	0	0	0	0	0	0
<b>Total</b>	<b>1382</b>	<b>1119</b>	<b>641</b>	<b>464</b>	<b>910</b>	<b>636</b>	<b>698</b>	<b>761</b>	<b>863</b>	<b>0</b>	<b>7474</b>
08 Micro 1 Route	1,448	1624	1421	1052	1416	1351	1473	1559	1240	0	12584
Odometer Activity	0	0	0	0	0	0	0	0	0	0	0
1,066,588 SpEd	0	0	0	0	0	0	0	0	0	0	0
<b>Total</b>	<b>1448</b>	<b>1624</b>	<b>1421</b>	<b>1052</b>	<b>1416</b>	<b>1351</b>	<b>1473</b>	<b>1559</b>	<b>1240</b>	<b>0</b>	<b>12584</b>
08 Micro 2 Route	2,328	2158	1919	1342	1952	1765	1976	2057	1678	0	17175
Odometer Activity	0	0	0	0	0	0	0	0	0	0	0
112,507 SpEd	0	0	0	0	0	0	0	0	0	0	0
<b>Total</b>	<b>2328</b>	<b>2158</b>	<b>1919</b>	<b>1342</b>	<b>1952</b>	<b>1765</b>	<b>1976</b>	<b>2057</b>	<b>1678</b>	<b>0</b>	<b>17175</b>
11 Micro 3 Route	0	0	0	0	0	0	0	0	0	0	0
Odometer Activity	0	0	0	0	0	0	0	0	0	0	0
14,900 SpEd	217	680	744	529	767	1287	703	925	1101	0	6953
<b>Total</b>	<b>217</b>	<b>680</b>	<b>744</b>	<b>529</b>	<b>767</b>	<b>1287</b>	<b>703</b>	<b>925</b>	<b>1101</b>	<b>0</b>	<b>6953</b>
Challenger Route	0	0	0	0	0	0	0	0	0	0	0
Activity	2,213	1275	1110	1883	1190	1329	924	1463	2077	0	13464
SpEd	0	0	0	0	0	0	0	0	0	0	0
<b>Total</b>	<b>2213</b>	<b>1275</b>	<b>1110</b>	<b>1883</b>	<b>1190</b>	<b>1329</b>	<b>924</b>	<b>1463</b>	<b>2077</b>	<b>0</b>	<b>13464</b>
Patriot Route	0	0	0	0	0	0	0	0	0	0	0
Activity	1,124	2698	606	1993	2416	2592	1659	1569	1421	0	16078
SpEd	0	0	0	0	0	0	0	0	0	0	0
<b>Total</b>	<b>1124</b>	<b>2698</b>	<b>606</b>	<b>1993</b>	<b>2416</b>	<b>2592</b>	<b>1659</b>	<b>1569</b>	<b>1421</b>	<b>0</b>	<b>16078</b>
Big Yellow Route	0	0	0	0	0	0	0	0	0	0	0
Odometer Activity	929	511	756	441	499	691	11	368	637	0	4843
101,048 SpEd	0	0	0	0	0	0	0	0	0	0	0
<b>Total</b>	<b>929</b>	<b>511</b>	<b>756</b>	<b>441</b>	<b>499</b>	<b>691</b>	<b>11</b>	<b>368</b>	<b>637</b>	<b>0</b>	<b>4843</b>
<b>Totals</b>	<b>6,324</b>	<b>6151</b>	<b>5164</b>	<b>3773</b>	<b>5528</b>	<b>4952</b>	<b>5356</b>	<b>5769</b>	<b>4865</b>	<b>0</b>	<b>47882</b>
Activity	8345	14219	9939	7926	8007	12338	9838	12026	10112	0	92750
SpEd	2539	3218	3785	1409	3624	3760		2215	0	0	20550
<b>Totals</b>	<b>17208</b>	<b>23588</b>	<b>18888</b>	<b>13108</b>	<b>17159</b>	<b>21050</b>	<b>15194</b>	<b>20010</b>	<b>14977</b>	<b>0</b>	<b>161182</b>

## **Administrative Report**

Meeting: June Board Meeting

Date: 6/8/15

Mrs. Allison Jonas

---

### **Topics:**

**School Improvement** – We’re currently working on training schedules for both new and existing staff members. We have a lot of great opportunities and plan to include training for Program Specific Instruction, Marzano, and Corrective Reading among others.

**Jump Start & Summer School** – Summer School and Jump Start will run July 13<sup>th</sup> – 31<sup>st</sup>. We are fortunate to have a great staff that is willing to assist with this. We couldn’t do it without them.

**Primary** – Handbook Updates

**Special Education** – I’m currently working on submitting our Targeted Improvement Plan that aligns our school improvement goals to that of serving children with a disability. A team of teachers created this plan based on student data. The plan has been approved by our MTSS, Administrative, Special Education, and ILCD teams.

**Administrator Report**

Meeting: June Board Meeting

Date: 6/13/16

Mr. Widdifield

=====

**Topics:**

Playground: North playground is scheduled for their renovation the week of June 20<sup>th</sup>. We are looking to replace similar equipment on the playground by replacing the swings and metal domes. We are restructuring the equipment if we would like to expand on playground equipment in the future.

NAESP Meeting: I will be the president of the Nebraska Elementary Principal group this year. I will be in DC is month to visit with our Senators and Congressmen about current and potential legislation and attending the National conference in Maryland in July.

Changes to the Handbook: We have very few changes to the handbook this year. We will be updating lunch prices, staff changes, and map of where staff will be for the upcoming school year. Summary has been provided.

Title 1: We were approved again to be a Title 1 school. Next year we will be up for our 3 year review of our Title program. We have been working on this rubric for the last two years for this review.

**Administrator Report**

Meeting: March Board Meeting

Date: 6/13/16

Mr. Seth Ryker, Activities Director

=====

**Topics:**

Extra Duty Assignments 2016-17

Admission Prices

1. The list of extra duty assignments is included in a separate document with changes highlighted.
2. This past spring the SWC voted to increase admission prices for the 2016-17 school year to \$6 and \$5 for varsity events. GPS will plan to institute these prices for all varsity events and additionally increase the non-varsity admission to \$3 for both adults and students. Admission prices have not increased locally in at least 15 years. Passes are also available (Annual \$65, Fall \$30, Winter \$40).

## Administrator Report

Meeting: June Board Meeting

Date: 6/13/16

Mr. Randy Evans, Sr. High Principal

---

### Topics:

#### 1) THANK YOU-Mr. Wyatt, Mr. Brundage and Mr. Sitorius

Assisting with 2016 Graduation

#### 2) 2016-2017 Student Handbook

First reading of the 2016-2017 Student Handbook

#### 3) Summer School

Summer School has started with facilitators Ms. Stanek and Mrs. Piper. Summer School will end on Tuesday, June 28<sup>th</sup>.

#### 4) DISCIPLINE DATA

SCHOOL YEAR	DETENTIONS	SATURDAY SCHOOL
2014-2015	406	113
2015-2016	285	127

#### 5) ACADEMIC DATA

#### SECOND SEMESTER

Grade	# of classes	# of classes passed	%
<b>9<sup>th</sup> Grade (74)</b> (2 At-Risk students)	582 classes	572 classes passed	<b>98%</b>
<b>10<sup>th</sup> Grade (86)</b> (4 At-Risk students)	602 classes	588 classes passed	<b>97%</b>
<b>11<sup>th</sup> Grade (76)</b> (8 At-Risk students)	532 classes	512 classes passed	<b>96%</b>
<b>12<sup>th</sup> Grade (68)</b>	448 classes	447 classes passed	<b>99%</b>

#### REASONS FOR SUCCESS

- 1) STAFF
- 2) ACCESS
- 3) PARENT SUPPORT

**Administrator Report**

Meeting: June Board Meeting

Date: 6/13/16

Dr. Michael Teahon, Superintendent

=====

**Reports:** This is a busy month with many end-of-the-year reports being filed with the state.

**Board Finance Workshop:** I would like to have a workshop to discuss general finance issue this summer prior to our August budget work session.

**SWC Leadership Summit:** Gothenburg hosted a summit with the administrators and counselors of the SWC including McCook. The morning session was devoted to personal wellness with conversations on finance, health, professional growth and technology. The afternoon focused on leadership and team development. Senator Williams, Board President Wyatt, Dr. Shaw and School Nurse Hubbard, representatives of the Executive Council, Senior Student Council officers and Senior FFA officers all presented or lead discussions. The response from our guests was very positive. Thank you to all who were involved.

Internal Board Policies - Methods of OperationFormulation of Policies

It shall be the policy of Gothenburg Public Schools that the Board of Education, representing the people of the Gothenburg School District, will be the governing body which determines all questions of general policy to be employed in the governance of the Gothenburg Public Schools.

Proposals regarding school district policies and operation may be initiated by any of several sources: a parent, a taxpayer, a professional employee, a school board member, a non-professional employee, a professional consultant, a civic group, etc. Ordinarily policies will be developed for presentation to the Board of Education by the Superintendent.

Formal action on policy proposals, whatever their source, will be taken by the Board of Education in accordance with its bylaws. Ordinarily, the Board of Education shall take action on such matters upon the basis of recommendations presented to the Board of Education by the Superintendent.

Legal Reference:     §79-554  
                           §79-520

Date of Adoption: April 14, 2008

Internal Board Policies - Methods of OperationAdoption, Amendment or Suspension of Policies

- A. Proposed policies introduced and recommended to the Board shall require a majority vote of the Board for adoption and if so passed shall take effect immediately.
- B. Any policy of the Board may be suspended for an agreed upon period of time by a majority vote of the members of the Board.
- C. The Superintendent of Schools, in case of emergency or to comply with legal requirements, may suspend any part of these policies and regulations as it pertains to administration of schools provided, however, that the Superintendent shall report the fact and the reason for such suspension at the next meeting of the Board of Education and, provided further that the suspension shall expire at the time of said report unless continued in effect by action of the Board of Education.

Date of Adoption: April 14, 2008

Bylaws of the Board - Bylaws, Policies and RegulationsFormulation, Adoption, Amendment of Policies

Policy proposals and suggested amendments to or revisions of existing policies shall normally be submitted to all members of the Board of Education by the Superintendent in writing prior to a regularly scheduled Board of Education meeting in which such proposed policies, amendments, or revisions thereof shall be read and discussed.

Policies will typically be introduced at one meeting and approved at the next meeting of the Board of Education. However, policy may be approved in a single meeting if necessary. The agenda and minutes shall be marked to indicate policy matters.

The formal adoption of policies shall be by majority vote of all members of the Board of Education and the actions shall be recorded in the minutes of the Board of Education. Only those written statements so adopted and so recorded shall be regarded as official policy.

Policies shall be reviewed at least every three (3) years or at such other periodic time periods as may be required by law.

Adoption and Amendment of Bylaws

Proposed new bylaws and suggested amendments to or revisions of existing bylaws may be adopted by a majority vote of ALL members of the Board during the second of two (2) regularly scheduled meetings of the Board not less than four (4) weeks apart in the calls for which meeting the proposed additions, amendments or revisions shall have been described in writing.

Approval and Amendment of Administrative Regulations

The Board does not adopt administrative regulations unless specifically required to do so by law, or unless requested to do so by the Superintendent, or as required by negotiated agreements with employee organizations, in which case, any such regulation shall become a part of any such agreement and shall be subject to amendment as provided in any such agreement.

The Board reserves the right to review and demand revisions of administrative regulations should they, in the Board's judgment, be inconsistent with the policies adopted by the Board.

Suspension of Policies, Bylaws and Regulations

Policies and rules may be suspended unless in conflict with state law by a unanimous vote of all Board members in attendance at any regular or special meeting.

Legal Reference: §79-526  
Reference: Robert's Rules of Order

Date of Adoption: May 12, 2008

Bylaws of the Board - MeetingsClosed Sessions

The Board of Education may hold a closed session by the affirmative vote of a majority of its voting members if a closed session is clearly necessary for the protection of the public interest or for the prevention of needless injury to the reputation of an individual and if such individual has not requested a public meeting. Closed sessions may be held for, but shall not be limited to, such reasons as: (a) strategy sessions with respect to collective bargaining, real estate purchases, or litigation; (b) discussion regarding deployment of security personnel or devices; (c) investigative proceedings regarding allegations or misconduct; or (d) evaluation of the job performance of a person when necessary to prevent needless injury to the reputation of a person and if such person has not requested a public meeting; provided, however a closed meeting shall never be held for the purpose of discussing the appointment or election of a new member to the Board of Education.

The vote to hold a closed session shall be taken in open session. The subject matter and the reason necessitating the closed session shall be identified in the motion to close. The entire motion, the vote of each member on the question of holding a closed session, and the time when the closed session commenced and concluded shall be recorded in the minutes. If the motion to close passes, then the presiding officer immediately prior to the closed session shall restate on the record the limitation of the subject matter of the closed session. The Board shall restrict its consideration of matters during the closed portions to only those purposes set forth in the motion to close as the reason for the closed session. The meeting shall be reconvened in open session before any formal action may be taken.

Any member of the Board shall have the right to challenge the continuation of a closed session if the member determines that the session has exceeded the reasons stated in the original motion to hold a closed session. Such challenge shall be overruled only by a majority vote of the members of the public body. Such challenge and its disposition shall be recorded in the minutes.

The term "closed session" as used in the policies, regulations and Bylaws of the District shall include within its meaning any "executive session" or "executive meeting" authorized or prescribed by said policies, regulations and Bylaws, all of said terms being interchangeable.

Legal Reference: §§84-1407 to 84-1414

Date of Adoption: November 13, 2006