

Board of Education Regular Meeting

Saline County School District 76-0068

501 Main Street

Friend, NE 68359-0067

Tuesday, July 17, 2018 7:30 PM

Nate Klenke: Present
Paul Segner: Present
Scott Spohn: Present
Jamie Tuttle: Present
Nancy Vossler: Present
Scott Vyhnalek: Present

1. Call to Order and Roll Call
2. Notice of Open Meeting Act - Posted
3. Motion to excuse absent board members
4. Pledge of Allegiance
5. Approval of the agenda

Motion to approve agenda as presented, Passed with a motion by Nate Klenke and a second by Jamie Tuttle.

Nate Klenke: Yea, Paul Segner: Yea, Scott Spohn: Yea, Jamie Tuttle: Yea, Nancy Vossler: Yea, Scott Vyhnalek: Yea
Yea: 6, Nay: 0

6. Consent Agenda

- 6.1. Hold for discussion and for possible action approval of the following items:

Move to approve consent agenda as presented, Passed with a motion by Nate Klenke and a second by Nancy Vossler.

Nate Klenke: Yea, Paul Segner: Yea, Scott Spohn: Yea, Jamie Tuttle: Yea, Nancy Vossler: Yea, Scott Vyhnalek: Yea
Yea: 6, Nay: 0

- 6.1.1. Minutes of prior meeting(s)
- 6.1.2. Treasurer's report
- 6.1.3. Receipts
- 6.1.4. Expenditures

6.1.5. Claims for payment

7. Public Forum: Recognition of visitors, delegations, and reading of communications.

Mr. Kraus thanked the family of Margie Tabor for their donation of \$1,000 for music program.

7.1. Presentation by FES on Community Branding Project

Dan Kunzman and Matt Landis of FES presented on a community branding project. The City of Friend would like the school and other community institutions and businesses to be involved in the process.

7.2. Technology Update

Chris Nieveen, ESU6 tech support, updated the board on the numerous improvements and updates to the school's technology plan. He reviewed all the updates and changes in technology at FPS over the last year and a half, and listed the next projects that we will need to plan for--new wireless system, phone system, pa system, and learning management system.

8. Reports

8.1. Committee:

Negotiations met tonight prior to the board meeting to review and make a proposal for Classified staff wages for the upcoming school year.

8.2. Administration

8.2.1. Superintendent

SDE Conference in Las Vegas was attended by Mr. Kraus and five teachers, and was very worthwhile. School Administrator Days will be attended by Mr. Kraus and Mrs. Stutzman next week. NASB Area Membership Meeting is September 19 in York. Carpet was replaced in third grade, intervention rooms, and guidance office. Gym floors will be refinished in the next few weeks. Several classified positions need to be filled yet.

9. Action Items

9.1. Approve the rate of pay for the classified staff for the 2018-2019 school year.

Move to increase Classified staff pay by 3% for hourly wages and 4% for salaried staff.
Passed with a motion by Scott Spohn and a second by Jamie Tuttle.
Paul Segner: Abstain (With Conflict), Nate Klenke: Yea, Scott Spohn: Yea, Jamie Tuttle:
Yea, Nancy Vossler: Yea, Scott Vyhnalek: Yea
Yea: 5, Nay: 0, Abstain (With Conflict): 1

9.2. Approve Michele Johnson-Clouse as an authorized entity to act on behalf of the school district.

So moved Passed with a motion by Nate Klenke and a second by Nancy Vossler.

Nate Klenke: Yea, Paul Segner: Yea, Scott Spohn: Yea, Jamie Tuttle: Yea, Nancy Vossler:

Yea, Scott Vyhnalek: Yea

Yea: 6, Nay: 0

9.3. Approve David Kraus as an authorized entity to act on behalf of the school district.

So moved Passed with a motion by Scott Spohn and a second by Paul Segner.

Nate Klenke: Yea, Paul Segner: Yea, Scott Spohn: Yea, Jamie Tuttle: Yea, Nancy Vossler:

Yea, Scott Vyhnalek: Yea

Yea: 6, Nay: 0

9.4. Approve contract from Midwest Tennis and Track for track maintenance and improvements.

Approve contract from Midwest Tennis & Track for \$43,950 to perform maintenance and improvements on track as noted. Passed with a motion by Nate Klenke and a second by Nancy Vossler.

Nate Klenke: Yea, Paul Segner: Yea, Scott Spohn: Yea, Jamie Tuttle: Yea, Nancy Vossler:

Yea, Scott Vyhnalek: Yea

Yea: 6, Nay: 0

9.5. Approve bid to install new burner on existing boiler.

Approve Fusion Boiler Works bid for \$25,890 for improvements on boiler Passed with a motion by Scott Spohn and a second by Paul Segner.

Nate Klenke: Yea, Paul Segner: Yea, Scott Spohn: Yea, Jamie Tuttle: Yea, Nancy Vossler:

Yea, Scott Vyhnalek: Yea

Yea: 6, Nay: 0

9.6. Hold for discussion and possible action a motion to reaffirm the Parental Involvement Policy as written.

Approve Parental Involvement Policy and Student Fee Policy as written Passed with a motion by Nate Klenke and a second by Nancy Vossler.

Nate Klenke: Yea, Paul Segner: Yea, Scott Spohn: Yea, Jamie Tuttle: Yea, Nancy Vossler:

Yea, Scott Vyhnalek: Yea

Yea: 6, Nay: 0

9.7. Hold for discussion and possible action a motion to reaffirm the Student Fee Policy as written.

9.8. Approve adding 5 transition days to K-12 principal contract for 2018-19 school year.

Approve adding 5 transition days to the K-12 principal contract for 2018-19 school year at the per daily rate Passed with a motion by Jamie Tuttle and a second by Scott Spohn.
Nate Klenke: Nay, Nancy Vossler: Nay, Paul Segner: Yea, Scott Spohn: Yea, Jamie Tuttle: Yea, Scott Vyhnalek: Yea
Yea: 4, Nay: 2

9.9. Approve counselor job description and evaluation instrument

Approve guidance counselor job description and evaluation instrument as presented, Passed with a motion by Paul Segner and a second by Nate Klenke.
Nate Klenke: Yea, Paul Segner: Yea, Scott Spohn: Yea, Jamie Tuttle: Yea, Nancy Vossler: Yea, Scott Vyhnalek: Yea
Yea: 6, Nay: 0

10. Discussion Items

10.1. 1st Reading Policy 1320 Memorials

BOE Policy 1320 Memorials was presented.

10.2. 1st Reading Policy 3231 Video Surveillance

BOE Policy 3231 Video Surveillance was presented.

10.3. 1st Reading Policy 5205 Student Community Service-Graduation (revised)

Waive second reading and approve BOE Policy 5205 Student Community Service - Graduation Passed with a motion by Scott Spohn and a second by Paul Segner.
Nate Klenke: Yea, Paul Segner: Yea, Scott Spohn: Yea, Jamie Tuttle: Yea, Nancy Vossler: Yea, Scott Vyhnalek: Yea
Yea: 6, Nay: 0

BOE Policy 5205 Student Community Service-Graduation revisions was discussed, and moved to Action Item.

11. Adjournment- The next regularly scheduled BOE meeting will be held on August 13, 2018 at 7:30 in the Friend Public School library.

Motion to adjourn at 9:00pm Passed with a motion by Nancy Vossler and a second by Nate Klenke.
Nate Klenke: Yea, Paul Segner: Yea, Scott Spohn: Yea, Jamie Tuttle: Yea, Nancy Vossler: Yea, Scott Vyhnalek: Yea
Yea: 6, Nay: 0

Board of Education Regular Meeting
SALINE COUNTY SCHOOL DISTRICT 76-0068
501 Main Street
Friend, NE 68359-0067
Monday, June 18, 2018 7:30 PM

Nate Klenke: Present
Paul Segner: Present
Scott Spohn: Present
Jamie Tuttle: Present
Nancy Vossler: Present
Scott Vyhnalek: Present

1. Call to Order and Roll Call

2. Notice of Open Meeting Act - Posted

3. Motion to excuse absent board members

4. Pledge of Allegiance

5. Approval of the agenda

Motion to approve agenda as presented while moving Action Item 9:11 Bus purchase from Action to Discussion Passed with a motion by Scott Spohn and a second by Nate Klenke.

Nate Klenke: Yea, Paul Segner: Yea, Scott Spohn: Yea, Jamie Tuttle: Yea, Nancy Vossler: Yea, Scott Vyhnalek: Yea

Yea: 6, Nay: 0

6. Consent Agenda

6.1. Hold for discussion and for possible action approval of the following items:

Approve consent agenda as presented, Passed with a motion by Paul Segner and a second by Nancy Vossler.

Nate Klenke: Yea, Paul Segner: Yea, Scott Spohn: Yea, Jamie Tuttle: Yea, Nancy Vossler: Yea, Scott Vyhnalek: Yea

Yea: 6, Nay: 0

6.1.1. Minutes of prior meeting(s)

6.1.2. Treasurer's report

6.1.3. Receipts

6.1.4. Expenditures

6.1.5. Claims for payment

7. Public Forum: Recognition of visitors, delegations, and reading of communications.

Paul Segner thanked everyone for their concern after his son's recent accident.

8. Reports

8.1. Committee:

Discussed replacement of lights in old gym, received bid of \$5,760 from IC Energy. Board recommends that we proceed with the installation. Bus purchase was discussed. No recommendation has been made yet. Committee is considering purchase of a used bus.

8.2. Administration

8.2.1. Principal's Report

No report

8.2.2. Superintendent

The July BOE meeting will be rescheduled to Tuesday, July 17, at 7:30pm. Liz Stutzman and Jake Wiese have both been working on scheduling of courses for the 18-19 year, and also on handbook updates. ESSA financial coding re-structuring work is in full swing this summer. Mr. Kraus previewed the 2018-19 Budget Documents. 2019-20 Accreditation visit is being scheduled, and Curtis Cogswell has been asked to serve as the lead. The dance team now has sponsors, Lori Vyhnaelek and Alex Clouse. Several conferences are available for board members in the upcoming months.

9. Action Items

9.1. Approve contract with Ridereducation to offer Spanish 1 and 2 for 2018-19 school year.

Approve contract with RiderEducation to offer Spanish 1 and 2 for the 2018-19 school year
Passed with a motion by Scott Spohn and a second by Nancy Vossler.

Nate Klenke: Yea, Paul Segner: Yea, Scott Spohn: Yea, Jamie Tuttle: Yea, Nancy Vossler: Yea,
Scott Vyhnaelek: Yea
Yea: 6, Nay: 0

9.2. Approve initial teacher contract for Lisa Ricenbaw as a .1875 FTE for Spanish.

Approve initial teacher contract for Lisa Ricenbaw as a .1875 FTE for Spanish Passed with a motion by Scott Spohn and a second by Jamie Tuttle.

Nate Klenke: Yea, Paul Segner: Yea, Scott Spohn: Yea, Jamie Tuttle: Yea, Nancy Vossler: Yea,
Scott Vyhnaelek: Yea
Yea: 6, Nay: 0

9.3. Approve 2018-19 preschool handbook

Approve the 2018-19 Preschool Handbook, with updated mission statement. Passed with a motion by Jamie Tuttle and a second by Nancy Vossler.

Nate Klenke: Yea, Paul Segner: Yea, Scott Spohn: Yea, Jamie Tuttle: Yea, Nancy Vossler: Yea,
Scott Vyhnaelek: Yea
Yea: 6, Nay: 0

9.4. Approve 2018-19 elementary student handbook.

Approve 2018-19 Elementary Student Handbook, with updated mission statement. Passed with a motion by Paul Segner and a second by Scott Spohn.

Nate Klenke: Yea, Paul Segner: Yea, Scott Spohn: Yea, Jamie Tuttle: Yea, Nancy Vossler: Yea,
Scott Vyhnaelek: Yea
Yea: 6, Nay: 0

9.5. Approve 2018-19 high school student handbook.

Approve 2018-19 Secondary Student Handbook, with mission statement updated. Passed with a motion by Nate Klenke and a second by Nancy Vossler.

Nate Klenke: Yea, Paul Segner: Yea, Scott Spohn: Yea, Jamie Tuttle: Yea, Nancy Vossler: Yea, Scott Vyhnalek: Yea

Yea: 6, Nay: 0

9.6. Approve 2018-19 classified handbook.

Approve 2018-19 Classified Handbook as presented, Passed with a motion by Scott Spohn and a second by Nate Klenke.

Nate Klenke: Yea, Paul Segner: Yea, Scott Spohn: Yea, Jamie Tuttle: Yea, Nancy Vossler: Yea, Scott Vyhnalek: Yea

Yea: 6, Nay: 0

9.7. Approve 2018-19 certificated teacher handbook.

Approve 2018-19 Certificated Teacher Handbook, as presented, Passed with a motion by Paul Segner and a second by Nancy Vossler.

Nate Klenke: Yea, Paul Segner: Yea, Scott Spohn: Yea, Jamie Tuttle: Yea, Nancy Vossler: Yea, Scott Vyhnalek: Yea

Yea: 6, Nay: 0

9.8. Reaffirm Bullying Policy #5415

Reaffirm Bullying Policy #5415 Passed with a motion by Scott Spohn and a second by Jamie Tuttle.

Nate Klenke: Yea, Paul Segner: Yea, Scott Spohn: Yea, Jamie Tuttle: Yea, Nancy Vossler: Yea, Scott Vyhnalek: Yea

Yea: 6, Nay: 0

9.9. Approve setting the school lunch prices for school year 2018-2019

Set school meal prices for 2018-19: student breakfast \$1.75, adult breakfast \$2.00, reduced breakfast \$.30; elementary lunch \$2.70; secondary lunch \$2.95; adult lunch \$3.55; reduced lunch \$.40 Passed with a motion by Nate Klenke and a second by Nancy Vossler.

Nate Klenke: Yea, Paul Segner: Yea, Scott Spohn: Yea, Jamie Tuttle: Yea, Nancy Vossler: Yea, Scott Vyhnalek: Yea

Yea: 6, Nay: 0

9.10. Waive 1st Reading and Adopt policies: 1102 Recording of Others, 3570 Title 1 Funds, 3580 Insufficient Funds, 4003 Employee Anti discrimination, 4220 Personnel-Non-Certificated Employees, 5101 Student Discipline, 5401 Equal Opportunity, 5402 Child Abuse Reporting, 5403 Married Students, 5406 Search and Seizures, 5418 Homeless Student, 6121 Curriculum Review Cycle, 6212 Assessments- Academic Content Standards, 6213 Reading Instruction and Assessment, 6410 Parent Involvement in Title 1 Programs, 8231 Coffee Act,

Waive first reading and adopt BOE Policies 1102, 3570, 3580, 4003, 4220, 5101, 5401, 5402, 5403, 5406, 5418, 6121, 6212, 6213, 6410, and 8231 as presented. Passed with a motion by Scott Spohn and a second by Nate Klenke.

Nate Klenke: Yea, Paul Segner: Yea, Scott Spohn: Yea, Jamie Tuttle: Yea, Nancy Vossler: Yea, Scott Vyhnalek: Yea

Yea: 6, Nay: 0

9.11. Approve bus purchase, up to amount recommended by transportation committee.
Moved to discussion in Agenda Approval. Committee will explore different options.

10. Discussion Items

10.1. Student memorial policy.

Mr. Kraus will gather information on different types of memorials that could be proposed, and will compile a BOE policy to address.

10.2. Community service policy for graduation

Mr. Kraus would like to discuss community service as a graduation requirement. He will research and discuss with guidance counselor.

10.3. New Burner Quote

Fusion Boiler has given a new burner quote of \$25,890. Mr. Kraus will request another quote from a competitor.

11. Adjournment

Motion to adjourn at 9:41pm Passed with a motion by Paul Segner and a second by Nate Klenke.

Nate Klenke: Yea, Paul Segner: Yea, Scott Spohn: Yea, Jamie Tuttle: Yea, Nancy Vossler: Yea,
Scott Vyhnalek: Yea

Yea: 6, Nay: 0

Friend Public Schools Bank Account Information

GENERAL FUND						
General Fund Checking					Acct: xxx925	
Month	Beg Balance	Expenditures	Receipts	Trsf (To)/From Other GF Accts	Interest	Ending Balance
Aug 17						\$11,009.65
Sep 17	\$11,009.65	\$111,637.82	\$113,792.77	\$0.00	\$0.00	\$13,164.60
Oct 17	\$13,164.60	\$47,897.80	\$46,541.26	\$0.00	\$0.00	\$11,808.06
Nov 17	\$11,808.06	\$98,025.71	\$38,415.60	\$85,000.00	\$0.00	\$37,197.95
Dec 17	\$37,197.95	\$54,055.01	\$72,065.70	-\$45,000.00	\$0.00	\$10,208.64
Jan 18	\$10,208.64	\$110,884.65	\$209,740.48	-\$100,000.00	\$0.00	\$9,064.47
Feb 18	\$9,064.47	\$59,531.83	\$190,223.05	-\$92,393.87	\$0.00	\$47,361.82
Mar 18	\$47,361.82	\$45,687.65	\$78,105.97	-\$50,000.00	\$0.00	\$29,780.14
Apr 18	\$29,780.14	\$86,952.89	\$53,200.73	\$5,000.00	\$0.00	\$1,027.98
May 18	\$1,027.98	\$56,371.24	\$185,982.33	-\$120,000.00	\$0.00	\$10,639.07
Jun 18	\$10,639.07	\$64,068.15	\$99,433.68	-\$35,000.00	\$0.00	\$11,004.60
Jul 18	\$11,004.60				\$0.00	\$11,004.60
Aug 18	\$11,004.60				\$0.00	\$11,004.60
Payroll Checking					Acct: xxx996	
Month	Beg Balance	Expenditures	Receipts	Trsf (To)/From Other GF Accts	Interest	Ending Balance
Aug 17						\$10,000.00
Sep 17	\$10,000.00	\$316,755.35	\$7,715.65	\$309,039.70	\$0.00	\$10,000.00
Oct 17	\$10,000.00	\$303,393.92	\$8,507.98	\$294,885.94	\$0.00	\$10,000.00
Nov 17	\$10,000.00	\$279,158.96	\$8,370.18	\$270,788.78	\$0.00	\$10,000.00
Dec 17	\$10,000.00	\$276,541.56	\$31,128.64	\$235,412.92	\$0.00	\$0.00
Jan 18	\$0.00	\$268,128.11	\$6,158.01	\$261,970.10	\$0.00	\$0.00
Feb 18	\$0.00	\$274,055.54	\$6,661.67	\$267,393.87	\$0.00	\$0.00
Mar 18	\$0.00	\$268,239.09	\$6,686.22	\$261,552.87	\$0.00	\$0.00
Apr 18	\$0.00	\$278,904.11	\$7,754.04	\$271,150.07	\$0.00	\$0.00
May 18	\$0.00	\$279,620.94	\$7,575.11	\$272,045.83	\$0.00	\$0.00
Jun 18	\$0.00	\$226,592.06	\$0.00	\$226,592.06	\$0.00	\$0.00
Jul 18	\$0.00				\$0.00	\$0.00
Aug 18	\$0.00				\$0.00	\$0.00
General Fund Savings - Account & CD's					Acct: xxx889	
Term	CD Number	Invest Bal	Maturity	Interest Rate		
36 m CD#:	xxxxxx335	\$109,482.21	3/13/2018	1.24%		
36 m CD#:	xxxxxx334	\$142,096.83	3/13/2019	1.24%		
		\$251,579.04	-----> Total CD's			
Month	Beg Balance	Expenditures	Receipts	Trsf (To)/From Other GF Accts	Interest	Ending Balance
Aug 17						\$368,000.57
Sep 17	\$368,000.57	\$0.00	\$640,472.06	-\$309,039.70	\$421.03	\$699,853.96
Oct 17	\$699,853.96	\$0.00	\$231,764.29	-\$294,885.94	\$568.22	\$637,300.53
Nov 17	\$637,300.53	\$0.00	\$0.00	-\$355,788.78	\$345.89	\$281,857.64
Dec 17	\$281,857.64	\$91,000.00	\$0.00	-\$190,412.92	\$71.64	\$516.36
Jan 18	\$516.36	\$0.00	\$780,048.90	-\$161,970.10	\$485.81	\$619,080.97
Feb 18	\$619,080.97	\$0.00	\$244,780.06	-\$175,000.00	\$861.69	\$689,722.72
Mar 18	\$689,722.72	\$0.00	\$140,338.04	-\$211,552.87	\$961.52	\$619,469.41
Apr 18	\$619,469.41	\$0.00	\$68,712.03	-\$276,150.07	\$729.89	\$412,761.26
May 18	\$412,761.26	\$0.00	\$724,191.13	-\$152,045.83	\$1,033.38	\$985,939.94
Jun 18	\$985,939.94	\$0.00	\$311,050.36	-\$191,592.06	\$1,475.86	\$1,106,874.10
Jul 18	\$1,106,874.10					\$1,106,874.10
Aug 18	\$1,106,874.10					\$1,106,874.10
Net trsfs between GF accounts				\$0.00		

* repaid Spec Bldg Fun

* borrowed from Spect

Off 10 cents -- Foote re

Off 10 cents -- Foote re

* loan to bond fund

* bond fund repaid loa

SCHOOL NUTRITION FUND						
Lunch Fund Checking					Acct: xxx085	
Month	Beg Balance	Expenditures	Receipts	Trsf (To)/From Other Funds	Interest	Ending Balance
Aug 17						\$3,016.06
Sep 17	\$3,016.06	\$15,470.97	\$18,068.66	\$0.00	\$0.00	\$5,613.75
Oct 17	\$5,613.75	\$14,536.75	\$12,145.89	\$0.00	\$0.00	\$3,222.89
Nov 17	\$3,222.89	\$18,015.41	\$16,442.70	\$0.00	\$0.00	\$1,650.18
Dec 17	\$1,650.18	\$14,765.42	\$18,660.80	\$0.00	\$0.00	\$5,545.56
Jan 18	\$5,545.56	\$11,110.25	\$10,233.22	\$0.00	\$0.00	\$4,668.53
Feb 18	\$4,668.53	\$13,988.42	\$16,308.56	\$0.00	\$0.00	\$6,988.67
Mar 18	\$6,988.67	\$13,076.81	\$11,020.13	\$0.00	\$0.00	\$4,931.99
Apr 18	\$4,931.99	\$13,625.22	\$11,914.77	\$0.00	\$0.00	\$3,221.54
May 18	\$3,221.54	\$14,167.91	\$12,872.35	\$0.00	\$0.00	\$1,925.98
Jun 18	\$1,925.98	\$1,967.26	\$3,564.37	\$0.00	\$0.00	\$3,523.09
Jul 18	\$3,523.09			\$0.00	\$0.00	\$3,523.09
Aug 18	\$3,523.09			\$0.00	\$0.00	\$3,523.09

SPECIAL BUILDING FUND						
Special Building Fund Checking					Acct: xxx065	
Month	Beg Balance	Expenditures	Receipts	Trsf (To)/From Other SBF Accts	Interest	Ending Balance
Aug 17						\$0.00
Sep 17	\$0.00	\$1,412.40	\$0.00	\$1,412.40	\$0.00	\$0.00
Oct 17	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Nov 17	\$0.00	\$2,175.07	\$0.00	\$2,175.07	\$0.00	\$0.00
Dec 17	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Jan 18	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Feb 18	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Mar 18	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Apr 18	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
May 18	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Jun 18	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Jul 18	\$0.00				\$0.00	\$0.00
Aug 18	\$0.00				\$0.00	\$0.00

Special Building Fund Savings						
					Acct: xxx902	
Month	Beg Balance	Expenditures	Receipts	Trsf (To)/From Other SBF Accts	Interest	Ending Balance
Aug 17						\$901,602.87
Sep 17	\$901,602.87	\$0.00	\$24,616.15	-\$1,412.40	\$676.62	\$925,483.24
Oct 17	\$925,483.24	\$0.00	\$8,557.38	\$0.00	\$711.06	\$934,751.68
Nov 17	\$934,751.68	\$0.00	\$647.43	-\$2,175.07	\$690.77	\$933,914.81
Dec 17	\$933,914.81	\$23,000.00	\$570.66	\$0.00	\$959.69	\$912,445.16
Jan 18	\$912,445.16	\$0.00	\$36,746.82	\$0.00	\$1,244.85	\$950,436.83
Feb 18	\$950,436.83	\$0.00	\$4,098.48	\$0.00	\$1,162.12	\$955,697.43
Mar 18	\$955,697.43	\$0.00	\$2,037.32	\$0.00	\$1,292.38	\$959,027.13
Apr 18	\$959,027.13	\$0.00	\$1,314.79	\$0.00	\$1,254.39	\$961,596.31
May 18	\$961,596.31	\$0.00	\$12,250.27	\$0.00	\$1,308.72	\$975,155.30
Jun 18	\$975,155.30	\$0.00	\$4,868.64	\$0.00	\$1,278.75	\$981,302.69
Jul 18	\$981,302.69					\$981,302.69
Aug 18	\$981,302.69					\$981,302.69

* loan to Gen Fund - P
* Gen Fund repaid loan

Qualified Capital Purpose Undertaking Fund							
QCPUF Checking					Acct: xxx970		
Month	Beg Balance	Expenditures	Receipts	Trsf (To)/From Other Funds	Interest	Ending Balance	
Aug 17						\$0.00	
Sep 17	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
Oct 17	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
Nov 17	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
Dec 17	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
Jan 18	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
Feb 18	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
Mar 18	\$0.00				\$0.00	\$0.00	
Apr 18	\$0.00	account closed 2-20-18				\$0.00	\$0.00
May 18	\$0.00						
Jun 18	\$0.00						
Jul 18	\$0.00						
Aug 18	\$0.00					\$0.00	\$0.00
QCPUF Savings					Acct: xxx931		
Month	Beg Balance	Expenditures	Receipts	Trsf (To)/From Other Funds	Interest	Ending Balance	
Aug 17						\$25,805.88	
Sep 17	\$25,805.88	\$0.00	\$0.00	\$0.00	\$9.54	\$25,815.42	
Oct 17	\$25,815.42	\$0.00	\$0.00	\$0.00	\$10.36	\$25,825.78	
Nov 17	\$25,825.78	\$0.00	\$0.00	\$0.00	\$10.61	\$25,836.39	
Dec 17	\$25,836.39	\$0.00	\$0.00	\$0.00	\$13.98	\$25,850.37	
Jan 18	\$25,850.37	\$0.00	\$0.00	\$0.00	\$18.10	\$25,868.47	
Feb 18	\$25,868.47	\$25,868.47	\$0.00	\$0.00	\$0.00	\$0.00	
Mar 18	\$0.00					\$0.00	
Apr 18	\$0.00	account closed 2-20-18 transferred balance to General Fund					\$0.00
May 18	\$0.00						
Jun 18	\$0.00						
Jul 18	\$0.00						
Aug 18	\$0.00					\$0.00	\$0.00

DEPRECIATION FUND						
Depreciation Fund Savings					Acct: xxx915	
Month	Beg Balance	Expenditures	Receipts	Trsf (To)/From Other Funds	Interest	Ending Balance
Aug 17						\$164,448.82
Sep 17	\$164,448.82	\$0.00	\$0.00	\$0.00	\$74.34	\$164,523.16
Oct 17	\$164,523.16	\$0.00	\$0.00	\$0.00	\$76.85	\$164,600.01
Nov 17	\$164,600.01	\$0.00	\$50,000.00	\$0.00	\$87.22	\$214,687.23
Dec 17	\$214,687.23	\$0.00	\$0.00	\$0.00	\$145.28	\$214,832.51
Jan 18	\$214,832.51	\$22,200.00	\$0.00	\$0.00	\$181.38	\$192,813.89
Feb 18	\$192,813.89	\$0.00	\$0.00	\$0.00	\$161.22	\$192,975.11
Mar 18	\$192,975.11	\$0.00	\$0.00	\$0.00	\$178.65	\$193,153.76
Apr 18	\$193,153.76	\$0.00	\$0.00	\$0.00	\$173.04	\$193,326.80
May 18	\$193,326.80	\$0.00	\$0.00	\$0.00	\$178.97	\$193,505.77
Jun 18	\$193,505.77	\$0.00	\$0.00	\$0.00	\$173.36	\$193,679.13
Jul 18	\$193,679.13					\$193,679.13
Aug 18	\$193,679.13					\$193,679.13

--2017 Dodge Caravan

BOND FUND

Bond Fund Savings							Acct: xxx055
Month	Beg Balance	Expenditures	Receipts	Trsf (To)/From Other Funds	Interest	Ending Balance	
Aug 17						\$107,383.83	
Sep 17	\$107,383.83	\$0.00	\$76,168.03	\$0.00	\$66.92	\$183,618.78	
Oct 17	\$183,618.78	\$0.00	\$37,792.93	\$0.00	\$94.89	\$221,506.60	
Nov 17	\$221,506.60	\$0.00	\$5,151.53	\$0.00	\$100.99	\$226,759.12	
Dec 17	\$226,759.12	\$317,416.27	\$93,453.47	\$0.00	\$22.02	\$2,818.34	
Jan 18	\$2,818.34	\$91,000.00	\$109,019.57	\$0.00	\$11.55	\$20,849.46	
Feb 18	\$20,849.46	\$0.00	\$60,764.67	\$0.00	\$42.87	\$81,657.00	
Mar 18	\$81,657.00	\$0.00	\$28,919.41	\$0.00	\$92.87	\$110,669.28	
Apr 18	\$110,669.28	\$0.00	\$9,748.87	\$0.00	\$104.39	\$120,522.54	
May 18	\$120,522.54	\$0.00	\$121,837.76	\$0.00	\$177.29	\$242,537.59	
Jun 18	\$242,537.59	\$70,876.86	\$70,293.32	\$0.00	\$204.24	\$242,158.29	
Jul 18	\$242,158.29					\$242,158.29	
Aug 18	\$242,158.29					\$242,158.29	

* borrowed from Spec

* repaid Spec Bldg

Nancy J Vossler
 Friend, Nebraska

Receipts from June 2018

Date	From	Type	Amount
General Fund			
6/6/2018	Seward County	Deposit	\$35,205.76
6/11/2018	Fillmore County	Deposit	\$1,043.80
6/19/2018	Transfer Sav to Ckg		\$15,000.00
6/20/2018	REAP Grant		\$811.00
6/20/2018	REAP Grant		\$11,018.00
6/22/2018	SPED	School Age Reimbursement 16-17	\$42,437.00
6/26/2018	ESU 6	Stipend, printer purchase	\$430.53
6/27/2018	Exeter-Milligan	Reimbursement, shared teacher expense	\$169.25
6/28/2018	Activity Fund	Reimbursement, VISA charges	\$2,109.34
6/29/2108	State of Nebraska	State Aid	\$6,209.00
Total			<u>\$114,433.68</u>
QCPUF Checking			
Total			<u>\$0.00</u>
Special Building Fund Checking			
Total			<u>\$0.00</u>
General Fund Savings			
6/11/2018	Saline County	Tax Receipts	\$311,050.36
6252-018	Excess funds Ckg to Sav		\$50,000.00
6/30/2018	Interest Paid		\$1,475.86
Total			<u>\$362,526.22</u>
Depreciation Fund Savings			
6/30/2018	Interest		173.36
Total			<u>\$173.36</u>
QCPUF Savings			
6/30/2018			0
Total			<u>\$0.00</u>
Special Building Fund Savings			
6/5/2018	Seward County	Disbursement	\$496.07
6/11/2018	Saline County	Deposit	\$4,357.54
6/11/2018	Fillmore County	Deposit	\$15.03

6/30/2018 Interest Paid

\$1,278.75

Total \$ 6,147.39

Bond Fund Savings

6/11/2018 Saline County Taxes \$70,121.24

6/11/2018 Fillmore County Taxes \$ 172.08

6/30/2018 Interest Paid \$ 204.24

Total \$ 70,497.56

Friend Public School

Account Summary Report

REVENUES

Cycle: FY17-18; Begin Date: 06/01/2018; End Date: 06/30/2018; Account Type: Revenue; Created On: 7/9/2018 9:57:15 AM

Account Code	Description	Actual (June)	Budget (YTD)	Actual (YTD)	% of Budget
GENERAL FUND					
01-1110-000-0-00	Local taxes - Saline County	(\$297,772.81)	(\$2,953,000.00)	(\$2,730,445.68)	92.46
01-1111-000-0-00	Local Taxes -Seward County	(\$33,951.58)	(\$500,000.00)	(\$477,457.73)	95.49
01-1112-000-0-00	Local taxes - Fillmore County	(\$1,043.80)	(\$20,655.00)	(\$19,796.34)	95.84
01-1115-000-0-00	CARLINE TAX	\$0.00	(\$2,500.00)	(\$3,274.09)	130.96
01-1120-000-0-00	PUBLIC POWER DISTRICT SALES TAX	\$0.00	\$0.00	(\$30.99)	0.00
01-1125-000-0-00	MOTOR VEHICLE TAXES	(\$8,078.90)	(\$170,000.00)	(\$138,188.10)	81.28
01-1410-000-0-00	INTEREST ON LOCAL REV RECEIPTS	(\$2,322.54)	(\$4,500.00)	(\$10,134.81)	225.21
01-1610-000-0-00	LOCAL LICENSE FEES	\$0.00	(\$1,200.00)	(\$920.00)	76.66
01-1990-000-0-00	OTHER LOCAL RECEIPTS	(\$169.25)	\$0.00	(\$169.25)	0.00
01-2110-000-0-00	COUNTY FINES AND LICENSE FEES	(\$1,425.19)	(\$20,000.00)	(\$12,122.16)	60.61
01-2210-000-0-00	SERVICE UNIT RECEIPTS	(\$430.53)	(\$2,200.00)	(\$2,701.61)	122.80
01-3110-000-0-00	STATE AID	(\$6,209.00)	(\$62,140.00)	(\$62,140.00)	100.00
01-3120-000-0-88	SPECIAL ED PROGRAM	(\$42,437.00)	(\$235,000.00)	(\$237,072.00)	100.88
01-3125-000-0-88	SPECIAL ED TRANSPORTATION	\$0.00	(\$2,600.00)	(\$13,654.00)	525.15
01-3130-000-0-00	HOMESTEAD EXEMPTION FROM STATE	(\$5,027.64)	\$0.00	(\$24,558.01)	0.00
01-3131-000-0-00	PROPERTY TAX RELIEF	\$0.00	\$0.00	(\$241,984.31)	0.00
01-3135-000-0-00	HIGH ABILITY LEARNERS	\$0.00	(\$2,900.00)	(\$3,135.00)	108.10
01-3180-000-0-00	PRO-RATE MOTOR VEHICLES	\$0.00	(\$15,000.00)	(\$8,959.54)	59.73
01-3200-000-0-00	STATE APPORTIONMENT	\$0.00	(\$35,000.00)	(\$35,192.58)	100.55
01-4200-000-0-44	TITLE I FUNDS	\$0.00	(\$30,000.00)	(\$13,781.00)	45.93
01-4210-000-0-44	TITLE I NCLB ACCOUNTABILITY	\$0.00	(\$10,000.00)	(\$8,895.00)	88.95
01-4404-000-0-88	IDEA PART B (611) BASE	\$0.00	\$0.00	(\$15,274.00)	0.00
01-4410-000-0-00	IDEA ENROLL/POVERTY 4410	\$0.00	\$0.00	(\$8,065.00)	0.00
01-4455-000-0-00	Medicaid Admin Activites MAAPS	\$0.00	(\$13,000.00)	(\$1,103.79)	8.49
01-4700-000-0-00	Vocational ED-Carl Perkins	\$0.00	(\$950.00)	\$0.00	0.00
01-4800-000-0-00	Other Categorical Receipts -NCLB	\$0.00	(\$55,000.00)	\$0.00	0.00
01-4850-000-0-00	Universal Service Fund - E-Rate reimb	\$0.00	\$0.00	(\$2,210.14)	0.00
01-4992-000-0-00	REAP - U S Department of Education	(\$11,829.00)	(\$40,000.00)	(\$28,763.82)	71.90
01-5400-000-0-00	SALE OF PROPERTY	\$0.00	(\$1,000.00)	(\$165.00)	16.50
01-5600-000-0-00	REFUNDS - NON REVENUE	\$0.00	(\$5,000.00)	(\$10,919.19)	218.38
			(\$4,181,645.00)	(\$4,111,113.14)	0.98
01-9000-902-0-00	NON PGM - RECEIPT FROM ACTIVITY FUN	(\$2,109.34)	\$0.00	(\$11,857.46)	0.00
01-9000-903-0-00	NON PGM - RECEIPT FROM HOT LUNCH PG	\$0.00	\$0.00	(\$66,711.68)	0.00
01-9000-908-0-00	NON PGM - RECEIPT FROM BLDG FUND	\$0.00	\$0.00	(\$23,000.00)	0.00
01-9000-909-0-00	NON PGM - RECEIPT FROM BOND FUND	\$0.00	\$0.00	(\$91,000.00)	0.00
01-9002-901-0-00	Non Pgm - Receipt from QCPUF	\$0.00	\$0.00	(\$25,868.47)	0.00

Subtotal of Element: [Fund] 01 - GENERAL FUND		(\$412,806.58)	(\$8,363,290.00)	(\$8,440,663.89)	101%
DEPRECIATION FUND					
02-1410-000-0-00	Depr Fund - Interest Income	(\$173.36)	(\$900.00)	(\$1,430.31)	158.92
02-5500-000-0-00	Depr Fund - Transfers from Gen Fund	\$0.00	(\$50,000.00)	(\$50,000.00)	100.00
Subtotal of Element: [Fund] 02 - Depreciation Fund		(\$173.36)	(\$50,900.00)	(\$51,430.31)	101%
SCHOOL NUTRITION FUND					
06-1720-000-0-00	SALE OF LUNCHES/MILK - STUDENTS	(\$5.80)	(\$62,000.00)	(\$60,069.49)	96.88
06-1721-000-0-00	SALE OF LUNCHES - STAFF	\$0.00	(\$3,000.00)	(\$1,991.55)	66.38
06-1990-000-0-00	VENDING SALES	\$0.00	\$0.00	(\$506.14)	0.00
06-3150-000-0-00	STATE REIMB - NUTRITION	(\$3,558.57)	(\$500.00)	(\$47,927.39)	9,585.47
06-4800-000-0-00	Federal Reimbursement - Nutrition Pgms	\$0.00	(\$42,569.00)	\$0.00	0.00
06-5500-000-0-00	TRANSFER FROM GEN FUND	\$0.00	(\$45,000.00)	(\$20,500.00)	45.55
06-5690-000-0-00	OTHER REVENUES - Refunds	\$0.00	\$0.00	(\$244.93)	0.00
Subtotal of Element: [Fund] 06 - Lunch Fund		(\$3,564.37)	(\$153,069.00)	(\$131,239.50)	86%
BOND FUND					
07-1110-000-0-00	Bond - Saline County property taxes	(\$70,121.24)	(\$570,320.00)	(\$518,596.48)	90.93
07-1112-000-0-00	Bond - Fillmore County taxes	(\$172.08)	(\$4,000.00)	(\$3,553.08)	88.82
07-1410-000-0-00	Bond - Interest Income	(\$204.24)	(\$750.00)	(\$918.03)	122.40
07-9000-901-0-00	Bond - Non Pgm- receipt from Gen Fund	\$0.00	\$0.00	(\$91,000.00)	0.00
Subtotal of Element: [Fund] 07 - Bond Fund		(\$70,497.56)	(\$575,070.00)	(\$614,067.59)	107%
SPECIAL BUILDING FUND					
08-1110-000-0-00	SB Local taxes - Saline County	(\$4,357.54)	(\$44,000.00)	(\$61,771.36)	140.38
08-1111-000-0-00	SB Local taxes - Seward County	(\$496.07)	(\$6,000.00)	(\$10,475.70)	174.59
08-1112-000-0-00	SB Local taxes - Fillmore County	(\$15.03)	(\$1,000.00)	(\$460.88)	46.08
08-1410-000-0-00	SB Interest on deposits	(\$1,278.75)	(\$7,000.00)	(\$10,579.35)	151.13
08-9000-901-0-00	SB Non Pgm - Receipt from Gen Fund	\$0.00	\$0.00	(\$23,000.00)	0.00
Subtotal of Element: [Fund] 08 - Special Building Fund		(\$6,147.39)	(\$58,000.00)	(\$106,287.29)	183%

Friend Public School

Account Summary Report

EXPENDITURES

Cycle: FY17-18; Begin Date: 06/01/2018; End Date: 06/30/2018; Account Type: Expenditure; Created On: 7/9/2018 10:05:39 AM

Account Code	Description	Actual (June)	Budget (YTD)	Actual (YTD)	% of Budget
General Fund					
01-1100-110-1-00	REG INSTR - CERTIFIED SALARIES	\$34,414.72	\$425,000.00	\$339,940.09	79.98
01-1100-110-2-00	REG INSTR - CERTIFIED SALARIES	\$54,853.45	\$640,000.00	\$557,164.58	87.05
01-1100-120-1-00	REG INSTR - SUB SALARIES	\$0.00	\$34,000.00	\$34,363.24	101.06
01-1100-120-2-00	REG INSTR - SUB SALARIES	\$0.00	\$30,000.00	\$24,399.80	81.33
01-1100-140-1-00	REG INSTR - PARA WAGES	\$0.00	\$38,350.00	\$23,577.93	61.48
01-1100-141-2-00	REG INSTR - NON-CERT SALARIES	\$0.00	\$22,950.00	\$24,641.00	107.36
01-1100-210-1-00	REG INSTR - FICA	\$2,487.62	\$40,000.00	\$30,055.05	75.13
01-1100-210-2-00	REG INSTR - FICA	\$4,085.83	\$50,500.00	\$45,992.84	91.07
01-1100-220-1-00	REG INSTR - RETIREMENT	\$3,350.23	\$47,500.00	\$35,575.86	74.89
01-1100-220-2-00	REG INSTR - RETIREMENT	\$5,418.33	\$60,000.00	\$55,206.41	92.01
01-1100-230-1-00	REG INSTR - BCBS	\$9,168.51	\$114,000.00	\$100,333.96	88.01
01-1100-230-2-00	REG INSTR - BCBS	\$16,401.76	\$194,000.00	\$180,888.64	93.24
01-1100-240-1-00	REG INSTR - WORKERS COMP	\$0.00	\$6,900.00	\$1,625.72	23.56
01-1100-240-2-00	REG INSTR - WORKERS COMP	\$0.00	\$8,800.00	\$2,153.90	24.47
01-1100-241-1-00	REG INSTR - AFLAC	\$80.00	\$1,050.00	\$811.00	77.23
01-1100-241-2-00	REG INSTR - AFLAC	\$80.00	\$1,050.00	\$811.00	77.23
01-1100-280-1-00	REG INSTR - Term of Employ - TERIP	\$0.00	\$9,430.00	\$9,428.84	99.98
01-1100-280-2-00	REG INSTR - Term of Employ - TERIP	\$0.00	\$9,430.00	\$9,428.84	99.98
01-1100-290-1-00	REG INSTR - LONG TERM DISABILITY	\$244.48	\$2,400.00	\$2,010.46	83.76
01-1100-290-2-00	REG INSTR - LONG TERM DISABILITY	\$299.64	\$3,200.00	\$2,996.40	93.63
01-1100-318-0-00	REG INSTR - Repairs	\$0.00	\$1,500.00	\$0.00	0.00
01-1100-319-0-00	REG INSTR - Copier use	\$1,015.43	\$10,000.00	\$7,602.08	76.02
01-1100-327-0-00	REG INSTR - Rental-Lease Payments	\$0.00	\$2,000.00	\$1,500.00	75.00
01-1100-364-2-00	REG INSTR - Tuition - SENCAP	\$0.00	\$0.00	\$1,501.83	0.00
01-1100-382-0-00	REG INSTR - TELECOMMUNICATIONS	\$3,010.74	\$20,000.00	\$18,282.35	91.41
01-1100-410-1-00	REG INSTR - GENERAL SUPPLIES	\$648.55	\$115,805.00	\$4,618.32	3.98
01-1100-410-2-00	REG INSTR - GENERAL SUPPLIES	\$50.75	\$115,805.00	\$138.57	0.11
01-1100-411-1-00	REG INSTR - TEACHING SUPPLIES	\$953.71	\$5,000.00	\$1,033.20	20.66
01-1100-411-2-00	REG INSTR - TEACHING SUPPLIES	\$166.44	\$5,000.00	\$245.92	4.91
01-1100-412-1-00	REG INSTR - FIELD TRIPS	\$0.00	\$1,000.00	\$930.50	93.05
01-1100-412-2-00	REG INSTR - FIELD TRIPS	\$0.00	\$500.00	\$0.00	0.00
01-1100-460-0-00	REG INSTR - COMPUTER HARDWARE	\$0.00	\$30,000.00	\$9,282.42	30.94
01-1100-465-0-00	REG INSTR - COMPUTER SOFTWARE	\$116.03	\$15,000.00	\$8,238.44	54.92
01-1100-630-1-00	REG INSTR - Dues & Fees - Elem	\$0.00	\$1,000.00	\$265.00	26.50
01-1100-630-2-00	REG INSTR - DUES & FEES	\$0.00	\$2,000.00	\$840.00	42.00

01-1100-670-1-00	REG INSTR - STAFF DEVELOP	\$0.00	\$3,000.00	\$1,453.83	48.46
01-1100-670-2-00	REG INSTR - STAFF DEVELOP	\$147.15	\$4,000.00	\$2,359.99	58.99
01-1101-410-1-00	KINDERGARTEN - SUPPLIES	\$13.50	\$500.00	\$13.50	2.70
01-1105-410-1-00	PE - SUPPLIES ELEM	\$0.00	\$1,000.00	\$0.00	0.00
01-1105-410-2-00	PE - SUPPLIES SECONDARY	\$0.00	\$1,000.00	\$0.00	0.00
01-1106-410-2-00	FACS - SUPPLIES	\$65.40	\$500.00	\$92.59	18.51
01-1106-411-2-00	FACS - GROCERIES	\$0.00	\$1,700.00	\$1,277.07	75.12
01-1108-410-2-00	Tech/Shop - SUPPLIES	\$296.68	\$5,000.00	\$2,452.72	49.05
01-1109-410-1-00	ART - ELEM TEACHING SUPPLIES	\$225.81	\$2,500.00	\$225.81	9.03
01-1109-410-2-00	ART - SEC. TEACHING SUPPLIES	\$245.97	\$2,500.00	\$270.47	10.81
01-1115-410-1-00	READING - SUPPLIES	\$0.00	\$2,000.00	\$120.00	6.00
01-1115-421-1-00	READING - WORKBOOKS	\$0.00	\$7,500.00	\$207.90	2.77
01-1115-421-2-00	READING - WORKBOOKS	\$0.00	\$0.00	\$123.48	0.00
01-1119-410-1-00	LA+SPELLING - SUPPLIES	\$0.00	\$250.00	\$7.76	3.10
01-1119-420-2-00	LA+SPELLING - TEXTBOOKS	\$0.00	\$250.00	\$368.45	147.38
01-1119-421-1-00	LA+SPELLING - WORK BOOKS	\$0.00	\$250.00	\$231.20	92.48
01-1119-421-2-00	LA+SPELLING - WORK BOOKS	\$0.00	\$0.00	\$93.24	0.00
01-1127-410-2-00	WORLD LANG-TEACHING SUPPLIES	\$87.50	\$750.00	\$912.06	121.60
01-1127-420-2-00	WORLD LANG - TEXTBOOKS	\$3,883.95	\$0.00	\$3,883.95	0.00
01-1132-410-1-00	SOCIAL STUDIES - TEACH SUPPLIES	\$0.00	\$50.00	\$0.00	0.00
01-1132-410-2-00	SOCIAL STUDIES - TEACH SUPPLIES	\$0.00	\$500.00	\$355.20	71.04
01-1132-440-1-00	SOCIAL STUDIES - PERIODICALS	\$0.00	\$150.00	\$0.00	0.00
01-1132-440-2-00	SOCIAL STUDIES - PERIODICALS	\$0.00	\$300.00	\$0.00	0.00
01-1133-440-2-00	HEALTH - PERIODICALS	\$0.00	\$250.00	\$0.00	0.00
01-1135-318-2-00	VOCAL MUSIC - PIANO ACCOMPANIST	\$0.00	\$3,000.00	\$0.00	0.00
01-1135-410-1-00	VOCAL MUSIC - ELEM SUPPLIES	\$0.00	\$300.00	\$132.45	44.15
01-1135-410-2-00	VOCAL MUSIC - SEC SUPPLIES	\$0.00	\$1,800.00	\$387.40	21.52
01-1135-411-2-00	VOCAL MUSIC - CONTEST FEES	\$150.00	\$1,400.00	\$609.00	43.50
01-1135-420-2-00	VOCAL MUSIC - CHORAL MUSIC	\$0.00	\$2,100.00	\$90.49	4.30
01-1135-450-2-00	VOCAL MUSIC - SOFTWARE	\$0.00	\$0.00	\$169.00	0.00
01-1136-318-2-00	INSTRU MUSIC - REPAIRS TO INSTRUMENTS	\$0.00	\$1,000.00	\$150.00	15.00
01-1136-410-2-00	INSTRU MUSIC - MUSIC & SUPPLIES	\$94.50	\$1,500.00	\$1,665.74	111.04
01-1136-411-2-00	INSTRU MUSIC - CONTESTS & FEES	\$0.00	\$300.00	\$423.70	141.23
01-1140-410-1-00	MATH - SUPPLIES	\$0.00	\$100.00	\$0.00	0.00
01-1140-410-2-00	MATH - SUPPLIES	\$0.00	\$250.00	\$0.00	0.00
01-1140-420-2-00	MATH - TEXTBOOKS	\$0.00	\$500.00	\$5,904.48	1,180.89
01-1140-421-1-00	MATH - WORKBOOKS	\$0.00	\$2,000.00	\$0.00	0.00
01-1145-410-2-00	COMPUTER ED - SUPPLIES	\$67.30	\$1,000.00	\$67.30	6.73
01-1145-460-2-00	COMPUTER ED - SOFTWARE	\$0.00	\$1,000.00	\$349.20	34.92
01-1150-410-1-00	SCIENCE - TEACHING SUPPLIES	\$0.00	\$200.00	\$283.44	141.72
01-1150-410-2-00	SCIENCE - TEACHING SUPPLIES	\$24.94	\$300.00	\$567.94	189.31
01-1150-420-2-00	SCIENCE - TEXTBOOKS	\$0.00	\$0.00	\$29.99	0.00
01-1150-440-2-00	SCIENCE - PERIODICALS	\$0.00	\$250.00	\$0.00	0.00
01-1155-410-2-00	AG ED - SUPPLIES	\$0.00	\$500.00	\$499.96	99.99

01-1190-110-1-00	EARLY CHILD PGM - SALARIES	\$2,237.67	\$39,700.00	\$22,445.26	56.53
01-1190-140-1-00	EARLY CHILD PGM - PARA WAGES	\$0.00	\$15,200.00	\$12,843.72	84.49
01-1190-210-1-00	EARLY CHILD PGM - FICA	\$252.19	\$4,800.00	\$3,182.88	66.31
01-1190-220-1-00	EARLY CHILD PGM - RETIREMENT	\$228.43	\$6,100.00	\$3,479.02	57.03
01-1190-230-1-00	EARLY CHILD PGM - BLUE CROSS	\$869.49	\$14,900.00	\$9,974.67	66.94
01-1190-240-1-00	EARLY CHILD PGM - WORKERS COMP	\$0.00	\$900.00	\$216.02	24.00
01-1190-290-1-00	EARLY CHILD PGM - LTD	\$19.87	\$280.00	\$251.44	89.80
01-1190-410-1-00	Early Child Pgm - Supplies	\$19.64	\$3,000.00	\$131.65	4.38
01-1190-670-1-00	Early Child Pgm - Staff Development	\$0.00	\$500.00	\$106.40	21.28
	Regular Education	\$145,776.21	\$2,200,000.00	\$1,614,294.56	0.73
01-1212-307-1-88	SPED - ESU6 - DEAF/HOH	\$0.00	\$25,000.00	\$9,943.56	39.77
01-1212-308-1-88	SPED - ESU6 -EXTEND SCHOOL YR	\$0.00	\$5,000.00	\$0.00	0.00
01-1212-309-1-88	SPED - ESU6 - SRS fees	\$0.00	\$1,000.00	\$778.00	77.80
01-1212-310-1-88	SPED - ESU6 - PSYCHOLOGIST	\$623.01	\$35,000.00	\$22,089.57	63.11
01-1212-310-2-88	SPED - PSYCHOLOGIST	\$822.31	\$0.00	\$6,334.43	0.00
01-1212-312-1-88	SPED - ESU6 - Mental Health Counseling	\$0.00	\$10,000.00	\$1,970.74	19.70
01-1212-313-1-88	SPED - ESU6 - CONSULTANT	\$0.00	\$10,000.00	\$0.00	0.00
01-1212-314-1-88	SPED - ESU6 - SPEECH THERAPIST	\$0.00	\$140,000.00	\$57,654.92	41.18
01-1212-319-1-88	SPED - ESU6 - HOME BASED	\$0.00	\$15,000.00	\$0.00	0.00
01-1219-110-1-88	SPED - ELEM TEACHING SALARIES	\$6,447.60	\$75,200.00	\$62,823.93	83.54
01-1219-110-2-88	SPED - SEC TEACHING SALARIES	\$5,217.96	\$62,100.00	\$51,962.10	83.67
01-1219-120-1-88	SPED - SUB SALARIES	\$0.00	\$5,000.00	\$2,603.73	52.07
01-1219-120-2-88	SPED - SUB SALARIES	\$19.00	\$5,000.00	\$19.00	0.38
01-1219-140-1-88	SPED - PARA WAGES	\$65.32	\$83,000.00	\$48,900.51	58.91
01-1219-140-2-88	SPED - PARA WAGES	\$0.00	\$33,500.00	\$32,626.09	97.39
01-1219-210-1-88	SPED - FICA	\$498.46	\$12,350.00	\$8,512.94	68.93
01-1219-210-2-88	SPED - FICA	\$398.42	\$7,920.00	\$6,471.32	81.70
01-1219-220-1-88	SPED - RETIREMENT	\$643.57	\$15,950.00	\$11,029.05	69.14
01-1219-220-2-88	SPED - RETIREMENT	\$515.42	\$10,225.00	\$8,319.39	81.36
01-1219-230-1-88	SPED - BCBS	\$303.10	\$13,650.00	\$3,334.10	24.42
01-1219-230-2-88	SPED - BCBS	\$1,960.28	\$23,500.00	\$21,563.08	91.75
01-1219-240-1-88	SPED - WORKERS COMP	\$0.00	\$2,240.00	\$549.20	24.51
01-1219-240-2-88	SPED - WORKERS COMP	\$0.00	\$1,490.00	\$374.87	25.15
01-1219-290-1-88	SPED - LONG TERM DISABILITY	\$25.35	\$660.00	\$413.00	62.57
01-1219-290-2-88	SPED - LONG TERM DISABILITY	\$39.20	\$500.00	\$496.67	99.33
01-1219-310-1-88	SPED - LEGAL FEES	\$0.00	\$5,000.00	\$0.00	0.00
01-1219-410-1-88	SPED - TEACHING SUPPLIES	\$123.93	\$90,000.00	\$994.33	1.10
01-1219-410-2-88	SPED - TEACHING SUPPLIES	\$24.95	\$90,715.00	\$24.95	0.02
01-1219-460-0-88	SPED - COMPUTER HDWE	\$0.00	\$3,000.00	\$3,314.00	110.46
01-1219-465-1-88	SPED - Computer Software	\$0.00	\$3,000.00	\$925.00	30.83
01-1219-670-1-88	SPED - STAFF DEVELOPMENT	\$0.00	\$5,000.00	\$1,173.70	23.47
01-1219-670-2-88	SPED - STAFF DEVELOPMENT	\$0.00	\$5,000.00	\$622.30	12.44
01-1238-311-2-88	SPED - VISION THERAPY	\$239.18	\$5,000.00	\$2,788.64	55.77

01-1239-311-1-88	SPED - THERAPY - SCHOOL AGE	\$1,821.82	\$20,000.00	\$20,501.56	102.50
01-1239-311-2-88	SPED - THERAPY - SCHOOL AGE	\$719.23	\$10,000.00	\$11,384.38	113.84
01-1291-311-1-88	Early Child SPED - Age 3-5- OT/PT	\$0.00	\$5,000.00	\$0.00	0.00
01-1291-312-1-88	Early Child SPED - Age 3-5 - Speech	\$589.27	\$5,000.00	\$9,337.76	186.75
01-1291-313-1-88	Early Child SPED - Ages 3-5 ESU6 Home Based	\$0.00	\$0.00	\$3,858.70	0.00
01-1292-311-1-88	Early Child SPED - Age 0-2 - OT/PT	\$0.00	\$5,000.00	\$0.00	0.00
01-1292-312-1-88	Early Child SPED - Ages 0-2 - Speech	\$65.48	\$5,000.00	\$1,909.66	38.19
01-1292-313-1-88	Early Child SPED - Ages 0-2 ESU6 Homebased	\$0.00	\$0.00	\$5,246.80	0.00
	Special Education	\$21,162.86	\$850,000.00	\$420,851.98	0.50
01-2120-390-0-00	GUIDANCE - Student workshops	\$0.00	\$1,000.00	\$350.00	35.00
01-2120-410-0-00	GUIDANCE - SUPPLIES	\$0.00	\$41,285.00	\$1,689.14	4.09
01-2120-465-0-00	GUIDANCE - Software	\$0.00	\$3,000.00	\$0.00	0.00
01-2120-670-0-00	GUIDANCE - WORKSHOP	\$0.00	\$1,000.00	\$0.00	0.00
01-2130-110-0-00	SCHOOL NURSE - SALARY	\$3,473.50	\$41,680.00	\$35,545.00	85.28
01-2130-210-0-00	SCHOOL NURSE - FICA	\$257.24	\$3,200.00	\$2,634.36	82.32
01-2130-220-0-00	SCHOOL NURSE - RETIREMENT	\$343.11	\$4,100.00	\$3,431.10	83.68
01-2130-230-0-00	SCHOOL NURSE - BLUE CROSS	\$1,241.49	\$19,885.00	\$14,072.08	70.76
01-2130-240-0-00	SCHOOL NURSE - WORKERS COMP	\$0.00	\$600.00	\$148.97	24.82
01-2130-290-0-00	SCHOOL NURSE - LONG TERM DISABILITY	\$20.53	\$250.00	\$205.30	82.12
01-2130-410-0-00	SCHOOL NURSE - SUPPLIES	\$81.18	\$5,000.00	\$564.55	11.29
01-2130-670-0-00	SCHOOL NURSE - TRAVEL EXPENSE	\$0.00	\$1,000.00	\$0.00	0.00
01-2150-318-0-00	SAFETY - CONTRACTED SERVICES	\$0.00	\$1,000.00	\$72.00	7.20
01-2150-490-0-00	SAFETY PROGRAMS - SUPPLIES	\$0.00	\$2,000.00	\$379.87	18.99
	Support - Pupils	\$5,417.05	\$125,000.00	\$59,092.37	0.47
01-2213-318-0-00	SCHOOL IMPROVEMENT - CONTRACTED SVC	\$0.00	\$1,000.00	\$0.00	0.00
01-2213-410-0-00	SCHOOL IMPROVEMENT - SUPPLIES	\$0.00	\$5,000.00	\$0.00	0.00
01-2213-630-0-00	SCHOOL IMPROVEMENT - Dues & Fees	\$0.00	\$3,000.00	\$630.00	21.00
01-2213-670-0-00	SCHOOL IMPROVEMENT - TRAVEL & MILEAGE	\$0.00	\$1,000.00	\$0.00	0.00
01-2222-110-1-00	LIBRARY - SALARIES	\$2,471.59	\$30,650.00	\$23,215.97	75.74
01-2222-140-2-00	LIBRARY - PARA WAGES	\$0.00	\$19,200.00	\$16,865.65	87.84
01-2222-210-1-00	LIBRARY - FICA	\$172.09	\$2,350.00	\$1,619.39	68.91
01-2222-210-2-00	LIBRARY - FICA	\$0.00	\$1,460.00	\$1,294.64	88.67
01-2222-220-1-00	LIBRARY - RETIREMENT	\$242.39	\$1,895.00	\$2,291.46	120.92
01-2222-220-2-00	LIBRARY - RETIREMENT	\$0.00	\$3,025.00	\$1,643.73	54.33
01-2222-230-1-00	LIBRARY - BCBS	\$828.59	\$9,950.00	\$9,164.86	92.10
01-2222-240-2-00	LIBRARY - WORKERS COMP	\$0.00	\$720.00	\$286.80	39.83
01-2222-290-2-00	LIBRARY - LONG TERM DISB	\$0.00	\$250.00	\$57.51	23.00
01-2222-410-1-00	LIBRARY - SUPPLIES	\$895.33	\$21,250.00	\$3,489.12	16.41
01-2222-410-2-00	LIBRARY - SUPPLIES	\$974.22	\$21,250.00	\$1,357.33	6.38
01-2222-430-1-00	LIBRARY - LIBRARY BOOKS	\$0.00	\$5,000.00	\$1,511.12	30.22

01-2222-430-2-00	LIBRARY - LIBRARY BOOKS	\$0.00	\$5,000.00	\$1,706.66	34.13
01-2222-440-1-00	LIBRARY - PERIODICALS	\$375.00	\$2,000.00	\$1,099.92	54.99
01-2222-440-2-00	LIBRARY - PERIODICALS	\$375.00	\$2,000.00	\$1,712.73	85.63
01-2222-450-2-00	LIBRARY AUDIO VISUAL	\$0.00	\$3,000.00	\$0.00	0.00
01-2222-460-2-00	LIBRARY SOFTWARE	\$0.00	\$6,000.00	\$1,542.50	25.70
01-2223-318-0-00	Technology - Contracted Support	\$1,171.08	\$25,000.00	\$14,348.86	57.39
	Support - Staff	\$7,505.29	\$170,000.00	\$83,838.25	0.49
01-2310-317-0-00	Board of Ed - Legal Services	\$85.69	\$8,000.00	\$6,122.95	76.53
01-2310-318-0-00	Board of Ed - Professional Svcs	\$0.00	\$3,000.00	\$369.87	12.32
01-2310-351-0-00	Board of Ed - Election	\$0.00	\$2,000.00	\$0.00	0.00
01-2310-352-0-00	Board of Ed - Advertising	\$0.00	\$2,000.00	\$2,033.78	101.68
01-2310-410-0-00	Board of Ed - Supplies	\$25.91	\$7,500.00	\$415.91	5.54
01-2310-465-0-00	Board of Ed - Software	\$0.00	\$5,000.00	\$4,100.00	82.00
01-2310-630-0-00	Board of Ed - Dues and Fees	\$0.00	\$9,000.00	\$4,950.00	55.00
01-2310-641-0-00	Board of Ed - Liability Insurance	\$0.00	\$8,500.00	\$8,459.00	99.51
01-2310-670-0-00	Board of Ed - Travel & Expense	\$0.00	\$3,000.00	\$2,571.82	85.72
	Board of Education	\$111.60	\$48,000.00	\$29,023.33	0.60
01-2320-110-0-00	EXE ADM - SUPERINTENDENT SALARY	\$10,000.00	\$121,690.00	\$100,000.00	82.17
01-2320-140-0-00	EXE ADM - CLERICAL SALARY	\$1,824.80	\$29,100.00	\$22,325.00	76.71
01-2320-210-0-00	EXE ADM - FICA	\$895.92	\$11,500.00	\$9,272.63	80.63
01-2320-220-0-00	EXE ADM - RETIREMENT	\$1,168.03	\$14,900.00	\$12,082.99	81.09
01-2320-230-0-00	EXE ADM - BLUE CROSS	\$3,366.54	\$40,390.00	\$37,031.94	91.68
01-2320-240-0-00	EXE ADM - WORKERS COMP	\$0.00	\$2,100.00	\$528.27	25.15
01-2320-290-0-00	EXE ADM - LONG TERM DISB	\$63.74	\$750.00	\$637.40	84.98
01-2320-318-0-00	EXE ADM - CONTRACTED SVCS	\$0.00	\$5,000.00	\$780.00	15.60
01-2320-382-0-00	EXE ADM - CELL PHONE	\$50.00	\$600.00	\$500.00	83.33
01-2320-440-0-00	EXE ADM - PERIODICALS	\$0.00	\$100.00	\$0.00	0.00
01-2320-460-0-00	EXE ADM - SOFTWARE	\$0.00	\$500.00	\$37.88	7.57
01-2320-491-0-00	EXE ADM - SUPPLIES	\$0.00	\$6,370.00	\$995.53	15.62
01-2320-630-0-00	EXE ADM - DUES & FEES	\$0.00	\$7,000.00	\$2,011.40	28.73
01-2320-670-0-00	EXE ADM - TRAVEL & MILEAGE	\$51.23	\$5,000.00	\$1,899.18	37.98
	Superintendent	\$17,420.26	\$245,000.00	\$188,102.22	0.77
01-2400-110-2-00	SEC PRINCIPAL - SALARY	\$7,207.50	\$86,490.00	\$72,075.00	83.33
01-2400-140-2-00	SEC PRINCIPAL - CLERICAL SALARY	\$346.95	\$21,600.00	\$19,333.35	89.50
01-2400-210-2-00	SEC. PRINCIPAL - FICA	\$573.56	\$8,300.00	\$6,949.16	83.72
01-2400-220-2-00	SEC. PRINCIPAL - RETIREMENT	\$746.21	\$10,700.00	\$9,029.13	84.38
01-2400-230-2-00	SEC. PRINCIPAL - BLUE CROSS	\$1,709.36	\$20,500.00	\$18,802.96	91.72
01-2400-240-2-00	SEC. PRINCIPAL - WORKERS COMP	\$0.00	\$1,550.00	\$384.94	24.83
01-2400-290-2-00	SEC. PRINCIPAL - Long Term Disability	\$42.86	\$520.00	\$428.60	82.42
01-2400-410-2-00	SEC. PRINCIPAL - SUPPLIES	\$842.53	\$5,000.00	\$2,000.61	40.01

01-2400-460-2-00	SEC PRINCIPAL - Computer Hdw/Soft	\$0.00	\$2,500.00	\$0.00	0.00
01-2400-630-2-00	SEC PRINCIPAL - DUES & FEES	\$0.00	\$2,100.00	\$1,101.40	52.44
01-2400-670-2-00	SEC PRINCIPAL - TRAVEL & EX	\$0.00	\$750.00	\$583.94	77.85
01-2401-110-1-00	ELEM PRINCIPAL - SALARIES	\$6,120.00	\$73,440.00	\$61,200.00	83.33
01-2401-210-1-00	ELEM PRINCIPAL - FICA	\$470.57	\$5,618.00	\$4,705.70	83.76
01-2401-220-1-00	ELEM PRINCIPAL - RETIREMENT	\$604.52	\$7,254.00	\$6,045.20	83.33
01-2401-230-1-00	ELEM PRINCIPAL - BLUE CROSS	\$1,709.36	\$20,512.00	\$18,802.96	91.66
01-2401-240-1-00	ELEM PRINCIPAL - WORKERS COMP	\$0.00	\$1,058.00	\$262.48	24.80
01-2401-290-1-00	ELEM PRINCIPAL - Long Term Disability	\$31.32	\$375.00	\$313.20	83.52
01-2401-410-1-00	ELEM PRINCIPAL - SUPPLIES	\$691.54	\$7,583.00	\$988.10	13.03
01-2401-460-1-00	ELEM PRINCIPAL - Computer Hdw/Soft	\$0.00	\$1,300.00	\$0.00	0.00
01-2401-630-1-00	Elem Principal - Dues & Fees	\$0.00	\$2,100.00	\$1,091.40	51.97
01-2401-670-1-00	ELEM PRINCIPAL - Travel, Meals	\$0.00	\$750.00	\$0.00	0.00
	Principals	\$21,096.28	\$280,000.00	\$224,098.13	0.80
01-2510-140-0-00	GENERAL BUSINESS - SALARY	\$4,291.67	\$51,500.00	\$42,916.70	83.33
01-2510-210-0-00	GENERAL BUSINESS - FICA	\$309.62	\$3,950.00	\$3,096.27	78.38
01-2510-220-0-00	GENERAL BUSINESS - RETIREMENT	\$423.92	\$5,100.00	\$4,239.20	83.12
01-2510-230-0-00	GENERAL BUSINESS - BLUE CROSS	\$1,657.18	\$19,900.00	\$18,228.98	91.60
01-2510-240-0-00	GENERAL BUSINESS - WORKERS COMP	\$0.00	\$200.00	\$173.07	86.53
01-2510-290-0-00	GENERAL BUSINESS - LONG TERM DISB	\$23.80	\$300.00	\$238.00	79.33
01-2510-315-0-00	General Business - Audit	\$0.00	\$5,200.00	\$5,100.00	98.07
01-2510-316-0-00	General business - InfoTech	\$0.00	\$5,000.00	\$751.47	15.02
01-2510-318-0-00	General Business - Copier Expense	\$0.00	\$8,000.00	\$5,263.40	65.79
01-2510-342-0-00	General Business - Telephone	\$396.88	\$4,500.00	\$4,390.83	97.57
01-2510-381-0-00	General Business - Postage	\$1,051.70	\$6,000.00	\$3,965.26	66.08
01-2510-410-0-00	General Business - Supplies	\$0.00	\$850.00	\$2,005.33	235.92
01-2510-460-0-00	General business - Software	\$30.67	\$8,000.00	\$7,393.17	92.41
01-2510-630-0-00	General Business - Dues & Fees	\$0.00	\$1,000.00	\$675.00	67.50
01-2510-670-0-00	General Business - Travel & Expense	\$0.00	\$500.00	\$123.00	24.60
	General Business	\$8,185.44	\$120,000.00	\$98,559.68	0.82
01-2610-140-0-00	OPERATIONS - SALARIES	\$8,367.44	\$147,800.00	\$117,351.77	79.39
01-2610-141-0-00	OPERATIONS - SUMMER WORK	\$1,813.50	\$3,000.00	\$1,813.50	60.45
01-2610-210-0-00	OPERATIONS - FICA	\$770.15	\$11,550.00	\$9,013.58	78.03
01-2610-220-0-00	OPERATIONS - RETIREMENT	\$1,005.65	\$14,900.00	\$11,770.79	78.99
01-2610-230-0-00	OPERATIONS - BLUE CROSS	\$3,504.87	\$42,050.00	\$38,553.57	91.68
01-2610-240-0-00	OPERATIONS - WORKERS COMP	\$0.00	\$6,100.00	\$4,281.64	70.19
01-2610-290-0-00	OPERATIONS - LONG TERM DISB	\$42.20	\$770.00	\$585.26	76.00
01-2610-318-0-00	OPERATIONS - TECHNICAL	\$491.04	\$10,000.00	\$5,700.48	57.00
01-2610-320-0-00	OPERATIONS - Lawn Care	\$876.38	\$10,000.00	\$11,077.48	110.77
01-2610-321-0-00	OPERATIONS - NATURAL GAS	\$2,594.42	\$25,000.00	\$22,380.19	89.52
01-2610-322-0-00	OPERATIONS - ELECTRICITY	\$1,880.19	\$35,000.00	\$20,825.65	59.50

01-2610-323-0-00	OPERATIONS - WATER & SEWER	\$1,276.60	\$20,000.00	\$11,374.50	56.87
01-2610-324-0-00	OPERATIONS - OTHER	\$1,487.43	\$25,000.00	\$17,936.67	71.74
01-2610-410-0-00	OPERATIONS - SUPPLIES	\$1,140.05	\$19,080.00	\$19,318.29	101.24
01-2620-318-0-00	MAINTENANCE- REPAIRS	\$983.81	\$20,000.00	\$16,714.30	83.57
01-2620-328-0-00	MAINTENANCE PROPERTY INSURANCE	\$0.00	\$19,750.00	\$19,739.00	99.94
	Maint & Operations	\$26,233.73	\$410,000.00	\$328,436.67	0.80
01-2750-140-0-00	PUPIL TRANSP - SALARIES	\$140.29	\$45,000.00	\$48,457.79	107.68
01-2750-210-0-00	PUPIL TRANSP - FICA	\$10.73	\$3,500.00	\$3,703.77	105.82
01-2750-220-0-00	PUPIL TRANSP - RETIREMENT	\$0.00	\$4,300.00	\$1,772.11	41.21
01-2750-240-0-00	PUPIL TRANSP - WORKERS COMP	\$0.00	\$2,650.00	\$2,647.00	99.88
01-2750-318-0-00	PUPIL TRANSP - Physicals, Drug Tests, Certif	\$463.00	\$6,000.00	\$2,457.64	40.96
01-2750-320-0-00	PUPIL TRANSP - Insurance	\$0.00	\$7,050.00	\$7,050.00	100.00
01-2750-334-0-00	PUPIL TRANSP - Use of Personal Car	\$32.67	\$0.00	\$712.87	0.00
01-2750-336-0-00	PUPIL TRANSP - FUEL	\$1,290.30	\$17,000.00	\$15,094.31	88.79
01-2750-337-0-00	PUPIL TRANSP - TIRES	\$0.00	\$2,500.00	\$970.22	38.80
01-2750-338-0-00	PUPIL TRANSP - REPAIRS	\$1,884.87	\$20,000.00	\$21,546.17	107.73
01-2750-410-0-00	PUPIL TRANSP - BUS MAINT SUPPLIES	\$32.99	\$2,000.00	\$1,805.94	90.29
01-2750-540-0-00	PUPIL TRANSP - Bus Acquisition	\$0.00	\$50,000.00	\$50,000.00	100.00
	Pupil Transportation	\$3,854.85	\$160,000.00	\$156,217.82	0.98
01-2760-140-1-88	SPED TRANSP - SALARY	\$0.00	\$5,000.00	\$0.00	0.00
01-2760-210-1-88	SPED TRANSP - FICA	\$0.00	\$1,000.00	\$0.00	0.00
01-2760-220-1-88	SPED TRANSP - RETIREMENT	\$0.00	\$1,000.00	\$0.00	0.00
01-2760-334-1-88	SPED TRANSP - Reimb Mileage to Parent	\$0.00	\$3,000.00	\$0.00	0.00
	SPED Transportation	\$0.00	\$10,000.00	\$0.00	0.00
01-3535-410-0-00	State Catg Pgm: HAL supplies	\$0.00	\$0.00	\$289.83	0.00
01-3535-630-0-00	State Catg Pgm HAL: Dues & Fees	\$0.00	\$0.00	\$1,290.35	0.00
01-3535-670-0-00	State Catg Pgm: HAL Travel Expense	\$239.00	\$3,500.00	\$1,261.60	36.04
01-4200-110-1-44	TITLE 1 - SALARIES	\$3,445.33	\$41,350.00	\$34,673.30	83.85
01-4200-210-1-44	TITLE 1 - FICA	\$225.81	\$3,200.00	\$2,275.89	71.12
01-4200-220-1-44	TITLE 1 - RETIREMENT	\$340.32	\$4,100.00	\$3,424.97	83.53
01-4200-230-1-44	TITLE 1 - BLUE CROSS	\$0.00	\$13,200.00	\$11,149.17	84.46
01-4200-240-1-44	TITLE 1 - WORKERS COMP	\$0.00	\$600.00	\$147.76	24.62
01-4200-410-1-44	TITLE I - TEACHING SUPPLIES	\$13.47	\$1,000.00	\$13.47	1.34
01-4200-670-1-44	TITLE 1 - Staff Development	\$0.00	\$1,000.00	\$253.70	25.37
01-4210-110-0-44	Title I Accountability - Salaries	\$2,375.00	\$0.00	\$2,375.00	0.00
01-4210-210-0-44	Title I Accountability - FICA	\$181.40	\$0.00	\$181.40	0.00
01-4210-220-0-44	Title I Accountability - Retirement	\$212.38	\$0.00	\$212.38	0.00
01-4210-410-0-44	Title I Accountability - Supplies	\$0.00	\$5,000.00	\$0.00	0.00

01-4210-460-0-44	Title 1 Accountability - Computer Hdwe	\$0.00	\$0.00	\$3,389.00	0.00
01-4210-670-0-44	Title I Accountability - Staff Development	\$0.00	\$0.00	\$573.19	0.00
01-4404-110-0-88	IDEA BASE: SALARIES & WAGES	\$991.00	\$35,150.00	\$17,801.98	50.64
01-4404-140-0-88	IDEA BASE - Para Wages	\$0.00	\$0.00	\$7,191.08	0.00
01-4404-210-0-88	IDEA BASE: FICA	\$76.00	\$0.00	\$1,913.54	0.00
01-4404-220-0-88	IDEA BASE: RETIREMENT	\$98.00	\$0.00	\$2,321.95	0.00
01-4404-230-0-88	IDEA BASE: BLUE CROSS	\$372.00	\$0.00	\$4,270.00	0.00
01-4406-410-0-88	IDEA Preschool: Supplies	\$0.00	\$3,300.00	\$0.00	0.00
01-4406-670-0-44	IDEA Preschool: Travel	\$1,564.10	\$0.00	\$1,564.10	0.00
01-4410-140-0-88	IDEA PT B EN/POV: WAGES	\$43.00	\$32,500.00	\$20,848.20	64.14
01-4410-210-0-88	IDEA Pt B En/Pov: FICA	\$4.00	\$0.00	\$1,476.33	0.00
01-4410-220-0-88	IDEA Pt B En/Pov: Retirement	\$4.00	\$0.00	\$2,028.34	0.00
01-4410-318-0-88	IDEA PT B EN/POV: CONTRACTED SVCS	\$0.00	\$0.00	\$2,545.53	0.00
01-4410-332-0-88	IDEA Pt B EnPov: Mileage to Parents	\$152.60	\$0.00	\$1,782.80	0.00
01-4410-670-0-88	IDEA PT B EN/POV: STAFF DEVEL	\$1,621.10	\$0.00	\$1,621.10	0.00
01-4740-670-0-00	ReVision - Travel & Meals	\$0.00	\$500.00	\$179.00	35.80
01-4992-460-0-00	REAP - COMPUTER HDWE	\$11,018.44	\$15,600.00	\$26,297.83	168.57
01-4992-465-0-00	REAP - Computer Software	\$0.00	\$0.00	\$1,755.00	0.00
01-4992-670-0-00	REAP - Staff Develop & Travel	\$810.55	\$0.00	\$810.55	0.00
	Federal & State Programs	\$23,787.50	\$160,000.00	\$155,918.34	0.97
01-5000-605-0-00	Debt Service- Repayment of Taxes Paid	\$0.00	\$36,843.00	\$0.00	0.00
	Loans/Interest	\$0.00	\$36,843.00	\$0.00	n/a
01-8000-750-0-00	TRANSFER FUNDS TO HOT LUNCH PGM	\$0.00	\$45,000.00	\$20,500.00	45.55
01-8000-752-0-00	TRANSFER FUNDS TO ACTIVITIES	\$8,000.00	\$24,000.00	\$26,000.00	108.33
	IntraFund Support	\$8,000.00	\$69,000.00	\$46,500.00	0.67
	JUNE TOTALS	\$288,551.07	\$4,883,843.00	\$3,404,933.35	0.70
Intrafund Transfers					
01-9000-210-0-00	HOT LUNCH WAGES - FICA	\$0.00	\$0.00	\$4,268.77	0.00
01-9000-220-0-00	HOT LUNCH WAGES - RETIREMENT	\$0.00	\$0.00	\$4,850.78	0.00
01-9000-905-0-00	Monies to Bond Fund	\$0.00	\$0.00	\$91,000.00	0.00
01-9000-906-0-00	HOT LUNCH SALARIES	\$0.00	\$0.00	\$57,592.13	0.00
01-9001-210-0-00	ACTIVITY FUND - FICA	\$0.00	\$0.00	\$209.08	0.00
01-9001-220-0-00	ACTIVITY FUND - Retirement	\$0.00	\$0.00	\$222.18	0.00
01-9001-904-0-00	Monies to Spec Bldg Fund	\$0.00	\$0.00	\$23,000.00	0.00
01-9001-911-0-00	ACTIVITY FUND EXPENSES PD	\$2,109.34	\$0.00	\$11,426.20	0.00
TOTAL GENERAL FUND EXPENDITURES		\$290,660.41	\$4,883,843.00	\$3,597,502.49	0.74
Depreciation Fund					
02-2500-530-0-00	Depr Fund - Furn & Equip	\$0.00	\$15,716.00	\$0.00	0.00

02-2500-540-0-00	Depr Fund - Bus Acquisition	\$0.00	\$150,000.00	\$0.00	0.00
02-2500-550-0-00	Depr Fund - Vehicle Acquisition	\$0.00	\$50,000.00	\$22,200.00	44.40
TOTAL DEPRECIATION FUND		\$0.00	\$215,716.00	\$22,200.00	0.10

School Nutrition Fund

06-2100-140-0-00	School Nutrition - Wages	\$0.00	\$65,000.00	\$55,632.11	85.58
06-2100-210-0-00	School Nutrition - FICA	\$0.00	\$4,584.00	\$4,268.77	93.12
06-2100-220-0-00	School Nutrition - Retirement	\$0.00	\$5,400.00	\$4,850.78	89.82
06-2100-240-0-00	School Nutrition - Workers Comp	\$0.00	\$1,791.00	\$1,791.36	100.02
06-2100-290-0-00	School Nutrition - LTD	\$0.00	\$225.00	\$168.66	74.96
06-2100-410-0-00	School Nutrition - Supplies	\$41.82	\$3,000.00	\$3,235.94	107.86
06-2100-470-0-00	School Nutrition - Food	\$1,925.44	\$61,000.00	\$49,051.43	80.41
06-2100-471-0-00	School Nutrition - Commodities	\$0.00	\$14,000.00	\$11,519.47	82.28
06-2100-490-0-00	School Nutrition - Vending	\$0.00	\$100.00	\$213.95	213.95
06-2100-670-0-00	School Nutrition - Training, Travel, Dues	\$0.00	\$100.00	\$0.00	0.00
TOTAL HOT LUNCH FUND		\$1,967.26	\$155,200.00	\$130,732.47	0.84

Bond Fund

07-5000-610-0-00	Bond - Principal Redemption	\$0.00	\$235,000.00	\$235,000.00	100.00
07-5000-620-0-00	Bond - Debt Service Interest	\$69,514.86	\$152,100.00	\$151,931.13	99.88
07-5000-690-0-00	Bond - Fees	\$1,362.00	\$301,000.00	\$1,362.00	0.45
07-9001-907-0-00	Bond - NonPgm - Monies to GenFund	\$0.00	\$0.00	\$91,000.00	0.00
TOTAL BOND FUND		\$70,876.86	\$688,100.00	\$479,293.13	0.70

Special Building Fund

08-2515-520-0-00	Building & Sites - Building, Acq & Improv	\$0.00	\$978,900.00	\$3,587.47	0.36
Intrafund Transfers					
08-9001-901-0-00	Non Pgm - Monies to General Fund	\$0.00	\$0.00	\$23,000.00	0.00
TOTAL SPECIAL BUILDING FUND		\$0.00	\$978,900.00	\$26,587.47	0.03

FRIEND PUBLIC SCHOOLS

Board of Education - Payments to be Approved
7/17/2018

Manual Checks/Funds Transfers done in June:

GENERAL FUND

Payroll Fund	June payroll	\$	226,592.06
Constellation	natural gas	\$	2,465.40
Activity Fund	add'l support	\$	6,000.00
Nebr Choral Directors Assn	honor choir regist	\$	150.00
		\$	<u>235,207.46</u>

BOND FUND

Union Bank & Trust	interest series 2017	\$	69,514.86
Union Bank & Trust	fees	\$	1,362.00
		\$	<u>70,876.86</u>

July Presentations:

GENERAL FUND

Activity Fund	July support	\$	2,000.00
Awards Unlimited	framing, sr composite, state dance	\$	321.38
Baugh, Peggy	reimb fuel for school van	\$	41.40
Black Hills Energy	natural gas	\$	92.44
City of Friend	utilities	\$	4,330.24
Constellation	natural gas	\$	202.20
Continental Fire Sprinkler	annual inspection	\$	190.00
Crete Ace Hardware	paint	\$	46.78
Crete News	advertising - classifieds	\$	22.00
Culligan	water softener	\$	52.00
DAS State Acctg	internet service - May	\$	234.93
Eakes	final copier use charge	\$	1,660.63
Electronic Contracting	quarterly monitoring	\$	81.00
ESU 4	workshop fee	\$	150.00
ESU 5	workshop fee	\$	30.00
ESU 6	SPED Services, technology	\$	48,820.54
ESU Coordinating Council	movie license 18-19	\$	292.00 <i>coop order</i>
Exeter Lumber	supplies	\$	6.38
Farmers Union Coop	fuel	\$	353.02
Farmers Union Coop - Carquest	supplies	\$	79.40
Green, Spencer	reimburse cert expenses, fuel	\$	219.86
Harris School Solutions	ESSA coding support	\$	600.00
Hillyard	supplies for gym floor refinish	\$	4,936.49
Hitchcock, Jay	reimburse fuel	\$	127.65
Homestead leasing	copier lease	\$	743.44
Houchen Bindery	rebind books	\$	268.70
Houghton Mifflin Harcourt	math workbooks	\$	1,898.02
Jay Hitchcock	mow FB field - June	\$	833.33
Jenn Nantkes	vision therapy	\$	152.37
Kraus, David	reimburse cell phone	\$	50.00
McGraw Hill	language arts workbooks	\$	1,774.29
Nebr Dept of Education	reimburse MOE shortage 14-15	\$	6,550.84
Neofunds	postage	\$	50.00
NRCSA	dues	\$	850.00
O'Keefe Elevator	monthly maint	\$	203.08

Perry, Guthery, Haase & Gessford	legal	\$	375.00
Pioneer Publishing	forms	\$	252.00
Potter Repair	bus inspections, repairs	\$	3,445.43
Presto-X	exterminator (2 months)	\$	266.00
Pyramid School Products	supplies	\$	159.11 <i>coop order</i>
School Specialty	supplies	\$	632.74 <i>coop order</i>
Seward County Independent	legals, advertising	\$	201.39
Shred-it	paper shredding	\$	82.09
Softchoice	30 chromebooks, software	\$	8,168.90 <i>partial REAP grant</i>
Staples	supplies	\$	2,013.74 <i>coop order</i>
Student Assurance Services	student insurance	\$	653.25
Stutzman, Liz	reimburse supplies	\$	94.49
TAESE	workshop regist	\$	500.00
Troxell Communications	hover cam	\$	322.97 <i>coop order</i>
Unite Private Networks	WAN	\$	554.00
USBank VISA	FCCLA - teaching supplies	\$	75.00
USBank VISA	Lakeshore Learning - teaching supplies	\$	370.15
USBank VISA	Oriental Trading - supplies	\$	132.44
USBank VISA	Amazon - teaching supplies	\$	216.22
USBank VISA	Rainbird - sprinkler parts	\$	133.02
USBank VISA	Palazzo Hotel - conference lodging	\$	952.40
Vyhnalek, Lori	reimburse field trip supplies	\$	69.74
Waste Connections	garbage service	\$	848.86
Wiese, Amy	reimburse summer school supplies	\$	24.13
Windstream	phone	\$	396.24
York News Times	advertising	\$	42.00
	TOTAL	\$	99,245.72

Late Presentations:

Bryan Health	bus physical - R Kirchhoff	\$	263.00
Central Nebr Rehab	PT services	\$	373.10
Clouse, Alexandra	reimburse supplies	\$	72.29
EdClub Inc	student licenses - typing class	\$	402.00
Johnson Controls	annual maint - master clock	\$	581.40
Johnson Pharmacy	supplies	\$	7.98
		\$	100,945.49

SPECIAL BUILDING FUND

Brandt Carpet	carpeting - 3rd gr, guidance, interven	\$	6,652.46
		\$	6,652.46

DATE: June 22, 2018

SUBMITTED TO: David Kraus, Superintendent

ORGANIZATION: Friend Public Schools
ADDRESS: 501 Main Street, PO Box 67 | Friend, Nebraska 68359-0067

PROJECT NAME: Friend Public Schools Athletic Track Repair & Resurfacing
ADDRESS: Burley Park: Maple Street & 11th Street | Friend, NE 68359

REVOLUTION™ POLYTOP-R MAINTENANCE COATING TRACK SYSTEM

SCOPE OF SERVICES

AREA: 5250 SY (track, long jump, pole vault)

Procedures:

- A. Clean and prepare the track surface.
- B. Patch any loose and thin areas.
- C. Locate and repair any cracks.
- D. Spray-application of a primer coat.
- E. Hand-application of 0.5mm – 1.5mm rubber.
- F. Spray-application of a polyurethane coat.
- G. Two (2) coat spray-application of a two-part black polyurethane top coating
- H. Layout and paint lane lines and event markings as per NFSHSA standards.

We hereby propose to furnish materials and labor in accordance with the above specifications for the sum of:

Forty-three Thousand Nine Hundred Fifty Dollars and Zero Cents (\$43,950.00)

NOTE:

- Pricing is valid for 2018 provided the proposal is signed and returned this year, subject to school board approval.
- Proposal does not include sales taxes. Owner shall provide Nebraska Form 13 and Form 17 upon signed acceptance and return of proposal.

TERMS:


Progress payments for materials and work completed; balance due 30 days upon completion of project.



22 South Main Street • PO Box 161 • Denison, IA 51442
P 712.263.3554 • F 712.263.5110 • E info@midwesttennisandtrack.com

All material is guaranteed to be as specified. All work to be completed in a workmanlike manner according to standard practices. Any alteration or deviation from above specifications involving extra costs will be executed only upon written orders and will become an extra charge over and above the estimate. All agreements are contingent upon accidents or delays beyond our control. Owner is to carry fire, tornado, and other necessary insurance. Our workers are fully covered by Workmen’s Compensation Insurance.

MIDWEST TENNIS & TRACK COMPANY


Authorized Signature

Paul Launderville, Vice President
Printed Signature, Title

ACCEPTANCE OF PROPOSAL:

The above prices, specifications, and conditions are satisfactory and are hereby accepted. You are authorized to do the work as specified. Payment will be made as outlined above.

Authorized Signature

Printed Signature, Title

Friend Public Schools
School/Organization Name

Date of Acceptance





2424 DEER PARK BOULEVARD

OMAHA, NE 68105

402-346-8100 TELEPHONE

402-341-1731 FACSIMILE

WWW.AMERICANBOILERCO.COM

24 HOUR SERVICE

BRUCE J. GORACKE, PRES.

BRUCE@AMERICANBOILERCO.COM

July 11, 2018

Friend Public Schools

Attn: David Krause

501 Main Street

Friend, NE 68359

Re: Burner replacement

Dear David,

We are pleased to submit our quotation to furnish all necessary labor, material, and equipment to perform the following work;

1. Remove the obsolete burner and controls.
2. Furnish and install new refractory wall and sleeve for the new burner.
3. Furnish and install new Webster Forced Draft Burner. This unit will be full modulating, natural gas fired, and meet U.L. CSD-1 Controls.
4. Fabricate and install gas line and route from the existing source to the inlet of the burner as well as vent all diaphragm apparatuses to the outside atmosphere.
5. Wire unite from the existing source and install emergency stop at the door.
6. Upon completion start unit and check all operating and safety controls.

We will be happy to perform this work for you for the sum of THIRTY-THREE THOUSAND FIVE HUNDRED FORTY-FIVE DOLLARS (\$33,545.00).

This price is good for (30) days. All material and workmanship will be in accordance with state and local codes. This price does not include any applicable sales tax.

Respectfully,

James Leutzinger

AMERICAN BOILER COMPANY

JL/djg



Remit to: P.O. Box 540481
Omaha, NE 68154

16201 Fort St. - Ste #8
Omaha, NE 68116
(402) 934-6485
Fax (402) 934-6486
www.fusionboilerworks.com

Mr. David Kraus and Mr. Justin Kirchhoff
Friend Public Schools
501 S. Main Street
Friend, Nebraska 68359

June 6, 2018

Dear David & Justin,

In reference to your request for quotation, I am pleased to submit the following proposal for your review and consideration. Fusion Boiler Works, Inc (FBWI) will furnish all labor, material, and equipment to:

INSTALL NEW BURNER ON EXISTING KEWANEE BOILER. The work will consist of the following:

1. Remove the existing burner and gas train components and remove them from the boiler room and premises.
2. Seal off the existing burner opening as necessary.
3. Fill in firebox base and pour new castable refractory floor at proper elevation.
4. Install new burner refractory mounting plate in the right hand firebox door of the boiler.
5. Provide and mount new Webster Burner, Model# JB2G-30 with the following specifications:
 - Natural Gas Fired – 2 PSI Inlet Pressure
 - Capacity of Burner: 3822 MBH Input
 - Supply Voltage: 240/3/60
 - Full Modulation Firing
 - CSD-1 Approved 2" ASCO Gas Train (left hand configuration)
 - Control Panel: Back Mounted and Inverted on burner, Honeywell RM7840L Flame Safeguard, 4 Light Package (Power On, Fuel On, Call for Heat, Alarm)
6. All electrical wiring and new gas piping for new burner will be included and installed.
7. Provide Start-up, Commissioning, Programming, and Friend Public Schools Operator Training on new burner.
8. Broom sweep clean all work areas and demobilize.

The cost of the above proposal with no applicable taxes included is **\$25,890.00** (TWENTY FIVE THOUSAND EIGHT HUNDRED NINETY and 00/100 Dollars). This price is good for 30 days. Payment Terms: 30% due upon bid acceptance (Net 10 Days) and 70% due upon project completion (Net 10 Days)

Thank you for the opportunity to quote and be of service to you and your school district. If you have any questions or comments, please feel free to contact me at any time. My cell number is (402) 682-1547.

Sincerely,

Randal A. Rhoads
President
Fusion Boiler Works, Inc.

InstructionParental/Community Involvement in Schools

Saline County School District #68, Friend 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 cause to be prepared 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 to 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: July 11, 2007
Board Reviewed December 2011
Board Reaffirmed July 2018

StudentsStudent Fees Policy

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

The District's general policy is to provide for the free instruction in school in accordance with the Nebraska Constitution and state and federal law. This generally means that the District's policy is to provide free instruction for courses which are required by state law or regulation and to provide the staff, facility, equipment, and materials necessary for such instruction, without charge or fee to the students.

The District does provide activities, programs, and services to children which extend beyond the minimum level of constitutionally required free instruction. Students and their parents have historically contributed to the District's efforts to provide such activities, programs, and services. The District's general policy is to continue to encourage and, to the extent permitted by law, to require such student and parent contributions to enhance the educational program provided by the District.

Under the Public Elementary and Secondary Student Fee Authorization Act, the District is required to set forth in a policy its guidelines or policies for specific categories of student fees. The District does so by setting forth the following guidelines and policies. This policy is subject to further interpretation or guidance by administrative or Board regulations which may be adopted from time to time. The Policy includes Appendix "1," which provides further specifics of student fees and materials required of students for the 2018-19 school year. Parents, guardians, and students are encouraged to contact their building administration or their teachers or activity coaches and sponsors for further specifics.

(1) Guidelines for non-specialized attire required for specified courses and activities. Students have the responsibility to furnish and wear nonspecialized attire meeting general District grooming and attire guidelines, as well as grooming and attire guidelines established for the building or programs attended by the students or in which the students participate. Students also have the responsibility to furnish and wear nonspecialized attire reasonably related to the programs, courses and activities in which the students participate where the required attire is specified in writing by the administrator or teacher responsible for the program, course or activity.

The District will provide or make available to students such safety equipment and attire as may be required by law, specifically including appropriate industrial-quality eye protective devices for courses of instruction in vocational, technical, industrial arts, chemical or chemical-physical classes which involve exposure to hot molten metals or other molten materials, milling, sawing, turning, shaping, cutting, grinding, or stamping of any solid materials, heat treatment, tempering, or kiln firing of any metal or other materials, gas or electric arc welding or other forms of welding processes, repair or servicing of any vehicle, or caustic or explosive materials, or for laboratory classes involving caustic or explosive materials, hot liquids or solids, injurious radiations, or other similar hazards. Building administrators are directed to assure that such equipment is available in the appropriate classes and areas of the school buildings, teachers are directed to instruct students in the

usage of such devices and to assure that students use the devices as required, and students have the responsibility to follow such instructions and use the devices as instructed.

(2) Personal or consumable items & miscellaneous

(a) Extracurricular Activities. Students have the responsibility to furnish any personal or consumable items for participation in extracurricular activities.

(b) Courses

(i) General Course Materials. Items necessary for students to benefit from courses will be made available by the District for the use of students during the school day. Students may be encouraged, but not required, to bring items needed to benefit from courses including, but not limited to, pencils, paper, pens, erasers, notebooks, trappers, protractors and math calculators. A specific class supply list will be published annually in a Board-approved student handbook or supplement or other notice. The list may include refundable damage or loss deposits required for usage of certain District property.

(ii) Damaged or Lost Items. Students are responsible for the careful and appropriate use of school property. Students and their parents or guardian will be held responsible for damages to school property where such damage is caused or aided by the student and will also be held responsible for the reasonable replacement cost of school property which is placed in the care of and lost by the student.

(iii) Materials Required for Course Materials. Students are permitted to and may be encouraged to supply materials for course projects. Some course projects (such as projects in art and shop classes) may be kept by the student upon completion. In the event the completed project has more than minimal value, the student may be required, as a condition of the student keeping the completed project, to reimburse the District for the reasonable value of the materials used in the project. Standard project materials will be made available by the District. If a student wants to create a project other than the standard course project, or to use materials other than standard project materials, the student will be responsible for furnishing or paying the reasonable cost of any such materials for the project.

(iv) Music Course Materials. Students will be required to furnish musical instruments for participation in optional music courses. Use of a musical instrument without charge is available under the District's fee waiver policy. The District is not required to provide for the use of a particular type of musical instrument for any student.

(v) Parking. Students may be required to pay for parking on school grounds or at school-sponsored activities, and may be subject payment of fines or damages for damages caused with or to vehicles or for failure to comply with school parking rules.

(3) Extracurricular Activities-Specialized equipment or attire. Extracurricular activities means student activities or organizations which are supervised or administered by the District, which do not count toward graduation or advancement between grades, and in which participation is not otherwise required by the District. The District will generally furnish students with specialized equipment and attire for participation in extracurricular activities. The District is not required to provide for the use of any particular type of equipment or attire. Equipment or attire fitted for the student and which the student generally wears exclusively, such as dance squad, cheerleading, and music/dance activity (e.g. choir or show choir) uniforms and outfits, along with T-shirts for teams or band members, will be required to be provided by the participating student. The cost of maintaining

any equipment or attire, including uniforms, which the student purchases or uses exclusively, shall be the responsibility of the participating student. Equipment which is ordinarily exclusively used by an individual student participant throughout the year, such as golf clubs, softball gloves, and the like, are required to be provided by the student participant. Items for the personal medical use or enhancement of the student (braces, mouth pieces, and the like) are the responsibility of the student participant. Students have the responsibility to furnish personal or consumable equipment or attire for participation in extra curricular activities or for paying a reasonable usage cost for such equipment or attire. For musical extracurricular activities, students may be required to provide specialized equipment, such as musical instruments, or specialized attire, or for paying a reasonable usage cost for such equipment or attire.

(4) Extracurricular Activities-Fees for participation. Any fees for participation in extra-curricular activities for the 2018-19 school year are further specified in Appendix "1." Admission fees are charged for extracurricular activities and events.

(5) Postsecondary education costs. Students are responsible for postsecondary education costs. The phrase "postsecondary education costs" means tuition and other fees only associated with obtaining credit from a postsecondary educational institution. For a course in which students receive high school credit and for which the student may also receive postsecondary education credit, the course shall be offered without charge for tuition, transportation, books, or other fees, except tuition and other fees associated with obtaining credits from a postsecondary educational institution.

(6) Transportation costs. Students are responsible for fees established for transportation services provided by the District as and to the extent permitted by federal and state laws and regulations.

(7) Copies of student files or records. The Superintendent or the Superintendent's designee shall establish a schedule of fees representing a reasonable cost of reproduction for copies of a student's files or records for the parents or guardians of such student. A parent, guardian or student who requests copies of files or records shall be responsible for the cost of copies reproduced in accordance with such fee schedule. The imposition of a fee shall not be used to prevent parents of students from exercising their right to inspect and review the students' files or records and no fee shall be charged to search for or retrieve any student's files or records. The fee schedule shall permit one copy of the requested records be provided for or on behalf of the student without charge and shall allow duplicate copies to be provided without charge to the extent required by federal or state laws or regulations.

(8) Participation in before-and-after-school or prekindergarten services. Students are responsible for fees required for participation in before-and-after-school or prekindergarten services offered by the District, except to the extent such services are required to be provided without cost.

(9) Participation in summer school or night school. Students are responsible for fees required for participation in summer school or night school. Students are also responsible for correspondence courses.

(10) Breakfast and lunch programs. Students shall be responsible for items which students purchase from the District's breakfast and lunch programs. The cost of items to be sold to students shall be consistent with applicable federal and state laws and regulations. Students are also responsible for the cost of food, beverages, and personal or consumable items which the students purchase from the District or at school, whether from a "school store," a vending machine, a booster club or parent group sale, a book order club, or the like. Students may be required to bring money or food for field trip lunches and similar activities.

(11) Waiver Policy. The District's policy is to provide fee waivers in accordance with the Public Elementary and Secondary Student Fee Authorization Act. 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 and (2) use of a musical instrument in optional music courses that are not extracurricular activities. Participation in a free-lunch program or reduced-price lunch program is not required to qualify for free or reduced price lunches for purposes of this section. Students or their parents must request a fee waiver prior to participating in or attending the activity, and prior to purchase of the materials.

(12) Distribution of Policy. The Superintendent or the Superintendent's designee shall publish the District's student fee policy in the Student Handbook or the equivalent (for example, publication may be made in an addendum or a supplement to the student handbook). The Student Handbook or the equivalent shall be provided to every student of the District or to every household in which at least one student resides, at no cost.

(13) Student Fee Fund. The School Board hereby establishes a Student Fee Fund. The Student Fee Fund shall be a separate school district fund not funded by tax revenue, into which all money collected from students and subject to the Student Fee Fund shall be deposited and from which money shall be expended for the purposes for which it was collected from students. Funds subject to the Student Fee Fund consist of money collected from students for: (1) participation in extracurricular activities, (2) postsecondary education costs, and (3) summer school or night school.

CERTIFICATION

On the ___ day of _____, 20___, the school board held a public hearing at a meeting of the school board on a proposed student fee policy. Such public 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 preceding school year. The foregoing student fee policy was adopted after such public hearing by a majority vote of the school board at an open public meeting in compliance with the public meetings in compliance with the public meetings laws.

Superintendent or Other Authorized School Official

Legal References:

- Neb. Rev. Stat. §§79-2,125 to 79-2,135 and Laws 2003, LB 249 (The Public Elementary and Secondary Student Fee Authorization Act)
- Neb. Constitution, Article VII, section 1.
- Neb. Rev. Stat. §§79-241, 79-605, and 79-611(transportation)
- Neb. Rev. Stat. §79-2,104 (student files or records)
- Neb. Rev. Stat. §79-715 (eye-protective devices)
- Neb. Rev. Stat. §79-737 (liability of students for damages to school books)
- Neb. Rev. Stat. §79-1104 (before-and-after-school or prekindergarten services)
- Neb. Rev. Stat. §§79-1106 to 79-1108.03 (accelerated or differentiated curriculum program)

Date of Adoption: November 12, 2007

Board Reviewed December 2011

Board Reaffirmed July 2018

**Appendix "1" Student Fees Policy of
Friend Public Schools**

Additional Specification of Required Materials and Fees¹

Program	General Description of Fee or Material	\$ Amount of Fee (Anticipated or Maximum)² or Specific Material Required
Elementary Program		
Physical Education classes	Appropriate clothing (non-specialized attire)	Tennis shoes and white socks, running shorts, T-shirt
Art classes and special projects or events	Appropriate clothing (non-specialized attire)	Old shirt for painting; other clothing which may get paint on it or otherwise be damaged
Music-Optional band Courses	Musical instruments	Musical instruments and accessories (reeds, valve oil, drum sticks, lyres, flip folders, slide grease, reed guards, cleaning swabs, mouthpiece brushes, pad savers, ligatures, and a "gig bag", etc.) Limited instruments available for use by any student. Instrument Rental Fee is \$20.00 per semester or \$40 per year for use of school owned instrument.
Classroom supplies	General supplies, such as writing instruments (pens, pencils, crayons, markers), notebooks, etc.	None--necessary classroom supplies will be made available by the school. Students will be responsible for the replacement cost of damaged or lost supplies. Students are encouraged but not required to bring items from class supply lists

¹ This listing is a part of the Student Fees Policy and is intended to provide supplemental information. For additional specifications, refer to the Policy.

² Generally, dollar amounts are stated in terms of "maximums." The actual fee or charge may be less during the school year.

Field Trips	Transportation and admission costs of field trips	None-costs of school sponsored, class-related field trips will be paid for by the school. Parents may be encouraged but not required to pay for field trip costs of up to \$10.00 per student for each field trip to defray costs. (With administrative approval, the requested donation may be up to \$100.00 for special field trips). Meals on field trips will be at the expense of the student. School lunches will be provided as needed for free-reduced lunch eligible students.
Summer school courses	Classes offered during the summer, or at night, if any	\$50 to \$200 per class.
Copies	Use of school copiers (except for one copy of the student file, which will be provided without charge).	Ten cents (.10) per page when charges apply.
School Meals		Breakfast--\$ 1.75 Lunch--\$2.70 Extra Entrée-- \$1.00 Milk--\$.35 Prices are maximums based on one meal per day, will vary depending on the number of meals or items purchased by the student, and may be adjusted during the year.
Secondary Program	General Description of Fee or Material	\$ Amount of Fee (Anticipated or Maximum) or Specific Material Required
Physical Education classes	Appropriate clothing (non-specialized attire)	Tennis shoes and white socks, running shorts, T-shirt
Art and shop classes and special projects, science classes	Appropriate clothing (non-specialized attire) Goggles-1 pair provided per year. If lost or damaged students are required to purchase a new pair.	Old shirt for painting; other clothing which may get paint on it or otherwise be damaged; protective clothing for shop classes; approved protective goggles for science classes.

Music-Optional band courses	Musical instruments	Musical instruments and accessories (reeds, valve oil, etc.) Limited instruments available for use by any student. Instrument Rental Fee is \$20.00 per semester or \$40 per year for use of school owned instrument.
Classroom Supplies	General supplies, such as writing instruments (pens, pencils, crayons, markers), notebooks, etc.	None--necessary classroom supplies will be made available by the school. Students will be responsible for the replacement cost of damaged or lost supplies. Students are encouraged but not required to bring items from class supply lists which may be handed out by the office or individual teachers.
Classroom Projects, i.e, Family & Consumer Science, Industrial Technology	Project Cost	Student pays cost that is beyond the standard project provided by the school.
Advanced math or science classes	Specialized calculators	Some calculators will be available at school. If lost or damaged a replacement fee will be assessed at a rate paid by the school. Students are encouraged but not required to purchase such equipment .for their personal use.
Copies	Use of school copiers (except for one copy of the student file, which will be provided without charge)	Ten cents (.10) per page when charges apply.
School Meals		Breakfast--\$1.75 Lunch--\$2.95 Extra Entrée—1.00 Milk--\$.35 Prices are maximums based on one meal per day, will vary depending on the number of meals or items purchased by the student, and may be
Post-secondary education classes	Tuition and fees for college courses taken for credit.	None--Any postsecondary education costs are to be paid directly by students to the college.

End of year lost or damaged books	Damage fee or replacement cost	Fees and fines up to \$15.00 for damaged books. Lost books or ruined books are charged replacement cost, generally at a maximum of \$100.00				
Yearbooks - Optional	School Book	Yearbooks are published and made available for purchase every year. Cost is generally about \$45				
College entrance tests and preparation	Prep programs & tests	Costs of college entrance tests or prep courses, such as ACT preparation tutoring, PSAT test, and ACT test, are optional and to be paid directly to the private companies involved.				
Summer school courses	Classes offered during the summer, or at night, if any	Drivers education class: \$175 to \$275				
Locker usage	Use of school padlock	\$5.00 fee if damaged or not returned at the end of the year.				
Extracurricular and other programs	General Description of Fee or Material	\$ Amount of Fee (Anticipated or Maximum) or Specific Material Required				
Athletic Programs						
1. Admission	Spectator fees for admission to events	\$5.00 per event maximum. Students may purchase an Activity Ticket for \$30.00 per year. For District and Conference events hosted by the School, cost to be set by NSAA but not to exceed \$20.00 per event.				
2. Athletic Physicals	NSAA required athletic physicals	Cost varies; payable directly to student's physician or clinic.				
3. Equipment and	Students are responsible for required equipment and attire appropriate to the sport or activity which are not provided by the school, and are responsible for any optional clothing, equipment, or other items associated with the sport or activity. Uniform items are checked out to students. If lost or damaged students will be assessed fees in the amount of	Required items include athletic undergarments (supporter, bra, socks and undershirts), practice attire, including shorts, shirts, socks and shoes suitable for the activity, and dress attire suitable for team travel. Optional items for which students are responsible include: personal athletic bags, hair ties, sweat bands, non-required gloves, swim goggles, towels, forearm pads and personal medical devices (braces, orthopedic inserts, etc.). Additional required items for particular sports or activities include: <table border="1" data-bbox="966 1785 1485 1890"> <tr> <td>Basketball</td> <td>No additional</td> </tr> <tr> <td>Football</td> <td>Mouthpiece</td> </tr> </table>	Basketball	No additional	Football	Mouthpiece
Basketball	No additional					
Football	Mouthpiece					

attire	replacement cost.	Golf	Golf bag & clubs
		Speech	Dress attire; copies of research
		Track	Shoes
		Volleyball	Volleyball knee pads
		Wrestling	Wrestling head gear
		Dance Team	Shoes, approved uniforms (top & skirt; jacket), poms and other accessories
4. Travel meals	Meals	Students are responsible for their own meals while traveling.	
5. Locker use	Padlock for locker	\$5.00 fee if damaged or not returned at the end of the year.	
6. Camps and clinics	Registration and other costs of camps or clinics	Students are responsible for the cost of all clinics, camps and conditioning programs. Any personal items purchased at camps or clinics, such as t-shirts, shall be at the student's expense.	
8. Marching Band and Musical Groups	Equipment and attire.	Students will be responsible for the same costs as are set out for the athletic program. Students will be responsible for supplying their own musical instruments and accessories and for their own uniforms. Instrument Rental Fee is \$20.00 per semester or \$40 per year for use of school owned instrument. Uniforms for the marching band will be supplied by the school; students may be required to pay a refundable band uniform rental fee of up to \$50.00.	
Music Optional Show Choir	Coordinating group attire	Students will pay for outfits selected by the group. Cost will be based on selection at a maximum of \$150	
Clubs/Organizations			
FFA	State & national dues, meals and activities	Annual dues not to exceed \$50.00 per club.	

Future Career/ Community Leaders (FCCLA)	State & national dues, meals and activities	Annual dues not to exceed \$50.00 per club.
National Honor Society	State & national dues, meals and activities	Currently no dues required. Annual dues not to exceed \$50.00 per club.
Student Council	State & national dues, meals and activities	Annual dues not to exceed \$50.00 per club.
Social & Recognition Activities		
1. School plays, musicals and social activities	Admission to events	\$10.00 per play or activity
2. School dances	Admission to prom, homecoming, etc.	Up to \$10.00 per event
3. Class dues		Currently no dues are assessed. Each of the six secondary classes may assess its members an amount not to exceed \$50.00 annually for rental and decoration of dance facilities, punch and snacks at social activities, memorials and recognition plaques, flowers, and cards, and similar class activities. The payment of such an assessment shall be strictly voluntary, but students who do not pay may be denied admission to extracurricular activities supported by the class dues.
4. Picture Packets	Optional - Pictures are still taken for use in school yearbook.	Students purchase packets as desired and pay directly to photo company.
5. Senior recognition assessment	Optional graduation activities	Participation in class activities attendant to graduation (such as being part of the composite picture, special yearbook pages, etc.) is not required in order for students to receive their high school diploma. Students who choose to participate will be required to pay the cost of the items involved in the graduation ceremony and attendant class activities. These may include the rental of graduation robes, caps, tassels, class flowers, one mother's flower, class gift, yearbook picture page, and class composite picture.

6. Trips	Transportation, lodging, meals, admission to events, etc.	<p>For the extracurricular and options trip – Senior Trip students will be responsible for meals. Students are responsible for costs of school sponsored trips where the trip is an extracurricular activity. The maximum costs of such trips will be \$2,000 per student.</p> <p>If the trip is not school sponsored, the costs of the trip are not subject to this policy and no fee waivers will apply. A trip is not school sponsored if: it is not supervised or administered by the school, attendance on the trip does not count towards graduation credit or grade advancement, and participation on the trip is voluntary for students.</p>
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Board Reviewed: July 2018

Friend Public School Evaluation – Counselor Position

	Meets District Standards	Does Not Meet District Standards
Planning and Preparation.		
1. The Counselor is prepared and ready for work each and every day.		
2. The purpose of the Counselor’s objectives are clear.		
3. Information is organized and presented in a way that is easy to understand.		
4. The Counselor provides information and materials in an effective and focused manner.		
5. The Counselor utilizes planning opportunities to prepare for students.		
Student Learning.		
1. The Counselor communicates lessons clearly with students in a manner that is appropriate to the student.		
2. The Counselor evaluates student learning, procures student feedback and adjusts instruction, on an as-needed basis.		
3. The Counselor actively involves students in learning objectives.		
4. The Counselor teaches students appropriate lessons and provides adequate instruction.		
5. The Counselor helps students identify connections between different subject areas.		
6. The Counselor utilizes appropriate strategies for instruction, student resources, and other tasks to materials are provided to accommodate each student’s learning needs.		
7. The Counselor timely responds to students with appropriate feedback.		
8. The Counselor helps students understand the connections between the classroom and real world.		
Curriculum.		
1. The Counselor has a strong grasp of the District curriculum.		
2. The Counselor understands the District curriculum and what is expected of the Counselor.		
3. The Counselor conducts her instruction and strategy in compliance with the District curriculum.		
Student Services.		
1. The Counselor holds counseling sessions in a professional and appropriate manner.		
2. The Counselor can develop positive, professional and trusting relationships with students.		
3. Applies group techniques with students whenever the situation warrants this approach.		
4. The Counselor assists students with their needs, including identifying solutions to problems and offering solutions to students.		
5. The Counselor serves as a representative of the District in the community and builds relationships with outside agencies.		
6. The Counselor readily meets with others (such as parents, colleagues and community members) to fulfill the Counselor’s responsibilities and to improve District relationships with such other persons.		
7. The Counselor keeps parents informed of student progress, concerns and other matters, when appropriate.		
8. The Counselor speaks professionally and respectfully about students.		

Friend Public School Evaluation – Counselor Position

9. The Counselor maintains student confidentiality, as appropriate.		
10. The Counselor fosters and maintains a positive culture where students feel comfortable and are ready to learn.		
Staff Services		
1. The Counselor aids in developing or compiling data to assist the District with analyzing student statistics or feedback.		
2. The Counselor collaborates with the Administration to develop ways to improve the District curriculum.		
3. The Counselor collaborates with faculty and staff to resolve outstanding issues with students.		
Professional Obligations.		
1. The Counselor is reliable and punctual.		
2. The Counselor maintains accurate data, as directed.		
3. The Counselor complies with Administrative directives, Board Policy and the applicable handbook.		
4. The Counselor is professional and productive while serving on building/District committees, as assigned.		
5. The Counselor performs other duties, as assigned, in a professional and appropriate manner.		

Signature indicates that the appraisal conference has been held, and that the appraisee has seen, but does not necessarily concur, with this report.

Date of Appraisal Conference

Counselor's Signature

Principal's Signature

Friend Public Schools K-12 Counselor Job Description

It is the policy of Friend Public Schools to not discriminate on the basis of sex, disability, race, color, religion, veteran status, national or ethnic origin, age, marital status, pregnancy, childbirth or related medical condition, or other protected status in its educational programs, admission policies, employment policies or other administered programs. Persons requiring accommodations to apply and/or be considered for positions are asked to make their request to the Superintendent.

- A. Job Title:** K-12 Counselor
- B. Department:** Counseling
- C. Education Level and Certification:** Bachelors degree or higher required. Certificated position; Nebraska Administrative and Supervisory Certificate with Curriculum Supervisor endorsement is required. Experience in developing curricula and conducting courses is required.
- D. Reports To:** Superintendent
- E. Performance Responsibilities and Job Tasks**

The primary responsibility of the K-12 that provide guidelines to educators and instructors for developing curricula and conducting courses for the school district.

1. Counsel students regarding educational issues such as school adjustment, truancy, and study habits.
2. Counsel students to help them understand and overcome personal, social, or behavioral problems affecting their education or personal situations that may impact on their education.
3. Maintain accurate and complete student records as required by laws, district policies, and administrative regulations.
4. Confer with parents or guardians, teachers, other counselors, and administrators to resolve students' behavioral, academic, and other problems. Utilize resources to effectively communicate with others with different communication abilities (e.g. non-English speaking, hearing impaired).
5. Provide crisis intervention to students when difficult situations occur at schools.
6. Identify cases involving domestic abuse or other family problems affecting students' development.
7. Meet with parents and guardians to discuss their children's progress, and to determine their priorities for their children and their resource needs.
8. Prepare students for later educational experiences by encouraging them to explore learning opportunities and to persevere with challenging tasks.
9. Encourage students and/or parents to seek additional assistance from mental health professionals or other community resources when necessary.
10. Observe and evaluate students' performance, behavior, social development, and physical health.

11. Enforce all administration policies and rules governing students.
12. Meet with other professionals to discuss individual students' needs and progress.
13. Evaluate students' abilities, interests, and personality characteristics using tests, records, interviews, and professional sources.
14. Collaborate with teachers and administrators in the development, evaluation, and revision of school programs.
15. Teach classes and present self-help or information sessions on subjects related to education, careers, and appropriate social behaviors.
16. Establish and enforce behavioral rules and procedures to maintain order among students.
17. Conduct follow-up interviews with student counselees to determine if their needs have been met.
18. Attend professional meetings, educational conferences, and teacher training workshops, in order to maintain and improve professional competence.
19. Prepare reports on students and activities as required by administration.
20. Plan and conduct orientation programs and group conferences to promote the adjustment of students to new life experiences such as starting a new school or a new grade level.
21. Assess needs for assistance such as rehabilitation and refer students to the appropriate school program for services.
22. Address community groups, faculty, and staff members to explain available counseling services.
23. Attend staff meetings, and serve on committees as required.
24. Compile and study educational information to assist counselees in determining and carrying out educational objectives.
25. Review transcripts, evaluate students' educational abilities and developmental levels and communicate with students and parents or guardians to ensure readiness to begin school and to ensure that students are placed in the appropriate grade levels and appropriate educational programs.
26. Provide special services such as alcohol and drug prevention programs, anti-bullying programs, and classes that teach students to handle conflicts without resorting to violence.
27. Establish and supervise peer counseling and peer tutoring programs as directed by supervisor.

1. Relationship with Superintendent

- a. Attend and participate in Board meetings and its committees as requested by the Superintendent.
- b. Prepare and submit to the Superintendent and administrative team recommendations relative to all matters within the scope of the K-12 Counselor position that require Board action, placing before the Superintendent and administrative team such necessary and helpful facts, information, and reports as are needed to ensure the making of informed decisions.

- c. Submit to the Superintendent explanation of any proposed procedure that would involve either departure from established policy or the expenditure of substantial sums.
- d. Act on own discretion if emergency action is necessary in any matter not covered by Board policy, report such action to the Superintendent as soon as practicable, and recommend policy in order to provide guidance in the future.
- e. Maintain current knowledge of organizational policies and procedures, federal and state policies and directives, as well as proposed legislation impacting curriculum and assessment, and inform the Superintendent of significant developments in these areas.
- f. Serve as a leader to assist the Superintendent to develop a vision for the school district's curriculum and assessment and a comprehensive long-range plan. Recommend to the Superintendent, annually, district-wide goals and monitor and report on the progress toward achieving established goals.
- g. Confer periodically with professional and lay groups concerning the school programs and transmit to the Superintendent and administrative team suggestions gained from such conferences.

2. School/Community Relations

- a. Represent the school before the public and establish and maintain a program of public relations to keep the public well-informed of the programs and activities, policies and practices, and needs and successes of the school, so as to promote a positive relationship between the school and the community.
- b. Confer periodically with professional and lay groups and transmit to the Superintendent suggestions gained from such conferences.
- c. Develop school partnerships with businesses, communities, and other organizations to help meet identified educational needs and to provide school-to-work programs.
- d. Maintain open lines of communication and cooperative working relationships with other government agencies. When appropriate, attend meetings of other government agencies to advance the interests of the school district.
- e. Maintain positive relations between the school and local media.

3. General Responsibilities

- a. Complete, or oversee the completion of, within the scope of the K-12 Counselor responsibilities, all reports and forms required by the Nebraska Department of Education and other governmental agencies and ensure that such reports and forms are submitted on or before the due date.
- b. Maintain directly or through delegation such records that are required by law or by Board policy. Serve as the custodian for such school records.
- c. Maintain confidentiality of information concerning staff, students, and parents in accordance with law and District rules.
- d. Adhere to the code of ethics of the District, the Nebraska Department of Education (NDE Rule 27) and the American Association of School Administrators. The K-12 Counselor and Curriculum and Assessment Director must serve as a positive role model for staff and students.

- e. Perform other tasks or duties as assigned by the Board or the Superintendent.

F. Required Knowledge

The K-12 Counselor is to possess and effectively utilize knowledge in the following areas:

1. Education and Training—Knowledge of principles and methods for curriculum and training design, teaching and instruction for individuals and groups, and the measurement of training effects.
2. English Language—Knowledge of the structure and content of the English language including the meaning and spelling of words, rules of composition, and grammar.
3. Psychology—Knowledge of human behavior and performance; individual differences in ability, personality, and interests; learning and motivation; psychological research methods; and the assessment and treatment of behavioral and affective disorders.
4. Administration and Management—Knowledge of business and management principles involved in strategic planning, resource allocation, human resources modeling, leadership technique, production methods, and coordination of people and resources.
5. Customer and Personal Service—Knowledge of principles and processes for providing customer and personal services. This includes customer needs assessment, meeting quality standards for services, and evaluation of customer satisfaction.
6. Sociology and Anthropology—Knowledge of group behavior and dynamics, societal trends and influences, human migrations, ethnicity, cultures and their history and origins.
7. Communications and Media—Knowledge of media production, communication, and dissemination techniques and methods. This includes alternative ways to inform and entertain via written, oral, and visual media.
8. Therapy and Counseling—Knowledge of principles, methods, and procedures for diagnosis, treatment, and rehabilitation of physical and mental dysfunctions, and for career counseling and guidance.
9. Public Safety and Security—Knowledge of relevant equipment, policies, procedures, and strategies to promote effective local, state, or national security operations for the protection of people, data, property, and institutions.

G. Required Skills and Abilities

The K-12 Counselor is to possess and effectively utilize the following skills and abilities:

1. Communication:
 - a. Written Comprehension—The ability to read and understand information and ideas presented in writing.

- b. Oral Comprehension and Listening—The ability to listen to and understand information and ideas presented through spoken words and sentences. The ability to identify and understand the speech of another person.
 - c. Oral Expression—The ability to communicate information and ideas in speaking so others will understand.
 - d. Reading Comprehension—Understanding written sentences and paragraphs in work related documents.
 - e. Speaking—Talking to others to convey information effectively. The ability to speak clearly so others can understand you. The ability to communicate information and ideas in speaking so others will understand.
 - f. Learning Strategies—Selecting and using training/instructional methods and procedures appropriate for the situation when learning or teaching new things.
 - g. Writing—Communicating effectively in writing as appropriate for the needs of the audience. The ability to communicate information and ideas in writing so others will understand.
 - h. Active Learning—Understanding the implications of new information for both current and future problem-solving and decision-making.
 - i. Active Listening—Giving full attention to what other people are saying, taking time to understand the points being made, asking questions as appropriate, and not interrupting at inappropriate times. The ability to identify and understand the speech of another person.
 - j. Monitoring—Monitoring/Assessing performance of yourself, other individuals, or organizations to make improvements or take corrective action.
 - k. Coordination—Adjusting actions in relation to others' actions.
 - l. Instructing—Teaching others how to do something.
 - m. Complex Problem Solving—Identifying complex problems and reviewing related information to develop and evaluate options and implement solutions.
 - n. Critical Thinking—Using logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions or approaches to problems.
 - o. Social Perceptiveness—Being aware of others' reactions and understanding why they react as they do.
 - p. Time Management—Managing one's own time and the time of others.
 - q. Judgment and Decision Making—Considering the relative costs and benefits of potential actions to choose the most appropriate one.
 - r. Service Orientation—Actively looking for ways to help people.
2. Management of Personnel Resources—Motivating, developing, and directing people as they work, identifying the best people for the job.
 3. Negotiation—Bringing others together and trying to reconcile differences.
 4. Persuasion—Persuading others to change their minds or behavior.
 5. Systems Analysis—Determining how a system should work and how changes in conditions, operations, and the environment will affect outcomes.
 6. Systems Evaluation—Identifying measures or indicators of system performance and the actions needed to improve or correct performance, relative to the goals of the system.
 7. Deductive Reasoning—The ability to apply general rules to specific problems to produce answers that make sense.

8. Inductive Reasoning—The ability to combine pieces of information to form general rules or conclusions (includes finding a relationship among seemingly unrelated events).
9. Information Ordering—The ability to arrange things or actions in a certain order or pattern according to a specific rule or set of rules (e.g., patterns of numbers, letters, words, pictures, mathematical operations).
10. Problem Sensitivity—The ability to tell when something is wrong or is likely to go wrong.
11. Near Vision—The ability to see details at close range (within a few feet of the observer).
12. Originality—The ability to come up with unusual or clever ideas about a given topic or situation, or to develop creative ways to solve a problem.
13. Category Flexibility—The ability to generate or use different sets of rules for combining or grouping things in different ways.
14. Fluency of Ideas—The ability to come up with a number of ideas about a topic (the number of ideas is important, not their quality, correctness, or creativity).
15. Memorization—The ability to remember information such as words, numbers, pictures, and procedures.
16. Selective Attention—The ability to concentrate on a task over a period of time without being distracted.
17. Far Vision—The ability to see details at a distance.
18. Flexibility of Closure—The ability to identify or detect a known pattern (a figure, object, word, or sound) that is hidden in other distracting material.
19. Time Sharing—The ability to shift back and forth between two or more activities or sources of information (such as speech, sounds, touch, or other sources).
20. Mathematical Reasoning—The ability to choose the right mathematical methods or formulas to solve a problem.
21. Speed of Closure—The ability to quickly make sense of, combine, and organize information into meaningful patterns.

H. Work Activities

The K-12 Counselor is to perform the following work activities:

1. Communicating—Providing information to the Board, administrators, and employees by telephone, in written form, e-mail, or in person; collaborate with other agencies and institutions to coordinate educational matters; in meetings of the Board, committees, or staff meetings. Communicating with people outside the school district, representing the school district to the public, government agencies, and other external sources. This information can be exchanged in person, in writing, or by telephone or e-mail; in meetings, conferences, or presentations.
2. Training and Teaching Others—Identifying the educational needs of others, developing formal educational or training programs or classes, and teaching or instructing others; train staff members.
3. Getting Information—Observing, receiving, and otherwise obtaining information from all relevant sources.

4. Monitor Processes, Materials, or Surroundings—Monitoring and reviewing information from materials, events, or the environment, to detect or assess problems; enforce rules or policies governing student behavior.
5. Updating and Using Relevant Knowledge—Keeping up-to-date technically and applying new knowledge to your job; research topics in area of expertise.
6. Coaching and Developing Others—Identifying the developmental needs of others and coaching, mentoring, or otherwise helping others to improve their knowledge or skills.
7. Developing Objectives and Strategies—Establishing long-range objectives and specifying the strategies and actions to achieve them.
8. Establishing and Maintaining Interpersonal Relationships—Developing constructive and cooperative working relationships with others, and maintaining them over time.
9. Organizing, Planning, and Prioritizing Work—Developing specific goals and plans to prioritize, organize, and accomplish your work.
10. Identifying Objects, Actions, and Events—Identifying information by categorizing, estimating, recognizing differences or similarities, and detecting changes in circumstances or events.
11. Judging the Qualities of Things, Services, or People—Assessing the value, importance, or quality of things or people; assess education needs of students; evaluate effectiveness of educational programs; evaluate performance of educational staff.
12. Making Decisions and Solving Problems—Analyzing information and evaluating results to choose the best solution and solve problems.
13. Evaluating Information to Determine Compliance with Standards—Using relevant information and individual judgment to determine whether events or processes comply with laws, regulations, or standards.
14. Analyzing Data or Information—Identifying the underlying principles, reasons, or facts of information by breaking down information or data into separate parts.
15. Guiding, Directing, and Motivating Subordinates—Providing guidance and direction to subordinates, including setting performance standards and monitoring performance.
16. Communicating with Persons Outside Organization—Communicating with people outside the organization, representing the organization to customers, the public, government, and other external sources. This information can be exchanged in person, in writing, or by telephone or e-mail.
17. Resolving Conflicts and Negotiating with Others—Handling complaints, settling disputes, and resolving grievances and conflicts, or otherwise negotiating with others.
18. Thinking Creatively—Developing, designing, or creating new applications, ideas, relationships, systems, or products, including artistic contributions.
19. Developing and Building Teams—Encouraging and building mutual trust, respect, and cooperation among team members.
20. Interpreting the Meaning of Information for Others—Translating or explaining what information means and how it can be used.

21. Coordinating the Work and Activities of Others—Getting members of a group to work together to accomplish tasks.
22. Provide Consultation and Advice to Others—Providing guidance and expert advice to management or other groups on technical, systems-, or process-related topics.
23. Scheduling Work and Activities—Scheduling events, programs, and activities, as well as the work of others.
24. Performing Administrative Activities—Performing day-to-day administrative tasks such as maintaining information files and processing paperwork.
25. Processing Information—Compiling, coding, categorizing, calculating, tabulating, auditing, or verifying information or data.
26. Interacting With Computers—Using computers and computer systems (including hardware and software) to program, write software, set up functions, enter data, or process information.
27. Documenting/Recording Information—Entering, transcribing, recording, storing, or maintaining information in written or electronic/magnetic form.
28. Performing for or Working Directly with the Public—Performing for people or dealing directly with the public. This includes serving customers in restaurants and stores, and receiving clients or guests.
29. Staffing Organizational Units—Recruiting, interviewing, selecting, hiring, and promoting employees in an organization.
30. Assisting and Caring for Others—Providing personal assistance, medical attention, emotional support, or other personal care to others such as coworkers, customers, or patients.
31. Selling or Influencing Others—Convincing others to buy merchandise/goods or to otherwise change their minds or actions.

I. Required Employee Characteristics

The K-12 Counselor is to possess and exhibit the following characteristics:

1. Dependability—Job requires being reliable, responsible, and dependable, and fulfilling obligations.
2. Cooperation—Job requires being pleasant with others on the job and displaying a good-natured, cooperative attitude.
3. Concern for Others—Job requires being sensitive to others' needs and feelings and being understanding and helpful on the job.
4. Initiative—Job requires a willingness to take on responsibilities and challenges.
5. Self Control—Job requires maintaining composure, keeping emotions in check, controlling anger, and avoiding aggressive behavior, even in very difficult situations.
6. Leadership—Job requires a willingness to lead, take charge, and offer opinions and direction.
7. Attention to Detail—Job requires being careful about detail and thorough in completing work tasks.
8. Integrity—Job requires being honest and ethical.

9. Persistence—Job requires persistence in the face of obstacles.
10. Adaptability/Flexibility—Job requires being open to change (positive or negative) and to considerable variety in the workplace.
11. Social Orientation—Job requires preferring to work with others rather than alone, and being personally connected with others on the job.
12. Stress Tolerance—Job requires accepting criticism and dealing calmly and effectively with high stress situations.
13. Achievement/Effort—Job requires establishing and maintaining personally challenging achievement goals and exerting effort toward mastering tasks.
14. Independence—Job requires developing one's own ways of doing things, guiding oneself with little or no supervision, and depending on oneself to get things done.
15. Analytical Thinking—Job requires analyzing information and using logic to address work-related issues and problems.
16. Innovation—Job requires creativity and alternative thinking to develop new ideas for and answers to work-related problems.
17. Independence—Occupations that satisfy this work value allow employees to work on their own and make decisions. Corresponding needs are Creativity, Responsibility and Autonomy.
18. Relationships—Occupations that satisfy this work value allow employees to provide service to others and work with co-workers in a friendly non-competitive environment. Corresponding needs are Co-workers, Moral Values and Social Service.
19. Achievement—Occupations that satisfy this work value are results oriented and allow employees to use their strongest abilities, giving them a feeling of accomplishment. Corresponding needs are Ability Utilization and Achievement.
20. Working Conditions—Occupations that satisfy this work value offer job security and good working conditions. Corresponding needs are Activity, Compensation, Independence, Security, Variety and Working Conditions.
21. Recognition—Occupations that satisfy this work value offer advancement, potential for leadership, and are often considered prestigious. Corresponding needs are Advancement, Authority, Recognition and Social Status.

J. Working Conditions

1. Inside offices and classrooms.

K. FLSA Status: Exempt.

1. Executive exemption: The primary duty of the employee is the management of a department or subdivision. The employee customarily and regularly directs the work of two or more other employees and has authority to hire or fire other employees or the employee's recommendations as to hiring, firing, promotion or other change of status of other employees are given particular weight.
2. Administrative exemption: The employee has the primary duty of performing office or non-manual work directly related to the development of instructional material, coordinating educational content, and incorporating current technology

in specialized fields that provide guidelines to educators and instructors for developing curricula and conducting courses for the school district.

- L. Essential Functions:** The essential functions of the K-12 Counselor and Curriculum and Assessment Director position include: (1) regular, dependable attendance on the job; (2) the ability to perform the identified tasks and to possess and utilize the identified knowledge, skills, and abilities and to perform the identified work activities; and, (3) the ability to perform the following identified physical requirements:

Community RelationsMemorial Policy

The loss of a loved one is always very difficult and the desire to remember that loved one is significant. The staff and administration of Friend Public Schools will adhere to the following guidelines when memorializing deceased students and staff.

GuidelinesDuring the School Day

1. School will not be routinely dismissed for funerals; exceptions will be made for enrolled students or staff member's funerals. The administration will have the sole discretion to determine whether or not to dismiss school and which grades will be dismissed to facilitate funeral attendance.
2. Students will be required to bring written permission from parents to attend funerals if school is not dismissed for the funeral.
3. Using school grounds or facilities for funerals of students or staff will be discouraged.
4. Parents need to provide for the transportation needs of their students to and from the funeral as well as the emotional support necessary before, during, and after the service. It is for those reasons that Friend Public Schools will not transport students to and from funerals.

Current Students and Staff

5. Memorials will only be allowed for those students who were enrolled in Friend Public Schools at the time of their death or for staff who were serving the district at the time of their death. Memorials will not be allowed in instances of suicide.

Permissible Memorials

6. Any memorial must be of the form and content so as to memorialize the deceased student or staff member without disrupting the operation of the District.
7. Under no circumstance will any memorial be required to be maintained or monitored in any way by any District staff member. This includes any living memorial (such as trees, bushes, shrubs and the like) or any object that requires attention from a staff member, electricity or wireless internet access.
8. No memorials will be acceptable that require the retirement or discontinued use of school property.
9. Items that, in the Board and Superintendent's discretion, improve the school campus (such as benches, sidewalks and the like) may be accepted.
10. No memorials will be acceptable that infringe on the separation of church and state.
11. No memorials will be acceptable that require the use of public funds for purchase, development, or maintenance.

Money Donation

12. Anyone donating money to the school on behalf of the deceased may make suggestions on how the money is to be used, but the final determination of how the funds will be used will be made by the Superintendent and the Friend Board of Education. Once money is donated, the donor may not receive a refund of any amount.
13. The class of the student may choose to honor the deceased at their class's graduation ceremony, provided that the method of memorializing the student will not cause a disruption at the graduation ceremony, will not detract from the celebration of graduation and graduates and has been approved by the deceased's family, the senior class sponsors, and the principal.
14. No scholarships or awards in the deceased's name will be arranged by the school. Scholarships or awards in the deceased's name that are established by outside organizations or individuals will be allowed by approval of the Superintendent.
15. Publications in the school's newspaper, yearbook, or webpage that memorialize the deceased must be approved by the Superintendent and by the parent(s) of the deceased.
16. The Board of Education recognizes the guidelines listed above are not an all encompassing list and respectfully reserve the right to exercise its best judgment for those instances not covered by the guidelines appearing above.

Date of Adoption: _____

BusinessVideo Surveillance

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

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

Students shall not be permitted to view the monitors. Students shall not be permitted to view recorded video except where the individual student is the focus of the recorded video.

5. Use of Video Recordings. Video records may be used as a basis for student or employee disciplinary action and for making reports to law enforcement.
6. Video Recordings as Education Records. Video recordings which are considered to be "education records" within the scope of FERPA shall be maintained in accordance with FERPA and other applicable laws. A video recording may be considered an education record when a specific student is the focus of the video recording.

For example, if the video recording shows a student violating a school rule, the video recording is an education record of that student. It may be viewed on request by that student's parent (or the student if age 18 or older). The video recording may not be viewed by, nor will a copy be given to, others without the parent's written consent unless a FERPA exception exists.

In the event more than one student is a focal point of the video recording, it may be an education record of each such student. This would be the case, for example, if two students are recorded fighting. In that event, the school would allow both set of parents an opportunity on request to view the video, but will not give a copy of the video to either set of parents, without the written consent of the other student's parent.

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

Legal Reference: Family Educational Rights and Privacy Act, 20 U.S.C. § 1232(g) (34 C.F.R Part 99)
State Records Administrator Guidelines:
Schedule 10: Records of Local School Districts (Feb. 1989)
Schedule 24: Local Agencies General Records (March 2005)
Electronic Imaging Guidelines (March 2003)

Date of Adoption: [Insert Date]

StudentsGraduation

To participate in commencement exercises or receive a Friend Public Schools diploma a student must fully complete all requirements for graduation prior to the official commencement exercises, and complete other administrative requirements or conditions.

It shall be the policy of Friend Public Schools that to be eligible for graduation from Friend High School, the candidate must have earned a minimum of 240 semester hours credit in grades 9 through 12 inclusive.

Further eligibility for graduation shall require the candidate to present a minimum of 40 earned semester hours credit during the school year in which he/she intends to graduate. Credit hours will be computed in accordance with the Nebraska Department of Education.

Satisfactory completion of the following courses must be presented in the candidate's record:

English	40 semester hours
Speech	5 semester hours
Social Sciences	35 semester hours
Science	25 semester hours
Math	30 semester hours
P.E. & Health	20 semester hours
Electives	85 semester hours

Exceptions to these requirements may be made by the Board of Education upon the recommendation of the Superintendent, who will support the recommendation with justifiable reasons. A complete record of the recommendation and of the action taken upon it by the Board shall be included in the minutes. The candidates for graduation shall be presented to the Board of Education for approval.

Community Service Requirement for Graduation

In addition, in order to graduate, a student must complete at least 20 hours of community service or volunteer activities that have been approved by the Administration. The Administration will make a determination of whether an activity is approved or not approved by deciding whether the activity is designed to expose students to community service and to make students aware of the positive aspects of providing community service. A list of approved community service or volunteer activities will be kept current in the High School Principal's Office.

Purpose: To develop an awareness of citizenship and community responsibility among FPS 9-12 grade students. Students will be required to meet the following community interaction hours. The Friend Public School Board recognizes the learning experiences for students and serves to enhance school-community relations. The Board authorizes the administration to identify potential community service project and procedures, consideration shall be given to issue of safety and to the needs and opportunities of the students. Community service activities are intended to foster personal growth by:

- Helping students gain an understanding of community needs
- Providing students with opportunities to become active members of the community

- Offering experiences that allow students to become successful in working together to help others
- Introducing students to potential career choices in human service agencies and nonprofit organizations

Community Service Requirements

Students must complete a minimum of twenty (20) hours of community service in the course of four (4) high school years. (Giving more than twenty (20) hours is allowed and encouraged).

- Of the minimum stated above, students are recommended to complete five (5) hours of community service in each of their four (4) years of high school.
- For a student moving into the district, the student will be required to complete five (5) hours of community service for each year the student attends school in the district.
- A student can achieve the twenty (20) hour requirement at any point during his/her high school career.
- For a student who moves into the district after the first semester of their senior year, the requirement for community service will be waived by the board of Education.
- Community service hours required as part of a court ruling will not count toward the Friend Public School requirement.

Community Service Procedures

Student must:

- Obtain advance approval from a school administrator/counselor for all service experiences except those sponsored by organizations listed in the approved community service organization file located in the counselor's office.
- Obtain a time card from the school counselor before completing the service
- Ask the site supervisor to sign the timecard after each session worked
- Return the timecard to the school counselor to be placed in the students community service file so the file may be updated.
- Arrange his/her own service experiences not involving activities sponsored by organizations listed in the approved community service organization file.
- Students who are not part of the organizations listed in the community service organization file will be invited to participate in selected community service activities in which the organizations participate.
- Complete all community service hours outside of school time.
- To be considered community service, a student may receive no compensation.

Community Service Organizational File

Approved organizations with possible community service activities are:

FBLA (Future Business Leaders of America)

FFA (Future Farmers of America)

National Honor Society

A student who has not met the requirements for graduation but who has attended school regularly may, with the recommendation of the Superintendent, be granted a Certificate of Attendance.

Written notification will be made to parents of students who are in danger of not earning an academic diploma. It shall be required that the candidate have eight (8) semesters experience in grades 9-12. A certified letter will be sent to the parents of the student-at-risk for not graduating as predicted, at the beginning of the second semester.

Date of Adoption: June 11, 2011

Board Reviewed December 2011

