

**Board of Education Regular Meeting**

SALINE COUNTY SCHOOL DISTRICT 76-0068  
501 Main Street  
Friend, NE 68359-0067

Monday, August 12, 2019 7:30 PM

Nate Klenke: Present

Paul Segner: Absent

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

Motion to approve absent board member, Paul Segner Passed with a motion by Scott Vyhnalek and a second by Nancy Vossler.

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

Yea: 5, Nay: 0

4. Pledge of Allegiance
5. Approval of the agenda

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

Nate Klenke: Yea, Scott Spohn: Yea, Jamie Tuttle: Yea, Nancy Vossler: Yea, Scott Vyhnaek: Yea

Yea: 5, Nay: 0

## 6. Consent Agenda

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

Approve consent agenda, as presented, Passed with a motion by Nate Klenke and a second by Jamie Tuttle.

Nate Klenke: Yea, Scott Spohn: Yea, Jamie Tuttle: Yea, Nancy Vossler: Yea, Scott Vyhnaek: Yea

Yea: 5, Nay: 0

### 1. Minutes of prior meeting(s)

### 2. Treasurer's report

### 3. Receipts

### 4. Expenditures

### 5. Claims for payment

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

No discussion

### 8. Reports

#### 1. Committee:

#### 2. Administration

##### 1. Principal's Report

Mrs. Stutzman presented on all the back to school activities this week.

##### 2. Superintendent

We received a safety commendation from our insurance carrier, ALICAP. NASB Membership Meeting is September 4 in York. State Education conference will be in Omaha in November. NDE has new transportation training requirements; we will be

holding inservice for all staff later this year. Estimated enrollment is the same as last year, 248 total students. Total grants approved for the upcoming school year total \$181,000.

## 9. Action Items

### 1. Approve moving \$100,000 from the General Fund to the Depreciation Fund

Approve moving \$100,000 from the General Fund to the Depreciation Fund, allocating 50% to vehicle acquisition and 50% to technology. Passed with a motion by Nancy Vossler and a second by Nate Klenke.

Nate Klenke: Yea, Scott Spohn: Yea, Jamie Tuttle: Yea, Nancy Vossler: Yea, Scott Vyhnaek: Yea

Yea: 5, Nay: 0

### 2. Approve feasibility study with Exeter-Milligan

Approve feasibility study with Exeter-Milligan as shared by Paul Sheffield, with our cost not to exceed \$3,000 Passed with a motion by Jamie Tuttle and a second by Nancy Vossler.

Nate Klenke: Yea, Scott Spohn: Yea, Jamie Tuttle: Yea, Nancy Vossler: Yea, Scott Vyhnaek: Yea

Yea: 5, Nay: 0

### 3. Approve the rate of pay for the classified staff for the 2019-2020 school year.

Approve the 2019-2020 classified wages as proposed. Passed with a motion by Nate Klenke and a second by Jamie Tuttle.

Nate Klenke: Yea, Scott Spohn: Yea, Jamie Tuttle: Yea, Nancy Vossler: Yea, Scott Vyhnaek: Yea

Yea: 5, Nay: 0

### 4. Approve option enrollment resolution to set capacity for grades and programs. Policy 5006

Approve option enrollment resolution to set capacity for grades and programs, as presented in BOE Policy 5006 Passed with a motion by Nate Klenke and a second by Nancy Vossler.

Nate Klenke: Yea, Scott Spohn: Yea, Jamie Tuttle: Yea, Nancy Vossler: Yea, Scott Vyhnaek: Yea

Yea: 5, Nay: 0

### 5. Consideration and possible action to Review and Update policies: 4008, 4009,4011,4012,4013

Approve review and update to BOE policies: 4008, 4009, 4011, 4012, 4013 . Passed with a motion by Nancy Vossler and a second by Scott Vyhnalek.

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

Yea: 5, Nay: 0

6. Discuss, consider and approve the purchase of real estate located at 503 Pine Street, Friend, NE for the sum of \$51,000, and authorize the Superintendent to enter into any agreements to effectuate said purchase.

Approve purchase of real estate located at 503 Pine Street, Friend for \$51,000, and authorize the Superintendent to enter into any agreements to effectuate said purchase. Passed with a motion by Nate Klenke and a second by Scott Vyhnalek.

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

Yea: 5, Nay: 0

## 10. Discussion

### 1. Budget Update

Mr. Kraus presented on budgets, estimated valuations

### 2. Transportation waiver for activities and student driving

Mr. Kraus asked for feedback on the issue of transportation waivers for students driving to practice.

### 3. Bus Grant

Mr. Kraus ran thru the process of using the recently awarded bus grant.

11. Adjournment- Adjournment- The next regularly scheduled BOE meeting will be held on September 9, 2019 at 7:30 in the Friend Public School library.

Motion to adjourn at 8:30pm Passed with a motion by Jamie Tuttle and a second by Nancy Vossler.

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

Yea: 5, Nay: 0

**Board of Education Parental Involvement Hearing**  
SALINE COUNTY SCHOOL DISTRICT 76-0068

501 Main Street

Friend, NE 68359-0067

Tuesday, July 9, 2019 7:30 PM

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

1. Call to Order and Roll Call

2. Parent Involvement- Policy 6400 Review

3. Public Forum/Citizen's Requests/Comments Related to Agenda Item

No comment

4. Adjournment

Move to adjourn at 7:33pm 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  
Yea: 5, Nay: 0

**Board of Education Regular Meeting**  
SALINE COUNTY SCHOOL DISTRICT 76-0068  
501 Main Street  
Friend, NE 68359-0067  
Tuesday, July 9, 2019 7:40 PM

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

1. Call to Order and Roll Call

2. Notice of Open Meeting Act - Posted

3. Motion to excuse absent board members

Motion to approve absent board member, Scott Vyhnalek 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  
Yea: 5, Nay: 0

4. Pledge of Allegiance

5. Approval of the agenda

Motion to approve agenda 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  
Yea: 5, 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  
Yea: 5, 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.

### 7.1. FCCLA student update

FCCLA Sponsor Margo Houlden, and student members Kate Houlden and Blair Miller gave a presentation on their recent trip to Anaheim CA to the National FCCLA Conference.

## 8. Reports

### 8.1. Committee:

#### 8.1.1. Negotiations

Committee met July 3, 2019, and discussed Classified staff raises.

### 8.2. Administration

#### 8.2.1. Superintendent

Budget documents have been released by NDE and work has begun on the 19-20 budget. The NASB Area Membership Meeting is in September 4, 2019, in York. New water heater has been installed in elementary, new flooring in three elementary classrooms. Frameworks Accreditation is scheduled for March, 2020.

## 9. Action Items

9.1. Approve Michele Johnson-Clouse and David Kraus as authorized entities to act on behalf of the school district for the 2019-20 school year.

Approve Michele Johnson-Clouse and David Kraus as authorized entities to act on behalf of the school district for the 2019-20 school year. 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  
Yea: 5, Nay: 0

9.2. Reaffirm Parental Involvement Policy 6400 as written.

Reaffirm Parental Involvement Policy 6400 as written, 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  
Yea: 5, Nay: 0

9.3. Reaffirm Student Fee Policy 5416 and Appendix 5416z as written.

Reaffirm Student Fee Policy 5416 and Appendix 5416z as written, 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  
Yea: 5, Nay: 0

9.4. Approve the following policies: 1120 Tobacco, 3130 Purchasing, 3131 Procurement Plan, 4030 Wage Information, 5001 Admission Requirements, 5012 Military Recruiters, 5101 Student Discipline, 5103 Extracurricular Activity Discipline, 5104 Drug Policy, 5305 School Dances, 6211 Assessments Security, 6410 Family Engagement, 8151 Standing Committees, 8153 Standing Committee on American Civics.

Approve the following BOE policies: 1120 Tobacco, 3130 Purchasing, 3131 Procurement Plan, 4030 Wage Information, 5001 Admission Requirements, 5012 Military Recruiters, 5101 Student Discipline, 5103 Extracurricular Activity Discipline, 5104 Drug Policy, 5305 School Dances, 6211 Assessments Security, 6410 Family Engagement, 8151 Standing Committees, 8153

Standing Committee on American Civics, as presented, 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  
Yea: 5, Nay: 0

10. Notification of Next Meeting- The next regular scheduled board of education meeting will be held on August 12th at 7:30 in the Friend Public School Library.

#### 11. Closed Session

Board member moves that the board enter into closed session to discuss possible real estate purchase for the protection of the public's interest, at 8:15pm 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  
Yea: 5, Nay: 0

##### 11.1. Real Estate

Move to leave executive session at 8:34pm 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  
Yea: 5, Nay: 0

#### 12. Adjournment

Motion to adjourn at 8:34pm. 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  
Yea: 5, Nay: 0

**Board of Education Student Fee Hearing**  
SALINE COUNTY SCHOOL DISTRICT 76-0068  
501 Main Street  
Friend, NE 68359-0067  
Tuesday, July 9, 2019 7:35 PM

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

1. Call to Order and Roll Call

2. Student Fees- Policy 5416.

3. Public Forum/Citizen's Requests/Comments Related to Agenda Item  
No comment

4. Adjournment

Move to adjourn at 7:36pm Passed with a motion by Nancy Vossler and a second by Jamie Tuttle.

Nate Klenke: Yea, Paul Segner: Yea, Scott Spohn: Yea, Jamie Tuttle: Yea, Nancy Vossler: Yea  
Yea: 5, Nay: 0

Nancy J Vossler  
 Friend, Nebraska

Receipts from Ji		Jul-19 Account #1925	
Date	From	Type	
<b>General Fund</b>			
7/5/2019	Seward County Treas.	Disbursement	\$2,080.83
7/10/2019	Trans from Saving		\$80,000.00
7/11/2019	Activity Fund	VISA Purchase	\$3,051.27
7/12/2019	Fillmore County		\$1,006.74
7/24/2019	ESU6	Teacher Stipend	\$500.00
7/29/2019	Omaha World Herald	Refund	\$33.59
			<u>Total</u> <u>\$86,672.43</u>
<b>Special Building g Fund Checking</b>		<b>Account #2065</b>	
7/10/2019	Trans from Savings		\$8,699.69
			<u>Total</u> <u>\$8,699.69</u>
<b>General Fund Savings</b>		<b>Account #9889</b>	
7/15/2019	Saline County Treasurer		\$26,410.36
7/31/2019	Interest Paid		\$1,794.52
			<u>\$28,204.78</u>
<b>Depreciation Fund Savings</b>		<b>Account #9915</b>	
7/31/2019	Interest Paid		210.00
			<u>Total</u> <u>\$210.00</u>
<b>Special Building Fund Savings</b>		<b>Account #9902</b>	
7/5/2019	Seward County	Disbursement	\$15.19
7/12/2019	Fillmore County	Deposit	\$14.60
7/15/2019	Saline County		\$266.99
7/31/2019	Interest Paid		\$1,351.64
			<u>\$</u> <u>1,648.42</u>

Bond Fund Savings

Account #5055

7/12/2019	Filmore County	Deposit		\$162.07
7/15/2019	Saline County	Deposit	\$	12,620.79
7/31/2019	Interest Paid		\$	357.65
			Total	<u>\$ 13,140.51</u>

# Friend Public School

## Account Summary Report

## REVENUES

Cycle: FY18-19; Begin Date: 07/01/2019; End Date: 07/31/2019; Account Type: Revenue; Created On: 8/5/2019 11:59:08 AM

Account Code	Description	Actual -JULY	Budget (YTD)	Actual (YTD)	% of Budget
<b>GENERAL FUND</b>					
01-1-01100-000-000	LOCAL - TAXES LEVIED - SALINE COUNTY	(\$11,615.30)	(\$2,912,732.00)	(\$2,674,185.90)	91.81
01-1-01100-001-000	LOCAL - TAXES LEVIED - SEWARD COUNTY	\$0.00	(\$515,000.00)	(\$425,309.60)	82.58
01-1-01100-002-000	LOCAL - TAXES LEVIED - FILLMORE COUNTY	\$0.00	(\$20,000.00)	(\$18,132.62)	90.66
01-1-01115-000-000	LOCAL - CARLINE TAXES	\$0.00	(\$2,500.00)	(\$2,321.78)	92.87
01-1-01125-000-000	LOCAL - MOTOR VEHICLE TAXES	(\$8,415.22)	(\$165,000.00)	(\$150,640.17)	91.29
01-1-01510-000-000	LOCAL - INTEREST ON INVESTMENTS	(\$1,794.52)	(\$5,000.00)	(\$18,919.84)	378.39
01-1-01911-000-000	LOCAL - LOCAL LICENSE FEES	\$0.00	(\$750.00)	\$0.00	0.00
01-1-01925-000-000	LOCAL - Categ Grants - Non-Govt Source	\$0.00	\$0.00	(\$409.00)	0.00
01-1-02110-000-000	INTERMEDIATE - COUNTY FINES AND LICENSE FEES	(\$696.80)	(\$17,500.00)	(\$10,967.25)	62.67
01-1-02210-000-000	INTERMEDIATE - ESU RECEIPTS	(\$500.00)	(\$2,200.00)	(\$2,405.27)	109.33
01-1-03110-000-000	STATE - STATE AID	\$0.00	(\$48,427.00)	(\$48,427.00)	100.00
01-1-03120-000-000	STATE - SPED (SCHOOL AGE)	\$0.00	(\$150,000.00)	(\$242,756.00)	161.83
01-1-03125-000-000	STATE - SPED TRANSPORTATION (SCHOOL AGE)	\$0.00	(\$2,600.00)	\$0.00	0.00
01-1-03130-000-000	STATE - HOMESTEAD EXEMPTION	(\$5,044.75)	\$0.00	(\$25,223.75)	0.00
01-1-03131-000-000	STATE - PROPERTY TAX CREDIT	\$0.00	\$0.00	(\$140,988.67)	0.00
01-1-03134-000-000	STATE - PUBLIC SERVICE TAX CR	\$0.00	\$0.00	(\$97,309.77)	0.00
01-1-03180-000-000	STATE - PRO-RATE MOTOR VEHICLE	(\$3,725.76)	(\$5,000.00)	(\$12,067.36)	241.34
01-1-03400-000-000	STATE - STATE APPORTIONMENT	\$0.00	\$0.00	(\$31,145.11)	0.00
01-1-03535-000-000	STATE - PAYMENTS FOR HIGH ABILITY LEARNERS	\$0.00	(\$3,100.00)	(\$3,129.00)	100.93
01-1-04105-000-000	FEDERAL - UNIVERSAL SERVICES FUND (E-RATE)	\$0.00	(\$2,000.00)	\$0.00	0.00
01-1-04310-000-000	FEDERAL - REAP	\$0.00	\$0.00	(\$27,539.00)	0.00
01-1-04505-000-000	FEDERAL - TITLE I, PART A ESSA	\$0.00	(\$30,000.00)	(\$28,745.00)	95.81
01-1-04506-000-000	FEDERAL -TITLE I ACCOUNTABILITY ESSA	\$0.00	\$0.00	(\$1,609.00)	0.00
01-1-04512-000-000	FEDERAL - IDEA PART B (611) BASE	\$0.00	(\$20,000.00)	(\$14,782.00)	73.91
01-1-04516-000-000	FEDERAL - IDEA PRESCHOOL (619)	\$0.00	\$0.00	(\$1,487.00)	0.00
01-1-04519-000-000	FEDERAL - IDEA ENROLLMENT/POVERTY	\$0.00	\$0.00	(\$12,652.00)	0.00
01-1-04521-000-000	FEDERAL - IDEA PART B PROPORTIONATE SHARE	\$0.00	\$0.00	(\$2,323.00)	0.00
01-1-04708-000-000	FEDERAL - MEDICAID IN PUBLIC SCHOOLS (MIPS)	\$0.00	(\$5,000.00)	(\$3,636.90)	72.73
01-1-04709-000-000	FEDERAL - MEDICAID ADMIN ACTIVITIES (MAAPS)	\$0.00	\$0.00	(\$1,782.25)	0.00
01-1-05300-000-000	OTHER FINANCING - PROCEEDS- DISPOSAL OF REAL OR PP	\$0.00	(\$1,000.00)	(\$113.30)	11.33
01-1-05690-000-000	OTHER FINANCING - OTHER NON-REVENUE RECEIPTS	(\$33.59)	\$0.00	(\$6,112.25)	0.00
01-1-09005-903-000	NON-PROGRAM RECEIPTS - Interfund Loan from Nutrition Fund	\$0.00	\$0.00	(\$71,751.12)	0.00
01-1-09006-902-000	NON-PROGRAM RECEIPTS - Interfund Loan from Activity Fund	(\$3,051.27)	\$0.00	(\$21,807.46)	0.00
<b>Subtotal of Element: [Fund] 01 - GENERAL FUND</b>		<b>(\$34,877.21)</b>	<b>(\$3,907,809.00)</b>	<b>(\$4,098,678.37)</b>	<b>105%</b>

<b>DEPRECIATION FUND</b>					
02-1-01510-000-000	DEPR - INVESTMENT INCOME - Interest on Investments	(\$210.00)	(\$900.00)	(\$2,443.39)	271.48
02-1-05200-000-000	DEPR - OTHER FINANCING SOURCES - Trsf from General Fund	\$0.00	(\$100,000.00)	\$0.00	0.00
<b>Subtotal of Element: [Fund] 02 - Depreciation Fund</b>		<b>(\$210.00)</b>	<b>(\$100,900.00)</b>	<b>(\$2,443.39)</b>	<b>2%</b>
<b>SCHOOL NUTRITION FUND</b>					
06-1-01611-000-000	SN - DAILY SALES - SCHOOL LUNCH PROGRAM	\$0.00	(\$63,000.00)	(\$58,285.90)	92.51
06-1-01620-000-000	SN - DAILY SALES - STAFF	\$0.00	(\$2,000.00)	(\$2,839.55)	141.97
06-1-01990-000-000	SN - VENDING SALES	\$0.00	\$0.00	(\$387.76)	0.00
06-1-03150-000-000	SN - REVENUE FROM STATE REIMBURSEMENT	\$0.00	(\$32,514.00)	(\$55,203.40)	169.78
06-1-05200-000-000	SN - OTHER FINANCING SOURCES - Support from Gen Fund	\$0.00	(\$45,000.00)	(\$22,000.00)	48.88
06-1-05690-000-000	SN - OTHER NON-REVENUE RECEIPTS	\$0.00	\$0.00	(\$111.34)	0.00
<b>Subtotal of Element: [Fund] 06 - Lunch Fund</b>		<b>\$0.00</b>	<b>(\$142,514.00)</b>	<b>(\$138,827.95)</b>	<b>97%</b>
<b>BOND FUND</b>					
07-1-01100-000-000	BF - LOCAL - TAXES LEVIED - SALINE COUNTY	(\$11,539.38)	(\$551,500.00)	(\$510,522.14)	92.56
07-1-01100-001-000	BF - LOCAL - TAXES LEVIED - FILLMORE COUNTY	\$0.00	(\$3,500.00)	(\$2,936.87)	83.91
07-1-01115-000-000	BF - LOCAL - CARLINE TAXES	\$0.00	\$0.00	(\$375.83)	0.00
07-1-01510-000-000	BF - LOCAL - INVEST INCOME - INTEREST ON INVEST	(\$357.65)	\$0.00	(\$2,972.57)	0.00
07-1-03130-000-000	BF - STATE - HOMESTEAD EXEMPTION	(\$705.79)	\$0.00	(\$3,528.95)	0.00
07-1-03131-000-000	BF - STATE - PROPERTY TAX CREDIT	\$0.00	\$0.00	(\$16,909.78)	0.00
07-1-03134-000-000	BF - STATE - PUBLIC SERVICE CR	\$0.00	\$0.00	(\$15,658.47)	0.00
07-1-03180-000-000	BF - STATE - PRO-RATE MOTOR VEHICLE	(\$537.69)	\$0.00	(\$1,757.69)	0.00
07-1-09003-000-000	BF - NON-PROGRAM RECEIPTS - Interfund Loan from Special Building	\$0.00	\$0.00	(\$45,000.00)	0.00
<b>Subtotal of Element: [Fund] 07 - Bond Fund</b>		<b>(\$13,140.51)</b>	<b>(\$555,000.00)</b>	<b>(\$599,662.30)</b>	<b>108%</b>
<b>SPECIAL BUILDING FUND</b>					
08-1-01100-000-000	SB - LOCAL - TAXES LEVIED - SALINE COUNTY	(\$169.55)	(\$45,000.00)	(\$38,724.08)	86.05
08-1-01100-001-000	SB - LOCAL - TAXES LEVIED - SEWARD COUNTY	\$0.00	(\$4,500.00)	(\$6,157.07)	136.82
08-1-01100-002-000	SB - LOCAL - TAXES LEVIED - FILLMORE COUNTY	\$0.00	(\$500.00)	(\$262.48)	52.49
08-1-01115-000-000	SB - REVENUE FROM LOCAL SOURCES - CARLINE TAXES	\$0.00	\$0.00	(\$33.62)	0.00
08-1-01510-000-000	SB - INVESTMENT INCOME - INTEREST ON INVESTMENTS	(\$1,351.64)	(\$10,000.00)	(\$15,915.46)	159.15
08-1-03130-000-000	SB - REVENUE FROM STATE SOURCES - HOMESTEAD EXEMPTION	(\$73.18)	\$0.00	(\$365.90)	0.00
08-1-03131-000-000	SB - REVENUE FROM STATE SOURCES - PROPERTY TAX CREDIT	\$0.00	\$0.00	(\$2,044.53)	0.00
08-1-03134-000-000	SB - REVENUE FROM STATE SOURCES - PUBLIC SERVICE TAX CR	\$0.00	\$0.00	(\$1,411.23)	0.00
08-1-03180-000-000	SB - REVENUE FROM STATE SOURCES - PRO-RATE MOTOR	(\$54.05)	(\$1,000.00)	(\$174.60)	17.46
08-1-09002-000-000	SB - NON-PROGRAM RECEIPTS - Interfund Loan from Bond Fund	\$0.00	\$0.00	(\$45,000.00)	0.00
<b>Subtotal of Element: [Fund] 08 - Special Building Fund</b>		<b>(\$1,648.42)</b>	<b>(\$61,000.00)</b>	<b>(\$110,088.97)</b>	<b>180%</b>

# Friend Public School

## Account Summary Report

## EXPENDITURES

Cycle: FY18-19; Begin Date: 07/01/2019; End Date: 07/31/2019; Account Type: Expenditure; Created On: 8/5/2019 2:23:01 PM

Account Code	Description	Actual - JULY	Budget (YTD)	Actual (YTD)	% of Budget
<b>General Fund</b>					
01-2-01100-111-001-00	REG INST - Salaries - Teachers - Sec	\$46,761.17	\$562,000.00	\$514,171.05	91.48
01-2-01100-111-002-00	REG INST - Salaries - Teachers - Elem	\$34,181.76	\$412,000.00	\$375,251.01	91.08
01-2-01100-112-001-00	REG INST - Salaries - Paras and Assistants - Sec	\$0.00	\$9,900.00	\$8,434.16	85.19
01-2-01100-112-002-00	REG INST - Salaries - Paras and Assistants - Elem	\$0.00	\$20,000.00	\$12,642.94	63.21
01-2-01100-122-002-00	REG INST - Salaries - Substitute Paras - Elem	\$0.00	\$0.00	\$11,958.30	0.00
01-2-01100-123-001-00	REG INST - Salaries - Substitute Teachers - Sec	\$0.00	\$35,000.00	\$19,480.24	55.65
01-2-01100-123-002-00	REG INST - Salaries - Substitute Teachers - Elem	\$0.00	\$35,000.00	\$25,574.98	73.07
01-2-01100-151-001-00	REG INST - Addl Comp - Teachers - Extra Duty, Class Coverage -	\$7,008.47	\$84,500.00	\$86,953.17	102.90
01-2-01100-151-002-00	REG INST - Addl Comp - Teachers - Extra Duty, Class Coverage -	\$0.00	\$0.00	\$420.00	0.00
01-2-01100-152-001-00	REG INST - Addl Comp - NonCert Coaches - Extra Duty Pay - Sec	\$0.00	\$28,000.00	\$29,542.00	105.50
01-2-01100-211-001-00	REG INST - Group Insurance - BCBS - Teachers - Sec	\$15,038.69	\$175,000.00	\$175,235.30	100.13
01-2-01100-211-001-01	REG INST - Group Insurance - LTD - Teachers - Sec	\$261.09	\$3,100.00	\$2,871.99	92.64
01-2-01100-211-002-00	REG INST - Group Insurance - BCBS - Teachers - Elem	\$10,385.68	\$118,000.00	\$120,843.05	102.40
01-2-01100-211-002-01	REG INST - Group Insurance - LTD - Teachers - Elem	\$161.64	\$2,000.00	\$1,778.04	88.90
01-2-01100-212-001-01	REG INST - Group Insurance - LTD - Paras - Sec	\$0.00	\$50.00	\$59.31	118.62
01-2-01100-212-002-01	REG INST - Group Insurance - LTD - Paras - Elem	\$52.96	\$100.00	\$145.22	145.22
01-2-01100-221-001-00	REG INST - Social Security - Teachers - Sec	\$3,996.06	\$48,000.00	\$44,700.99	93.12
01-2-01100-221-002-00	REG INST - Social Security - Teachers - Elem	\$2,472.71	\$30,000.00	\$27,181.53	90.60
01-2-01100-222-001-00	REG INST - Social Security - Paras and Assistants - Sec	\$0.00	\$800.00	\$2,903.68	362.96
01-2-01100-222-002-00	REG INST - Social Security - Paras and Assistants - Elem	\$0.00	\$1,500.00	\$1,889.83	125.98
01-2-01100-223-001-00	REG INST - Social Security - Substitute Teachers - Sec	\$0.00	\$2,700.00	\$1,490.33	55.19
01-2-01100-223-002-00	REG INST - Social Security - Substitute Teachers - Elem	\$0.00	\$2,700.00	\$1,956.55	72.46
01-2-01100-231-001-00	REG INST - Retirement - Teachers - Sec	\$5,311.27	\$64,000.00	\$59,370.68	92.76
01-2-01100-231-002-00	REG INST - Retirement - Teachers - Elem	\$3,376.41	\$41,000.00	\$37,088.17	90.45
01-2-01100-232-001-00	REG INST - Retirement - Paras and Assistants - Sec	\$0.00	\$1,000.00	\$1,004.82	100.48
01-2-01100-232-002-00	REG INST - Retirement - Paras and Assistants - Elem	\$0.00	\$2,000.00	\$1,334.29	66.71
01-2-01100-271-001-00	REG INST - Workers Comp - Teachers - Sec	\$0.00	\$2,000.00	\$2,000.34	100.01
01-2-01100-271-002-00	REG INST - Workers Comp - Teachers - Elem	\$0.00	\$1,300.00	\$1,281.02	98.54
01-2-01100-272-001-00	REG INST - Workers Comp - Paras and Assistants - Sec	\$0.00	\$100.00	\$49.81	49.81
01-2-01100-272-002-00	REG INST - Workers Comp - Paras and Assistants - Elem	\$0.00	\$100.00	\$61.07	61.07
01-2-01100-281-001-00	REG INST - Health Benefits HSAs-- Teachers - Sec	\$0.00	\$0.00	\$1,772.64	0.00
01-2-01100-281-002-00	REG INST - Health Benefits HSAs-- Teachers - Elem	\$0.00	\$0.00	\$895.18	0.00
01-2-01100-291-001-00	REG INST - Other Employee Benefits - Teachers - Sec	\$93.75	\$900.00	\$1,163.75	129.30
01-2-01100-291-002-00	REG INST - Other Employee Benefits - Teachers - Elem	\$93.75	\$900.00	\$1,163.75	129.30
01-2-01100-330-001-00	REG INST - Employee Training - Sec	\$0.00	\$5,000.00	\$919.91	18.39

01-2-01100-330-002-00	REG INST - Employee Training - Elem	\$0.00	\$5,000.00	\$911.94	18.23
01-2-01100-333-001-00	REG INST - Mileage Paid to Staff - Sec	\$0.00	\$0.00	\$190.89	0.00
01-2-01100-340-001-MU	REG INST - Contracted Piano Accompanist - Sec	\$300.00	\$2,000.00	\$595.75	29.78
01-2-01100-382-001-SP	REG INST - Distance Ed - Spanish	\$0.00	\$12,000.00	\$10,200.00	85.00
01-2-01100-430-001-MU	REG INST - Repairs to Instruments - Sec	\$0.00	\$500.00	\$62.00	12.40
01-2-01100-443-001-00	REG INST - Lease/Usage - Copier - Sec	\$495.99	\$7,500.00	\$5,873.52	78.31
01-2-01100-443-002-00	REG INST - Lease/Usage - Copier - Elem	\$1,007.86	\$7,500.00	\$6,247.00	83.29
01-2-01100-580-001-00	REG INST - Travel - Sec	\$0.00	\$200.00	\$1,411.81	705.90
01-2-01100-580-002-00	REG INST - Travel - Elem	\$16.93	\$200.00	\$16.93	8.46
01-2-01100-610-001-00	REG INST - Teaching Supplies - Sec	\$95.60	\$123,985.00	\$2,947.08	2.37
01-2-01100-610-001-AG	REG INST - Supplies - Agri	\$0.00	\$1,000.00	\$947.95	94.79
01-2-01100-610-001-AR	REG INST - Supplies - Art - Sec	\$0.00	\$2,500.00	\$413.65	16.54
01-2-01100-610-001-FC	REG INST - Supplies - FACS	\$1,059.03	\$500.00	\$1,198.97	239.79
01-2-01100-610-001-LA	REG INST - Supplies - Lang Arts - Sec	\$9.07	\$3,000.00	\$9.07	0.30
01-2-01100-610-001-MA	REG INST - Supplies - Math - Sec	\$0.00	\$1,000.00	\$0.00	0.00
01-2-01100-610-001-MU	REG INST - Supplies - Music - Sec	\$0.00	\$3,000.00	\$1,082.22	36.07
01-2-01100-610-001-PE	REG INST - Supplies - PE/Health - Sec	\$0.00	\$1,000.00	\$176.57	17.65
01-2-01100-610-001-SC	REG INST - Supplies - Science - Sec	\$83.19	\$500.00	\$1,117.76	223.55
01-2-01100-610-001-SH	REG INST - Supplies - Shop	\$0.00	\$3,000.00	\$2,280.45	76.01
01-2-01100-610-001-SP	REG INST - Supplies - Spanish	\$0.00	\$500.00	\$0.00	0.00
01-2-01100-610-001-SS	REG INST - Supplies - Social Studies - Sec	\$49.48	\$1,000.00	\$374.68	37.46
01-2-01100-610-001-TE	REG INST - Supplies - Tech Classes - Sec	\$134.00	\$500.00	\$134.00	26.80
01-2-01100-610-002-00	REG INST - Supplies - Elem	\$1,292.49	\$126,795.00	\$6,424.23	5.06
01-2-01100-610-002-AR	REG INST - Supplies - Art - Elem	\$49.47	\$2,500.00	\$214.33	8.57
01-2-01100-610-002-LA	REG INST - Supplies - Lang Arts - Elem	\$0.00	\$3,000.00	\$585.67	19.52
01-2-01100-610-002-MA	REG INST - Supplies - Math - Elem	\$2,038.42	\$500.00	\$2,038.42	407.68
01-2-01100-610-002-MU	REG INST - Supplies - Music - Elem	\$0.00	\$2,000.00	\$349.41	17.47
01-2-01100-610-002-PE	REG INST - Supplies - PE/Health - Elem	\$0.00	\$1,000.00	\$0.00	0.00
01-2-01100-610-002-SC	REG INST - Supplies - Science - Elem	\$0.00	\$1,000.00	\$0.00	0.00
01-2-01100-610-002-SS	REG INST - Supplies - Social Studies - Elem	\$0.00	\$200.00	\$0.00	0.00
01-2-01100-611-001-FC	REG INST - Food - FACS	(\$1,024.25)	\$1,300.00	\$0.00	0.00
01-2-01100-640-001-AG	REG INST - Books and Periodicals - Agri	\$0.00	\$2,000.00	\$2,485.58	124.27
01-2-01100-640-001-FC	REG INST - Books and Periodicals - FACS	\$0.00	\$300.00	\$0.00	0.00
01-2-01100-640-001-LA	REG INST - Books and Periodicals - Lang Arts - Sec	\$0.00	\$3,000.00	\$1,496.18	49.87
01-2-01100-640-001-MA	REG INST - Books and Periodicals - Math - Sec	\$0.00	\$1,000.00	\$0.00	0.00
01-2-01100-640-001-SC	REG INST - Books and Periodicals - Science - Sec	\$0.00	\$2,000.00	\$895.70	44.78
01-2-01100-640-002-LA	REG INST - Books and Periodicals - Lang Arts - Elem	\$0.00	\$3,000.00	\$1,779.97	59.33
01-2-01100-640-002-MA	REG INST - Books and Periodicals - Math - Elem	\$0.00	\$0.00	\$93.36	0.00
01-2-01100-643-001-00	REG INST - Web/Cloud Based Software - Sec	\$715.76	\$10,000.00	\$1,731.52	17.31
01-2-01100-643-002-00	REG INST - Web/Cloud Based Software - Elem	\$715.76	\$5,000.00	\$1,215.76	24.31
01-2-01100-650-001-00	REG INST - Supplies - Tech Related - Sec	\$0.00	\$500.00	\$594.62	118.92
01-2-01100-650-001-MU	REG INST - Tech Supplies - Music - Sec	\$0.00	\$0.00	\$169.00	0.00
01-2-01100-650-001-SH	REG INST - Tech Supplies - Shop	\$0.00	\$3,000.00	\$194.89	6.49
01-2-01100-650-001-SS	REG INST - Software/Tech - Social Studies - Sec	\$0.00	\$500.00	\$309.00	61.80

01-2-01100-650-001-TE	REG INST - Tech Supplies - Tech Class - Sec	\$0.00	\$0.00	\$1,315.24	0.00
01-2-01100-650-002-00	REG INST - Supplies - Tech Related - Elem	\$0.00	\$1,000.00	\$980.91	98.09
01-2-01100-734-001-00	REG INST - Tech-Related Hardware - Sec	\$0.00	\$30,000.00	\$3,485.00	11.61
01-2-01100-734-002-00	REG INST - Tech-Related Hardware - Elem	\$0.00	\$0.00	\$9,285.00	0.00
01-2-01100-735-001-00	REG INST - Technology Software - Sec	\$0.00	\$2,000.00	\$0.00	0.00
01-2-01100-810-001-00	REG INST - Dues and Fees - Sec Staff	\$0.00	\$3,000.00	\$295.00	9.83
01-2-01100-810-001-01	REG INST - Field Trips Students - Secondary	\$0.00	\$200.00	\$0.00	0.00
01-2-01100-810-001-AG	REG INST - Dues & Fees - Agri	\$235.00	\$500.00	\$235.00	47.00
01-2-01100-810-001-MU	REG INST - Dues & Contest Fees - Music - Sec	\$0.00	\$1,000.00	\$1,066.50	106.65
01-2-01100-810-001-SS	REG INST - Dues & Fees - Social Studies - Sec	\$40.00	\$100.00	\$250.00	250.00
01-2-01100-810-002-00	REG INST - Dues & Fees - Elem	\$0.00	\$3,000.00	\$160.00	5.33
01-2-01100-810-002-01	REG INST - Field Trips Students - Elementary	\$0.00	\$700.00	\$1,302.74	186.10
01-2-01100-810-002-MU	REG INST - Dues & Contest Fees - Music - Elem	\$0.00	\$500.00	\$0.00	0.00
01-2-01115-565-001-00	SENCAP - Tuition to Postsecondary Schools	\$0.00	\$5,000.00	\$1,737.45	34.74
01-2-01190-111-002-00	EARLY - Salaries - Teachers	\$3,730.33	\$55,950.00	\$40,437.77	72.27
01-2-01190-112-002-00	EARLY - Salaries - Paras	\$0.00	\$15,700.00	\$12,364.83	78.75
01-2-01190-121-002-00	EARLY - Salaries - Subs - Teachers	\$0.00	\$1,000.00	\$0.00	0.00
01-2-01190-211-002-00	EARLY - Group Insurance - BCBS Teachers	\$1,121.68	\$19,800.00	\$14,278.16	72.11
01-2-01190-211-002-01	EARLY - Group Insurance - LTD - Teachers	\$25.27	\$300.00	\$277.97	92.65
01-2-01190-212-002-01	EARLY - Group Insurance - LTD - Paras	\$0.00	\$70.00	\$52.30	74.71
01-2-01190-221-002-00	EARLY - Social Security - Teachers	\$275.27	\$4,200.00	\$3,058.91	72.83
01-2-01190-222-002-00	EARLY - Social Security - Paras	\$0.00	\$1,350.00	\$952.58	70.56
01-2-01190-223-002-00	EARLY - Social Security - Subs - Teachers	\$0.00	\$75.00	\$0.00	0.00
01-2-01190-231-002-00	EARLY - Retirement - Teachers	\$368.54	\$5,600.00	\$3,995.45	71.34
01-2-01190-232-002-00	EARLY - Retirement - Paras	\$0.00	\$1,750.00	\$1,237.15	70.69
01-2-01190-271-002-00	EARLY - Workers Comp - Teachers	\$0.00	\$200.00	\$174.71	87.35
01-2-01190-272-002-00	EARLY - Workers Comp - Paras	\$0.00	\$60.00	\$56.04	93.40
01-2-01190-281-002-00	EARLY - Health Benefits - HSA Teachers	\$0.00	\$0.00	\$2,036.00	0.00
01-2-01190-330-002-00	EARLY - Employee Training	\$0.00	\$500.00	\$156.28	31.25
01-2-01190-610-002-00	EARLY - General Supplies	\$345.92	\$2,000.00	\$1,053.78	52.68
01-2-01300-111-002-00	SUMMER - Salaries - Teachers - Elem	\$495.65	\$0.00	\$1,900.00	0.00
01-2-01300-221-002-00	SUMMER - Social Security - Teachers - Elem	\$37.92	\$0.00	\$145.36	0.00
	<b>Regular Education</b>	<b>\$142,909.79</b>	<b>\$2,189,185.00</b>	<b>\$1,732,649.11</b>	<b>0.79</b>
01-2-01200-111-001-00	SPED SA - Salaries - Teachers - Sec	\$5,050.89	\$61,600.00	\$55,559.79	90.19
01-2-01200-111-002-00	SPED SA - Salaries - Teachers -Elem	\$6,645.96	\$76,500.00	\$73,105.56	95.56
01-2-01200-112-001-00	SPED SA - Salaries - Paras - Sec	\$0.00	\$24,800.00	\$26,588.69	107.21
01-2-01200-112-002-00	SPED SA - Salaries - Paras -Elem	\$0.00	\$76,500.00	\$51,349.99	67.12
01-2-01200-122-001-00	SPED SA - Salaries - Subs - Paras - Sec	\$0.00	\$0.00	\$25.75	0.00
01-2-01200-122-002-00	SPED SA - Salaries - Subs - Paras -Elem	\$0.00	\$0.00	\$1,024.85	0.00
01-2-01200-123-001-00	SPED SA - Salaries - Subs - Teachers	\$0.00	\$5,000.00	\$2,363.00	47.26
01-2-01200-123-002-00	SPED SA - Salaries - Subs - Teachers	\$0.00	\$5,000.00	\$3,355.88	67.11

01-2-01200-132-002-00	SPED SA - Salaries - OT - Paras -Elem	\$0.00	\$0.00	\$8.37	0.00
01-2-01200-211-001-00	SPED SA - Group Insurance - BCBS - Teachers - Sec	\$1,761.41	\$21,100.00	\$21,136.92	100.17
01-2-01200-211-001-01	SPED SA - Group Insurance LTD Teachers - Sec	\$41.14	\$500.00	\$452.54	90.50
01-2-01200-211-002-00	SPED SA - Group Insurance - BCBS - Teachers -Elem	\$303.11	\$3,900.00	\$3,677.40	94.29
01-2-01200-211-002-01	SPED SA - Group Insurance LTD Teachers Elem	\$20.04	\$500.00	\$180.36	36.07
01-2-01200-212-001-00	SPED SA - Group Insurance LTD Paras - Sec	\$0.00	\$100.00	\$121.89	121.89
01-2-01200-212-002-00	SPED SA - Group Insurance LTD Paras -Elem	\$6.59	\$350.00	\$197.70	56.48
01-2-01200-221-001-00	SPED SA - Social Security - Teachers - Sec	\$386.24	\$4,300.00	\$4,248.75	98.80
01-2-01200-221-002-00	SPED SA - Social Security - Teachers -Elem	\$507.55	\$6,100.00	\$5,582.01	91.50
01-2-01200-222-001-00	SPED SA - Social Security - Aides - Sec	\$0.00	\$1,900.00	\$2,043.36	107.54
01-2-01200-222-002-00	SPED SA - Social Security - Aides -Elem	\$0.49	\$6,100.00	\$3,953.52	64.81
01-2-01200-223-001-00	SPED SA - Social Security - Subs - Sec	\$0.00	\$0.00	\$180.77	0.00
01-2-01200-223-002-00	SPED SA - Social Security - Subs -Elem	\$0.00	\$0.00	\$256.75	0.00
01-2-01200-231-001-00	SPED SA - Retirement - Teachers - Sec	\$498.92	\$6,000.00	\$5,488.11	91.46
01-2-01200-231-002-00	SPED SA - Retirement - Teachers -Elem	\$656.47	\$7,900.00	\$7,221.17	91.40
01-2-01200-232-001-00	SPED SA - Retirement - Aides - Sec	\$0.00	\$2,500.00	\$2,626.41	105.05
01-2-01200-232-002-00	SPED SA - Retirement - Aides -Elem	\$0.00	\$7,800.00	\$5,064.92	64.93
01-2-01200-271-001-00	SPED SA - Workers Comp- Teachers - Sec	\$0.00	\$230.00	\$222.46	96.72
01-2-01200-271-002-00	SPED SA - Workers Comp- Teachers -Elem	\$0.00	\$260.00	\$260.43	100.16
01-2-01200-272-001-00	SPED SA - Workers Comp - Aides - Sec	\$0.00	\$150.00	\$111.17	74.11
01-2-01200-272-002-00	SPED SA - Workers Comp - Aides -Elem	\$0.00	\$250.00	\$244.28	97.71
01-2-01200-317-002-00	SPED SA - Contracted Legal Services -Elem	\$0.00	\$5,000.00	\$0.00	0.00
01-2-01200-330-001-00	SPED SA - Employee Training - Sec	\$0.00	\$5,000.00	\$185.44	3.70
01-2-01200-330-002-00	SPED SA - Employee Training -Elem	\$50.00	\$5,000.00	\$519.42	10.38
01-2-01200-580-001-00	SPED SA - Travel - Sec	\$0.00	\$0.00	\$33.87	0.00
01-2-01200-591-002-00	SPED SA - SRS fees Purch thru ESU6	\$858.00	\$1,000.00	\$1,675.00	167.50
01-2-01200-610-001-00	SPED SA - General Supplies - Sec	\$51.05	\$107,830.00	\$51.05	0.04
01-2-01200-610-002-00	SPED SA - General Supplies -Elem	\$0.00	\$107,830.00	\$764.19	0.70
01-2-01200-643-001-00	SPED SA - Web/Cloud Based Software - Sec	\$0.00	\$0.00	\$619.00	0.00
01-2-01200-643-002-00	SPED SA - Web/Cloud Based Software -Elem	\$0.00	\$2,000.00	\$99.00	4.95
01-2-01200-650-001-00	SPED SA - Supplies - Technology Related - Sec	\$6.67	\$0.00	\$42.79	0.00
01-2-01200-650-002-00	SPED SA - Supplies - Technology Related -Elem	\$0.00	\$0.00	\$758.00	0.00
01-2-01200-734-001-00	SPED SA - Technology-Related Hardware - Sec	\$0.00	\$5,000.00	\$3,485.00	69.70
01-2-01200-810-001-00	SPED SA - Dues and Fees - Sec	\$0.00	\$2,000.00	\$0.00	0.00
01-2-01200-810-002-00	SPED SA - Dues and Fees -Elem	\$0.00	\$2,000.00	\$60.00	3.00
01-2-02141-591-001-00	PSYCH - Psych Eval Services Purch from ESU6 - SA - Sec	\$0.00	\$10,000.00	\$13,625.21	136.25
01-2-02141-591-001-01	PSYCH - LMHP Services Purch from ESU6 - SA - Sec	\$0.00	\$5,000.00	\$3,364.17	67.28
01-2-02141-591-002-00	PSYCH - Psych Eval Services Purch from ESU6 - SA - Elem	\$7,393.16	\$50,000.00	\$12,443.80	24.88
01-2-02141-591-002-02	PSYCH - Consultant Svs Purch from ESU6 - SA - Elem	\$0.00	\$10,000.00	\$0.00	0.00
01-2-02142-591-002-00	PSYCH - Psych Eval Svcs Purch from ESU6 - Ages 3-4	\$3,641.41	\$0.00	\$7,410.55	0.00
01-2-02151-591-001-00	SPEECH - Speech Therapy Purch From ESU6 - SA - Sec	\$7,944.43	\$0.00	\$18,960.41	0.00
01-2-02151-591-002-00	SPEECH - Speech Therapy Purch From ESU6 - SA - Elem	\$18,638.84	\$140,000.00	\$63,973.92	45.69
01-2-02151-591-002-01	SPEECH - Deaf/HOH Therapy Purch From ESU6 - SA - Elem	\$2,274.15	\$25,000.00	\$6,975.64	27.90
01-2-02151-591-002-02	SPEECH - Extended SY Purch From ESU6 - SA - Elem	\$0.00	\$5,000.00	\$0.00	0.00

01-2-02151-610-002-00	SPEECH - General Supplies - SA - Elem	\$0.00	\$0.00	\$264.16	0.00
01-2-02152-591-002-00	SPEECH - Speech Therapy Purch From ESU6 - Age 3-5	\$0.00	\$15,000.00	\$1,563.39	10.42
01-2-02152-591-002-02	SPEECH - Homebased Therapy Purch From ESU6 - Age 3-5	\$449.97	\$10,000.00	\$449.97	4.49
01-2-02153-591-002-00	SPEECH - Speech Therapy Purch From ESU6 - Age 0-2	\$305.55	\$5,000.00	\$2,024.31	40.48
01-2-02153-591-002-02	SPEECH - Homebased Therapy Purch From ESU6 - Age 0-2	\$0.00	\$10,000.00	\$0.00	0.00
01-2-02161-591-001-00	OT - Occupational Therapy Purch from ESU6 - SA - Sec	\$3,309.38	\$10,000.00	\$10,895.52	108.95
01-2-02161-591-002-00	OT - Occupational Therapy Purch from ESU6 - SA - Elem	\$1,731.78	\$15,000.00	\$12,919.80	86.13
01-2-02162-591-002-00	OT - Occupational Therapy Purch from ESU6 - Age 3-5	\$551.56	\$3,000.00	\$551.56	18.38
01-2-02163-591-002-00	OT - Occupational Therapy Purch from ESU6 - Age 0-2	\$0.00	\$5,000.00	\$0.00	0.00
01-2-02171-591-001-00	PT - Physical Therapy Purch From ESU6- SA - Sec	\$0.00	\$5,000.00	\$2,248.04	44.96
01-2-02171-591-002-00	PT - Physical Therapy Purch From ESU6- SA - Elem	\$0.00	\$10,000.00	\$5,771.83	57.71
01-2-02181-340-002-00	VISION - Prof Services - Vision Therapy - Elem	\$63.02	\$5,000.00	\$2,667.71	53.35
	<b>Special Education</b>	<b>\$63,147.78</b>	<b>\$900,000.00</b>	<b>\$451,055.55</b>	<b>0.50</b>
01-2-02120-111-001-00	GUIDANCE - Salaries - Counselor - Secondary	\$2,846.19	\$34,200.00	\$31,308.09	91.54
01-2-02120-111-002-00	GUIDANCE - Salaries - Counselor - Elem	\$2,846.19	\$34,200.00	\$31,308.09	91.54
01-2-02120-211-001-00	GUIDANCE - Group Insurance - BCBS - Counselor- Secondary	\$548.57	\$6,500.00	\$6,582.84	101.27
01-2-02120-211-001-01	GUIDANCE - Group Insurance LTD - Counselor- Secondary	\$27.27	\$320.00	\$299.97	93.74
01-2-02120-211-002-00	GUIDANCE - Group Insurance - BCBS - Counselor- Elem	\$548.55	\$6,500.00	\$6,582.60	101.27
01-2-02120-221-001-00	GUIDANCE - Social Security - Counselor- Secondary	\$216.67	\$2,550.00	\$2,384.58	93.51
01-2-02120-221-002-00	GUIDANCE - Social Security - Counselor- Elem	\$214.62	\$2,550.00	\$2,362.00	92.62
01-2-02120-231-001-00	GUIDANCE - Retirement - Counselor- Secondary	\$281.14	\$3,400.00	\$3,092.54	90.95
01-2-02120-231-002-00	GUIDANCE - Retirement - Counselor- Elem	\$281.14	\$3,400.00	\$3,092.54	90.95
01-2-02120-271-001-00	GUIDANCE - Workers Comp - Counselor- Secondary	\$0.00	\$220.00	\$213.30	96.95
01-2-02120-320-001-00	GUIDANCE - Student Workshops- Secondary	\$0.00	\$2,500.00	\$2,334.00	93.36
01-2-02120-320-002-00	GUIDANCE - Student Workshops- Elem	\$0.00	\$500.00	\$0.00	0.00
01-2-02120-330-001-00	GUIDANCE - Employee Training - Secondary	\$0.00	\$750.00	\$64.29	8.57
01-2-02120-330-002-00	GUIDANCE - Employee Training - Elem	\$0.00	\$750.00	\$45.00	6.00
01-2-02120-580-001-00	GUIDANCE - Travel- Secondary	\$0.00	\$0.00	\$125.26	0.00
01-2-02120-610-001-00	GUIDANCE - General Supplies- Secondary	\$22.61	\$860.00	\$378.22	43.97
01-2-02120-610-002-00	GUIDANCE - General Supplies- Elem	\$0.00	\$800.00	\$27.93	3.49
01-2-02120-640-002-00	GUIDANCE - Books and Periodicals- Elem	\$0.00	\$0.00	\$18.31	0.00
01-2-02120-810-001-00	GUIDANCE - Dues and Fees- Secondary	\$0.00	\$1,000.00	\$720.00	72.00
01-2-02120-810-002-00	GUIDANCE - Dues and Fees- Elem	\$0.00	\$1,000.00	\$352.50	35.25
01-2-02130-116-002-00	NURSE - Salaries - Nurse - Elem	\$2,535.72	\$42,500.00	\$38,601.22	90.82
01-2-02130-216-002-00	NURSE - Group Insurance BCBS- Elem	\$1,657.18	\$14,900.00	\$18,223.40	122.30
01-2-02130-216-002-01	NURSE - Group Insurance LTD- Elem	\$18.35	\$250.00	\$205.53	82.21
01-2-02130-226-002-00	NURSE - Social Security - Nurse- Elem	\$191.40	\$3,200.00	\$2,929.58	91.54
01-2-02130-236-002-00	NURSE - Retirement - Nurse- Elem	\$250.47	\$4,200.00	\$3,679.30	87.60
01-2-02130-276-002-00	NURSE - Workers Comp - Nurse- Elem	\$0.00	\$150.00	\$134.02	89.34
01-2-02130-580-002-00	NURSE - Travel- Elem	\$0.00	\$200.00	\$0.00	0.00

01-2-02130-610-001-00	NURSE - General Supplies- Secondary	\$0.00	\$0.00	\$274.45	0.00
01-2-02130-610-002-00	NURSE - General Supplies- Elem	\$35.72	\$600.00	\$646.15	107.69
01-2-02130-810-001-00	NURSE - Dues and Fees- Secondary	\$0.00	\$0.00	\$36.07	0.00
	<b>Support - Pupils</b>	<b>\$12,521.79</b>	<b>\$168,000.00</b>	<b>\$156,021.78</b>	<b>0.93</b>
01-2-02211-580-000-00	SCHOOL IMPROV - Travel	\$0.00	\$1,000.00	\$0.00	0.00
01-2-02211-810-000-00	SCHOOL IMPROV - Dues and Fees	\$0.00	\$3,000.00	\$0.00	0.00
01-2-02220-111-001-00	LIB MEDIA - Salaries - Teachers - Secondary	\$0.00	\$15,150.00	\$0.00	0.00
01-2-02220-111-002-00	LIB MEDIA - Salaries - Teachers - Elem	\$2,526.63	\$15,150.00	\$27,653.93	182.53
01-2-02220-112-001-00	LIB MEDIA - Salaries - Regular - Paras - Secondary	\$0.00	\$19,800.00	\$18,029.70	91.05
01-2-02220-211-001-00	LIB MEDIA - Group Insurance - BCBS - Teachers - Secondary	\$0.00	\$4,975.00	\$0.00	0.00
01-2-02220-211-001-01	LIB MEDIA - Group Insurance - LTD - Teachers - Secondary	\$27.42	\$330.00	\$301.62	91.40
01-2-02220-211-002-00	LIB MEDIA - Group Insurance - BCBS - Teachers - Elem	\$828.59	\$4,975.00	\$9,919.64	199.38
01-2-02220-212-001-01	LIB MEDIA - Group Insurance - LTD - Paras - Secondary	\$0.00	\$80.00	\$65.90	82.37
01-2-02220-221-001-00	LIB MEDIA - Social Security - Teachers - Secondary	\$2.01	\$1,125.00	\$22.11	1.96
01-2-02220-221-002-00	LIB MEDIA - Social Security - Teachers - Elem	\$185.66	\$1,125.00	\$2,032.00	180.62
01-2-02220-222-001-00	LIB MEDIA - Social Security - Aides - Secondary	\$0.00	\$1,500.00	\$1,384.32	92.28
01-2-02220-231-001-00	LIB MEDIA - Retirement - Teachers - Secondary	\$0.00	\$1,500.00	\$0.00	0.00
01-2-02220-231-002-00	LIB MEDIA - Retirement - Teachers - Elem	\$249.57	\$1,500.00	\$2,731.56	182.10
01-2-02220-232-001-00	LIB MEDIA - Retirement - Paras - Secondary	\$0.00	\$2,000.00	\$1,780.94	89.04
01-2-02220-271-001-00	LIB MEDIA - Workers Comp - Teachers - Secondary	\$0.00	\$200.00	\$196.95	98.47
01-2-02220-272-001-00	LIB MEDIA - Workers Comp - Aides - Secondary	\$0.00	\$70.00	\$61.07	87.24
01-2-02220-330-001-00	LIB MEDIA - Employee Training - Secondary	\$0.00	\$0.00	\$105.00	0.00
01-2-02220-330-002-00	LIB MEDIA - Employee Training - Elem	\$0.00	\$0.00	\$77.30	0.00
01-2-02220-443-001-00	LIB MEDIA - Lease - Copier - Secondary	\$115.80	\$0.00	\$469.31	0.00
01-2-02220-443-002-00	LIB MEDIA - Lease - Copier - Elem	\$115.80	\$0.00	\$469.31	0.00
01-2-02220-610-001-00	LIB MEDIA - General Supplies - Secondary	\$0.00	\$2,260.00	\$78.70	3.48
01-2-02220-610-002-00	LIB MEDIA - General Supplies - Elem	\$96.97	\$2,260.00	\$1,082.65	47.90
01-2-02220-640-001-00	LIB MEDIA - Books and Periodicals - Secondary	\$0.00	\$4,000.00	\$3,329.92	83.24
01-2-02220-640-002-00	LIB MEDIA - Books and Periodicals - Elem	\$0.00	\$4,000.00	\$2,860.09	71.50
01-2-02220-641-001-00	LIB MEDIA - E-Books - Secondary	\$0.00	\$250.00	\$250.00	100.00
01-2-02220-641-002-00	LIB MEDIA - E-Books - Elem	\$0.00	\$250.00	\$250.00	100.00
01-2-02220-643-001-00	LIB MEDIA - Web/Cloud Based Software - Secondary	\$0.00	\$1,000.00	\$521.25	52.12
01-2-02220-643-002-00	LIB MEDIA - Web/Cloud Based Software - Elem	\$1,000.00	\$2,000.00	\$2,521.25	126.06
01-2-02220-650-002-00	LIB MEDIA - Supplies - Technology Related - Elem	\$190.32	\$0.00	\$190.32	0.00
01-2-02230-432-000-00	TECH - Technology-Related Repairs and Maintenance	\$0.00	\$2,000.00	\$0.00	0.00
01-2-02230-530-000-00	TECH - Communications	\$783.49	\$25,000.00	\$15,618.39	62.47
01-2-02230-591-000-00	TECH - Tech Support - On Site - Purch From ESU6	\$1,743.75	\$30,000.00	\$18,608.58	62.02
01-2-02230-591-000-01	TECH - Tech - Hosted Services - Purch From ESU6	\$578.55	\$6,000.00	\$4,886.53	81.44
01-2-02230-643-000-00	TECH - Web/Cloud Based Software	\$0.00	\$10,000.00	\$10,883.52	108.83
01-2-02230-650-000-00	TECH - Supplies - Technology Related	\$0.00	\$2,000.00	\$1,087.17	54.35
01-2-02230-734-000-00	TECH - Technology-Related Hardware	\$0.00	\$500.00	\$0.00	0.00
01-2-02230-735-000-00	TECH - Technology Software	\$0.00	\$5,000.00	\$577.50	11.55

	<b>Support - Staff</b>	<b>\$8,444.56</b>	<b>\$170,000.00</b>	<b>\$128,046.53</b>	<b>0.75</b>
01-2-02310-310-000-00	BOE - Official/Administrative Services	\$0.00	\$2,000.00	\$1,107.64	55.38
01-2-02310-317-000-00	BOE - Contracted Legal Services	\$97.54	\$7,000.00	\$12,530.00	179.00
01-2-02310-340-000-00	BOE - Other Professional Services	\$0.00	\$2,000.00	\$0.00	0.00
01-2-02310-520-000-00	BOE - Insurance	\$0.00	\$8,100.00	\$8,054.00	99.43
01-2-02310-540-000-00	BOE - Advertising	\$83.40	\$3,000.00	\$232.58	7.75
01-2-02310-580-000-00	BOE - Travel	\$0.00	\$3,500.00	\$1,296.45	37.04
01-2-02310-610-000-00	BOE - General Supplies	\$0.00	\$1,400.00	\$0.00	0.00
01-2-02310-643-000-00	BOE - Web/Cloud Based Software	\$0.00	\$5,000.00	\$3,500.00	70.00
01-2-02310-810-000-00	BOE - Dues and Fees	\$850.00	\$8,000.00	\$6,331.00	79.13
	<b>Board of Education</b>	<b>\$1,030.94</b>	<b>\$40,000.00</b>	<b>\$33,051.67</b>	<b>0.83</b>
01-2-02320-105-000-00	SUPER - Salaries - Superintendent	\$13,133.02	\$125,000.00	\$117,299.72	93.83
01-2-02320-110-000-00	SUPER - Salaries - Regular - Admin Asst	\$2,146.20	\$30,000.00	\$24,908.17	83.02
01-2-02320-210-000-00	SUPER - Group Insurance - BCBS Admin Asst	\$1,657.18	\$19,900.00	\$19,886.16	99.93
01-2-02320-210-000-01	SUPER - Group Insurance - LTD Admin Asst	\$16.63	\$200.00	\$231.27	115.63
01-2-02320-215-000-00	SUPER - Group Insurance - BCBS - Superintendents	\$1,709.36	\$20,500.00	\$20,512.32	100.06
01-2-02320-215-000-01	SUPER - Group Insurance - LTD - Superintendents	\$48.51	\$600.00	\$484.42	80.73
01-2-02320-220-000-00	SUPER - Social Security - Admin Asst	\$159.54	\$2,300.00	\$1,860.10	80.87
01-2-02320-225-000-00	SUPER - Social Security - Superintendents	\$989.26	\$9,600.00	\$8,807.82	91.74
01-2-02320-230-000-00	SUPER - Retirement - Admin Asst	\$212.00	\$3,000.00	\$2,460.38	82.01
01-2-02320-235-000-00	SUPER - Retirement - Superintendents	\$1,059.81	\$12,500.00	\$11,349.21	90.79
01-2-02320-270-000-00	SUPER - Workers Comp - Admin Asst	\$0.00	\$100.00	\$92.75	92.75
01-2-02320-275-000-00	SUPER - Workers Comp - Superintendent	\$0.00	\$400.00	\$395.77	98.94
01-2-02320-310-000-00	SUPER - Contracted Services	\$0.00	\$5,000.00	\$55.00	1.10
01-2-02320-330-000-00	SUPER - Employee Training	\$0.00	\$0.00	\$31.99	0.00
01-2-02320-530-000-00	SUPER - Cell Phone Reimb	\$50.00	\$600.00	\$550.00	91.66
01-2-02320-580-000-00	SUPER - Travel	\$104.95	\$5,000.00	\$1,319.54	26.39
01-2-02320-610-000-00	SUPER - General Supplies	\$35.96	\$4,800.00	\$455.66	9.49
01-2-02320-643-000-00	SUPER - Web/Cloud Based Software	\$0.00	\$500.00	\$1,196.88	239.37
01-2-02320-650-000-00	SUPER - Supplies - Technology Related	\$526.89	\$0.00	\$1,492.11	0.00
01-2-02320-810-000-00	SUPER - Dues and Fees	\$155.00	\$5,000.00	\$847.00	16.94
	<b>Superintendent</b>	<b>\$22,004.31</b>	<b>\$245,000.00</b>	<b>\$214,236.27</b>	<b>0.87</b>
01-2-02410-110-001-00	PRIN - Salaries - Admin Asst - Secondary	\$0.00	\$23,000.00	\$19,946.94	86.72
01-2-02410-111-001-00	PRIN - Salaries - Principal - Secondary	\$3,750.00	\$45,000.00	\$41,250.00	91.66
01-2-02410-111-002-00	PRIN - Salaries - Principal - Elementary	\$3,750.00	\$45,000.00	\$41,250.00	91.66
01-2-02410-130-001-00	PRIN - Salaries - Overtime -Admin Asst- Secondary	\$0.00	\$0.00	\$22.95	0.00
01-2-02410-210-001-01	PRIN - Group Insurance - LTD - Admin Asst- Secondary	\$17.96	\$100.00	\$92.16	92.16
01-2-02410-211-001-00	PRIN - Group Insurance -BCBS - Principal - Secondary	\$727.42	\$10,300.00	\$9,238.04	89.68
01-2-02410-211-001-01	PRIN - Group Insurance LTD - Principal - Secondary	\$36.84	\$230.00	\$405.24	176.19

01-2-02410-211-002-00	PRIN - Group Insurance - BCBS - Principal - Elementary	\$727.44	\$10,300.00	\$9,238.28	89.69
01-2-02410-211-002-01	PRIN - Group Insurance - LTD - Principal - Elementary	\$0.00	\$230.00	\$0.00	0.00
01-2-02410-220-001-00	PRIN - Social Security - Admin Asst- Secondary	\$0.00	\$1,800.00	\$1,523.74	84.65
01-2-02410-221-001-00	PRIN - Social Security - Principal - Secondary	\$287.08	\$3,500.00	\$3,167.64	90.50
01-2-02410-221-002-00	PRIN - Social Security - Principal - Elementary	\$284.29	\$3,500.00	\$3,136.84	89.62
01-2-02410-230-001-00	PRIN - Retirement - Admin Asst- Secondary	\$0.00	\$2,200.00	\$1,972.59	89.66
01-2-02410-231-001-00	PRIN - Retirement - Principal - Secondary	\$370.42	\$4,500.00	\$4,074.62	90.54
01-2-02410-231-002-00	PRIN - Retirement - Principal - Elementary	\$370.42	\$4,500.00	\$4,074.60	90.54
01-2-02410-270-001-00	PRIN - Workers Comp - Admin Asst - Secondary	\$0.00	\$100.00	\$68.80	68.80
01-2-02410-271-001-00	PRIN - Workers Comp - Principal - Secondary	\$0.00	\$150.00	\$140.52	93.68
01-2-02410-271-002-00	PRIN - Workers Comp - Principal - Elementary	\$0.00	\$150.00	\$140.52	93.68
01-2-02410-281-001-00	PRIN - Health Benefits - Principal - Secondary	\$0.00	\$0.00	\$1,022.98	0.00
01-2-02410-281-002-00	PRIN - Health Benefits - Principal - Elementary	\$0.00	\$0.00	\$1,013.02	0.00
01-2-02410-330-001-00	PRIN - Employee Training - Principal - Secondary	\$0.00	\$0.00	\$64.29	0.00
01-2-02410-580-001-00	PRIN - Travel - Secondary	\$0.00	\$5,000.00	\$71.65	1.43
01-2-02410-580-002-00	PRIN - Travel - Elementary	\$0.00	\$5,000.00	\$59.58	1.19
01-2-02410-610-001-00	PRIN - General Supplies - Secondary	\$583.80	\$47,000.00	\$2,352.79	5.00
01-2-02410-610-002-00	PRIN - General Supplies - Elementary	\$394.91	\$5,440.00	\$1,792.04	32.94
01-2-02410-640-001-00	PRIN - Books and Periodicals - Secondary	\$0.00	\$0.00	\$30.00	0.00
01-2-02410-643-001-00	PRIN - Web/Cloud Based Software - Secondary	\$0.00	\$5,000.00	\$47.88	0.95
01-2-02410-643-002-00	PRIN - Web/Cloud Based Software - Elementary	\$0.00	\$5,000.00	\$0.00	0.00
01-2-02410-810-001-00	PRIN - Dues and Fees - Secondary	\$0.00	\$5,000.00	\$772.50	15.45
01-2-02410-810-002-00	PRIN - Dues and Fees - Elementary	\$330.00	\$5,000.00	\$422.50	8.45
	<b>Principal</b>	<b>\$11,630.58</b>	<b>\$237,000.00</b>	<b>\$147,392.71</b>	<b>0.62</b>
01-2-02510-116-000-00	FISCAL SVCS - Salaries - Business	\$4,463.33	\$53,560.00	\$49,096.63	91.66
01-2-02510-216-000-00	FISCAL SVCS - Group Insurance -BCBS - Business	\$1,657.18	\$19,900.00	\$19,886.16	99.93
01-2-02510-216-000-01	FISCAL SVCS - Group Insurance - LTD - Business	\$24.48	\$300.00	\$269.28	89.76
01-2-02510-226-000-00	FISCAL SVCS - Social Security - Business	\$327.85	\$4,100.00	\$3,608.43	88.01
01-2-02510-236-000-00	FISCAL SVCS - Retirement - Business	\$440.88	\$5,300.00	\$4,851.93	91.54
01-2-02510-276-000-00	FISCAL SVCS - Workers Comp -Business	\$0.00	\$170.00	\$164.04	96.49
01-2-02510-296-000-00	FISCAL SVCS - Other Benefits - Business	\$0.00	\$0.00	\$22.81	0.00
01-2-02510-315-000-00	FISCAL SVCS - Accounting/Auditing Services	\$0.00	\$5,300.00	\$5,625.00	106.13
01-2-02510-330-000-00	FISCAL SVCS - Employee Training	\$0.00	\$0.00	\$60.00	0.00
01-2-02510-443-000-00	FISCAL SVCS - Lease - Copier	\$18.53	\$5,000.00	\$94.65	1.89
01-2-02510-530-000-00	FISCAL SVCS - Communications	\$377.27	\$5,500.00	\$4,454.04	80.98
01-2-02510-531-000-00	FISCAL SVCS - Postage	\$145.11	\$5,500.00	\$4,156.37	75.57
01-2-02510-580-000-00	FISCAL SVCS - Travel	\$0.00	\$500.00	\$117.45	23.49
01-2-02510-610-000-00	FISCAL SVCS - General Supplies	\$0.00	\$2,120.00	\$805.73	38.00
01-2-02510-643-000-00	FISCAL SVCS - Web/Cloud Based Software	\$79.56	\$4,000.00	\$11,194.85	279.87
01-2-02510-735-000-00	FISCAL SVCS - Technology Software	\$0.00	\$8,000.00	\$0.00	0.00
01-2-02510-810-000-00	FISCAL SVCS - Dues and Fees	\$0.00	\$750.00	\$310.00	41.33

	<b>Fiscal Services</b>	<b>\$7,534.19</b>	<b>\$120,000.00</b>	<b>\$104,717.37</b>	<b>0.87</b>
01-2-02610-110-000-00	OPERATIONS - Salaries - Maint & Custodial	\$9,876.43	\$143,000.00	\$113,136.49	79.11
01-2-02610-110-000-01	OPERATIONS - Salaries - Summer Custodial	\$2,109.90	\$4,000.00	\$3,112.20	77.80
01-2-02610-130-000-00	OPERATIONS - Salaries - Overtime	\$0.00	\$0.00	\$70.67	0.00
01-2-02610-210-000-00	OPERATIONS - Group Insurance - BCBS	\$3,995.79	\$47,950.00	\$47,949.48	99.99
01-2-02610-210-000-01	OPERATIONS - Group Ins - LTD	\$55.91	\$780.00	\$615.01	78.84
01-2-02610-220-000-00	OPERATIONS - Social Security	\$900.50	\$12,000.00	\$8,751.74	72.93
01-2-02610-230-000-00	OPERATIONS - Retirement	\$1,172.32	\$14,450.00	\$10,839.70	75.01
01-2-02610-270-000-00	OPERATIONS - Workers Comp	\$0.00	\$4,550.00	\$4,516.85	99.27
01-2-02610-410-000-00	OPERATIONS - Utility Services - Water & Sewage	\$690.10	\$16,000.00	\$10,376.40	64.85
01-2-02610-410-000-01	OPERATIONS - Utility Services - Culligan	\$52.00	\$800.00	\$1,057.25	132.15
01-2-02610-420-000-00	OPERATIONS - Cleaning Services - Garbage	\$874.33	\$11,400.00	\$9,774.66	85.74
01-2-02610-430-000-00	OPERATIONS - Repairs and Maintenance Services	\$209.72	\$5,000.00	\$1,594.32	31.88
01-2-02610-490-000-00	OPERATIONS - Other Purchased Property Services	\$227.84	\$6,000.00	\$7,459.18	124.31
01-2-02610-520-000-00	OPERATIONS - Insurance - Property	\$0.00	\$21,300.00	\$21,236.00	99.69
01-2-02610-580-000-00	OPERATIONS - Travel	\$0.00	\$500.00	\$150.00	30.00
01-2-02610-610-000-00	OPERATIONS - General Supplies	\$2,593.42	\$11,270.00	\$12,166.74	107.95
01-2-02610-610-000-01	OPERATIONS - Janitorial Supplies	\$40.80	\$15,000.00	\$8,794.13	58.62
01-2-02610-621-000-00	OPERATIONS - Natural Gas	\$295.76	\$25,000.00	\$23,580.89	94.32
01-2-02610-622-000-00	OPERATIONS - Electricity	\$2,276.77	\$28,000.00	\$21,803.54	77.86
01-2-02620-430-000-00	MAINT BLDG - Repairs and Maintenance Services	\$0.00	\$19,500.00	\$15,140.29	77.64
01-2-02620-442-000-00	MAINT BLDG - Rentals of Equipment	\$0.00	\$2,500.00	\$1,753.21	70.12
01-2-02620-490-000-00	MAINT BLDG - Other Purchased Property Services	\$0.00	\$0.00	\$6,831.76	0.00
01-2-02620-610-000-00	MAINT BLDG - General Supplies	\$1,548.42	\$5,000.00	\$11,629.78	232.59
01-2-02630-420-000-00	GROUNDS - Mowing - Contracted	\$800.00	\$5,000.00	\$2,466.66	49.33
01-2-02630-420-000-01	GROUNDS - Snow Removal - Contracted	\$0.00	\$2,500.00	\$4,275.00	171.00
01-2-02630-420-000-02	GROUNDS - Lawn Care - Contracted	\$0.00	\$5,500.00	\$6,605.98	120.10
01-2-02630-430-000-00	GROUNDS - Repairs and Maintenance Services	\$0.00	\$2,000.00	\$349.68	17.48
01-2-02630-610-000-00	GROUNDS - General Supplies	\$38.98	\$1,000.00	\$2,015.80	201.58
01-2-02650-430-001-00	STAFF VEH - Repairs and Maintenance Services	\$0.00	\$2,000.00	\$0.00	0.00
01-2-02650-626-001-00	STAFF VEH - Gasoline	\$0.00	\$0.00	\$32.90	0.00
01-2-02660-330-000-00	SAFETY - Employee Training	\$0.00	\$0.00	\$115.00	0.00
01-2-02660-340-000-00	SAFETY - Safety Audits	\$0.00	\$0.00	\$450.00	0.00
01-2-02660-490-000-00	SAFETY - Other Purch Property Svcs	\$0.00	\$0.00	\$1,865.13	0.00
01-2-02660-610-000-00	SAFETY - Supplies	\$298.32	\$0.00	\$6,393.08	0.00
	<b>Operations, Maint &amp; Grounds</b>	<b>\$28,057.31</b>	<b>\$412,000.00</b>	<b>\$366,909.52</b>	<b>0.89</b>
01-2-02710-110-001-00	BUSING - Salaries - Secondary	\$0.00	\$8,100.00	\$8,203.79	101.28
01-2-02710-110-002-00	BUSING - Salaries - Elem	\$0.00	\$43,000.00	\$36,419.60	84.69
01-2-02710-120-001-00	BUSING - Salaries - Subs - Secondary	\$0.00	\$0.00	\$243.21	0.00
01-2-02710-220-001-00	BUSING - Social Security - Secondary	\$0.00	\$600.00	\$638.09	106.34
01-2-02710-220-002-00	BUSING - Social Security - Elem	\$0.00	\$3,300.00	\$2,784.87	84.39

01-2-02710-230-001-00	BUSING - Retirement - Secondary	\$0.00	\$0.00	\$150.26	0.00
01-2-02710-230-002-00	BUSING - Retirement - Elem	\$0.00	\$0.00	\$97.56	0.00
01-2-02710-270-002-00	BUSING - Workers Comp - Elem	\$0.00	\$1,730.00	\$1,731.00	100.05
01-2-02710-290-001-00	BUSING - Reimb drivers licensing costs - Secondary	\$0.00	\$100.00	\$0.00	0.00
01-2-02710-290-002-00	BUSING - Reimb drivers licensing costs - Elem	\$0.00	\$100.00	\$8.50	8.50
01-2-02710-340-001-00	BUSING - Physicals - Secondary	\$0.00	\$1,000.00	\$353.00	35.30
01-2-02710-340-001-01	BUSING - Drug Testing - Secondary	\$0.00	\$500.00	\$590.00	118.00
01-2-02710-340-002-00	BUSING - Physicals - Elem	\$175.00	\$1,000.00	\$344.00	34.40
01-2-02710-340-002-01	BUSING - Drug Testing - Elem	\$0.00	\$500.00	\$50.00	10.00
01-2-02710-519-001-00	BUSING - Student Transp Purchased From Other Sources -	\$0.00	\$0.00	\$32.67	0.00
01-2-02710-519-002-00	BUSING - Contracted Busing - Elem	\$0.00	\$3,000.00	\$294.03	9.80
01-2-02710-520-002-00	BUSING - Insurance - Buses and Vans - Elem	\$0.00	\$7,500.00	\$7,323.00	97.64
01-2-02710-610-001-00	BUSING - General Supplies - Secondary	\$0.00	\$1,000.00	\$369.12	36.91
01-2-02710-610-002-00	BUSING - General Supplies - Elem	\$0.00	\$4,800.00	\$185.77	3.87
01-2-02710-626-001-00	BUSING - Gasoline - Secondary	\$381.76	\$0.00	\$3,077.47	0.00
01-2-02710-626-002-00	BUSING - Gasoline - Elem	\$0.00	\$25,000.00	\$13,024.44	52.09
01-2-02710-732-002-00	BUSING - Vehicle Purchase - Elem	\$0.00	\$100,000.00	\$0.00	0.00
01-2-02710-810-001-00	BUSING - Dues & Fees	\$0.00	\$0.00	\$175.00	0.00
01-2-02730-430-000-00	BUSING - Repairs and Maintenance Services	\$4,297.60	\$66,770.00	\$17,967.73	26.90
01-2-02730-610-000-00	BUSING - General Supplies	\$0.00	\$0.00	\$254.20	0.00
	<b>Pupil Transportation</b>	<b>\$4,854.36</b>	<b>\$268,000.00</b>	<b>\$94,317.31</b>	<b>0.35</b>
01-2760-140-1-88	SPED TRANSP - SALARY	\$0.00	\$0.00	\$0.00	0.00
01-2760-210-1-88	SPED TRANSP - FICA	\$0.00	\$0.00	\$0.00	0.00
01-2760-220-1-88	SPED TRANSP - RETIREMENT	\$0.00	\$0.00	\$0.00	0.00
01-2760-334-1-88	SPED TRANSP - Reimb Mileage to Parent	\$0.00	\$0.00	\$0.00	0.00
	<b>SPED Transportation</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>#DIV/0!</b>
01-2-03400-810-001-00	CATEG GRANT - Dues & Fees - Sec	\$0.00	\$0.00	\$90.00	0.00
01-2-03535-580-001-00	HAL - Travel- Secondary	\$0.00	\$0.00	\$1,110.00	0.00
01-2-03535-580-002-00	HAL - Travel- Elem	\$0.00	\$0.00	\$210.00	0.00
01-2-03535-610-001-00	HAL - General Supplies- Secondary	\$0.00	\$1,600.00	\$0.00	0.00
01-2-03535-610-002-00	HAL - General Supplies- Elem	\$0.00	\$1,600.00	\$0.00	0.00
01-2-06200-111-002-00	TITLE - Salaries - Teachers	\$3,547.42	\$43,000.00	\$39,221.62	91.21
01-2-06200-211-002-00	TITLE - Group Insurance - BCBS - Teachers	\$0.00	\$210.00	\$10,477.08	4,989.08
01-2-06200-211-002-01	TITLE - Group Insur - LTD - Teacher	\$17.51	\$0.00	\$192.61	0.00
01-2-06200-221-002-00	TITLE - Social Security - Teachers	\$234.77	\$3,300.00	\$2,600.59	78.80
01-2-06200-231-002-00	TITLE - Retirement - Teachers	\$350.41	\$4,200.00	\$3,874.24	92.24
01-2-06200-271-002-00	TITLE - Workers Comp - Teachers	\$0.00	\$150.00	\$132.93	88.62
01-2-06200-330-002-00	TITLE - Employee Training	\$50.00	\$1,000.00	\$140.00	14.00
01-2-06200-610-002-00	TITLE - General Supplies	\$329.62	\$2,700.00	\$508.61	18.83
01-2-06210-111-002-00	TITLE ACCOUNT - Salaries - Teachers	\$404.35	\$0.00	\$1,450.00	0.00
01-2-06210-221-002-00	TITLE ACCOUNT - Social Security - Teachers	\$30.79	\$0.00	\$110.45	0.00

01-2-06210-231-002-00	TITLE ACCOUNT - Retirement - Teachers	\$29.63	\$0.00	\$103.71	0.00
01-2-06210-330-002-00	TITLE ACCOUNT - Employee Training	\$0.00	\$0.00	\$32.30	0.00
01-2-06210-610-002-00	TITLE ACCOUNT - General Supplies	\$0.00	\$5,000.00	\$0.00	0.00
01-2-06404-111-002-00	IDEA BASE - Salaries - Teachers	\$932.00	\$36,000.00	\$10,104.00	28.06
01-2-06404-112-002-00	IDEA BASE - Salaries - Paras	\$0.00	\$0.00	\$12,160.91	0.00
01-2-06404-211-002-00	IDEA BASE - Group Insurance- BCBS - Teachers	\$281.00	\$0.00	\$3,572.00	0.00
01-2-06404-221-002-00	IDEA BASE - Social Security - Teachers	\$71.00	\$0.00	\$768.00	0.00
01-2-06404-222-002-00	IDEA BASE - Social Security - Paras	\$0.00	\$0.00	\$930.24	0.00
01-2-06404-231-002-00	IDEA BASE - Retirement - Teachers	\$92.00	\$0.00	\$997.00	0.00
01-2-06404-232-002-00	IDEA BASE - Retirement - Paras	\$0.00	\$0.00	\$1,201.24	0.00
01-2-06406-112-002-00	IDEA PS - Salaries - Paras	\$0.00	\$0.00	\$1,800.00	0.00
01-2-06406-222-002-00	IDEA PS - Social Security - Paras	\$0.00	\$0.00	\$135.00	0.00
01-2-06406-232-002-00	IDEA PS - Retirement - Paras	\$0.00	\$0.00	\$162.00	0.00
01-2-06406-591-002-00	IDEA PS - Speech Cont Svc Purch - ESU6	\$750.00	\$0.00	\$750.00	0.00
01-2-06406-610-002-00	IDEA PS - General Supplies	\$0.00	\$3,700.00	\$2,320.36	62.71
01-2-06410-111-002-00	IDEA EN-POV - Salaries - Teachers	\$0.00	\$35,000.00	\$0.00	0.00
01-2-06410-112-002-00	IDEA EN-POV - Salaries - Paras	\$55.80	\$0.00	\$18,258.45	0.00
01-2-06410-212-002-00	IDEA EN-POV - Group Insur - Paras - LTD	\$0.00	\$0.00	\$32.95	0.00
01-2-06410-222-002-00	IDEA EN-POV - Social Security - Paras	\$4.22	\$0.00	\$1,197.43	0.00
01-2-06410-232-002-00	IDEA EN-POV - Retirement - Paras	\$5.51	\$0.00	\$1,803.50	0.00
01-2-06410-510-002-00	IDEA EN-POV - Contracted Student Transp Services	\$0.00	\$0.00	\$1,584.26	0.00
01-2-06410-591-002-00	IDEA EN-POV - Speech Cont Svc Purch from ESU6	\$2,916.66	\$0.00	\$5,722.03	0.00
01-2-06410-591-002-01	IDEA EN-POV - OT Svcs Cont thru ESU6	\$3,600.00	\$0.00	\$3,600.00	0.00
01-2-06992-320-002-00	REAP - Professional Educational Services- Elem	\$0.00	\$0.00	\$3,299.05	0.00
01-2-06992-734-001-00	REAP - Technology-Related Hardware- Secondary	\$0.00	\$0.00	\$11,455.00	0.00
01-2-06992-734-002-00	REAP - Technology-Related Hardware- Elem	\$0.00	\$27,540.00	\$12,785.00	46.42
	<b>Federal &amp; State Programs</b>	<b>\$13,702.69</b>	<b>\$165,000.00</b>	<b>\$154,892.56</b>	<b>0.94</b>
01-2-08000-912-000-00	Fund Transfers to School Nutrition Fund	\$0.00	\$30,000.00	\$22,000.00	73.33
01-2-08000-913-000-00	Fund Transfers to Activities Fund	\$2,000.00	\$30,000.00	\$32,000.00	106.66
	<b>IntraFund Support</b>	<b>\$2,000.00</b>	<b>\$60,000.00</b>	<b>\$54,000.00</b>	<b>0.90</b>
	<b>JULY TOTALS</b>	<b>\$317,838.30</b>	<b>\$4,974,185.00</b>	<b>\$3,637,290.38</b>	<b>0.73</b>
	<b>Intrafund Transfers</b>				
01-2-09005-000-000-00	NON-PGM EXPENDITURES - Interfund loan to Nutrition Fund	\$0.00	\$0.00	\$62,037.27	0.00
01-2-09005-220-000-00	NON-PGM EXPENDITURES - Interfund loan to Nutrition Fund FICA	\$0.00	\$0.00	\$4,594.84	0.00
01-2-09005-230-000-00	NON-PGM EXPENDITURES - Interfund loan to Nutrition Fund RET	\$0.00	\$0.00	\$5,119.01	0.00
01-2-09006-000-000-00	NON-PGM EXPENDITURES - Interfund Loan to Activity Fund	\$0.00	\$0.00	\$21,232.29	0.00
01-2-09006-220-000-00	NON-PGM EXPENDITURES - Interfund Loan to Activity Fund FICA	\$0.00	\$0.00	\$251.40	0.00
01-2-09006-230-000-00	NON-PGM EXPENDITURES - Interfund Loan to Activity Fund RET	\$0.00	\$0.00	\$323.77	0.00

<b>TOTAL GENERAL FUND EXPENDITURES</b>		<b>\$317,838.30</b>	<b>\$4,974,185.00</b>	<b>\$3,730,848.96</b>	<b>0.75</b>
<b>Depreciation Fund</b>					
02-2-02900-610-001-00	DEPR - General Supplies	\$0.00	\$0.00	\$599.00	0.00
02-2-02900-610-002-00	DEPR - General Supplies	\$2,550.00	\$0.00	\$2,550.00	0.00
02-2-02900-650-001-00	DEPR - Technology-Related Supplies - Sec	\$0.00	\$0.00	\$3,345.00	0.00
02-2-02900-650-002-00	DEPR - Technology-Related Supplies - Elem	\$0.00	\$0.00	\$1,115.00	0.00
02-2-02900-732-002-00	DEPR - Vehicles	\$0.00	\$194,406.00	\$0.00	0.00
02-2-02900-734-001-00	DEPR - Technology-Related Hardware	\$0.00	\$0.00	\$6,009.12	0.00
02-2-02900-734-002-00	DEPR - Technology-Related Hardware	\$0.00	\$0.00	\$6,009.12	0.00
02-2-02900-739-001-00	DEPR - Equipment	\$0.00	\$50,000.00	\$0.00	0.00
02-2-02900-739-002-00	DEPR - Equipment	\$0.00	\$50,000.00	\$0.00	0.00
<b>TOTAL DEPRECIATION FUND</b>		<b>\$2,550.00</b>	<b>\$294,406.00</b>	<b>\$19,627.24</b>	<b>0.07</b>

<b>School Nutrition Fund</b>					
06-2-03100-110-001-00	SN - Salaries - Regular - Kitchen	\$0.00	\$63,000.00	\$59,874.22	95.03
06-2-03100-120-001-00	SN - Salaries - Subs - Kitchen	\$0.00	\$2,000.00	\$0.00	0.00
06-2-03100-210-001-01	SN - Group Ins - LTD - Kitchen	\$0.00	\$225.00	\$188.90	83.95
06-2-03100-220-001-00	SN - Soc Sec - Kitchen	\$0.00	\$4,500.00	\$4,594.84	102.10
06-2-03100-230-001-00	SN - Retirement - Kitchen	\$0.00	\$5,275.00	\$5,119.01	97.04
06-2-03100-270-001-00	SN - Workers Comp - Kitchen	\$0.00	\$2,000.00	\$1,974.15	98.70
06-2-03100-610-001-00	SN - General Supplies	\$0.00	\$3,000.00	\$2,626.77	87.55
06-2-03100-629-001-00	SN - Vending	\$0.00	\$500.00	\$368.80	73.76
06-2-03100-630-001-00	SN - Food	\$0.00	\$53,000.00	\$56,168.07	105.97
06-2-03100-630-001-01	SN - Commodities	\$0.00	\$12,000.00	\$8,761.41	73.01
<b>TOTAL HOT LUNCH FUND</b>		<b>\$0.00</b>	<b>\$145,500.00</b>	<b>\$139,676.17</b>	<b>0.96</b>

<b>Bond Fund</b>					
07-2-05000-831-000-00	BF - Redemption of Principal	\$0.00	\$395,000.00	\$395,000.00	100.00
07-2-05000-832-000-00	BF - Interest on Long-Term Debt	\$0.00	\$136,998.00	\$136,730.63	99.80
07-2-05000-890-000-00	BF - Fees	\$0.00	\$212,710.00	\$1,374.00	0.64
07-2-09003-001-000-00	BF - Non-Pgm Expend - Interfund Loan to Special Bldg Fund	\$0.00	\$0.00	\$45,000.00	0.00
<b>TOTAL BOND FUND</b>		<b>\$0.00</b>	<b>\$744,708.00</b>	<b>\$578,104.63</b>	<b>0.78</b>

<b>Special Building Fund</b>					
08-2-02515-610-001-00	SB - Supplies	\$0.00	\$0.00	\$1,333.00	0.00
08-2-02515-710-001-00	SB - Land and Improvements	\$0.00	\$233,935.00	\$43,950.00	18.78
08-2-02515-720-001-00	SB - Buildings	\$0.00	\$0.00	\$9,061.50	0.00
08-2-02515-720-002-00	SB - Buildings	\$0.00	\$828,900.00	\$9,061.50	1.09

08-2-02515-733-002-00	SB - Furniture and Fixtures	\$8,699.69	\$0.00	\$8,699.69	0.00
08-2-02515-734-001-00	SB - Tech-Related Hardware	\$0.00	\$0.00	\$23,022.07	0.00
08-2-02515-734-002-00	SB - Tech-Related Hardware	\$0.00	\$0.00	\$23,022.07	0.00
08-2-09002-001-000-00	SB - Non-Pgm Expend - Interfund Loan to Bond Fund	\$0.00	\$0.00	\$45,000.00	0.00
<b>TOTAL SPECIAL BUILDING FUND</b>		<b>\$8,699.69</b>	<b>\$1,062,835.00</b>	<b>\$163,149.83</b>	<b>0.15</b>

# FRIEND PUBLIC SCHOOLS

Board of Education - Payments to be Approved

8/12/2019

## Manual Checks/Funds Transfers done in July:

### GENERAL FUND

Payroll Fund	July payroll	\$	229,759.08
Constellation	natural gas	\$	128.16
Postmaster - Friend	newsletter mailing	\$	129.59
Postmaster - Cordova	newsletter mailing	\$	15.52
		\$	230,032.35

## August Presentations

### DEPRECIATION FUND

Kansas City Audio-Visual	3 mimios, 1 boxlight	\$	11,874.00
		\$	11,874.00

### SPECIAL BUILDING FUND

Diode Technologies	install paging speakers	\$	1,402.74
		\$	1,402.74

### GENERAL FUND

34 Electric	wire water heater, disposal	\$	377.34
Activity Fund	August support	\$	3,000.00
Beaver Hardware	supplies	\$	224.27
Black Hills Energy	natural gas	\$	84.42
Blackboard Inc	annual subscription - mass notification	\$	772.65
Blick Art Materials	supplies	\$	614.73
BulkBook Store	reading books	\$	127.75
Cavendish Square	library books	\$	195.54
Cengage Learning	ag textbooks	\$	1,243.88
City of Friend	utilities	\$	3,269.78
Constellation	natural gas	\$	58.56
Continental Fire Sprinkler	annual inspection	\$	190.00
Crete Area Medical Center	bus physical	\$	175.00
Culligan	water softener	\$	52.00
Dairy Council of California	teaching supplies	\$	27.50
DAS State Acctg - State of Nebraska	internet service - June	\$	229.49
Decker Equipment	tables - elem	\$	705.74
Demco	library supplies	\$	162.47
Depreciation Fund	future bus purchase	\$	100,000.00 <i>budgeted fund transfer</i>
Drake Refrigeration	repairs to HVAC	\$	115.00
Eakes	ag supplies	\$	170.58
Egan Supply	janitorial supplies	\$	6,423.21
Electronic Contracting	quarterly monitoring	\$	81.00
Encyclopedia Britannica	annual subscription to online	\$	765.00
ESU6	SPED services, technology	\$	58,571.49
Farmers Union Coop	fuel, repair	\$	456.49
General Fire & Safety	inspect kitchen hoods	\$	136.50
Hometown Leasing	copier, printer lease	\$	743.44
Houghton Mifflin Harcourt	social studies textbooks	\$	12,124.25
Innovative Office Solutions	supplies	\$	1,537.18
Jay or Krista Hitchcock	mowing - June	\$	800.00

Jenn Nantkes	vision therapy	\$	271.52	
Jesse Gronemeyer	tree removal, stump grinding	\$	975.00	
Kraus, David	reimburse cell phone	\$	50.00	
Lab-Aids	ag supplies	\$	849.57	
Learning Without Tears	handwriting curriculum	\$	828.85	
MailFinance	quarterly postage machine lease	\$	474.00	
McGraw Hill	elementary language arts workbooks	\$	1,628.35	
Menards - South	maint supplies	\$	48.98	
Nasco	teaching supplies	\$	97.15	
Natl Council for the Social Studies	subscription - P Martin	\$	75.00	
Nebr Assoc of School Boards	climate survey, board retreat	\$	1,061.48	
Nebr Council of School Admin	19-20 dues, Admin Days - DK, LS, MJC	\$	1,790.00	---> reduced from \$1,808
O'Keefe Elevator	monthly maint fee	\$	216.49	
OneSource	background check	\$	15.00	
Oriental Trading	supplies	\$	108.51	IDEA grant
Pearson	Am Govt textbooks	\$	2,127.42	
Perry, Guthery, Haase & Gessford	legal services	\$	150.00	
Planbook.edu	teaching supplies	\$	323.00	
Plank Road Publishing	music curriculum	\$	139.45	
Potter Repair	bus repairs	\$	1,611.05	
Presto-X	exterminator	\$	140.00	
Pyramid School Products	supplies	\$	1,027.13	
QuaverMusic.com	elem music curriculum	\$	1,680.00	
Quill	supplies	\$	544.30	
Region 1 Principals	Stutzman - dues	\$	50.00	
Rochester 100	title supplies	\$	72.00	
Rockler	shop tools	\$	185.98	
Scholastic	teaching supplies	\$	186.78	
School Datebooks	planners	\$	1,074.98	
Seward County Independent	publish legals	\$	84.72	
Shred-it	paper shredding	\$	87.46	
Staples	supplies	\$	553.16	
Student Assurance	student insurance - catastrophic	\$	657.50	
Teaacher's Discovery	teaching supplies	\$	58.18	
The Library Store	library supplies	\$	408.41	
The Parent Institute	title supplies	\$	116.10	
Time Mgmt Systems	monthly software fee	\$	64.26	
Unite Private Networks	WAN lease	\$	554.00	
Univ of Nebraska - Kearney	transitional certification program	\$	2,000.00	
US Games	PE supplies	\$	751.45	
USBank VISA	purchases for activities	\$	38.75	
USBank VISA	ETR - health workbooks	\$	438.46	
USBank VISA	RehabMart - lift chair	\$	1,630.00	IDEA grant
USBank VISA	Walmart - supplies	\$	278.57	
USBank VISA	Amazon - supplies	\$	760.58	
USBank VISA	Lakeshore Learning - teaching supplies	\$	52.56	
USBank VISA	Maximum Velocity - shop supplies	\$	80.60	
USBank VISA	UsComposites - shop supplies	\$	307.59	
USBank VISA	UPS postage charges	\$	79.66	
USBank VISA	D Kraus - meals at conferences, hosting	\$	430.30	
USBank VISA	Conoco, Caseys - gas for school van	\$	139.71	
USBank VISA	Beaver Run Resort - conf lodging- D Kraus	\$	676.20	HAL grant
USBank VISA	AASA conference regist - 2020 - D Kraus	\$	690.00	
USBank VISA	Love & Logic - teaching supplies	\$	100.36	HAL grant
USBank VISA	Beaver Run Resort - conf lodging- L Stutzman	\$	676.20	HAL grant
Voyager Sopris	teaching supplies	\$	570.17	
WageWorks	monthly admin fee	\$	187.50	
Waste Management	garbage	\$	874.33	
Windstream	telephone	\$	384.04	
		\$	<u>224,968.07</u>	
<b>Late Presentations:</b>				
Nebr Dept of Labor/Finance	annual elevator inspection	\$	120.00	
Neofunds	refill postage meter	\$	150.00	
	REVISED TOTAL	\$	<u>225,238.07</u>	

**RESOLUTION**

**WHEREAS**, the School Board is required by law to adopt by resolution policies and specific standards for acceptance or rejection of option enrollment applications; and,

**WHEREAS**, the School Board has received and reviewed evidence and information submitted by the administration and other sources and made determinations thereon with respect to standards for acceptance or rejection and with respect to the capacity of this school district to accept option enrollment students based upon available staff, available facilities, projected enrollment, and availability of special education programs; and,

**WHEREAS**, the School Board has determined that the educational interests of this school district would be best served by adoption of the resolutions, and the policies and specific standards herein contained.

**NOW, THEREFORE, BE IT RESOLVED** that the Option Enrollment Policy presented to the School Board as Policy 5006, and Appendix "1" to such Policy 5006, should be and the same are hereby adopted, and any previous policy or interpretation or application of the option enrollment program which is or has been inconsistent with the Policy 5006, and Appendix "1" to such Policy 5006, are repealed effective on the date of the passage of this resolution,

**BE IT FURTHER RESOLVED** that all paragraphs, subparagraphs, and portions of words of this Resolution, of Policy 5006, and Appendix "1" to such Policy 5006 are severable and that in the event any of the same are determined to be invalid for any reason, such determination shall not affect the validity of any of the remainder of the same.

**BE IT FURTHER RESOLVED** that policies and specific standards for acceptance or rejection of option enrollment applications should be and are hereby adopted, for applications filed after adoption of this resolution, and are hereinafter set forth:

The above Resolution, having been read in its entirety, member moved for its passage and adoption, member \_\_\_\_\_ seconded the same. After discussion and on roll call vote, the following members voted in favor of passage and adoption of the above Resolution: \_\_\_\_\_.

The following members voted against the same: \_\_\_\_\_.

The following members were absent or not voting: \_\_\_\_\_.

The Resolution having been consented to and approved by more than a majority of the members of the School Board, was declared as passed and adopted by the President at a duly held and lawfully convened meeting in full compliance with the Nebraska open meetings law.

**DATED** this \_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_.

**FRIEND PUBLIC SCHOOLS**

By: \_\_\_\_\_  
President

Attest: \_\_\_\_\_  
Secretary

## Appendix "1" to Option Enrollment Policy

The following is Appendix "1" to Policy 5006 for each dated school year. The Board of Education hereby sets forth the maximum number of option students for the each school year, dated in this form; in any program, class, grade level or school building or in any special education programs operated by this school district, based upon available staff, facilities, projected enrollment of resident students, projected number of students with which this school district will contract based on existing contractual arrangements, and availability of appropriate special education programs. Any program, class, grade level, or school building which has "0" as the No. of Option Students is hereby declared unavailable to option students due to lack of capacity.

<b>PROGRAM/ Dated Year: 2019-20</b>	<b>PROGRAM CAPACITY</b>	<b>PROJECTED ENROLLMENT</b>	<b>NO. OF OPTION STUDENTS</b>
Kindergarten	25	15	5
First	25	16	4
Second	25	18	2
Third	25	15	5
Fourth	25	20	2
Fifth	25	19	2
Sixth	25	15	8
Building Capacity, Elementary	210	118	28
Level I Elementary Special Education	20	20	0
Level II & III Elementary Special Education	2	2	0
Seventh	30	16	9
Eighth	30	20	5
Ninth	30	17	8
Tenth	30	13	12
Eleventh	30	15	10
Twelfth	30	19	6
Building Capacity, Jr./Sr. High School Attendance Center	180	97	50
Level I Jr./Sr. High School Special Education Program	18	18	0
Level II and III Jr./Sr. High School Special Education	3	3	0

Personnel - All EmployeesAdoption Leave

Adoption leave will be permitted to be taken by an adoptive parent for the same time and on the same terms as an employee is permitted to take a leave of absence upon the birth of the employee's child.

The adoptive parent leave of absence begins following the commencement of the parent-child relationship. The parent-child relationship commences, for purposes of adoption leave, when the child is placed with the employee for purposes of adoption. The employee shall be deemed to have waived any adoptive leave days not taken following the commencement of the parent-child relationship, except as the Superintendent and the employee may otherwise agree. Advance notice of an anticipated adoption shall be provided by the employee to the Superintendent as soon as possible.

**Legal Reference:** Neb. Rev. Stat. § 48-234

Date of Adoption: April 16, 2007  
Board Review December 2011

**APPLICANT'S CONSENT  
TO OBTAIN PAST DRUG AND ALCOHOL TEST RESULTS**

I, \_\_\_\_\_ *[insert applicant's name]*, understand that as a condition of hire with Friend Public Schools ("School District") I must give the School District written Consent to obtain the results of all DOT-required drug and/or alcohol tests (including any refusals to be tested) from all of the companies for which I worked as a driver, or for which I took a pre-employment drug and/or alcohol test during the past two (2) years. I also understand that the School District requires me to consent to access to the same information concerning any non-DOT driver drug and/or alcohol tests which I took during this same period of time. I have also been advised and understand that my signing of this consent does not guarantee me a job or guarantee that I will be offered a position with the School District.

Below I have listed all of the companies for which I worked as a driver, or for which I took a pre-employment driver position drug and/or alcohol test during the past two (2) years. I hereby consent to the School District obtaining from those companies, and I hereby consent to those companies furnishing to the School District, all requested information concerning my drug and alcohol tests, including:

- (i) all DOT and non-DOT alcohol test results of 0.04 or greater during the past two (2) years;
- (ii) all verified positive DOT and non-DOT drug test results during the past two (2) years;
- (iii) all instances in which I refused to submit to a DOT-required drug and/or alcohol test during the past two (2) years;
- (iv) any other violations of DOT agency drug and alcohol testing regulations during the past two (2) years; and
- (v) documentation of successful completion of DOT return-to-duty requirements (including follow-up tests) in the event of a violation of a DOT drug and alcohol testing regulations during the past two (2) years.

I specifically authorize the companies to fully complete the School District's Report of Past Drug and/or Alcohol Test Results form.

The following is a list of all of the companies for which I worked as a driver, or for which I took a pre-employment driver position drug and/or alcohol test, during the past two (2) years:

<u>Company name</u>	<u>Dates worked for/took pre-employment test</u>
_____	_____
_____	_____
_____	_____
_____	_____

APPLICANT CERTIFICATION

I have carefully read and fully understand this Consent to release my past drug and alcohol test results. In authorizing the release of my test results, I consent and agree to waive any physician-patient privilege that may otherwise exist with respect to the confidentiality of my drug and alcohol test results. I further release the Company and its medical review officer, and any officer, employee or agent of the Company or medical review officer whose disclosure of the results is in accordance with this release from any and all claims or causes of actions which may result from the disclosure of such test results to the person or persons identified on this release form.

In signing below, I certify that all of the information which I have furnished on this form is true and complete, and that I have identified all of the companies for which I have either worked, or for which I took a pre-employment drug and/or alcohol test, as a driver during the past two years. I understand that this information is material to my hiring and that my failure to provide true and complete information will automatically disqualify me for a position with the School District or, in the event that I am hired, subject me to immediate termination. Further, I understand that in the event of receipt of a report of past drug and/or alcohol violation, any conditional offer of employment will be revoked and in the event I have been hired, any employment will be automatically ended.

---

Signature of Applicant

Print Name

Date

**APPLICANT'S CERTIFICATION OF  
PAST DRUG AND ALCOHOL TEST RESULTS**

During the past two years before this application, I:

Did  Did not  (check applicable blank) test positive or refuse to submit to any pre-employment drug or alcohol test administered by an employer to which I applied for, but did not obtain, safety-sensitive transportation work covered by DOT agency drug and alcohol testing rules.

If I did test positive or refuse to submit, then I further certify that I:

Did  Did not  N/A  (check applicable blank) complete the return-to-duty process of the DOT agency drug and alcohol testing rules. I agree that it is my responsibility to provide the School District with documents establishing completion of such process before I may perform safety-sensitive functions for the School District.

**APPLICANT CERTIFICATION**

In signing below, I certify that all of the information which I have furnished on this form is true and complete. I understand that this information is material to my hiring and that my failure to provide true and complete information concerning the time period in question will automatically disqualify me for a position with the School District or, in the event that I am hired, subject me to immediate termination.

---

Signature of Applicant

Print Name

Date

**REQUEST FOR PAST TEST RESULTS**

To: \_\_\_\_\_ *[Insert name of previous employer]*  
From: \_\_\_\_\_ *[Insert name and title of FPS representative]*  
Subject: Request to obtain past drug and alcohol test results  
Date: \_\_\_\_\_ *[Insert date]*

\_\_\_\_\_ *[Insert applicant's name]* has advised us that he/she  worked for your company as a driver or that he/she  applied to your company for work as a driver, during the previous two (2) years.

Regulations of the Department of Transportation (DOT) (49 C.F.R. § 40.25) require us to obtain from your company, and **require your company to provide** to us, information concerning the above-named driver's past drug and alcohol test results (including refusals to be tested).

In accordance with DOT's regulations, therefore, we are providing you with the driver's written consent directing your company to provide us with the past drug and alcohol testing results, as set forth in the consent. A Report form to provide the requested information is also enclosed for your convenience.

Please send this information to

Friend Public Schools  
P.O. Box 67  
Friend, NE 68359

as soon as possible, either by facsimile (FAX # (402) 947-2026) or by mail. As required by the DOT, the information which you furnish will be treated as strictly confidential.

Enclosures:

- Document No. 1. Applicant's Consent to Obtain Past Drug and Alcohol Test Results.**
- Document No. 4. Report of Past Drug and Alcohol Test Results.**



Personnel - All EmployeesDrug and Substance Use and Abuse

It is the policy of the Friend Public School District to eliminate the influence of drugs, alcohol and other chemicals within the school environment and to educate students against the usage of drugs, alcohol and illegal substances. The District will implement regulations and practices which will insure compliance with laws relating to drugs and alcohol, including: the Drug-Free Workplace Act and the Omnibus Transportation Employee Testing Act of 1991, and all regulations and rules promulgated pursuant thereto.

**Section 1 Drug-Free Workplace**

The District has established the school as a drug-free workplace. The drug-free workplace for this purpose includes school grounds, school utilized vehicles, and places in which school activities are held. The school district recognizes that the use, possession, or being under the influence of illicit drugs or alcohol constitutes a hazard to the positive development of students and employees and a substantial interference with school purposes.

1. The unlawful manufacture, distribution, disposition, possession, or use of a controlled substance is prohibited in the work place. Employees are also prohibited from possessing, using or distributing illicit drugs or alcohol, or being under the influence of illicit drugs or alcohol, on any district property or district sponsored event. Any level of impairment from illicit drugs, alcohol, or inhalants, and the presence of any odor of illicit drugs (such as marijuana) or alcohol in the work place or on duty time shall be a violation of the drug-free workplace.
2. The possession or distribution of a look-alike drug or look-alike controlled substance is prohibited. In addition, employees are expected to serve as role models for students and will be considered to have violated the District's expectations in the event the employee commits a criminal drug or alcohol offense off the work place or off duty time.
3. As a condition of employment, employees will abide by the District's drug-free workplace policies and notify the Superintendent or designee of any criminal drug statute conviction for a violation occurring in the workplace no later than 5 days after such conviction.
4. Disciplinary sanctions, up to and including termination of employment and referral for prosecution, will be imposed upon employees who violate the aforementioned standards of conduct. Sanctions for violation thereof may include the requirement that the employee complete an appropriate rehabilitation program, reprimands, and non-renewal, cancellation, or termination of contract of employment.
5. Employees shall be advised through employee publications about drug and alcohol counseling and rehabilitation and reentry programs that are available.
6. Employees shall be furnished with a copy of this policy.

This policy supplements and is in addition to all other policies, regulations, practices, procedures and contractual provisions regarding or related to the improper or unlawful possession, use, or distribution of illicit drugs and alcohol.

**Section 2      Alcohol and Drug Testing**

The District will implement regulations and practices which will insure compliance with the Omnibus Transportation Employee Testing Act of 1991, and all regulations and rules promulgated pursuant thereto. Employees in "safety-sensitive" positions, as defined by the Act and regulations promulgated thereunder, including employees whose position requires a commercial driver's license (CDL), shall be tested for alcohol and controlled substances as required by law. (See attached Appendix "1"). Refusal to submit to such pre-employment testing, or testing positive, shall disqualify an applicant from employment. Reasonable suspicion, random, post-accident, return-to-duty, and follow-up testing shall also be conducted. Employees who test positive shall be immediately removed from safety-sensitive positions and shall be removed from employment.

Legal Reference:      41 U.S.C. §702

Date of adoption: April 16, 2007

**CONTROLLED SUBSTANCES AND ALCOHOL USE AND TESTING:  
FEDERAL REGULATIONS, FRIEND PUBLIC SCHOOL'S COMPLIANCE POLICIES  
AND PROCEDURES, AND EDUCATIONAL MATERIALS**

The U.S. Department of Transportation (DOT) and the Federal Highway Administration (FHWA) have issued regulations requiring that individuals who perform safety-sensitive functions and who are required to maintain a commercial driver's license (CDLs) be tested for controlled substances and alcohol and not engage in controlled substances use or alcohol misuse. Information concerning those regulations, Friend Public Schools policies and procedures, and educational materials relating to controlled substances use and alcohol misuse is set forth as follows:

**(A). The persons designated by Friend Public Schools to answer employee questions about these materials are:**

Superintendent of Schools  
Secondary Principal

**(B). The categories of employees who are subject to the provisions of the federal controlled substances and alcohol use and testing regulations are:**

Individuals who perform safety-sensitive functions and who are required to maintain a commercial driver's license (CDLs), including bus drivers and distribution and maintenance employees who are subject to driving commercial motor vehicles.

**(C). The term "safety-sensitive functions" means:**

- (1) All time waiting to be dispatched, unless the driver has been relieved from duty;
- (2) All time inspecting equipment or inspecting, servicing, or conditioning any commercial motor vehicle (i.e., a vehicle in excess of 26,000 pounds GVWR or designed to carry 16 or more passengers, including the driver) at any time;
- (3) All driving time (i.e., time spent at the controls of a commercial motor vehicle in operation);
- (4) All time, other than driving time, in or upon any commercial motor vehicle;
- (5) All time loading or unloading a vehicle, supervising, or assisting in the loading or unloading, attending a vehicle being loaded or unloaded, remaining in readiness to operate the vehicle, or in giving or receiving receipts for shipments loaded or unloaded;
- (6) All time spent performing the driver requirements of 49 CFR §§392.40 and 392.41 relating to accidents;
- (7) All time repairing, obtaining assistance, or remaining in attendance upon a disabled vehicle.

**(D). Employee conduct that is prohibited by the federal controlled substances and alcohol use and testing regulations includes:**

1. **Alcohol concentration.**  
No driver shall report for duty or remain on duty requiring the performance of safety-sensitive functions while having an alcohol concentration of 0.04 or greater.
2. **Alcohol possession.**  
No driver shall be on duty or operate a commercial motor vehicle while the driver possesses alcohol.
3. **On-duty use.**  
No driver shall use alcohol while performing safety-sensitive functions.
4. **Pre-duty use.**  
No driver shall perform safety-sensitive functions within four (4) hours after using alcohol.
5. **Use following an accident.**  
No driver required to take a post-accident alcohol test shall use alcohol for eight hours following the accident, or until the driver undergoes a post-accident alcohol test, whichever occurs first.
6. **Refusal to submit to a required alcohol or controlled substances test.**  
No driver shall refuse to submit to a post-accident alcohol or controlled substances test, a reasonable suspicion alcohol or controlled substance test, or a follow-up alcohol or controlled substances test.
7. **Controlled substances use.**  
No driver shall report for duty or remain on duty requiring the performance of safety-sensitive functions when the driver uses any controlled substance, except when the use is pursuant to the instructions of a physician who has advised the driver that the substance does not adversely affect the driver's ability to safely operate a commercial motor vehicle.
8. **Controlled substances test.**  
No driver shall report for duty, remain on duty or perform a safety-sensitive function, if the driver tests positive for controlled substances.

**(E). The circumstances under which an employee will be tested for alcohol and/or controlled substances pursuant to the federal regulations include:**

1. **Pre-employment testing.**  
Prior to the first time a driver performs safety-sensitive functions, the driver shall undergo testing for alcohol and controlled substances. No safety-sensitive functions are to be performed unless the driver has been administered an alcohol test with a result indicating an alcohol concentration less than 0.04, and has received a controlled substances test result from the medical review officer indicating a verified negative test result.

**2. Post-accident testing.**

- (a) As soon as practicable following an accident involving a commercial motor vehicle, each surviving driver:
- (1) Who was performing safety-sensitive functions with respect to the vehicle, if the accident involved the loss of human life; or
  - (2) Who receives a citation under State or local law for a moving traffic violation arising from the accident shall undergo a test for alcohol and controlled substances.
- (b) (1) *Alcohol tests.* Shall be administered within two hours following the accident unless such can not reasonably be done, and not more than eight hours following the accident.
- (2) *Controlled substance tests.* Shall be administered within 32 hours following the accident.
- (c) A driver who is subject to post-accident testing shall remain readily available for such testing or may be deemed by the employer to have refused to submit to testing. The driver shall be permitted to leave the immediate scene of an accident for the period necessary to obtain assistance in responding to the accident, or to obtain necessary emergency medical care, but shall otherwise remain readily available for testing.

**3. Random testing.**

- (a) Drivers shall be subject to random testing. The minimum annual percentage rate for random alcohol testing should be 25 percent of the average number of driver positions, or such minimum annual percentage rate as established from time to time by the FHWA. The minimum annual percentage rate for random controlled substance testing shall be 50 percent of the average number of driver positions.
- (b) The selection of drivers for random alcohol and controlled substances testing shall be made by a scientifically valid method. Under the selection process used, each driver shall have an equal chance of being tested each time selections are made.
- (c) The random alcohol and controlled substances tests shall be unannounced and the dates for administering random alcohol and controlled substances tests shall be spread reasonably throughout the calendar year.
- (d) Each driver who is notified of selection for random alcohol and/or controlled substances testing shall proceed to the test site immediately; provided, however, that if the driver is performing a safety-sensitive function at the time of notification, the driver shall cease to perform the safety-sensitive function and proceed to the testing site as soon as possible.

**4. Reasonable suspicion testing.**

- (a) A driver shall submit to an alcohol test when the employer has reasonable suspicion to believe that the driver has engaged in conduct prohibited by the federal drug and alcohol testing regulations (except for possession of alcohol).
- (b) Under federal law, notwithstanding the absence of a reasonable suspicion alcohol test, a driver is prohibited from reporting for duty or remaining on duty requiring the performance of safety-sensitive functions while the driver is under the influence of or impaired by alcohol and must not perform or continue to perform safety-sensitive functions, until:
- (i) An alcohol test is administered and the driver's alcohol concentration

measures less than 0.02; or

- (ii) Twenty-four hours have elapsed following the determination that there is reasonable suspicion to believe that the driver has violated the prohibitions concerning the use of alcohol.

5. **Return-to-duty testing.**

(a) Alcohol. If a driver has engaged in conduct prohibited by the federal drug and alcohol testing regulations concerning alcohol and has not been terminated, the driver shall undergo a return-to-duty alcohol test with a result indicating an alcohol concentration of less than 0.02.

(b) Controlled Substances. If a driver has engaged in conduct prohibited by the federal drug and alcohol testing regulations concerning controlled substances, and has not been terminated, the driver shall undergo a return-to-duty controlled substances test with a result indicating a verified negative result for controlled substances use.

6. **Follow-up testing.**

Following a determination that a driver is in need of assistance in resolving problems associated with alcohol misuse and/or use of controlled substances, the driver shall, if still employed, be subject to unannounced follow-up alcohol and/or controlled substances testing as directed by a substance abuse professional in accordance with the provisions of federal regulations.

Random, reasonable suspicion, and follow-up alcohol testing shall be conducted only when the driver is performing safety-sensitive functions, just before the driver is to perform safety-sensitive functions, or just after the driver has ceased performing safety-sensitive functions.

**(F). The procedures that will be used to test for the presence of alcohol and controlled substances, to protect the employee and the integrity of the testing processes, to safeguard the validity of the test results, and to ensure that those results are attributed to the correct employee include:**

The procedures outlined in 49 CFR 40, concerning procedures for Transportation Workplace Drug and Alcohol Testing Program, will be followed. This includes use of a "split sample" approach for drug testing and chain of custody procedures including documentation of screening aliquots.

**(G). An employee is required to submit to alcohol and controlled substances tests administered pursuant to the federal regulations.**

**(H). A "refusal to submit" to an alcohol or controlled substance test includes:**

*Refuse to submit* (to an alcohol or controlled substances test) means that a driver (1) Fails to provide adequate breath for testing without a valid medical explanation after he or she has received notice of the requirement for breath testing, (2) fails to provide adequate urine for controlled substances testing without a valid medical explanation after he or she has received notice of the requirement for urine testing, or (3) engages in conduct that clearly obstructs the testing process. A failure to remain readily available for post-accident testing, or to notify the employer of the need for such testing, or to proceed to the test site immediately for random testing, may be deemed by the employer to constitute a refusal to submit.

**The consequences for refusing to submit to an alcohol or controlled substances test are as follows:** A driver who has refused to submit to a required alcohol or controlled substance test is subject to the same consequences as a driver who has tested positive on an alcohol (concentration of 0.04 or greater) or controlled substances test.

(I). **The consequences under the federal regulations for employees who have violated the federal regulations relating to controlled substances and alcohol use and testing include:**

The driver shall be removed from and not permitted to perform safety-sensitive functions. The driver shall be referred for evaluation by a substance abuse professional for a determination of what assistance, if any, the employee needs in resolving problems associated with alcohol misuse and controlled substances abuse.

Before a driver returns to duty requiring the performance of a safety-sensitive function after engaging in conduct prohibited by the federal regulations, the driver shall, if still employed, undergo a return-to-duty alcohol test with a result indicating an alcohol concentration of less than 0.02 if the conduct involved alcohol, or a controlled substances test with a verified negative result if the conduct involved a controlled substance.

In addition, each driver identified as needing assistance in resolving problems associated with alcohol misuse or controlled substance use, if still employed,

- (i) Shall be evaluated by a substance abuse professional to determine that the driver has properly followed any rehabilitation program prescribed, and
- (ii) Shall be subject to unannounced follow-up alcohol and controlled substances tests administered by the employer following the driver's return to duty.

The driver may also be subject to the penalty provisions of 49 U.S.C. § 521(b).

(J). **The consequences under the federal regulations for employees found to have an alcohol concentration of 0.02 or greater but less than 0.04 include:** Removal from safety-sensitive functions for a period of not less than 24 hours following administration of the test.

(K). **Information to assist employees in avoiding alcohol misuse and controlled substances use, signs and symptoms of an alcohol or a controlled substances problem, and available methods of intervening when such a problem is suspected:** Information will be made available by the counselor to employees upon request.

Personnel - All EmployeesBloodborne Pathogen Compliance Plan**BLOODBORNE PATHOGEN COMPLIANCE PLAN  
FOR THE SCHOOL SETTING**

In December 1991, the Occupational Safety and Health Administration (OSHA) issued safety standard regulations for the handling of bloodborne pathogens (Federal Register, 1910.1030) by entities subject to its control. It is the intent of Friend Public Schools to eliminate or minimize occupational exposure to bloodborne pathogens including, but not limited to Hepatitis B Virus (HBV) and Human Immunodeficiency Virus (HIV).

**EXPOSURE CONTROL PLAN**

Friend Public Schools establishes this written exposure control plan to eliminate or minimize occupational exposure to bloodborne pathogens. The school district's exposure control officer is the building principal. A copy of the exposure control plan will be available and is located in the School Offices. The exposure control plan will be reviewed annually and includes the following:

- A. Exposure Determination
- B. Training of Employees
- C. Hepatitis B Vaccination
- D. Occupational Exposure
- E. Post-exposure Evaluation and Follow-up
- F. Record keeping
- G. Control Methods

**EXPOSURE DETERMINATION**

All job classifications in which it is reasonable to anticipate that blood or other infectious body fluids will come in contact with an employee's mucous membranes (eye, nose, mouth); skin; or through parenteral contact (piercing mucous membranes or the skin barrier through needlesticks, human bites, cuts, abrasions, etc.) while performing job duties will be included in the plan. Other potentially infectious materials include body fluids such as cerebral spinal fluid, amniotic fluid, semen, vaginal secretions, respiratory secretions and saliva, tears, vomitus, urine, feces, drainage from wounds, and any fluid containing blood.

1. School personnel likely to experience occupational exposure shall be those who are designated to deal with "bloodborne pathogen situations" ("designated employees"); the persons so designated are: school nurses, primary first aid providers, custodians, athletic trainers, coaches, P.E. teachers, bus drivers, playground supervisors, and special education teachers or paraprofessionals who work with exceptional children.
2. School personnel unlikely to have occupational exposure include all employees

not listed in paragraph "1" above ("non-designated employees"). All non-designated employees shall refer bloodborne pathogen situations to a designated employee, and shall not be required to personally render first aid in bloodborne pathogen situations or be disciplined for failure to personally render first aid in bloodborne pathogen situations.

3. An employee who has an employment related bloodborne pathogen exposure incident (an incident in which another person's blood or other potentially infectious material contacts the employee's eye, mouth, mucous membrane, non-intact skin, or pierced mucous membrane or skin barrier) shall promptly give notice of the incident and details of the incident to the superintendent or the superintendent's designee.

### **TRAINING OF EMPLOYEES**

Friend Public Schools will require all identified employees who, in the performance of their duties, may have occupational exposure to participate in a training program at the time of the initial assignment to such duties. The training program will:

- a. Be provided at no cost to employees.
- b. Occur annually, within one year of previous training.
- c. Be conducted by an individual knowledgeable in the subject area, as it applies to the school setting.
- d. Contain the following elements:
  1. An accessible copy of the regulatory text of this standard and an explanation of its contents.
  2. A general explanation of the epidemiology and symptoms of bloodborne diseases.
  3. An explanation of the modes of transmission of bloodborne pathogens.
  4. An explanation of the employer's exposure control plan and the means by which the employee can obtain a copy of the written plan.
  5. An explanation of the appropriate methods for recognizing tasks and other activities that may involve exposure to blood and other potentially infectious materials.
  6. An explanation of the use and limitations of methods that will prevent or reduce exposure including appropriate engineering controls, work practices, and personal protective equipment.
  7. Information on the types, proper use, location, removal, handling, decontamination and disposal of personal protective equipment.
  8. An explanation of the basis for selection of personal protective equipment.
  9. Information on the Hepatitis B vaccine, including information on its efficacy, safety, method of administration, and that the vaccine and vaccination will be offered free of charge.
  10. Information on the appropriate actions to take and persons to contact in an emergency involving blood or other potentially infectious materials.

11. An explanation of the procedure to follow if an exposure incident occurs, including the method of reporting the incident and the medical follow-up that will be made available.
12. Information on the post-exposure evaluation and follow-up that the employer is required to provide for the employee following an exposure incident.
13. An explanation of the signs and labels and/or color coding denoting containers of regulated waste.
14. An opportunity for interactive questions and answers with the person conducting the training session.

### **HEPATITIS B VACCINE**

Friend Public Schools will offer Hepatitis B vaccine at no cost to school personnel identified as likely to experience occupational exposure in the performance of their duties. The vaccine will be made available after the employee has received the required training and within 10 working days of the work assignment. The employee may decline to receive the vaccine if he/she wishes to do so, if he/she previously received the complete Hepatitis B vaccine series, if antibody testing has revealed that the employee is immune, or the vaccine is contraindicated for medical reasons. An employee who initially declines the Hepatitis B vaccination may receive the vaccine, at no cost, at a later date if job duties continue to be covered by the standard. Vaccine shall be given under the supervision of a licensed health care professional.

### **OCCUPATIONAL EXPOSURE**

Occupational exposure relates to the reasonable anticipation that blood or other infectious body fluids will come in contact with an employee's mucous membranes (eye, nose, mouth), skin, or through parenteral contact (skin piercing) while performing job duties.

If an exposure would occur by staff or student, the following should occur:

1. Wash exposed area immediately with soap and water.
2. If mucous membrane, irrigate or wash thoroughly.
3. Report exposure immediately. The post-exposure evaluation must occur within 24 hours.
  - a. If a student:
    1. Notify principal and parent or guardian.
    2. Recommend medical provider be consulted.
  - b. If an employee:
    1. Report immediately to the principal.
    2. Complete the post-exposure incident report form.
    3. Follow a post-exposure evaluation and follow-up plan.

### **POST-EXPOSURE EVALUATION AND FOLLOW-UP**

Following the report of an exposure incident, Friend Public Schools will make a confidential medical evaluation and follow-up available to the exposed employee. This evaluation and

follow-up shall be:

- a. made available at a reasonable time and place within 24 hours of the exposure.
- b. Performed by a licensed physician or trained health care professional.

### **RECORD KEEPING**

Documentation of personnel participation in the training program will be maintained for 3 years from the date on which the training occurred and include:

1. Dates of training sessions.
2. Contents or summary of training sessions.
3. Names and qualifications of persons conducting the training.
4. Names and job titles of all persons attending.

Confidential medical records will be maintained and kept separate from the personnel file for each employee for at least the duration of employment plus 30 years. This record will include:

1. The name and social security number of the employee.
2. Information regarding Hepatitis B vaccination status.
3. Documentation of exposure incident.
4. Medical evaluation and follow-up.

### **CONTROL METHODS**

Universal precautions (UP) are practices and procedures established to assist in the prevention of contact with blood and other body fluids. Although the risk of exposure to bloodborne pathogens (HIV & Hepatitis B) in the educational setting is low, safe work practices require the assumption that all blood or body fluids be considered potentially infectious (blood, any fluid containing blood, cerebral spinal fluid, amniotic fluid, semen, vaginal fluids, feces, urine, vomitus, drainage from wounds, respiratory secretions and saliva).

The following safe work practice and engineering controls are identified to protect students and school personnel from exposure to blood and body fluids which could potentially cause infectious disease. Universal precautions will be employed at all times by employees of Friend Public Schools. Appropriate personal protective equipment will be provided for personnel.

### **HANDWASHING**

Handwashing is thought to be the most important procedure in preventing the spread of infection.

#### **Hands should always be washed when:**

1. Hands are soiled.
2. Handling or preparing food.
3. Eating.
4. Blowing or wiping nose.
5. Using toilet, assisting students with toileting needs, or diapering.
6. Coming in contact with contaminated equipment.

7. Skin contacts blood or body fluids.
8. After gloves are removed.

**Proper hand washing procedure:**

1. Wet hands with warm water.
2. Apply soap, lather hands & wrists.
3. Scrub all surfaces of hands, between fingers, under fingernails for a minimum of 15 seconds keeping hands and fingers pointed down.
4. Rinse hands and wrists thoroughly with warm water, allowing water to flow from wrist down.
5. Dry hands well and air dry or single-use paper towel, turning off faucet using towel before discarding to prevent recontamination.

**BARRIERS**

When possible, direct contact with blood and body fluids should be avoided. Barriers reduce the risk of contact as well as control the spread of infection between individuals.

1. Wear disposable gloves when direct contact with blood or body fluids, handling soiled clothing or equipment, toileting children, or when regularly exposed to a student's saliva or oral cavity. If unanticipated contact occurs, wash hands immediately following contact. Gloves should be removed without touching the outside or other objects. Dispose after each use.
2. Utility gloves may be decontaminated for re-use if the integrity of the glove is not compromised. They should be discarded if they are cracked, peeling, torn, punctured, or exhibit other signs of deterioration.
3. During CPR procedures, the use of a one-way protective shield is recommended.
4. Spill-resistant gowns, masks and protective eyewear should be used when splashing, spraying, spattering or airborne droplets of potentially infectious material is anticipated. It is recommended that at a minimum, one set, containing a gown, mask, and protective eyewear, should be available for use in a serious emergency (the size and layout of a building may require greater availability).

Personal protective equipment is available in the following location/s: All classrooms, offices, gyms. Additional materials are available with the custodian.

**BLOOD AND OTHER POTENTIALLY INFECTED MATERIAL SPILL CLEANUP:**

1. Wear disposable or utility gloves. Do not reuse disposable gloves. Disinfect utility gloves after use.
2. Use disposable (paper) towels and other absorbent materials to absorb spill.
3. Saturate the spill with a 1:10 household bleach solution prepared daily or other EPA approved disinfectant and allow to disinfect for 10 minutes **before** agitating the spill.
4. Disinfect the surface after the spill has been removed. Allow the disinfectant to work 10 minutes before wiping dry with disposable (paper) towels.
5. Rugs contaminated with body fluids should be cleaned by applying an absorbent

compound. Saturate the spill with an EPA approved disinfectant appropriate for rug/carpet use for 10 minutes. Allow to dry as directed. Vacuum or mechanically remove with dust pan and broom. Apply EPA approved disinfectant appropriate for rug/carpet use for 10 minutes. Revacuum when dry.

6. Dispose of waste (gloves, paper towels, etc.) in leakproof plastic bag.
7. Clean and disinfect reusable equipment (mops, buckets, etc.)
8. Wash hands thoroughly with warm water and soap.

**CLEANUP OF OBJECTS CONTAMINATED WITH BLOOD OR OTHER POTENTIALLY INFECTED MATERIAL (i.e., athletic equipment):**

1. Wear disposable or utility gloves. Do not reuse disposable gloves. Disinfect utility gloves after use.
2. Discard contaminated items that cannot be cleaned or disinfected into lined container.
3. Disinfect the object using EPA approved disinfectant or 1:10 household bleach solution prepared daily.
4. Allow disinfectant to work 10 minutes before wiping dry.
5. Dispose of contaminated materials in leakproof plastic bag.
6. Wash hands thoroughly with warm water and soap after gloves are removed.

**FIRST AID/HEALTH CARE**

Whenever possible and appropriate, employees should practice self-management of injuries and should teach students the same. The principle of self-management includes self treatment, cleaning and disposing of contaminated materials to avoid contact by a second party.

When that is not possible:

1. Wear gloves.
2. Use paper toweling or gauze pads to wipe injury and, if appropriate, allow student to rinse injury with running water.
3. Place soiled materials in a plastic bag lined waste container.
4. Soiled clothing should be removed and placed into a plastic bag, secured, and sent home.
5. Assist in cleaning affected area and applying bandage as necessary.
6. Dispose of gloves along with other soiled materials in plastic lined waste container, secured, and disposed of properly.
7. Wash hands thoroughly after removing gloves.

Contaminated waste is any material which has been soiled with blood or other potentially infectious material which cannot be disinfected. This waste may be placed in a leakproof plastic bag and placed in the trash unless it meets the definition of regulated waste. Regulated waste is defined by OSHA as liquid or semi-liquid blood or other potentially infectious materials and caked dried blood capable of releasing these materials during handling or contaminated sharps. If regulated waste is generated, it must be properly identified by using a red bag, biohazardous label, or sharps container. This waste must be disposed of according to state and local

ordinances.

Contaminated work surfaces in the health office-first aid area shall be decontaminated with an appropriate disinfectant after completion of procedures, immediately or as soon as feasible when surfaces are contaminated and at the end of each school day.

Eating, drinking, storing of food and drink, applying cosmetics or lip balm, and the handling of contact lenses should be prohibited in areas where there is a reasonable likelihood of occupational exposure (areas where first aid is provided).

#### **Contaminated Sharps (broken glass, needles, lancets, knives, blades)**

1. Tongs or dust pan and broom should be used to pick up contaminated sharps such as blood-covered broken glass to avoid direct contact.
2. Gloves should be worn when handling contaminated sharps.
3. Needles, lancets and other contaminated sharps should not be bent, recapped or removed.
4. A student who generates his/her own regulated waste (self glucometer use, self insulin injection, etc.) should transport the waste home daily for disposal.
5. All other sharps should be placed in a puncture-resistant, labeled, leak-proof container, able to be closed after each use. A sharps container should be available and when used, disposed of properly according to state and local ordinances.

#### **Clothing/Laundry**

Student clothing and other nondisposable items soaked with body fluids should be placed in plastic bags and sent home. If rinsing or presoaking is needed for items laundered at school, wear gloves. Clothes contaminated with body fluids, should be washed separately from other items. Wash as usual, add 1/2 cup bleach to wash cycle if bleachable. Add 1/2 cup non-chlorine bleach if unbleachable.

#### **Diaper Changing Procedure**

1. Wear disposable gloves.
2. Place student on a clean changing table using waterproof pad with two lean papers towels for each change.
3. Remove the soiled diaper and place in a plastic bag.
4. If other clothing is soiled, place in a plastic bag and mark with the child's name.
5. Clean skin in diaper area using individual disposable wipes or other cleansers provided by parents when special consideration to skin cleansing is needed for an individual student and apply clean diaper.
6. Wash pad after each change with soap and water and follow with 1:10 household bleach solution prepared daily or EPA approved disinfectant.
7. Remove gloves and place in plastic bag.
8. Wash hands with soap and water before and after diaper change.
9. Never leave child unattended on the changing area.
10. Supplies should be stored close to the changing area and out of the child's reach.
11. Report any abnormal conditions (blood or pus in diaper area, diarrhea, light

colored, black or tarry stools, skin rashes, bruises or breaks in the skin).

### **Toy Sanitation Technique**

If children drool and mouth toys, special consideration for the sanitation of the toys should follow:

1. Sanitize by putting through a dishwasher cycle.
2. If dishwasher is not available:
  - a. Wear gloves and wash toys with soap and water.
  - b. Rinse with hot water.
  - c. Soak in a 1:100 bleach solution 10 minutes.
  - d. Air dry.

### **Dishwashing Sanitation Technique**

If it should be necessary to wash dishes in the classroom, the following should be followed:

1. The dishwashing area should be separate from the handwashing area.
2. Dish pans should be used.
3. Wash in hot soap and water.
4. Rinse with hot water.
5. Soak in a 1:100 bleach solution 10 minutes.
6. Drain and air dry.

### **Disinfectants**

1. All cleaning supplies must be kept in labeled containers.
2. All cleaning supplies must be kept out of the reach of students in locked cabinets.
3. Custodial staff will follow guidelines from their department as it relates to disinfectants.
4. If household bleach water is used as disinfectant, it must be prepared daily.
5. The ratio of bleach to water for a disinfectant solution is 1:10. A ratio of 1:100 bleach solution is considered a sanitizing solution.

## **INFECTION CONTROL PRACTICES OUTSIDE THE CLASSROOM**

The following guidelines should assist specific personnel in practicing good hygiene and helping limit the spread of communicable disease.

### **Blood Brother Rites**

It should be noted that some students may practice "blood brother" type rites where they wish to share small amounts of blood from finger pricks with each other. This practice should be discouraged.

**Bus Drivers**

The potential spread of communicable disease on a school bus is primarily confined to inappropriate handling of body fluids. Bus drivers can play an important role in reducing this risk.

Buses should be equipped with the following supplies:

1. Tissues
2. Dry absorbent compound
3. Disinfectant
4. Large plastic garbage bags
5. Antiseptic towelettes such as hand wipes or liquid alcohol cleansing agents (e.g., Hibistat, etc.)
6. Disposable gloves

In the event that a child vomits or loses bowel or bladder control, the following steps should be followed in handling the body fluids:

1. Assist the child in cleaning his/her face and hands with the use of handiwipes. Wear gloves if direct contact with the body fluid is possible.
2. Segregate the child as much as possible from other children on the bus, but make certain that he/she can be observed by a responsible individual at all times in case additional assistance is needed.
3. Cover the body fluid with dry compound and large plastic garbage bag.
4. Clean hands using handiwipes or liquid alcohol agent.
5. Wearing disposable gloves, completely clean and disinfect the area when the bus arrives at school or other appropriate location. Use a 1:10 solution of household bleach prepared daily or an EPA approved disinfectant. For surfaces where such a solution is not recommended, alcohol may be substituted. Do not use canned aerosol solutions. Solutions in a "pistol grip" hand spray bottle are preferred.
6. Any supplies used to clean the child or the area (towels, paper towels, tissues, disposable wipes) should be placed in a plastic bag, sealed and properly discarded.
7. Finally, wash hands thoroughly with soap and water even if gloves were worn during the cleaning process.

**Custodians**

Personnel that are involved in the general maintenance and cleaning of the school building play a vital role in controlling the potential spread of disease. It is important that these individuals practice good technique when handling waste materials and cleaning the building.

General guidelines include:

1. Clean and disinfect mop buckets at the end of each day and when there is gross soil.
2. Change wet mops after every 5 hours of use or after mopping gross soil.
3. Use an EPA approved disinfectant in the mop buckets.

4. Hang mops and dust mops so as to not leave them resting with the mop bucket, sink or on the floor.
5. Empty waste cans daily.
6. Wear gloves for pulling trash, cleaning restrooms, or any activity where employees may come in contact with body fluid.
7. Garbage and waste can liners should be changed daily.
8. Restrooms should be cleaned and disinfected daily. Employees should wear utility gloves which should be disinfected after each use.
9. Materials used in body fluid spill cleanups should be discarded into a plastic trash bag. All tools used in the cleaning should be disinfected after each use.
10. Sinks, drinking fountains, and showers should be disinfected with 1:10 bleach solution prepared daily.

### **Dietary Workers**

Personnel that prepare or serve food in the school setting play a key role in preventing the contamination of foods or eating utensils; thereby, reducing the spread of certain diseases. Guidelines for individuals that handle foods include:

1. Wear clean clothes and a hair net.
2. Keep fingernails short and clean.
3. Always work with clean hands, and wash them thoroughly after using the toilet or handling raw foods.
4. Never work around food when ill.
5. Keep hands away from mouth, nose, and hair.
6. Cover coughs and sneezes with tissues, follow by handwashing.
7. Never use cooking utensils to taste food while cooking or serving, lick fingers, or eat while preparing foods.
8. Avoid manual contact with unpackaged food by the use of tongs, scoops, forks, etc.
9. Wear gloves when sorting silverware.

Basic principles to follow in the general housekeeping of the kitchen:

1. Mop the floor surface daily and as needed.
2. Clean and sanitize storage areas on a fixed schedule.
3. Clean ranges and grills after each use.
4. Sanitize all work surfaces, utensils, and equipment after each use.
5. Dispose of waste in waste cans with plastic liners.

### **Drama**

Make-up equipment such as sponges, eye or lip make-up applicators should not be shared. If student has acne or open lesions on face, eyes, or mouth, this recommendation is especially important. Individual portions of make-up will be most effective at preventing the transmission of bacteria and viruses.

**Ear Piercing**

1. Discourage the practice of ear and other piercing by students. If a student is planning to have this procedure performed, advise that it be done professionally.
2. Discourage the practice of trading earrings.
3. If a student is having gross discharge from a pierced ear opening, he/she should clean the ear with soap and water, rinse with alcohol, dry and apply band-aid. Encourage student to keep hands away from ear after cleaning. Materials used for cleaning should be placed in a plastic-lined garbage receptacle or an individual plastic bag which can be sealed. Student should wash hands after procedure. Encourage student to seek medical attention as antibiotics may be indicated.
4. If minor discharge from ear lobe, encourage student to clean as above and to periodically apply antiseptic solution. Remind student to keep hands away from ear.

**Sciences**

If blood stick procedures are used in science classes for special projects (microscopic exam of student's own blood cells, blood typing, etc.) only single use, sterile lancets should be used. Special precautions should be given to thorough hand-washing before and after procedure, proper cleaning of blood spills, safe disposal of lancets in a puncture-proof container, covering wound with band-aid.

**Sports/Physical Education**

Participation in sports and physical education activities can pose an increased risk for the transmission of communicable disease. The specific risks are related to a number of variables including the type of sport, individual characteristics of students, equipment used, and physical facilities available.

Depending upon these variables, factors that can contribute to the spread of disease are:

- Degree and length of direct physical contact (wrestling versus tennis)
- Sharing of uniforms or equipment
- Using common drinking cups. This does not pose a threat in the transmission of bloodborne diseases, but can perpetuate the transmission of other communicable diseases.
- Contacting uniforms and equipment that has not been adequately cleaned.
- Compromised locker room hygiene

Teachers and coaches in these situations are in a key position to help prevent the spread of communicable diseases. Specific steps that can be taken include:

1. Avoid the use of shared drinking cups.
2. Establish and monitor a regular schedule for students to take uniforms home to be laundered.
3. Assure adequate supply of soap and towels in locker rooms.
4. Insist locker rooms be cleaned and disinfected daily.

**Athletic Situations**

It is recommended that students with open lesions (cuts/sores/acne) do not participate in close physical contact sports unless:

1. The lesions are dry or
2. The lesion can be appropriately dressed (e.g., with band-aid or gauze) in a secure manner.

**Handling of Body Fluid Spills During Sports:**

Items to have on hand:

1. Disposable gloves
2. Garbage bags with seal/twist
3. Paper towels
4. Soap and water
5. Alcohol
6. Bleach or other disinfectant

**General Guidelines:**

1. Do not use a common towel for wiping sweat or secretions during sports.
2. Do not use common water bucket for cleaning wounds.

**Blood Spill On Another Athlete:**

1. If an athlete sustains any open skin lesions which have come into contact with blood or saliva of another athlete, wash thoroughly, scrubbing the skin with soap and running water. Alcohol skin cleansers should be applied.
2. If athlete's skin at area of blood contact is intact, have that athlete wash off his own skin with soap and water.
3. If athlete gets blood in eye or mouth, flood exposed part for 1 to 2 minutes under running water.
4. If vomitus is involved, observe the same procedures (1-3).

**Blood Spill on Clothing of Either Athlete:**

1. Athlete to remove soiled garment. Wash skin under areas of soiling with soap and water and put on clean garment.
2. Placed soiled garment in plastic bag, seal bag, set aside for later attention.
3. Clothing soaked with body fluids should be washed according to procedure. If clothing is to be washed at student's home, a copy of these guidelines should be sent to the home.

**Blood Spill On Surfaces, Equipment (mats, footballs, etc.):**

1. Wear disposable or utility gloves. Do not reuse disposable gloves. Disinfect utility gloves after use.

2. Use disposable (paper) towels and other absorbent materials to absorb spill.
3. Saturate the spill with a 1:10 household bleach solution prepared daily or EPA approved disinfectant and allow to disinfect for 10 minute **before** agitating the spill.
4. Disinfect the surface after the spill has been removed. Allow the disinfectant to work 10 minutes before resuming use. Items may be washed/rinsed again.
5. Dispose of gloves and all other disposable cleaning materials in plastic bag, secure and give to custodian for disposal.
6. Place any non-disposable cleaning materials in separate bag, secure and treat with disinfectant.
7. Wash hands thoroughly.

Soak towels in bleach solution (add 1/2 cup bleach per load) for 10 minutes. Follow with regular washing procedure.

Personnel - All EmployeesInfectious Diseases

In the event that a student, employee, or other persons in frequent contact with students, employees or others present in Friend Public Schools contracts an infectious disease, the determination of whether that person should be permitted to attend school or participate in school activities shall be made on a case-by-case basis. The following factors will be taken into consideration:

- (1) The behavior, neurological development, and physical condition of the student;
- (2) The expected type of interaction with others in the school setting;
- (3) The impact on both the infected person and others in that setting.

The determination of whether or not the infected person remains in the school shall be based on scientific and medical evidence.

When it is determined that an infected student poses an imminent threat to the health and safety of the school community or that the student's conduct presents a clear threat to the physical safety of himself, herself, or others, the provisions of Communicable Disease and Immunization, Physical Examinations and Health Screenings Policies shall be implemented, providing for the exclusion of that student. Any person with an infectious disease will retain the rights of confidentiality and privacy, limited to individuals in a need-to-know position (administrators and board members). The community shall be informed that an infectious disease is present in the school system and that the person will be excluded if the situation warrants such action, based on medical and legal advice. No information will be given out about the individual, his or her specific medical record, or about the family without the written permission of the individual (adult) or parent/legal guardian (student).

Reference: Neb. Rev. Stat. § 79-264 and § 79-265

Date of Adoption: April 16, 2007  
Board Review December 2011

Personnel-All EmployeesPersonnel Files

Any teacher, administrator, or full-time employee of any public school district shall, upon request, have access to their personnel file and shall have the right to attach a written response to any item in such file, and may in writing authorize any other person to have access to such file, which authorization shall be honored by the district. Such access and right to attach a written response shall not be granted with respect to any letters of recommendation solicited by the employer which appear in the personnel file. No other person except school officials while engaged in their professional duties shall be granted access to such file nor shall the contents thereof be divulged in any manner to any unauthorized person.

Legal Reference: 79-539; 79-8,109

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