

# Board of Education Regular Meeting

Monday, August 12, 2024 7:00 PM

Lexington City Council Chambers, 406 E. 7th St., Lexington, NE 68850

Cindy Benjamin: Present  
Travis Maloley: Present  
Garth Mins: Present  
Roger Reutlinger: Present  
Carlos Saiz: Absent  
Larry Steinberger: Present

## 1. CALL TO ORDER AND NOTICE OF MEETING

## 2. FLAG SALUTE

## 3. OPEN MEETINGS ACT

## 4. ROLL CALL

## 5. EXCUSE ABSENT BOARD MEMBERS

### Action(s):

Motion to excuse Carlos Saiz. Passed with a motion by Larry Steinberger and a second by Garth Mins.

### Voting Detail:

Cindy Benjamin: Yea  
Travis Maloley: Yea  
Garth Mins: Yea  
Roger Reutlinger: Yea  
  
Carlos Saiz: Absent  
Larry Steinberger: Yea

**Voting Summary:** Yea: 5, Nay: 0, Absent: 1

## 6. PUBLIC COMMENTS

## 7. CONSENT AGENDA

### Action(s):

Motion to approve the consent agenda. Passed with a motion by Cindy Benjamin and a second by Roger Reutlinger.

### Voting Detail:

Cindy Benjamin: Yea  
Travis Maloley: Yea  
Garth Mins: Yea  
Roger Reutlinger: Yea  
  
Carlos Saiz: Absent  
Larry Steinberger: Yea

**Voting Summary:** Yea: 5, Nay: 0, Absent: 1

7.1. Approve Minutes

7.2. Approve Payment of Invoices

7.3. Approve Financial Reports

7.4. Approve Employment Contracts

7.4.1. Makayla Lauby - Pershing 5th Grade  
Teacher (Placement correction)

7.4.2. Jessica Leiva - Bryan 2nd/3rd Grade  
Teacher (Placement correction)

**8. LEGISLATIVE & FINANCE**

8.1. Discuss, consider, and take all necessary action to adopt a resolution increasing the school district's base growth percentage by up to six percent (6%).

**Action(s):**

Motion to approve resolution as presented. Passed with a motion by Cindy Benjamin and a second by Garth Mins.

**Voting Detail:**

Cindy Benjamin: Yea

Travis Maloley: Yea

Garth Mins: Yea

Roger Reutlinger: Yea

Carlos Saiz: Absent

Larry  
Steinberger: Yea

**Voting Summary:** Yea: 5, Nay: 0, Absent: 1

**9. BUILDINGS & GROUNDS**

9.1. Discuss, consider, and take all necessary action concerning janitorial services contract for 2024-2027.

**Action(s):**

Motion to approve janitorial services contract with ServiceMaster for 2024-2027, as presented. Passed with a motion by Cindy Benjamin and a second by Roger Reutlinger.

**Voting Detail:**

Cindy Benjamin: Yea

Travis Maloley: Yea

Garth Mins: Yea

Roger Reutlinger: Yea

Carlos Saiz: Absent

Larry  
Steinberger: Yea

**Voting Summary:** Yea: 5, Nay: 0, Absent: 1

9.2. Consider approval of demolition and associated costs for property at 1211 [corrected 1215] N. Grant St.

**Action(s):**

Motion to approve proposal from Platte Valley Excavating for demolition of and associated work at 1211 [corrected 1215] N. Grant St., in the amount of \$23,000.00, as presented. Passed with a motion by Larry Steinberger and a second by Cindy Benjamin.

**Voting Detail:**

Cindy Benjamin: Yea

Travis Maloley: Yea

Garth Mins: Yea

Roger Reutlinger: Yea

Carlos Saiz: Absent

Larry  
Steinberger: Yea

**Voting Summary:** Yea: 5, Nay: 0, Absent: 1

9.3. Consider approval of 2024-2025 all-hazard building safety and security plans.

**Action(s):**

Motion to approve plans as presented. Passed with a motion by Cindy Benjamin and a second by Garth Mins.

**Voting Detail:**

Cindy Benjamin: Yea

Travis Maloley: Yea

Garth Mins: Yea

Roger Reutlinger: Yea

Carlos Saiz: Absent

Larry  
Steinberger: Yea

**Voting Summary:** Yea: 5, Nay: 0, Absent: 1

10. **TECHNOLOGY**

10.1. Consider approval of sale of used iPads.

**Action(s):**

Motion to approve iPad purchase proposal from Total Technology, as presented. Passed with a motion by Larry Steinberger and a second by Cindy Benjamin.

**Voting Detail:**

Cindy Benjamin: Yea

Travis Maloley: Yea

Garth Mins: Yea

Roger Reutlinger: Yea

Carlos Saiz: Absent

Larry  
Steinberger: Yea

**Voting Summary:** Yea: 5, Nay: 0, Absent: 1

## 11. POLICY & TRANSPORTATION

11.1. Consider revision of Memorandum of Understanding and Interlocal Cooperative Agreement with the City of Lexington concerning the employment of School Resource Officers.

**Action(s):**

Motion to approved revised MOU/Interlocal Agreement as presented. Passed with a motion by Larry Steinberger and a second by Garth Mins.

**Voting Detail:**

Cindy Benjamin: Yea  
Travis Maloley: Yea  
Garth Mins: Yea  
Roger Reutlinger: Yea

Carlos Saiz: Absent  
Larry  
Steinberger: Yea

**Voting Summary:** Yea: 5, Nay: 0, Absent: 1

11.2. Consider approval of LHS Powerlifting travel request.

**Action(s):**

Motion to approve request as presented. Passed with a motion by Roger Reutlinger and a second by Cindy Benjamin.

**Voting Detail:**

Cindy Benjamin: Yea  
Travis Maloley: Yea  
Garth Mins: Yea  
Roger Reutlinger: Yea

Carlos Saiz: Absent  
Larry  
Steinberger: Yea

**Voting Summary:** Yea: 5, Nay: 0, Absent: 1

11.3. Consider approval of revision of policy 4043 - Professional Boundaries Between Employees and Students.

**Action(s):**

Motion to approve revised policy 4043 as presented. Passed with a motion by Larry Steinberger and a second by Cindy Benjamin.

**Voting Detail:**

Cindy Benjamin: Yea  
Travis Maloley: Yea  
Garth Mins: Yea  
Roger Reutlinger: Yea

Carlos Saiz: Absent

Larry  
Steinberger: Yea

**Voting Summary:** Yea: 5, Nay: 0, Absent: 1

## 12. OTHER

### 12.1. Consider affirmation of board goals.

**Action(s):**

Motion to affirm current 5-year goals as presented. Passed with a motion by Garth Mins and a second by Cindy Benjamin.

**Voting Detail:**

Cindy Benjamin: Yea

Travis Maloley: Yea

Garth Mins: Yea

Roger Reutlinger: Yea

Carlos Saiz: Absent

Larry  
Steinberger: Yea

**Voting Summary:** Yea: 5, Nay: 0, Absent: 1

### 12.2. Consider approval of request for an unpaid leave of absence.

**Action(s):**

Motion to approve request for leave of absence from Amelia Meyer. Passed with a motion by Larry Steinberger and a second by Garth Mins.

**Voting Detail:**

Cindy Benjamin: Yea

Travis Maloley: Yea

Garth Mins: Yea

Roger Reutlinger: Yea

Carlos Saiz: Absent

Larry  
Steinberger: Yea

**Voting Summary:** Yea: 5, Nay: 0, Absent: 1

## 13. REPORTS & COMMENTS

### 13.1. Principals, Administrators, and Directors

#### 13.1.1. Bo Berry, Facilities and Transportation Director - Update on LHS carpeting, lighting, and painting projects.

### 13.2. Superintendent

#### 13.2.1. Congratulations to Christian Burton for placing runner-up in the national Family, Career and Community Leaders of America STAR competition in Seattle over the summer.

#### 13.2.2. Would it work for you to move the September board meeting from the 9th to the 16th?

14. **DISCUSS, CONSIDER, CONDUCT A STRATEGY SESSION,  
AND TAKE POSSIBLE ACTION WITH RESPECT TO REAL  
ESTATE PURCHASE.**

**Action(s):**

Motion for board to enter closed session to discuss the proposed purchase price and the terms of any purchase agreement and to give negotiating guidance to the superintendent or designee because it is in the public interest to do so (7:20 PM). Passed with a motion by Garth Mins and a second by Cindy Benjamin.

**Voting Detail:**

Cindy Benjamin: Yea  
Travis Maloley: Yea  
Garth Mins: Yea  
Roger Reutlinger: Yea

Carlos Saiz: Absent

Larry  
Steinberger: Yea

**Voting Summary:** Yea: 5, Nay: 0, Absent: 1

Motion to return to open session (7:42 PM).  
Passed with a motion by Garth Mins and a second  
by Travis Maloley.

**Voting Detail:**

Cindy Benjamin: Yea  
Travis Maloley: Yea  
Garth Mins: Yea  
Roger Reutlinger: Yea

Carlos Saiz: Absent

Larry  
Steinberger: Yea

**Voting Summary:** Yea: 5, Nay: 0, Absent: 1

15. **Meeting adjourned at 7:42 PM.**

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Board Secretary



## INTERIM AD DRAFT

This is the proof of your ad scheduled to run in **Lexington Clipper-Herald** on the dates indicated below. If changes are needed, please contact us prior to deadline at help@column.us

Notice ID: pltTvO129xRPidMqYcaJ | **Proof Updated: Jul. 23, 2024 at 12:06pm CDT**  
Notice Name: NOTICE OF BOARD MEETING

**This is not an invoice. Below is an estimated price, and it is subject to change. You will receive an invoice with the final price upon invoice creation by the publisher.**

<b>FILER</b>	<b>FILING FOR</b>
John john.hakonson@lexschools.org	Lexington Clipper-Herald

<b>Columns Wide:</b> 1	<b>Ad Class:</b> Legals
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07/27/2024: General Legal	9.66
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<b>Total</b>	<b>\$9.66</b>
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### NOTICE OF BOARD MEETING LB 243 NOTICE OF VOTE TO INCREASE BASE GROWTH PER- CENTAGE

The Dawson County School District 1 (aka Lexington Public Schools) Board of Education will meet on August 12, 2024, at 7:00 p.m. in the Lexington City Council Chambers at 406 East 7th Street in Lexington, Nebraska. Among other topics to be discussed, pursuant to LB 243 (2023), the Board will vote on whether to increase the school district's base growth percentage by up to six percent (6%). A copy of the agenda kept continuously current, is available for public inspection in the superintendent's office located at 300 S. Washington St., Lexington, NE, during normal business hours.

July 27, 2024  
##### ZNEZ

## PUBLIC PARTICIPATION

INSTRUCTIONS FOR MEMBERS OF THE PUBLIC WHO WISH TO SPEAK:  
This is the portion of the meeting when members of the public may speak to the board about matters of public concern.

- **Getting Started:** When you have been recognized, please identify yourself, including an address and the name of any organization you represent. The board may waive the address requirement to protect the security of the individual.
- **Time Limit:** The board will generally allow a total of 30 minutes for the presentation of all public comments. Individuals may speak only one time, and must limit comments to around 5 minutes. If there are more than 6 individuals who wish to address the board, the 30 minutes will be divided equally between the number of speakers. These time limits may be changed by a majority vote of the board members in attendance to extend the time for a specific item or speaker.
- **Personnel or Student Topic:** If you are planning to speak about a personnel or a student matter involving an individual, please understand that the district has a complaint policy and/or procedures to resolve such complaints and concerns. The Board requests that you follow the policy and procedures before addressing these matters with the Board. Be advised that comments made about individuals during public comments are not protected against claims of libel or defamation arising from those comments.
- **No Board Response or Action.** To ensure there is no violation of the Open Meetings Act, board members will generally not answer, reply to, or engage in any discussion of the questions or comments made at the meeting in which public comments are received. The board will not act on any matter unless it is on the published agenda.
- **General Rules:** This is a public meeting for the conduct of business. Comments from the audience while others are speaking will not be tolerated. Lewd, obscene, profane, slanderous, threatening and hostile conduct or statements and fighting words (words whose mere utterance entails a call to violence) will not be tolerated.

## Board of Education Regular Meeting

Notice of this meeting was published in the Lexington Clipper-Herald on June 29, 2024.

July 8, 2024, 7:00 PM  
Lexington City Council Chambers  
406 E. 7th St.  
Lexington, NE 68850

Attendance Taken at 6:57 PM.

Cindy Benjamin: Absent  
Travis Maloley: Present  
Garth Mins: Present  
Roger Reutlinger: Present  
Carlos Saiz: Absent  
Larry Steinberger: Present

1. CALL TO ORDER AND NOTICE OF MEETING

2. FLAG SALUTE

3. OPEN MEETINGS ACT

4. ROLL CALL

5. EXCUSE ABSENT BOARD MEMBERS

Motion to excuse Cindy Benjamin and Carlos Saiz. Passed with a motion by Larry Steinberger and a second by Roger Reutlinger.

Travis Maloley: Yea, Garth Mins: Yea, Roger Reutlinger: Yea, Larry Steinberger: Yea

6. PUBLIC COMMENTS

7. CONSENT AGENDA

Motion to approve the consent agenda. Passed with a motion by Garth Mins and a second by Roger Reutlinger.

Travis Maloley: Yea, Garth Mins: Yea, Roger Reutlinger: Yea, Larry Steinberger: Yea

7.1. Approve Minutes

7.2. Approve Payment of Invoices

7.3. Approve Financial Reports

8. LEGISLATIVE & FINANCE

8.1. Consider approval of contract for physical and occupational therapy services for 2024-2025.

Motion to approve agreement with LRHC for physical and occupational therapy services for 2024-2025, as presented. Passed with a motion by Larry Steinberger and a second by Garth Mins.

Travis Maloley: Yea, Garth Mins: Yea, Roger Reutlinger: Yea, Larry Steinberger: Yea

9. CURRICULUM & AMERICANISM

9.1. Receive public testimony on, discuss, and consider approval of district efforts to comply with the provisions of Nebraska statute §79-724 concerning the social studies curriculum and civics.

Motion to approve updated efforts to meet requirements of Nebraska statute 79-724, as presented. Passed with a motion by Garth Mins and a second by Larry Steinberger.

Travis Maloley: Yea, Garth Mins: Yea, Roger Reutlinger: Yea, Larry Steinberger: Yea

## 10. POLICY & TRANSPORTATION

10.1. Conduct a public hearing on the Parental Involvement Policy (5018). After the hearing, the board will either alter and adopt the revised policy or reaffirm it as written.

Motion to reaffirm policy 5018 as written. Passed with a motion by Larry Steinberger and a second by Roger Reutlinger.

Travis Maloley: Yea, Garth Mins: Yea, Roger Reutlinger: Yea, Larry Steinberger: Yea

10.2. Conduct, with the involvement of parents and the public, an evaluation of the content and effectiveness of the Title I Parental Involvement Policy (5057) in improving the academic quality of the schools served. After the evaluation, the board will either alter and adopt the revised policy or reaffirm it as written.

Motion to reaffirm policy 5057 as written. Passed with a motion by Garth Mins and a second by Larry Steinberger.

Travis Maloley: Yea, Garth Mins: Yea, Roger Reutlinger: Yea, Larry Steinberger: Yea

10.3. Review the Bullying Policy (5054) and take action, if any, to revise or amend the policy or to reaffirm it as written.

Motion to reaffirm policy 5054 as written. Passed with a motion by Garth Mins and a second by Roger Reutlinger.

Travis Maloley: Yea, Garth Mins: Yea, Roger Reutlinger: Yea, Larry Steinberger: Yea

10.4. Review the amount of money collected from students and review the Student Fees Policy (5045) and hold a public hearing on a proposed Student Fee Policy (5045) for the 2024-2025 school year. After the hearing, the board will either alter and adopt the revised policy or reaffirm it as written.

Motion to reaffirm policy 5045 as written. Passed with a motion by Larry Steinberger and a second by Garth Mins.

Travis Maloley: Yea, Garth Mins: Yea, Roger Reutlinger: Yea, Larry Steinberger: Yea

## 11. REPORTS & COMMENTS

11.1. Principals, Administrators, and Directors

11.1.1. Tracy Naylor, ELA Director - Results Matter report for 2023-2024.

11.2. Superintendent

11.2.1. Congratulations to Mike Zarate who was named High School Teacher of the Year at the annual Nebraska American Legion Department Convention on June 22 in Kearney.

11.2.2. Schedules for new teacher orientation week and all-teacher professional development for 2024-2025.

11.2.3. Reminder - board planning session next Monday, July 15, at the District Administration Building beginning at 5 PM with supper and a tour of facilities included.

12. Meeting adjourned at 7:28 PM.

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Chairperson

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Superintendent

**Detail Check Register**

Posted; Batch Description GF Checks 8/12/24 KJF

Checking Account: 1

1

Check Number:	Check Type:	Check Date:	Vendor:		Check Total:
157653	Automatic Payment	08/12/2024	BLACKHILLS	Black Hills Energy	3,981.24
<u>Invoice Number</u>	<u>Invoice Date</u>	<u>PO Number</u>	<u>Detail Description</u>	<u>Chart of Account Number</u>	<u>Detail Amount</u>
20240805	08/05/2024		Op. of Bldg. Natural Gas DW	01 2610 621 000 0 000	100.43
20240805	08/05/2024		Op. of Bldg. Natural Gas DW	01 2610 621 000 0 000	41.45
20240805	08/05/2024		Op. of Bldg. Natural Gas HS	01 2610 621 001 0 000	1,618.07
20240805	08/05/2024		Op. of Bldg. Natural Gas HS	01 2610 621 001 0 000	57.24
20240805	08/05/2024		Op. of Bldg. Natural Gas HS	01 2610 621 001 0 000	46.71
20240805	08/05/2024		Op. of Bldg. Natural Gas MS	01 2610 621 002 0 000	1,437.10
20240805	08/05/2024		Op. of Bldg. Natural Gas Bryan	01 2610 621 003 0 000	195.21
20240805	08/05/2024		Op. of Bldg. Natural Gas Bryan	01 2610 621 003 0 000	40.13
20240805	08/05/2024		Op. of Bldg. Natural Gas Morton	01 2610 621 004 0 000	97.55
20240805	08/05/2024		Op. of Bldg. Natural Gas Pershing	01 2610 621 005 0 000	152.13
20240805	08/05/2024		Op. of Bldg. Natural Gas Sandoz	01 2610 621 006 0 000	195.22
157654	Automatic Payment	08/12/2024	NEUNEMPLOY	NEBRASKA UNEMPLOYMENT	375.18
<u>Invoice Number</u>	<u>Invoice Date</u>	<u>PO Number</u>	<u>Detail Description</u>	<u>Chart of Account Number</u>	<u>Detail Amount</u>
20240724	07/24/2024		Unemployment Compensation	03 2900 262 000 0 000	375.18
157655	Automatic Payment	08/12/2024	REVTRAK	RevTrak	29.95
<u>Invoice Number</u>	<u>Invoice Date</u>	<u>PO Number</u>	<u>Detail Description</u>	<u>Chart of Account Number</u>	<u>Detail Amount</u>
August 2024	07/24/2024		Fiscal Services Technical Services	01 2510 350 000 0 000	29.95
157656	Automatic Payment	08/12/2024	VERIZONWIR	Verizon Wireless	4,304.51
<u>Invoice Number</u>	<u>Invoice Date</u>	<u>PO Number</u>	<u>Detail Description</u>	<u>Chart of Account Number</u>	<u>Detail Amount</u>
9969927966	07/31/2024		Op. of Bldg. Fiber/Phone DW	01 2610 530 000 0 000	2,791.86
9969927967	08/07/2024		Op. of Bldg. Fiber/Phone DW	01 2610 530 000 0 000	1,512.65
56579	Check	08/12/2024	AMAZONCAPI	Amazon Capital Services	6,685.49
<u>Invoice Number</u>	<u>Invoice Date</u>	<u>PO Number</u>	<u>Detail Description</u>	<u>Chart of Account Number</u>	<u>Detail Amount</u>
13KM-PPWV-4D43	08/05/2024	GF030629	cases	01 2230 610 000 0 000	198.43
13KM-PPWV-HPK6	08/05/2024	GF030636	supplies	01 1100 606 005 0 000	362.58
13PV-7YG4-3773	07/31/2024	GF030635	School Lunch Furniture & Equipment	06 3100 733 000 0 000	175.48
14JF-JX7G-7VDG	08/05/2024	GF030642	supplies	01 1100 610 004 0 000	302.73
177G-9W63-1CVM	07/30/2024	GF030478	books	01 3541 610 009 0 000	71.97
17T4-QCV3-3477	07/31/2024	GF030629	cases	01 2230 610 000 0 000	186.83
19GN-FGM1-3X34	07/31/2024	GF030628	supplies	01 2120 610 006 0 000	10.98
19GN-FGM1-3X34	07/31/2024	GF030628	supplies	01 2120 610 006 0 000	0.00
19J6-CVQN-1FDH	07/30/2024	GF030614	supplies	01 2213 610 000 0 000	(13.59)
19QC-T6F4-1NX4	07/31/2024	GF030625	supplies	01 2510 610 000 0 000	37.58
1GFG-HHD3-1T1X	08/06/2024	GF030649	lenses	01 6700 610 001 0 000	349.95
1HL1-DMKX-1FW9	07/30/2024	GF030614	supplies	01 2213 610 000 0 000	108.69
1JDX-19R9-1MVT	08/05/2024	GF030630	supplies	01 1100 610 006 0 000	778.57
1KCR-FTGT-XVKK	08/06/2024	GF030637	supplies	01 1200 610 006 0 000	150.25

**Detail Check Register**

Posted; Batch Description GF Checks 8/12/24 KJF

<b>Checking Account: 1</b>		<b>1</b>					
<u>Invoice Number</u>	<u>Invoice Date</u>	<u>PO Number</u>	<u>Detail Description</u>	<u>Chart of Account Number</u>	<u>Detail Amount</u>	<u>Check Total:</u>	<u>Detail Amount</u>
1KKQ-YFCW-1W7W	07/31/2024	GF030627	supplies	01 1200 610 004 0 000	222.12		
1LCR-PLWH-1KD1	07/24/2024	GF030613	supplies	01 1100 610 006 0 000	1,232.16		
1LW3-Y9YL-7DDR	07/31/2024	GF030638	supplies	01 1100 610 001 0 000	679.60		
1N3T-H7PM-QTQV	08/05/2024	GF030637	supplies	01 1200 610 006 0 000	9.98		
1PDR-JWC7-LV6F	08/05/2024	GF030631	Sandoz art supplies	01 1100 606 006 0 000	309.14		
1QFR-R1GN-14F9	07/24/2024	GF030614	supplies	01 2213 610 000 0 000	187.21		
1QKK-67M7-1HVV	07/31/2024	GF030628	supplies	01 2120 610 006 0 000	374.94		
1QKK-67M7-1HVV	07/31/2024	GF030628	supplies	01 2120 610 006 0 000	0.00		
1RFJ-TY13-173C	08/06/2024	GF030631	Sandoz art supplies	01 1100 606 006 0 000	182.79		
1RFJ-TY13-6PJP	08/07/2024	GF030582	magnetic door catch	01 2620 610 001 0 000	(33.98)		
1T67-WRRN-CN9L	08/05/2024	GF030614	supplies	01 2213 610 000 0 000	17.99		
1XHP-KWX1-1WDF	07/31/2024	GF030627	supplies	01 1200 610 004 0 000	661.84		
1YN6-DY7J-13K9	07/24/2024	GF030608	supplies	01 1100 610 003 0 000	115.10		
1YNF-99D9-7KWG	07/27/2024	GF030614	supplies	01 2213 610 000 0 000	6.15		
Check Number: 56580	Check Type: Check	Check Date: 08/12/2024	Vendor: AMSTERDAMP	AMSTERDAM PRINTING	Check Total:	1,304.16	
7666836	07/30/2024	GF030479	3 Piece Jute Spa Set	01 3541 610 009 0 000	1,304.16		
Check Number: 56581	Check Type: Check	Check Date: 08/12/2024	Vendor: ANTOJITOSL	Antojitos Letty LLC	Check Total:	742.50	
004	08/05/2024		lunch	01 2310 610 000 0 000	742.50		
Check Number: 56582	Check Type: Check	Check Date: 08/12/2024	Vendor: BOBSTRUEVA	Bob's True Value	Check Total:	81.26	
A129612	08/01/2024	GF029532	classroom consumables	01 1100 612 001 0 000	58.52		
A129669	08/01/2024	GF029541	Maintenance Supply District-Wide	01 2620 610 000 0 000	7.77		
A131019	08/01/2024	GF029541	Op. of Bldg. Cont. Electrical Svcs. MS	01 2620 435 002 0 000	14.97		
Check Number: 56583	Check Type: Check	Check Date: 08/12/2024	Vendor: CSTRUCKSAL	C & S TRUCK & SALVAGE, INC.	Check Total:	10,328.82	
20240805	08/05/2024		bus repairs	01 2710 430 000 0 000	10,328.82		
Check Number: 56584	Check Type: Check	Check Date: 08/12/2024	Vendor: CASHWA	CASH-WA DISTRIBUTING CO.	Check Total:	210.28	
P14270772	07/31/2024		School Lunch Supply FOOD	06 3100 630 000 0 000	210.28		
Check Number: 56585	Check Type: Check	Check Date: 08/12/2024	Vendor: CENTURLI2	CenturyLink	Check Total:	2,374.47	
20240805	08/05/2024		Op. of Bldg. Fiber/Phone DW	01 2610 530 000 0 000	153.43		
20240805	08/05/2024		Op. of Bldg. Fiber/Phone DW	01 2610 530 000 0 000	70.94		
20240805	08/05/2024		Op. of Bldg. Fiber/Phone DW	01 2610 530 000 0 000	106.76		
20240805	08/05/2024		Op. of Bldg. Fiber/Phone HS	01 2610 530 001 0 000	496.58		
20240805	08/05/2024		Op. of Bldg. Fiber/Phone MS	01 2610 530 002 0 000	496.58		

**Detail Check Register**

Posted; Batch Description GF Checks 8/12/24 KJF

<b>Checking Account: 1</b>		<b>1</b>					
<u>Invoice Number</u>	<u>Invoice Date</u>	<u>PO Number</u>	<u>Detail Description</u>	<u>Chart of Account Number</u>	<u>Detail Amount</u>	<u>Check Total:</u>	
20240805	08/05/2024		Op. of Bldg. Fiber/Phone MS	01 2610 530 002 0 000	70.94		
20240805	08/05/2024		Op. of Bldg. Fiber/Phone Bryan	01 2610 530 003 0 000	141.88		
20240805	08/05/2024		Op. of Bldg. Fiber/Phone Morton	01 2610 530 004 0 000	212.82		
20240805	08/05/2024		Op. of Bldg. Fiber/Phone Pershing	01 2610 530 005 0 000	141.88		
20240805	08/05/2024		Op. of Bldg. Fiber/Phone Sandoz	01 2610 530 006 0 000	212.82		
20240805	08/05/2024		Op. of Bldg. Fiber/Phone ELA	01 2610 530 009 0 000	269.84		
Check Number: 56586	Check Type: Check		Check Date: 08/12/2024	Vendor: CHARTERCOM	Charter Communications	Check Total:	732.18
176211401072224	07/30/2024		Technology Communications DW	01 2230 530 000 0 000	732.18		
Check Number: 56587	Check Type: Check		Check Date: 08/12/2024	Vendor: CHEMSEARCH	Chemsearch FE	Check Total:	2,208.11
8793887	08/06/2024		Op. of Bldg. Plumbing Svcs. MS	01 2620 436 002 0 000	224.11		
8794471	08/06/2024		Op. of Bldg. Contracted Plumbing Service	01 2620 436 000 0 000	283.81		
8794493	08/06/2024		Op. of Bldg. Plumbing Svcs. Pershing	01 2620 436 005 0 000	134.55		
8794637	08/06/2024		Op. of Bldg. Plumbing Svcs. Bryan	01 2620 436 003 0 000	134.55		
8794651	08/06/2024		Op. of Bldg. Plumbing Svcs. HS	01 2620 436 001 0 000	793.70		
8794876	08/06/2024		Op. of Bldg. Plumbing Svcs. Sandoz	01 2620 436 006 0 000	637.39		
Check Number: 56588	Check Type: Check		Check Date: 08/12/2024	Vendor: CITYOFLEXI	CITY OF LEXINGTON	Check Total:	4,291.25
202407232484	07/24/2024	GF030525	day pool pass	01 3541 610 009 0 000	120.50		
202407232485	07/24/2024		pool admission	01 6999 610 000 0 000	4,170.75		
Check Number: 56589	Check Type: Check		Check Date: 08/12/2024	Vendor: CNASURETY	CNA Surety	Check Total:	40.00
67122220N	08/05/2024		Brooke-Lynn Rascon bond	01 2510 810 000 0 000	40.00		
Check Number: 56590	Check Type: Check		Check Date: 08/12/2024	Vendor: COLUMNSOFT	Column Software PBC	Check Total:	9.66
350B3D13-0001	07/24/2024		BOE Advertising	01 2310 540 000 0 000	9.66		
Check Number: 56591	Check Type: Check		Check Date: 08/12/2024	Vendor: COPYCAT	COPYCAT	Check Total:	2,141.51
20240725	07/25/2024	GF030546	plain envelopes	01 1100 610 001 0 000	482.52		
20240725	07/25/2024	GF030546	plain envelopes	01 1100 610 002 0 000	368.45		
20240725	07/25/2024	GF030546	plain envelopes	01 1100 610 006 0 000	147.69		
20240725	07/25/2024	GF030546	plain envelopes	01 2510 610 000 0 000	710.68		
20240725	07/25/2024	GF030546	window envelopes	01 2510 610 000 0 000	432.17		
Check Number: 56592	Check Type: Check		Check Date: 08/12/2024	Vendor: COUNTRYPAR	Country Partners Cooperative	Check Total:	23.92
798635	08/01/2024		propane	01 2650 626 000 0 000	23.92		

**Detail Check Register**

Posted; Batch Description GF Checks 8/12/24 KJF

Checking Account: 1

1

Check Number: 56593      Check Type: Check      Check Date: 08/12/2024      Vendor: CULLIGAN      CULLIGAN      Check Total: 711.92

<u>Invoice Number</u>	<u>Invoice Date</u>	<u>PO Number</u>	<u>Detail Description</u>	<u>Chart of Account Number</u>	<u>Detail Amount</u>
20240805	08/05/2024		Guidance Supply HS	01 2120 610 001 0 000	31.32
20240805	08/05/2024		Office of Principal Supply HS	01 2410 610 001 0 000	129.31
20240805	08/05/2024		Fiscal Svcs. Rent of Equipt. & Vehicles	01 2510 442 000 0 000	59.46
20240805	08/05/2024		School Lunch NON-FOOD Supply HS	06 3100 610 001 0 000	0.00
20240805	08/05/2024		School Lunch NON-FOOD Supply HS	06 3100 610 001 0 000	77.60
20240805	08/05/2024		School Lunch NON-FOOD Supply MS	06 3100 610 002 0 000	259.15
20240805	08/05/2024		School Lunch NON-FOOD Supply Morton	06 3100 610 004 0 000	104.28
20240805	08/05/2024		School Lunch NON-FOOD Supply Pershing	06 3100 610 005 0 000	0.00
20240805	08/05/2024		School Lunch NON-FOOD Supply Sandoz	06 3100 610 006 0 000	50.80

Check Number: 56594      Check Type: Check      Check Date: 08/12/2024      Vendor: DANSSANITA      DAN'S SANITATION      Check Total: 3,066.62

<u>Invoice Number</u>	<u>Invoice Date</u>	<u>PO Number</u>	<u>Detail Description</u>	<u>Chart of Account Number</u>	<u>Detail Amount</u>
20240725	07/25/2024		Op. of Bldg. Contracted Sanitation Svcs.	01 2620 421 000 0 000	127.75
20240725	07/25/2024		Op. of Bldg. Contracted Sanitation Svcs.	01 2620 421 000 0 000	379.62
20240725	07/25/2024		Op. of Bldg. Contracted Sanitation Svcs.	01 2620 421 000 0 000	66.75
20240725	07/25/2024		Op. of Bldg. Sanitation Svcs. HS	01 2620 421 001 0 000	676.75
20240725	07/25/2024		Op. of Bldg. Sanitation Svcs. HS	01 2620 421 001 0 000	66.75
20240725	07/25/2024		Op. of Bldg. Sanitation Svcs. HS	01 2620 421 001 0 000	59.75
20240725	07/25/2024		Op. of Bldg. Sanitation Svcs. HS	01 2620 421 001 0 000	50.75
20240725	07/25/2024		Op. of Bldg. Sanitation Svcs. HS	01 2620 421 001 0 000	76.75
20240725	07/25/2024		Op. of Bldg. Sanitation Svcs. MS	01 2620 421 002 0 000	459.75
20240725	07/25/2024		Op. of Bldg. Sanitation Svcs. Bryan	01 2620 421 003 0 000	236.75
20240725	07/25/2024		Op. of Bldg. Sanitation Svcs. Morton	01 2620 421 004 0 000	307.75
20240725	07/25/2024		Op. of Bldg. Sanitation Svcs. Pershing	01 2620 421 005 0 000	284.75
20240725	07/25/2024		Op. of Bldg. Sanitation Svcs. Sandoz	01 2620 421 006 0 000	272.75

Check Number: 56595      Check Type: Check      Check Date: 08/12/2024      Vendor: DHHS      DHHS Licensure Unit      Check Total: 140.00

<u>Invoice Number</u>	<u>Invoice Date</u>	<u>PO Number</u>	<u>Detail Description</u>	<u>Chart of Account Number</u>	<u>Detail Amount</u>
20240730	07/30/2024		Temporary Speech Language Pathologist Li	01 2151 330 000 0 000	140.00

Check Number: 56596      Check Type: Check      Check Date: 08/12/2024      Vendor: ELECTRICFI      ELECTRICAL ENGINEERING & EQUIPMENT CO.      Check Total: 1,962.45

<u>Invoice Number</u>	<u>Invoice Date</u>	<u>PO Number</u>	<u>Detail Description</u>	<u>Chart of Account Number</u>	<u>Detail Amount</u>
8595008-00	07/25/2024	GF029539	Op. of Bldg. Cont. Electrical Svcs. MS	01 2620 435 002 0 000	28.77
8595008-00	07/25/2024	GF029539	Op. of Bldg. Cont. Heating & Air Svcs.	01 2620 437 000 0 000	0.00
8595734-00	07/25/2024	GF029539	Op. of Bldg. Cont. Electrical Svcs. MS	01 2620 435 002 0 000	116.28
8595734-00	07/25/2024	GF029539	Op. of Bldg. Cont. Heating & Air Svcs.	01 2620 437 000 0 000	0.00
8598048-00	07/25/2024	GF029539	Op. of Bldg. Cont. Electrical Svcs. MS	01 2620 435 002 0 000	318.28
8598048-00	07/25/2024	GF029539	Op. of Bldg. Cont. Heating & Air Svcs.	01 2620 437 000 0 000	0.00
8600774-00	08/07/2024	GF029539	Op. of Bldg. Cont. Electrical Svcs. HS	01 2620 435 001 0 000	76.92
8600774-00	08/07/2024	GF029539	Op. of Bldg. Cont. Heating & Air Svcs.	01 2620 437 000 0 000	0.00

**Detail Check Register**

Posted; Batch Description GF Checks 8/12/24 KJF

Checking Account: 1		1					
8601388-00	07/25/2024	GF029539	Op. of Bldg. Cont. Electrical Svcs. MS	01 2620 435 002 0 000		116.28	
8601388-00	07/25/2024	GF029539	Op. of Bldg. Cont. Heating & Air Svcs.	01 2620 437 000 0 000		0.00	
8610302-00	08/01/2024	GF029539	Op. of Bldg. Cont. Electrical Svcs. HS	01 2620 435 001 0 000		10.50	
8610302-00	08/01/2024	GF029539	Op. of Bldg. Cont. Heating & Air Svcs.	01 2620 437 000 0 000		0.00	
8614601-00	08/01/2024	GF029539	Op. of Bldg. Contracted Electrical DW	01 2620 435 000 0 000		352.50	
8614601-00	08/01/2024	GF029539	Op. of Bldg. Cont. Heating & Air Svcs.	01 2620 437 000 0 000		0.00	
8615043-00	08/01/2024	GF029539	Op. of Bldg. Cont. Electrical Svcs. MS	01 2620 435 002 0 000		202.00	
8615043-00	08/01/2024	GF029539	Op. of Bldg. Cont. Heating & Air Svcs.	01 2620 437 000 0 000		0.00	
8618156-00	08/01/2024	GF029539	Op. of Bldg. Cont. Electrical Svcs. HS	01 2620 435 001 0 000		0.81	
8618156-00	08/01/2024	GF029539	Op. of Bldg. Cont. Heating & Air Svcs.	01 2620 437 000 0 000		0.00	
8619337-00	08/01/2024	GF029539	Op. of Bldg. Contracted Electrical DW	01 2620 435 000 0 000		0.00	
8619337-00	08/01/2024	GF029539	Op. of Bldg. Cont. Heating & Air Svcs.	01 2620 437 000 0 000		0.00	
8619337-00	08/01/2024	GF029539	HS Walk in cooler	06 3100 733 000 0 000		740.11	
Check Number: 56597	Check Type: Check	Check Date: 08/12/2024	Vendor: ESU9	ESU #9	Check Total:	50.00	
<u>Invoice Number</u>	<u>Invoice Date</u>	<u>PO Number</u>	<u>Detail Description</u>	<u>Chart of Account Number</u>	<u>Detail Amount</u>		
23-1079	08/01/2024		registration	01 2211 330 000 0 000	50.00		
Check Number: 56598	Check Type: Check	Check Date: 08/12/2024	Vendor: ESU10	ESU 10	Check Total:	3,134.98	
<u>Invoice Number</u>	<u>Invoice Date</u>	<u>PO Number</u>	<u>Detail Description</u>	<u>Chart of Account Number</u>	<u>Detail Amount</u>		
20240805	08/05/2024		SLP/Audio Svcs. Professional Svcs. HS	01 2151 340 001 0 000	0.00		
20240805	08/05/2024		SLP/Audio Svcs. Professional Svcs. HS	01 2151 340 001 0 000	0.00		
20240805	08/05/2024		SLP/Audio Svcs. Professional Svcs. HS	01 2151 340 001 0 000	0.00		
20240805	08/05/2024		SLP/Audio Svcs. Professional Svcs. Persh	01 2151 340 005 0 000	0.00		
20240805	08/05/2024		SLP/Audio Svcs. Professional Svcs. Persh	01 2151 340 005 0 000	0.00		
20240805	08/05/2024		SLP/Audio Svcs. Professional Svcs. ELA	01 2152 340 009 0 000	0.00		
20240805	08/05/2024		SLP/Audio Svcs. Professional Svcs. ELA	01 2152 340 009 0 000	0.00		
20240805	08/05/2024		SLP/Audio Svcs. Professional Svcs. ELA	01 2152 340 009 0 000	0.00		
20240805	08/05/2024		SLP/Audio Professional Svcs. HBD	01 2153 340 015 0 000	0.00		
20240805	08/05/2024		Vision Services K-12 Prof. Services	01 2181 340 000 0 000	1,904.98		
20240805	08/05/2024		Vision Services Age 0-2 Prof. Services	01 2183 340 015 0 000	0.00		
20240805	08/05/2024		Technology Tech-Related Repairs	01 2230 432 000 0 000	1,230.00		
20240805	08/05/2024		Technology Communications DW	01 2230 530 000 0 000	0.00		
20240805	08/05/2024		Technology Tech-Related Supply DW	01 2230 650 000 0 000	0.00		
Check Number: 56599	Check Type: Check	Check Date: 08/12/2024	Vendor: ESU6	ESU 6	Check Total:	240.00	
<u>Invoice Number</u>	<u>Invoice Date</u>	<u>PO Number</u>	<u>Detail Description</u>	<u>Chart of Account Number</u>	<u>Detail Amount</u>		
20628	08/05/2024		ASD workshop registration	01 1200 330 000 0 000	240.00		
Check Number: 56600	Check Type: Check	Check Date: 08/12/2024	Vendor: OFFICEFUR1	Everything2go.com	Check Total:	6,468.00	
<u>Invoice Number</u>	<u>Invoice Date</u>	<u>PO Number</u>	<u>Detail Description</u>	<u>Chart of Account Number</u>	<u>Detail Amount</u>		
EX204A45-INV	07/31/2024	GF030617	6ftx24in flip top nesting tables Coast	01 2620 733 000 0 000	6,468.00		

**Detail Check Register**

Posted; Batch Description GF Checks 8/12/24 KJF

Checking Account: 1

1

Check Number:	Check Type:	Check Date:	Vendor:	Detail Description	Check Total:
<u>Invoice Number</u>	<u>Invoice Date</u>	<u>PO Number</u>	<u>Chart of Account Number</u>	<u>Detail Amount</u>	
56601	Check	08/12/2024	FAGOTREFRI	FAGOT REFRIGERATION valve access	12.27
72697	08/01/2024		01 2620 437 003 0 000	12.27	
56602	Check	08/12/2024	FIRESPRING	Firespring WordPress	2,340.00
TRX-000344927	08/05/2024		01 2230 530 000 0 000	2,340.00	
56603	Check	08/12/2024	GOPHERSPOR	GOPHER SPORT supplies	672.90
in386251	07/31/2024	GF030623	01 1100 605 006 0 000	672.90	
56604	Check	08/12/2024	GOVCONNECT	GOVCONNECTION, INC CrowdStrike Licensing	5,641.56
75523249	08/05/2024	GF030596	01 2230 735 000 0 000	5,641.56	
56605	Check	08/12/2024	GREATPLAI4	Great Plains Communications Technology Communications DW	196.06
20240805	08/05/2024		01 2230 530 000 0 000	196.06	
56606	Check	08/12/2024	HANSEN1	Anthony Hansen backflow test	1,600.00
7/10/24	07/30/2024		01 2620 490 000 0 000	1,600.00	
56607	Check	08/12/2024	HDSUPPLY	HD Supply supplies	295.63
818731192	08/07/2024	GF030632	01 2620 610 000 0 000	40.50	
818731200	08/07/2024	GF030632	01 2620 610 000 0 000	184.80	
818731218	08/07/2024	GF030632	01 2620 610 000 0 000	70.33	
56608	Check	08/12/2024	HOMETOWNLE	HOMETOWN LEASING Reg. Ed. Printint & Binding DW	12,840.65
20240724	07/24/2024		01 1100 550 000 0 000	12,840.65	
56609	Check	08/12/2024	INNOVATIV2	Innovative Office Solutions supplies	1,651.76
IN4582218	07/24/2024	GF030066	01 1100 610 001 0 000	245.25	
IN4582218	07/24/2024	GF030066	01 1100 613 001 0 000	105.60	
IN4582230	08/05/2024	GF030170	01 1190 610 009 0 000	101.44	
IN4582233	08/05/2024	GF030122	01 1100 610 003 0 000	196.31	
IN4582257	08/07/2024	GF030146	01 1100 603 002 0 000	16.90	
IN4582257	08/07/2024	GF030146	01 1100 610 002 0 000	952.92	
IN4589698	08/05/2024	GF030146	01 1100 606 002 0 000	33.34	
56610	Check	08/12/2024	JOHNSTONES	JOHNSTONE SUPPLY Inc.	2,421.93

**Detail Check Register**

Posted; Batch Description GF Checks 8/12/24 KJF

Checking Account: 1

1

<u>Invoice Number</u>	<u>Invoice Date</u>	<u>PO Number</u>	<u>Detail Description</u>	<u>Chart of Account Number</u>	<u>Detail Amount</u>
6225062	08/05/2024	GF030621	HVAC HS Skills	01 2620 437 001 0 000	2,421.93
Check Number: 56611      Check Type: Check      Check Date: 08/12/2024      Vendor: JONES      JONES PLUMBING & HEATING      Check Total: 293.24					
<u>Invoice Number</u>	<u>Invoice Date</u>	<u>PO Number</u>	<u>Detail Description</u>	<u>Chart of Account Number</u>	<u>Detail Amount</u>
0032236	08/05/2024	GF029542	Op. of Bldg. Plumbing Svcs. ELA	01 2620 436 009 0 000	65.24
0032236	08/05/2024	GF029542	Op. of Bldg. Cont. Heating & Air Svcs.	01 2620 437 000 0 000	0.00
77109	08/05/2024	GF029542	Op. of Bldg. Plumbing Svcs. HS	01 2620 436 001 0 000	14.75
77109	08/05/2024	GF029542	Op. of Bldg. Cont. Heating & Air Svcs.	01 2620 437 000 0 000	0.00
77110	08/05/2024	GF029542	Op. of Bldg. Plumbing Svcs. MS	01 2620 436 002 0 000	20.00
77110	08/05/2024	GF029542	Op. of Bldg. Cont. Heating & Air Svcs.	01 2620 437 000 0 000	0.00
77112	08/05/2024	GF029542	Op. of Bldg. Plumbing Svcs. Sandoz	01 2620 436 006 0 000	6.00
77113	08/05/2024	GF029542	Op. of Bldg. Plumbing Svcs. Sandoz	01 2620 436 006 0 000	5.00
77113	08/05/2024	GF029542	Op. of Bldg. Cont. Heating & Air Svcs.	01 2620 437 000 0 000	0.00
77114	08/05/2024	GF029542	Op. of Bldg. Contracted Plumbing Service	01 2620 436 000 0 000	0.00
77114	08/05/2024	GF029542	Op. of Bldg. Cont. Heating & Air Svcs.	01 2620 437 000 0 000	0.00
77114	08/05/2024	GF029542	Maintenance Supply District-Wide	01 2620 610 000 0 000	22.00
77210	08/05/2024	GF029542	Op. of Bldg. Contracted Plumbing Service	01 2620 436 000 0 000	36.25
77210	08/05/2024	GF029542	Op. of Bldg. Cont. Heating & Air Svcs.	01 2620 437 000 0 000	0.00
77291	08/05/2024	GF029542	Op. of Bldg. Contracted Plumbing Service	01 2620 436 000 0 000	124.00
77291	08/05/2024	GF029542	Op. of Bldg. Cont. Heating & Air Svcs.	01 2620 437 000 0 000	0.00
Check Number: 56612      Check Type: Check      Check Date: 08/12/2024      Vendor: KSBSCHOO LL      KSB School Law, PC LLC      Check Total: 2,840.00					
<u>Invoice Number</u>	<u>Invoice Date</u>	<u>PO Number</u>	<u>Detail Description</u>	<u>Chart of Account Number</u>	<u>Detail Amount</u>
16841	08/05/2024		District Legal Services	01 2330 317 000 0 000	2,840.00
Check Number: 56613      Check Type: Check      Check Date: 08/12/2024      Vendor: LEXRHC      Lexington Regional Health Center      Check Total: 808.96					
<u>Invoice Number</u>	<u>Invoice Date</u>	<u>PO Number</u>	<u>Detail Description</u>	<u>Chart of Account Number</u>	<u>Detail Amount</u>
20240805	08/05/2024		PT Services Age 0-2 Prof. Services	01 2173 340 015 0 000	749.71
20240805-0001	08/05/2024		OT Services Age 0-2 Prof. Services	01 2163 340 015 0 000	59.25
Check Number: 56614      Check Type: Check      Check Date: 08/12/2024      Vendor: LIPSPRINTI      LIPS PRINTING SERVICE      Check Total: 285.05					
<u>Invoice Number</u>	<u>Invoice Date</u>	<u>PO Number</u>	<u>Detail Description</u>	<u>Chart of Account Number</u>	<u>Detail Amount</u>
102815	08/06/2024	GF030620	business cards	01 2510 610 000 0 000	285.05
Check Number: 56615      Check Type: Check      Check Date: 08/12/2024      Vendor: MADELINE SC      Madeline's Cafe & Bakery      Check Total: 44.64					
<u>Invoice Number</u>	<u>Invoice Date</u>	<u>PO Number</u>	<u>Detail Description</u>	<u>Chart of Account Number</u>	<u>Detail Amount</u>
245	08/05/2024	GF030647	lunch	01 2510 610 000 0 000	44.64
Check Number: 56616      Check Type: Check      Check Date: 08/12/2024      Vendor: MAJESTIC      Majestic Theatre      Check Total: 499.00					
<u>Invoice Number</u>	<u>Invoice Date</u>	<u>PO Number</u>	<u>Detail Description</u>	<u>Chart of Account Number</u>	<u>Detail Amount</u>
1450	07/24/2024		popcorn & drinks	01 6999 610 000 0 000	499.00
Check Number: 56617      Check Type: Check      Check Date: 08/12/2024      Vendor: MARTINELEC      MARTIN ELECTRIC CO.      Check Total: 11.95					

**Detail Check Register**

Posted; Batch Description GF Checks 8/12/24 KJF

Checking Account: 1

1

<u>Invoice Number</u>	<u>Invoice Date</u>	<u>PO Number</u>	<u>Detail Description</u>	<u>Chart of Account Number</u>	<u>Detail Amount</u>
6604	08/01/2024		Op. of Bldg. Cont. Heat/Air Svcs. Bryan	01 2620 437 003 0 000	11.95
Check Number: 56618	Check Type: Check	Check Date: 08/12/2024	Vendor: MCSTORAGE	Morris McConnell	Check Total: 370.00
<u>Invoice Number</u>	<u>Invoice Date</u>	<u>PO Number</u>	<u>Detail Description</u>	<u>Chart of Account Number</u>	<u>Detail Amount</u>
156.055	07/30/2024		container	01 2620 490 000 0 000	370.00
Check Number: 56619	Check Type: Check	Check Date: 08/12/2024	Vendor: MEADLUMBER	MEAD LUMBER	Check Total: 1,486.18
<u>Invoice Number</u>	<u>Invoice Date</u>	<u>PO Number</u>	<u>Detail Description</u>	<u>Chart of Account Number</u>	<u>Detail Amount</u>
10826898	07/25/2024	GF029540	Maintenance Supply MS	01 2620 610 002 0 000	12.65
10826898	07/25/2024	GF029540	Grounds Supply DW	01 2630 610 000 0 000	0.00
10834288	07/25/2024	GF029540	Maintenance Supply MS	01 2620 610 002 0 000	63.17
10834288	07/25/2024	GF029540	Grounds Supply DW	01 2630 610 000 0 000	0.00
10834600	07/25/2024	GF029540	Maintenance Supply MS	01 2620 610 002 0 000	22.24
10834600	07/25/2024	GF029540	Grounds Supply DW	01 2630 610 000 0 000	0.00
10838200	07/25/2024	GF029540	Maintenance Supply District-Wide	01 2620 610 000 0 000	118.97
10838200	07/25/2024	GF029540	Grounds Supply DW	01 2630 610 000 0 000	0.00
10852616	07/25/2024	GF030587	lumber for the old bus barn for repairs	01 2630 490 000 0 000	228.46
10858340	07/25/2024	GF029540	Maintenance Supply District-Wide	01 2620 610 000 0 000	15.98
10858340	07/25/2024	GF029540	Grounds Supply DW	01 2630 610 000 0 000	0.00
10861653	07/25/2024	GF029533	classroom consumables	01 1100 612 001 0 000	269.99
10869384	07/25/2024	GF029540	Maintenance Supply District-Wide	01 2620 610 000 0 000	201.29
10869384	07/25/2024	GF029540	Grounds Supply DW	01 2630 610 000 0 000	0.00
10870582	07/25/2024	GF029540	Maintenance Supply District-Wide	01 2620 610 000 0 000	20.90
10870582	07/25/2024	GF029540	Grounds Supply DW	01 2630 610 000 0 000	0.00
10871372	07/25/2024	GF029540	Maintenance Supply District-Wide	01 2620 610 000 0 000	38.24
10871372	07/25/2024	GF029540	Grounds Supply DW	01 2630 610 000 0 000	0.00
10871791	07/25/2024	GF029540	Maintenance Supply District-Wide	01 2620 610 000 0 000	32.98
10871791	07/25/2024	GF029540	Grounds Supply DW	01 2630 610 000 0 000	0.00
10876542	07/25/2024	GF029540	Maintenance Supply District-Wide	01 2620 610 000 0 000	58.99
10876542	07/25/2024	GF029540	Grounds Supply DW	01 2630 610 000 0 000	0.00
10887609	07/25/2024	GF029540	Maintenance Supply District-Wide	01 2620 610 000 0 000	49.25
10887609	07/25/2024	GF029540	Grounds Supply DW	01 2630 610 000 0 000	0.00
10889697	07/25/2024	GF029540	Maintenance Supply District-Wide	01 2620 610 000 0 000	36.96
10889697	07/25/2024	GF029540	Grounds Supply DW	01 2630 610 000 0 000	0.00
10890125	07/25/2024	GF029540	Maintenance Supply District-Wide	01 2620 610 000 0 000	17.98
10890125	07/25/2024	GF029540	Grounds Supply DW	01 2630 610 000 0 000	0.00
10892883	08/01/2024	GF029540	Maintenance Supply HS	01 2620 610 001 0 000	22.74
10892883	08/01/2024	GF029540	Grounds Supply DW	01 2630 610 000 0 000	0.00
10895446	08/01/2024	GF029540	Maintenance Supply District-Wide	01 2620 610 000 0 000	19.27
10895446	08/01/2024	GF029540	Grounds Supply DW	01 2630 610 000 0 000	0.00
10915812	07/31/2024	GF030616	powertool batteries	01 2620 610 000 0 000	179.99

**Detail Check Register**

Posted; Batch Description GF Checks 8/12/24 KJF

Checking Account: 1		1					
10922272	07/25/2024	GF029540	Maintenance Supply Bryan	01 2620 610 003 0 000		22.57	
10922272	07/25/2024	GF029540	Grounds Supply DW	01 2630 610 000 0 000		0.00	
10923620	07/25/2024	GF029540	Maintenance Supply Bryan	01 2620 610 003 0 000		19.13	
10923620	07/25/2024	GF029540	Grounds Supply DW	01 2630 610 000 0 000		0.00	
10934662	08/01/2024	GF029540	Maintenance Supply Pershing	01 2620 610 005 0 000		30.57	
10934662	08/01/2024	GF029540	Grounds Supply DW	01 2630 610 000 0 000		0.00	
10959449	08/01/2024	GF029540	Maintenance Supply District-Wide	01 2620 610 000 0 000		14.98	
10959449	08/01/2024	GF029540	Grounds Supply DW	01 2630 610 000 0 000		0.00	
765971	07/25/2024	GF029540	Maintenance Supply MS	01 2620 610 002 0 000		(11.12)	
765971	07/25/2024	GF029540	Grounds Supply DW	01 2630 610 000 0 000		0.00	
Check Number: 56620	Check Type: Check	Check Date: 08/12/2024	Vendor: MICAHSHOUS	Micah's House	Check Total:	3,315.16	
<u>Invoice Number</u>	<u>Invoice Date</u>	<u>PO Number</u>	<u>Detail Description</u>	<u>Chart of Account Number</u>	<u>Detail Amount</u>		
4	08/05/2024		McKinney-Vento HCY-II Supplies DW	01 6994 610 000 0 000	3,315.16		
Check Number: 56621	Check Type: Check	Check Date: 08/12/2024	Vendor: MICKSPLATT	MICK'S PLATTE VALLEY GLASS	Check Total:	1,138.75	
<u>Invoice Number</u>	<u>Invoice Date</u>	<u>PO Number</u>	<u>Detail Description</u>	<u>Chart of Account Number</u>	<u>Detail Amount</u>		
52210	07/25/2024		glass	01 2620 610 005 0 000	610.00		
52228	07/25/2024		glass	01 2620 610 002 0 000	528.75		
Check Number: 56622	Check Type: Check	Check Date: 08/12/2024	Vendor: MIDSTATESA	MID-STATES AUTOMATION & CONTROL, INC.	Check Total:	12,724.00	
<u>Invoice Number</u>	<u>Invoice Date</u>	<u>PO Number</u>	<u>Detail Description</u>	<u>Chart of Account Number</u>	<u>Detail Amount</u>		
72-2140	08/05/2024	GF027967	temperature control upgrades	01 6998 610 000 0 000	10,000.00		
72-2141	08/05/2024	GF027967	temperature control upgrades	01 6998 610 000 0 000	1,800.00		
72-2142	08/05/2024		Op. of Bldg. Cont. Heating & Air Svcs.	01 2620 437 000 0 000	924.00		
Check Number: 56623	Check Type: Check	Check Date: 08/12/2024	Vendor: MIDWESTFL2	MIDWEST FLOOR SPECIALISTS	Check Total:	3,755.00	
<u>Invoice Number</u>	<u>Invoice Date</u>	<u>PO Number</u>	<u>Detail Description</u>	<u>Chart of Account Number</u>	<u>Detail Amount</u>		
343	07/27/2024		refinish gym floor	01 2620 610 001 0 000	3,755.00		
Check Number: 56624	Check Type: Check	Check Date: 08/12/2024	Vendor: MIGHTYDUCT	Mighty Ducts	Check Total:	2,225.00	
<u>Invoice Number</u>	<u>Invoice Date</u>	<u>PO Number</u>	<u>Detail Description</u>	<u>Chart of Account Number</u>	<u>Detail Amount</u>		
18853	08/05/2024		duct cleaning	06 3100 890 000 0 000	2,225.00		
Check Number: 56625	Check Type: Check	Check Date: 08/12/2024	Vendor: MIKESSPR	Alexander Michael	Check Total:	999.08	
<u>Invoice Number</u>	<u>Invoice Date</u>	<u>PO Number</u>	<u>Detail Description</u>	<u>Chart of Account Number</u>	<u>Detail Amount</u>		
23490	07/27/2024		Grounds Contracted Lawn Care Svcs.	01 2630 422 000 0 000	607.05		
23669	07/27/2024		Grounds Contracted Lawn Care Svcs.	01 2630 422 000 0 000	392.03		
Check Number: 56626	Check Type: Check	Check Date: 08/12/2024	Vendor: ALICAP	NASB ALICAP	Check Total:	536,323.00	
<u>Invoice Number</u>	<u>Invoice Date</u>	<u>PO Number</u>	<u>Detail Description</u>	<u>Chart of Account Number</u>	<u>Detail Amount</u>		
20240805	08/05/2024		Op. of Bldg. Insurance	01 2610 520 000 0 000	536,323.00		
Check Number: 56627	Check Type: Check	Check Date: 08/12/2024	Vendor: NATIONALAR	National Art & School Supplies Inc	Check Total:	1,302.44	

**Detail Check Register**

Posted; Batch Description GF Checks 8/12/24 KJF

Checking Account: 1

1

<u>Invoice Number</u>	<u>Invoice Date</u>	<u>PO Number</u>	<u>Detail Description</u>	<u>Chart of Account Number</u>	<u>Detail Amount</u>
37019	07/27/2024	GF030222	supplies	01 1100 610 004 0 000	259.40
37029	07/27/2024	GF030168	supplies	01 1190 610 009 0 000	273.78
37036	07/27/2024	GF030125	supplies	01 1100 610 003 0 000	364.66
37050	07/27/2024	GF030204	supplies	01 1100 610 006 0 000	18.00
37213	07/30/2024	GF030068	supplies	01 1100 610 001 0 000	377.32
37213	07/30/2024	GF030068	supplies	01 1100 613 001 0 000	9.28

Check Number: 56628      Check Type: Check      Check Date: 08/12/2024      Vendor: NCSA      NE COUNCIL OF SCHOOL ADMIN      Check Total: 4,584.00

<u>Invoice Number</u>	<u>Invoice Date</u>	<u>PO Number</u>	<u>Detail Description</u>	<u>Chart of Account Number</u>	<u>Detail Amount</u>
20240807	08/07/2024		Cynthia Baum membership	01 2410 330 001 0 000	725.00
20240807-0001	08/07/2024		Eric Bell membership	01 2410 330 001 0 000	725.00
20240807-0002	08/07/2024		Luis Nieto membership	01 2410 330 001 0 000	685.00
82730	08/05/2024	GF030498	admin days registration Tiffany Denker	01 2410 330 003 0 000	260.00
82730	08/05/2024	GF030498	admin days registration Nikki Edeal	01 2410 330 004 0 000	0.00
82730	08/05/2024	GF030498	admin days registration Kellie Cetak	01 2410 330 005 0 000	0.00
82816	08/05/2024	GF030491	Tracy admin days registration	01 2410 330 009 0 000	225.00
82984	08/05/2024	GF030490	admin days registration Cindy Baum	01 1160 330 001 0 000	308.00
82984	08/05/2024	GF030490	admin days registration Luis Nieto	01 1160 330 001 0 000	308.00
82984	08/05/2024	GF030490	admin days registration Eric Bell	01 2410 330 001 0 000	308.00
82985	08/05/2024	GF030603	registration	01 1201 330 000 0 000	450.00
82985.	08/05/2024	GF030498	admin days registration Tiffany Denker	01 2410 330 003 0 000	0.00
82985.	08/05/2024	GF030498	admin days registration Nikki Edeal	01 2410 330 004 0 000	282.00
82985.	08/05/2024	GF030498	admin days registration Kellie Cetak	01 2410 330 005 0 000	0.00
83169	08/05/2024		Barry McFarland registration	01 2410 330 006 0 000	308.00

Check Number: 56629      Check Type: Check      Check Date: 08/12/2024      Vendor: NDEEARLYCH      Nebraska Department of Education      Check Total: 40.00

<u>Invoice Number</u>	<u>Invoice Date</u>	<u>PO Number</u>	<u>Detail Description</u>	<u>Chart of Account Number</u>	<u>Detail Amount</u>
192600	08/01/2024	GF030528	registration	01 3541 330 009 0 000	20.00
192601	08/05/2024	GF030528	registration	01 3541 330 009 0 000	20.00

Check Number: 56630      Check Type: Check      Check Date: 08/12/2024      Vendor: ONESOURCEI      ONE SOURCE Inc.      Check Total: 453.80

<u>Invoice Number</u>	<u>Invoice Date</u>	<u>PO Number</u>	<u>Detail Description</u>	<u>Chart of Account Number</u>	<u>Detail Amount</u>
2022159625	08/05/2024		Personnel Services Technical Services	01 2570 350 000 0 000	397.80
2022159626	08/05/2024		Personnel Services Technical Services	01 2570 350 000 0 000	56.00

Check Number: 56631      Check Type: Check      Check Date: 08/12/2024      Vendor: OREILLYAUT      O'Reilly Auto Parts      Check Total: 30.46

<u>Invoice Number</u>	<u>Invoice Date</u>	<u>PO Number</u>	<u>Detail Description</u>	<u>Chart of Account Number</u>	<u>Detail Amount</u>
4799-120618	08/01/2024	GF029543	trailer tire	01 2640 610 000 0 000	13.99
4799-120618	08/01/2024	GF029543	Vehicle Repair and Maintenance	01 2650 430 000 0 000	0.00
4799-120618	08/01/2024	GF029543	Reg. Pupil Transport. Supply	01 2710 610 000 0 000	0.00
4799-121421	08/06/2024	GF029543	Vehicle Repair and Maintenance	01 2650 430 000 0 000	16.47
4799-121421	08/06/2024	GF029543	Reg. Pupil Transport. Supply	01 2710 610 000 0 000	0.00

**Detail Check Register**

Posted; Batch Description GF Checks 8/12/24 KJF

Checking Account: 1

1

Check Number:	Check Type:	Check Date:	Vendor:		Check Total:
<u>Invoice Number</u>	<u>Invoice Date</u>	<u>PO Number</u>	<u>Detail Description</u>	<u>Chart of Account Number</u>	<u>Detail Amount</u>
56632	Check	08/12/2024	OVESDRYCLE	Obed Arreaga Lopez	2,736.00
2922	07/24/2024	GF030448	band uniform dry cleaning	01 1100 608 001 0 000	2,736.00
56633	Check	08/12/2024	TIGERPAPER	Paper Tiger Shredding	195.00
203420	08/05/2024		Fiscal Services Professional Services	01 2510 340 000 0 000	195.00
56634	Check	08/12/2024	PLUMCREEKM	PLUM CREEK MARKET PLACE	102.97
00301770093700755	08/06/2024	GF029527	School Lunch Supply FOOD	06 3100 630 000 0 000	64.75
00304588091500755	08/06/2024	GF029527	School Lunch Supply FOOD	06 3100 630 000 0 000	18.46
00404842080601039	08/06/2024	GF030634	donuts	01 2710 610 000 0 000	19.76
56635	Check	08/12/2024	PLUMCREEKM	PLUM CREEK MARKET PLACE	440.42
20240806	08/06/2024	GF029793	grocery vouchers	01 6991 610 000 0 000	440.42
56636	Check	08/12/2024	PLUMCREEK3	PLUM CREEK MEDICAL GROUP, P.C.	520.00
6/25/24	08/05/2024		Maria Calletano Renteria appt	01 3541 340 009 0 000	240.00
7/9/2024	08/05/2024		Dahlas Holbein bus driver physical	01 2710 340 000 0 000	140.00
7/9/24	08/05/2024		Guillermo Diaz bus driver physical	01 2710 340 000 0 000	140.00
56637	Check	08/12/2024	PYRAMIDSCH	Pyramid School Products	37.96
S1472222.002	07/30/2024	GF030300	supplies	01 2510 610 000 0 000	0.00
S1472222.002	07/30/2024	GF030300	supplies	01 2620 610 000 0 000	37.96
S1472222.002	07/30/2024	GF030300	supplies	01 2620 610 000 0 000	0.00
S1472222.002	07/30/2024	GF030300	supplies	01 2620 610 000 0 000	0.00
56638	Check	08/12/2024	QUADIENTPO	Quadient Finance USA, Inc	5,477.85
20240805	08/05/2024		Fiscal Services Postage	01 2510 531 000 0 000	5,477.85
56639	Check	08/12/2024	QUADIENTLE	Quadient Leasing USA, Inc	825.00
Q1428327	07/27/2024		Fiscal Services Postage	01 2510 531 000 0 000	825.00
56640	Check	08/12/2024	QUALITYSEW	QUALITY SEW AND VAC	919.82
66163	07/31/2024	GF030413	sewing machine service	01 1100 615 001 0 000	919.82
56641	Check	08/12/2024	SWAUTOPART	S&W AUTO PARTS	5,121.22

**Detail Check Register**

Posted; Batch Description GF Checks 8/12/24 KJF

Checking Account: 1		1				
179962	07/25/2024	GF029538	Maintenance Supply District-Wide	01 2620 610 000 0 000		0.00
179962	07/25/2024	GF029538	Vehicle Repair and Maintenance	01 2650 430 000 0 000		11.99
179962	07/25/2024	GF029538	Reg. Pupil Transport. Supply	01 2710 610 000 0 000		0.00
180212	07/25/2024	GF029538	Maintenance Supply District-Wide	01 2620 610 000 0 000		0.00
180212	07/25/2024	GF029538	Care of Equip. Supply DW	01 2640 610 000 0 000		15.19
180212	07/25/2024	GF029538	Vehicle Repair and Maintenance	01 2650 430 000 0 000		0.00
180212	07/25/2024	GF029538	Reg. Pupil Transport. Supply	01 2710 610 000 0 000		0.00
180619	07/25/2024	GF029538	Maintenance Supply District-Wide	01 2620 610 000 0 000		0.00
180619	07/25/2024	GF029538	Vehicle Repair and Maintenance	01 2650 430 000 0 000		35.92
180619	07/25/2024	GF029538	Reg. Pupil Transport. Supply	01 2710 610 000 0 000		0.00
180847	07/25/2024	GF029538	Maintenance Supply District-Wide	01 2620 610 000 0 000		14.48
180847	07/25/2024	GF029538	Vehicle Repair and Maintenance	01 2650 430 000 0 000		0.00
180847	07/25/2024	GF029538	Reg. Pupil Transport. Supply	01 2710 610 000 0 000		0.00
181070	08/01/2024	GF029538	Op. of Bldg. Cont. Heat/Air Svcs. HS	01 2620 437 001 0 000		38.48
181070	08/01/2024	GF029538	Maintenance Supply District-Wide	01 2620 610 000 0 000		0.00
181070	08/01/2024	GF029538	Vehicle Repair and Maintenance	01 2650 430 000 0 000		0.00
181070	08/01/2024	GF029538	Reg. Pupil Transport. Supply	01 2710 610 000 0 000		0.00
181234	07/25/2024	GF029538	Maintenance Supply District-Wide	01 2620 610 000 0 000		0.00
181234	07/25/2024	GF029538	Vehicle Repair and Maintenance	01 2650 430 000 0 000		11.99
181234	07/25/2024	GF029538	Reg. Pupil Transport. Supply	01 2710 610 000 0 000		0.00
181259	07/25/2024	GF029538	Maintenance Supply District-Wide	01 2620 610 000 0 000		0.00
181259	07/25/2024	GF029538	Vehicle Repair and Maintenance	01 2650 430 000 0 000		127.98
181259	07/25/2024	GF029538	Reg. Pupil Transport. Supply	01 2710 610 000 0 000		0.00
181275	07/25/2024	GF029538	Maintenance Supply District-Wide	01 2620 610 000 0 000		0.00
181275	07/25/2024	GF029538	Vehicle Repair and Maintenance	01 2650 430 000 0 000		0.00
181275	07/25/2024	GF029538	Reg. Pupil Transport. Supply	01 2710 610 000 0 000		15.19
182177	08/07/2024	GF030648	Ultra Diagnostic Tablet	01 6700 731 001 0 000		4,850.00
Check Number: 56642	Check Type: Check	Check Date: 08/12/2024	Vendor: SCHOLASTI4	SCHOLASTIC MAGAZINES	Check Total:	3,096.92
<u>Invoice Number</u>	<u>Invoice Date</u>	<u>PO Number</u>	<u>Detail Description</u>	<u>Chart of Account Number</u>	<u>Detail Amount</u>	
M7510946 2	07/24/2024	GF030293	classroom magazines	01 1100 610 004 0 000	3,096.92	
Check Number: 56643	Check Type: Check	Check Date: 08/12/2024	Vendor: DECKEREQUI	School Fix	Check Total:	369.40
<u>Invoice Number</u>	<u>Invoice Date</u>	<u>PO Number</u>	<u>Detail Description</u>	<u>Chart of Account Number</u>	<u>Detail Amount</u>	
581254A	08/07/2024	GF030578	XL Roll-Away Sign Base & Top	01 1100 610 004 0 000	292.95	
581254A	08/07/2024	GF030578	Oops You're Late	01 1100 610 004 0 000	34.85	
581254A	08/07/2024	GF030578	shipping	01 1100 610 004 0 000	41.60	
Check Number: 56644	Check Type: Check	Check Date: 08/12/2024	Vendor: SCHOOLSPEC	SCHOOL SPECIALTY INC.	Check Total:	183.11
<u>Invoice Number</u>	<u>Invoice Date</u>	<u>PO Number</u>	<u>Detail Description</u>	<u>Chart of Account Number</u>	<u>Detail Amount</u>	
208134450257	07/24/2024	GF030606	trash cans	01 2620 610 000 0 000	163.66	
208134457827	08/05/2024	GF030214	supplies	01 1100 610 004 0 000	19.45	

**Detail Check Register**

Posted; Batch Description GF Checks 8/12/24 KJF

<b>Checking Account: 1</b>		<b>1</b>					
<u>Invoice Number</u>	<u>Invoice Date</u>	<u>PO Number</u>	<u>Detail Description</u>	<u>Chart of Account Number</u>	<u>Detail Amount</u>		
Check Number: 56645	Check Type: Check	Check Date: 08/12/2024	Vendor: SCHOOLMINT	SchoolMint Inc	Check Total:	2,600.00	
Q-15140	08/06/2024	GF030449	Hero Ready Subscription	01 1100 650 001 0 000	2,600.00		
Check Number: 56646	Check Type: Check	Check Date: 08/12/2024	Vendor: SERVICEMAS	SERVICEMASTER	Check Total:	80,885.00	
20240805	08/05/2024		Op. of Bldg. Contracted Cleaning Svcs.	01 2620 420 000 0 000	75,766.00		
20240805	08/05/2024		Op. of Bldg. Cleaning Svcs. HS	01 2620 420 001 0 000	0.00		
20240805	08/05/2024		Op. of Bldg. Cleaning Svcs. MS	01 2620 420 002 0 000	0.00		
20240805	08/05/2024		Op. of Bldg. Cleaning Svcs. Bryan	01 2620 420 003 0 000	0.00		
20240805	08/05/2024		Op. of Bldg. Cleaning Svcs. Morton	01 2620 420 004 0 000	0.00		
20240805	08/05/2024		Op. of Bldg. Cleaning Svcs. Pershing	01 2620 420 005 0 000	0.00		
20240805	08/05/2024		Op. of Bldg. Cleaning Svcs. Sandoz	01 2620 420 006 0 000	0.00		
20240805	08/05/2024		Op. of Bldg. Cleaning Svcs. ELA	01 2620 420 009 0 000	0.00		
20240805	08/05/2024		Cooperative Fund Cleaning Contract	10 2620 420 000 0 000	5,119.00		
Check Number: 56647	Check Type: Check	Check Date: 08/12/2024	Vendor: SIGNPRO	SIGN PRO	Check Total:	324.00	
lexi062524	07/24/2024	GF030550	bus stickers	01 2710 610 000 0 000	324.00		
Check Number: 56648	Check Type: Check	Check Date: 08/12/2024	Vendor: SLPNOW	SLP NOW	Check Total:	1,743.00	
20240731	07/31/2024		membership	01 2151 610 000 0 000	1,743.00		
Check Number: 56649	Check Type: Check	Check Date: 08/12/2024	Vendor: SPECIALIST	Specialist ID	Check Total:	315.00	
INV-14206	08/05/2024	GF030646	lanyards	01 3402 610 000 0 000	315.00		
Check Number: 56650	Check Type: Check	Check Date: 08/12/2024	Vendor: STARFALLED	Starfall Education Foundation	Check Total:	355.00	
1410-5218-6589	08/05/2024	GF030626	Renewal	01 2230 735 000 0 000	355.00		
Check Number: 56651	Check Type: Check	Check Date: 08/12/2024	Vendor: STUDENTASS	STUDENT ASSURANCE SERVICES	Check Total:	4,625.00	
20240801	08/01/2024		catastrophic coverage	01 2610 520 000 0 000	4,625.00		
Check Number: 56652	Check Type: Check	Check Date: 08/12/2024	Vendor: TEACHERSPA	Teacher Synergy Inc	Check Total:	500.00	
270558974	08/06/2024	GF030655	teaching materials	01 1100 644 001 0 000	500.00		
Check Number: 56653	Check Type: Check	Check Date: 08/12/2024	Vendor: USAVE	U Save	Check Total:	37.85	
555610	07/24/2024	GF030591	notary stamp for Carrie Bell	01 2510 610 000 0 000	37.85		
Check Number: 56654	Check Type: Check	Check Date: 08/12/2024	Vendor: ULINE	Uline	Check Total:	2,309.86	

**Detail Check Register**

Posted; Batch Description GF Checks 8/12/24 KJF

Checking Account: 1

1

<u>Invoice Number</u>	<u>Invoice Date</u>	<u>PO Number</u>	<u>Detail Description</u>	<u>Chart of Account Number</u>	<u>Detail Amount</u>
180890645	08/05/2024	GF030624	room dividers	01 1100 610 006 0 000	2,309.86
Check Number: 56655	Check Type: Check	Check Date: 08/12/2024	Vendor: USPSLEX	United States Postal Service	Check Total: 352.00
<u>Invoice Number</u>	<u>Invoice Date</u>	<u>PO Number</u>	<u>Detail Description</u>	<u>Chart of Account Number</u>	<u>Detail Amount</u>
20240805	08/05/2024		LPS PO Box	01 2510 531 000 0 000	352.00
Check Number: 56656	Check Type: Check	Check Date: 08/12/2024	Vendor: VESTIS	Vestis	Check Total: 493.13
<u>Invoice Number</u>	<u>Invoice Date</u>	<u>PO Number</u>	<u>Detail Description</u>	<u>Chart of Account Number</u>	<u>Detail Amount</u>
6280391453	08/07/2024		Op. of Bldg. Laundry Svcs. MS	01 2620 424 002 0 000	86.75
6280391454	08/07/2024		Op. of Bldg. Laundry Svcs. HS	01 2620 424 001 0 000	185.75
6280391455	08/07/2024		Op. of Bldg. Laundry Svcs. Sandoz	01 2620 424 006 0 000	25.50
6280391456	08/07/2024		Op. of Bldg. Laundry Svcs. Bryan	01 2620 424 003 0 000	121.50
6280391464	08/07/2024		Op. of Bldg. Contracted Laundry Svcs.	01 2620 424 000 0 000	73.63
Check Number: 56657	Check Type: Check	Check Date: 08/12/2024	Vendor: WEATHERCRA	WEATHERCRAFT COMPANIES	Check Total: 946.43
<u>Invoice Number</u>	<u>Invoice Date</u>	<u>PO Number</u>	<u>Detail Description</u>	<u>Chart of Account Number</u>	<u>Detail Amount</u>
17195	07/30/2024		Op. of Bldg. Cont. Roof Repair Morton	01 2620 431 004 0 000	487.16
17196	07/30/2024		Op. of Bldg. Cont. Roof Repair MS	01 2620 431 002 0 000	459.27
Check Number: 56658	Check Type: Check	Check Date: 08/12/2024	Vendor: WORTHINGTO	Worthington Direct	Check Total: 4,141.26
<u>Invoice Number</u>	<u>Invoice Date</u>	<u>PO Number</u>	<u>Detail Description</u>	<u>Chart of Account Number</u>	<u>Detail Amount</u>
INV414838-LEX018	07/27/2024	GF030556	POS checkout desks	06 3100 733 000 0 000	4,141.26
Check Number: 56659	Check Type: Check	Check Date: 08/12/2024	Vendor: ZANERBLOSE	ZANER-BLOSER	Check Total: 1,066.40
<u>Invoice Number</u>	<u>Invoice Date</u>	<u>PO Number</u>	<u>Detail Description</u>	<u>Chart of Account Number</u>	<u>Detail Amount</u>
INVZB46280	08/01/2024	GF030403	Handwriting Grade 3 Student Edition	01 1100 644 003 0 000	1,066.40

\*Denotes Expensed Invoice Item

Checking Account ID: 1

Total without Voids: 777,560.53

**Detail Check Register**

Posted; Batch Description GF Checks 8/12/24 KJF

Checking Account: 1

1

Check Number: 157639

Check Type: Automatic Payment Check Date: 07/22/2024 Vendor: LEXUTILITI

LEXINGTON UTILITIES SYSTEM

Check Total:

51,896.44

<u>Invoice Number</u>	<u>Invoice Date</u>	<u>PO Number</u>	<u>Detail Description</u>	<u>Chart of Account Number</u>	<u>Detail Amount</u>
20240722	07/22/2024		Op. of Bldg. Water & Sewer DW	01 2610 410 000 0 000	49.10
20240722	07/22/2024		Op. of Bldg. Water & Sewer DW	01 2610 410 000 0 000	21.75
20240722	07/22/2024		Op. of Bldg. Water & Sewer DW	01 2610 410 000 0 000	49.10
20240722	07/22/2024		Op. of Bldg. Water & Sewer DW	01 2610 410 000 0 000	104.00
20240722	07/22/2024		Op. of Bldg. Water & Sewer HS	01 2610 410 001 0 000	551.07
20240722	07/22/2024		Op. of Bldg. Water & Sewer HS	01 2610 410 001 0 000	167.45
20240722	07/22/2024		Op. of Bldg. Water & Sewer HS	01 2610 410 001 0 000	49.10
20240722	07/22/2024		Op. of Bldg. Water & Sewer HS	01 2610 410 001 0 000	141.50
20240722	07/22/2024		Op. of Bldg. Water & Sewer MS	01 2610 410 002 0 000	389.51
20240722	07/22/2024		Op. of Bldg. Water & Sewer MS	01 2610 410 002 0 000	478.50
20240722	07/22/2024		Op. of Bldg. Water & Sewer MS	01 2610 410 002 0 000	82.79
20240722	07/22/2024		Op. of Bldg. Water & Sewer MS	01 2610 410 002 0 000	49.10
20240722	07/22/2024		Op. of Bldg. Water & Sewer MS	01 2610 410 002 0 000	162.45
20240722	07/22/2024		Op. of Bldg. Water & Sewer Bryan	01 2610 410 003 0 000	510.66
20240722	07/22/2024		Op. of Bldg. Water & Sewer Bryan	01 2610 410 003 0 000	66.03
20240722	07/22/2024		Op. of Bldg. Water & Sewer Morton	01 2610 410 004 0 000	533.85
20240722	07/22/2024		Op. of Bldg. Water & Sewer Morton	01 2610 410 004 0 000	433.35
20240722	07/22/2024		Op. of Bldg. Water & Sewer Pershing	01 2610 410 005 0 000	509.88
20240722	07/22/2024		Op. of Bldg. Water & Sewer Pershing	01 2610 410 005 0 000	49.10
20240722	07/22/2024		Op. of Bldg. Water & Sewer Sandoz	01 2610 410 006 0 000	672.52
20240722	07/22/2024		Op. of Bldg. Electricity District Wide	01 2610 622 000 0 000	34.95
20240722	07/22/2024		Op. of Bldg. Electricity District Wide	01 2610 622 000 0 000	348.80
20240722	07/22/2024		Op. of Bldg. Electricity District Wide	01 2610 622 000 0 000	13.35
20240722	07/22/2024		Op. of Bldg. Electricity District Wide	01 2610 622 000 0 000	13.35
20240722	07/22/2024		Op. of Bldg. Electricity District Wide	01 2610 622 000 0 000	1,529.42
20240722	07/22/2024		Op. of Bldg. Electricity High School	01 2610 622 001 0 000	237.30
20240722	07/22/2024		Op. of Bldg. Electricity High School	01 2610 622 001 0 000	247.71
20240722	07/22/2024		Op. of Bldg. Electricity High School	01 2610 622 001 0 000	13.35
20240722	07/22/2024		Op. of Bldg. Electricity High School	01 2610 622 001 0 000	12,975.76
20240722	07/22/2024		Op. of Bldg. Electricity High School	01 2610 622 001 0 000	375.04
20240722	07/22/2024		Op. of Bldg. Electricity High School	01 2610 622 001 0 000	277.59
20240722	07/22/2024		Op. of Bldg. Electricity High School	01 2610 622 001 0 000	551.19
20240722	07/22/2024		Op. of Bldg. Electricity Middle School	01 2610 622 002 0 000	15,557.44
20240722	07/22/2024		Op. of Bldg. Electricity Middle School	01 2610 622 002 0 000	56.85
20240722	07/22/2024		Op. of Bldg. Electricity Middle School	01 2610 622 002 0 000	162.43
20240722	07/22/2024		Op. of Bldg. Electricity Bryan	01 2610 622 003 0 000	4,025.41
20240722	07/22/2024		Op. of Bldg. Electricity Bryan	01 2610 622 003 0 000	137.86
20240722	07/22/2024		Op. of Bldg. Electricity Bryan	01 2610 622 003 0 000	13.35
20240722	07/22/2024		Op. of Bldg. Electricity Morton	01 2610 622 004 0 000	17.00

**Detail Check Register**

Posted; Batch Description GF Checks 8/12/24 KJF

Checking Account: 1		1					
20240722	07/22/2024		Op. of Bldg. Electricity Morton	01 2610 622 004 0 000		3,366.21	
20240722	07/22/2024		Op. of Bldg. Electricity Pershing	01 2610 622 005 0 000		3,790.07	
20240722	07/22/2024		Op. of Bldg. Electricity Pershing	01 2610 622 005 0 000		93.53	
20240722	07/22/2024		Op. of Bldg. Electricity Sandoz	01 2610 622 006 0 000		2,987.67	
Check Number: 157640	Check Type: Automatic Payment	Check Date: 07/22/2024	Vendor: VISABUSC1	VISA CARD SERVICES		Check Total:	54.77
<u>Invoice Number</u>	<u>Invoice Date</u>	<u>PO Number</u>	<u>Detail Description</u>	<u>Chart of Account Number</u>		<u>Detail Amount</u>	
20240722	07/22/2024		Reg. Pupil Transport. Gas & Oil	01 2710 626 000 0 000		54.77	
Check Number: 157641	Check Type: Automatic Payment	Check Date: 07/22/2024	Vendor: VISABUSC2	VISA CARD SERVICES		Check Total:	230.90
<u>Invoice Number</u>	<u>Invoice Date</u>	<u>PO Number</u>	<u>Detail Description</u>	<u>Chart of Account Number</u>		<u>Detail Amount</u>	
20240722	07/22/2024		Reg. Pupil Transport. Gas & Oil	01 2710 626 000 0 000		69.07	
20240722	07/22/2024		Reg. Pupil Transport. Gas & Oil	01 2710 626 000 0 000		46.07	
20240722	07/22/2024		Reg. Pupil Transport. Gas & Oil	01 2710 626 000 0 000		58.70	
20240722	07/22/2024		Reg. Pupil Transport. Gas & Oil	01 2710 626 000 0 000		57.06	
Check Number: 157642	Check Type: Automatic Payment	Check Date: 07/22/2024	Vendor: VISABUSC3	VISA CARD SERVICES		Check Total:	224.97
<u>Invoice Number</u>	<u>Invoice Date</u>	<u>PO Number</u>	<u>Detail Description</u>	<u>Chart of Account Number</u>		<u>Detail Amount</u>	
20240722	07/22/2024		Reg. Pupil Transport. Gas & Oil	01 2710 626 000 0 000		71.31	
20240722	07/22/2024		Reg. Pupil Transport. Gas & Oil	01 2710 626 000 0 000		39.80	
20240722	07/22/2024		Reg. Pupil Transport. Gas & Oil	01 2710 626 000 0 000		55.57	
20240722	07/22/2024		Reg. Pupil Transport. Gas & Oil	01 2710 626 000 0 000		58.29	
Check Number: 157643	Check Type: Automatic Payment	Check Date: 07/22/2024	Vendor: VISABUSC4	VISA CARD SERVICES		Check Total:	197.15
<u>Invoice Number</u>	<u>Invoice Date</u>	<u>PO Number</u>	<u>Detail Description</u>	<u>Chart of Account Number</u>		<u>Detail Amount</u>	
20240722	07/22/2024		Reg. Pupil Transport. Gas & Oil	01 2710 626 000 0 000		70.20	
20240722	07/22/2024		Reg. Pupil Transport. Gas & Oil	01 2710 626 000 0 000		69.60	
20240722	07/22/2024		Reg. Pupil Transport. Gas & Oil	01 2710 626 000 0 000		57.35	
Check Number: 157644	Check Type: Automatic Payment	Check Date: 07/22/2024	Vendor: VISABUSC5	VISA CARD SERVICES		Check Total:	117.74
<u>Invoice Number</u>	<u>Invoice Date</u>	<u>PO Number</u>	<u>Detail Description</u>	<u>Chart of Account Number</u>		<u>Detail Amount</u>	
20240722	07/22/2024		Reg. Pupil Transport. Gas & Oil	01 2710 626 000 0 000		66.02	
20240722	07/22/2024		Reg. Pupil Transport. Gas & Oil	01 2710 626 000 0 000		51.72	
Check Number: 157645	Check Type: Automatic Payment	Check Date: 07/22/2024	Vendor: VISACARC1	VISA CARD SERVICES		Check Total:	114.45
<u>Invoice Number</u>	<u>Invoice Date</u>	<u>PO Number</u>	<u>Detail Description</u>	<u>Chart of Account Number</u>		<u>Detail Amount</u>	
20240722	07/22/2024		Vehicle Gas & Oil DW	01 2650 626 000 0 000		21.62	
20240722	07/22/2024		Vehicle Gas & Oil DW	01 2650 626 000 0 000		25.73	
20240722	07/22/2024		Vehicle Gas & Oil DW	01 2650 626 000 0 000		27.70	
20240722	07/22/2024		Vehicle Gas & Oil DW	01 2650 626 000 0 000		39.40	
Check Number: 157646	Check Type: Automatic Payment	Check Date: 07/22/2024	Vendor: VISACARC2	VISA CARD SERVICES		Check Total:	142.01
<u>Invoice Number</u>	<u>Invoice Date</u>	<u>PO Number</u>	<u>Detail Description</u>	<u>Chart of Account Number</u>		<u>Detail Amount</u>	
20240722	07/22/2024		Vehicle Gas & Oil DW	01 2650 626 000 0 000		40.00	

**Detail Check Register**

Posted; Batch Description GF Checks 8/12/24 KJF

Checking Account: 1		1					
20240722	07/22/2024		Vehicle Gas & Oil DW	01 2650 626 000 0 000		41.00	
20240722	07/22/2024		Vehicle Gas & Oil DW	01 2650 626 000 0 000		61.01	
Check Number: 157647	Check Type: Automatic Payment	Check Date: 07/22/2024	Vendor: VISACARC3	VISA CARD SERVICES		Check Total:	201.03
<u>Invoice Number</u>	<u>Invoice Date</u>	<u>PO Number</u>	<u>Detail Description</u>	<u>Chart of Account Number</u>		<u>Detail Amount</u>	
20240722	07/22/2024		Vehicle Gas & Oil DW	01 2650 626 000 0 000		52.53	
20240722	07/22/2024		Vehicle Gas & Oil DW	01 2650 626 000 0 000		35.72	
20240722	07/22/2024		Vehicle Gas & Oil DW	01 2650 626 000 0 000		50.44	
20240722	07/22/2024		Vehicle Gas & Oil DW	01 2650 626 000 0 000		62.34	
Check Number: 157648	Check Type: Automatic Payment	Check Date: 07/22/2024	Vendor: VISATRAVDW	VISA CARD SERVICES		Check Total:	2,420.30
<u>Invoice Number</u>	<u>Invoice Date</u>	<u>PO Number</u>	<u>Detail Description</u>	<u>Chart of Account Number</u>		<u>Detail Amount</u>	
20240722	07/22/2024		GENERAL INSTRUCTIONAL SUPPLIES Morton	01 1100 610 004 0 000		50.60	
20240722	07/22/2024		SPED K-12 Supply DW	01 1200 610 000 0 000		230.00	
20240722	07/22/2024		Technology Comp. Software (\$>5,000) DW	01 2230 735 000 0 000		1,671.72	
20240722	07/22/2024		Sixpence Supply	01 3541 610 009 0 000		349.86	
20240722	07/22/2024		Perkins Supply HS	01 6700 610 001 0 000		118.12	
Check Number: 157649	Check Type: Automatic Payment	Check Date: 07/22/2024	Vendor: VISATRAVE2	VISA CARD SERVICES		Check Total:	475.70
<u>Invoice Number</u>	<u>Invoice Date</u>	<u>PO Number</u>	<u>Detail Description</u>	<u>Chart of Account Number</u>		<u>Detail Amount</u>	
20240722	07/22/2024		Activities Transport/Meal/Hotel HS	01 1101 580 001 0 000		11.69	
20240722	07/22/2024		Activities Transport/Meal/Hotel HS	01 1101 580 001 0 000		56.25	
20240722	07/22/2024		Activities Transport/Meal/Hotel HS	01 1101 580 001 0 000		34.03	
20240722	07/22/2024		Activities Transport/Meal/Hotel HS	01 1101 580 001 0 000		13.30	
20240722	07/22/2024		Activities Transport/Meal/Hotel HS	01 1101 580 001 0 000		15.89	
20240722	07/22/2024		Activities Transport/Meal/Hotel HS	01 1101 580 001 0 000		17.29	
20240722	07/22/2024		Activities Transport/Meal/Hotel HS	01 1101 580 001 0 000		17.29	
20240722	07/22/2024		Activities Transport/Meal/Hotel HS	01 1101 580 001 0 000		19.75	
20240722	07/22/2024		PEaK Travel (Transport/Meal/Hotel)	01 6418 580 000 0 000		79.69	
20240722	07/22/2024		PEaK Travel (Transport/Meal/Hotel)	01 6418 580 000 0 000		105.36	
20240722	07/22/2024		PEaK Travel (Transport/Meal/Hotel)	01 6418 580 000 0 000		74.29	
20240722	07/22/2024		PEaK Travel (Transport/Meal/Hotel)	01 6418 580 000 0 000		30.87	
Check Number: 157650	Check Type: Automatic Payment	Check Date: 07/22/2024	Vendor: VISATRAVE3	VISA CARD SERVICES		Check Total:	413.09
<u>Invoice Number</u>	<u>Invoice Date</u>	<u>PO Number</u>	<u>Detail Description</u>	<u>Chart of Account Number</u>		<u>Detail Amount</u>	
20240722	07/22/2024		Fiscal Services Travel	01 2510 580 000 0 000		16.40	
20240722	07/22/2024		Fiscal Services Travel	01 2510 580 000 0 000		15.51	
20240722	07/22/2024		Fiscal Services Travel	01 2510 580 000 0 000		381.18	
Check Number: 157651	Check Type: Automatic Payment	Check Date: 07/22/2024	Vendor: VISATRAVE4	VISA CARD SERVICES		Check Total:	2,576.56
<u>Invoice Number</u>	<u>Invoice Date</u>	<u>PO Number</u>	<u>Detail Description</u>	<u>Chart of Account Number</u>		<u>Detail Amount</u>	
20240722	07/22/2024		SPED K-12 Transport/Meal/Hotel DW	01 1200 580 000 0 000		47.33	
20240722	07/22/2024		SPED K-12 Transport/Meal/Hotel DW	01 1200 580 000 0 000		35.44	

**Detail Check Register**

Posted; Batch Description GF Checks 8/12/24 KJF

Checking Account: 1

1

20240722	07/22/2024	SPED K-12 Transport/Meal/Hotel DW	01 1200 580 000 0 000	401.64
20240722	07/22/2024	SPED K-12 Transport/Meal/Hotel DW	01 1200 580 000 0 000	401.64
20240722	07/22/2024	Summer School Supply-High School	01 1300 610 001 0 000	227.77
20240722	07/22/2024	Prof. Dev. Travel, Meal, Hotel HS	01 2213 580 001 0 000	24.90
20240722	07/22/2024	Prof. Dev. Travel, Meal, Hotel HS	01 2213 580 001 0 000	20.56
20240722	07/22/2024	Prof. Dev. Travel, Meal, Hotel HS	01 2213 580 001 0 000	9.29
20240722	07/22/2024	Prof. Dev. Travel, Meal, Hotel HS	01 2213 580 001 0 000	9.99
20240722	07/22/2024	Prof. Dev. Travel, Meal, Hotel HS	01 2213 580 001 0 000	573.00
20240722	07/22/2024	BOE Supply	01 2310 610 000 0 000	825.00

Check Number: 157652      Check Type: Automatic Payment      Check Date: 07/22/2024      Vendor: VISATRAVEL      VISA CARD SERVICES      Check Total: 12,793.11

<u>Invoice Number</u>	<u>Invoice Date</u>	<u>PO Number</u>	<u>Detail Description</u>	<u>Chart of Account Number</u>	<u>Detail Amount</u>
20240722	07/22/2024		Technology Technical Services DW	01 2230 350 000 0 000	44.29
20240722	07/22/2024		Technology Travel (Transport/Meal/Hotel)	01 2230 580 000 0 000	26.47
20240722	07/22/2024		Technology Travel (Transport/Meal/Hotel)	01 2230 580 000 0 000	27.54
20240722	07/22/2024		Technology Travel (Transport/Meal/Hotel)	01 2230 580 000 0 000	159.22
20240722	07/22/2024		Technology Travel (Transport/Meal/Hotel)	01 2230 580 000 0 000	110.75
20240722	07/22/2024		Technology Travel (Transport/Meal/Hotel)	01 2230 580 000 0 000	190.74
20240722	07/22/2024		Technology Travel (Transport/Meal/Hotel)	01 2230 580 000 0 000	71.00
20240722	07/22/2024		Technology Travel (Transport/Meal/Hotel)	01 2230 580 000 0 000	40.50
20240722	07/22/2024		Technology Travel (Transport/Meal/Hotel)	01 2230 580 000 0 000	73.00
20240722	07/22/2024		Technology Travel (Transport/Meal/Hotel)	01 2230 580 000 0 000	27.22
20240722	07/22/2024		Technology Travel (Transport/Meal/Hotel)	01 2230 580 000 0 000	138.56
20240722	07/22/2024		Technology Travel (Transport/Meal/Hotel)	01 2230 580 000 0 000	1,527.76
20240722	07/22/2024		Technology Travel (Transport/Meal/Hotel)	01 2230 580 000 0 000	1,086.82
20240722	07/22/2024		Technology Travel (Transport/Meal/Hotel)	01 2230 580 000 0 000	1,527.76
20240722	07/22/2024		Technology Travel (Transport/Meal/Hotel)	01 2230 580 000 0 000	1,527.76
20240722	07/22/2024		Technology Travel (Transport/Meal/Hotel)	01 2230 580 000 0 000	1,291.76
20240722	07/22/2024		Technology Travel (Transport/Meal/Hotel)	01 2230 580 000 0 000	1,291.76
20240722	07/22/2024		Fiscal Services Supply	01 2510 610 000 0 000	8.03
20240722	07/22/2024		PEaK Travel (Transport/Meal/Hotel)	01 6418 580 000 0 000	(150.00)
20240722	07/22/2024		PEaK Travel (Transport/Meal/Hotel)	01 6418 580 000 0 000	1,107.87
20240722	07/22/2024		PEaK Travel (Transport/Meal/Hotel)	01 6418 580 000 0 000	1,107.87
20240722	07/22/2024		PEaK Travel (Transport/Meal/Hotel)	01 6418 580 000 0 000	1,107.87
20240722	07/22/2024		PEaK Travel (Transport/Meal/Hotel)	01 6418 580 000 0 000	125.15
20240722	07/22/2024		PEaK Travel (Transport/Meal/Hotel)	01 6418 580 000 0 000	23.41
20240722	07/22/2024		PEaK Travel (Transport/Meal/Hotel)	01 6418 580 000 0 000	75.00
20240722	07/22/2024		PEaK Travel (Transport/Meal/Hotel)	01 6418 580 000 0 000	225.00

Check Number: 56505      Check Type: Check      Check Date: 07/22/2024      Vendor: ACCELERATE      Accelerate Learning      Check Total: 1,263.45

<u>Invoice Number</u>	<u>Invoice Date</u>	<u>PO Number</u>	<u>Detail Description</u>	<u>Chart of Account Number</u>	<u>Detail Amount</u>
92033	07/15/2024	GF030565	NGSS 3D & NGSS 3D Grade 3	01 1100 644 006 0 000	1,263.45

**Detail Check Register**

Posted; Batch Description GF Checks 8/12/24 KJF

Checking Account: 1

1

Check Number:	Check Type:	Check Date:	Vendor:		Check Total:
56506	Check	07/22/2024	AMAZONCAPI	Amazon Capital Services	1,483.71
<u>Invoice Number</u>	<u>Invoice Date</u>	<u>PO Number</u>	<u>Detail Description</u>	<u>Chart of Account Number</u>	<u>Detail Amount</u>
11KG-CP94-1MJH	07/15/2024	GF030580	dymo stickers	01 2710 610 000 0 000	0.00
11KG-CP94-1MJH	07/15/2024	GF030580	dymo business cards	06 3100 610 000 0 000	72.90
1CDG-9QJC-CW7T	07/21/2024	GF030601	supplies	01 2230 650 000 0 000	503.09
1D9Q-9DNL-1GC7	07/15/2024	GF030529	supplies	01 1100 611 001 0 000	0.00
1D9Q-9DNL-1GC7	07/15/2024	GF030529	supplies	01 2510 610 000 0 000	(17.09)
1DYP-4M3D-WV47	07/21/2024	GF030459	supplies	01 1200 610 000 0 000	33.98
1DYP-4M3D-WV47.	07/21/2024	GF030582	magnetic door catch	01 2620 610 001 0 000	18.97
1FVY-GFM6-DQRR	07/15/2024	GF030582	magnetic door catch	01 2620 610 001 0 000	5.99
1GFG-FF49-FHRM	07/15/2024	GF030569	supplies	01 1100 606 003 0 000	368.07
1GPG-G6DP-XKN4	07/21/2024	GF030599	supplies	01 1100 610 005 0 000	391.06
1LYT-JDQ1-CP6N	07/21/2024	GF030478	books	01 3541 610 009 0 000	71.97
1MY7-JHYD-1DTT	07/15/2024	GF030581	iphone case	01 2230 610 000 0 000	12.99
1NH6-Y1VV-1TRM	07/15/2024	GF030576	supplies	01 1100 610 004 0 000	21.78
56507	Check	07/22/2024	AMSTERDAMP	AMSTERDAM PRINTING	485.47
<u>Invoice Number</u>	<u>Invoice Date</u>	<u>PO Number</u>	<u>Detail Description</u>	<u>Chart of Account Number</u>	<u>Detail Amount</u>
7655727	07/15/2024	GF030479	Full Color Academic 7x10 Planner	01 3541 610 009 0 000	228.09
7658601	07/21/2024	GF030479	Pediatric Medicine Spoon	01 3541 610 009 0 000	257.38
7658601	07/21/2024	GF030479	Full Color Academic 7x10 Planner	01 3541 610 009 0 000	0.00
56508	Check	07/22/2024	APPLECOMPU	APPLE COMPUTER, INC	20,837.00
<u>Invoice Number</u>	<u>Invoice Date</u>	<u>PO Number</u>	<u>Detail Description</u>	<u>Chart of Account Number</u>	<u>Detail Amount</u>
MA88739794	07/15/2024	GF030536	Mac Studio & Studio Display	01 2230 650 000 0 000	1,899.00
MA88806215	07/15/2024	GF030536	Mac Studio & Studio Display	01 2230 650 000 0 000	3,599.00
MA89232468	07/15/2024	GF030571	POS computers	06 3100 733 000 0 000	7,689.00
MA89244251	07/15/2024	GF030574	cables & pencils	01 2230 650 003 0 000	950.00
MA89244251	07/15/2024	GF030574	cables & pencils	01 2230 650 004 0 000	950.00
MA89244251	07/15/2024	GF030574	cables & pencils	01 2230 650 005 0 000	950.00
MA89244251	07/15/2024	GF030574	cables & pencils	01 2230 650 006 0 000	950.00
MA89352817	07/15/2024	GF030574	cables & pencils	01 2230 650 003 0 000	962.50
MA89352817	07/15/2024	GF030574	cables & pencils	01 2230 650 004 0 000	962.50
MA89352817	07/15/2024	GF030574	cables & pencils	01 2230 650 005 0 000	962.50
MA89352817	07/15/2024	GF030574	cables & pencils	01 2230 650 006 0 000	962.50
56509	Check	07/22/2024	BAGSINBULK	Bags In Bulk	1,182.00
<u>Invoice Number</u>	<u>Invoice Date</u>	<u>PO Number</u>	<u>Detail Description</u>	<u>Chart of Account Number</u>	<u>Detail Amount</u>
145514	07/21/2024	GF030537	19-inch Trailmaker Duo Compartment Backp	01 6991 610 000 0 000	408.00
145514	07/21/2024	GF030537	19-inch Trailmaker Duo Compartment Backp	01 6991 610 000 0 000	408.00
145514	07/21/2024	GF030537	17-inch Trailmaker Classic Backpack Mult	01 6991 610 000 0 000	366.00
56510	Check	07/22/2024	SCHOOLDUDE	Brightly	13,771.19

**Detail Check Register**

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<u>Invoice Number</u>	<u>Invoice Date</u>	<u>PO Number</u>	<u>Detail Description</u>	<u>Chart of Account Number</u>	<u>Detail Amount</u>
INV-251215	07/22/2024		Dude Solutions	01 2610 490 000 0 000	9,282.39
INV-251216	07/22/2024		Event Essentials	01 2610 490 000 0 000	4,488.80
Check Number: 56511	Check Type: Check	Check Date: 07/22/2024	Vendor: CSTRUCKSAL	C & S TRUCK & SALVAGE, INC.	Check Total: 8,356.46
<u>Invoice Number</u>	<u>Invoice Date</u>	<u>PO Number</u>	<u>Detail Description</u>	<u>Chart of Account Number</u>	<u>Detail Amount</u>
20240715	07/15/2024		Reg. Pupil Transport. Supply	01 2710 610 000 0 000	8,356.46
Check Number: 56512	Check Type: Check	Check Date: 07/22/2024	Vendor: WALMARTCOM	Capital One	Check Total: 3,821.16
<u>Invoice Number</u>	<u>Invoice Date</u>	<u>PO Number</u>	<u>Detail Description</u>	<u>Chart of Account Number</u>	<u>Detail Amount</u>
20240722	07/22/2024		Summer School Supply-Middle School	01 1300 610 002 0 000	126.63
20240722	07/22/2024		Summer School Supply-Middle School	01 1300 610 002 0 000	25.82
20240722	07/22/2024		Summer School Supply-Elementary	01 1300 610 004 0 000	6.98
20240722	07/22/2024		Summer School Supply-Elementary	01 1300 610 004 0 000	362.62
20240722	07/22/2024		Summer School Supply-Elementary	01 1300 610 004 0 000	253.88
20240722	07/22/2024		Summer School Supply-Elementary	01 1300 610 004 0 000	160.00
20240722	07/22/2024		Summer School Supply-Elementary	01 1300 610 004 0 000	66.96
20240722	07/22/2024		Summer School Supply-Elementary	01 1300 610 004 0 000	363.33
20240722	07/22/2024		Summer School Supply-Elementary	01 1300 610 004 0 000	124.80
20240722	07/22/2024		Summer School Supply-Elementary	01 1300 610 004 0 000	77.85
20240722	07/22/2024		Summer School Supply-Elementary	01 1300 610 004 0 000	179.72
20240722	07/22/2024		Summer School Supply-Elementary	01 1300 610 004 0 000	232.37
20240722	07/22/2024		Summer School Supply-Elementary	01 1300 610 004 0 000	229.60
20240722	07/22/2024		Summer School Supply-Elementary	01 1300 610 004 0 000	265.00
20240722	07/22/2024		Improv. of Instr. Supplies	01 2210 610 000 0 000	104.92
20240722	07/22/2024		Technology Tech-Related Supply DW	01 2230 650 000 0 000	173.14
20240722	07/22/2024		supplies	01 2320 610 000 0 000	(3.98)
20240722	07/22/2024		supplies	01 2320 610 000 0 000	120.00
20240722	07/22/2024		supplies	01 2320 610 000 0 000	159.60
20240722	07/22/2024		Maintenance Supply District-Wide	01 2620 610 000 0 000	12.40
20240722	07/22/2024		Maintenance Supply HS	01 2620 610 001 0 000	14.96
20240722	07/22/2024		Homeless Supply DW	01 6991 610 000 0 000	219.94
20240722	07/22/2024		ESSER Collaborative ELO Supply DW	01 6999 610 000 0 000	128.26
20240722	07/22/2024		supplies	01 6999 610 000 0 000	215.34
20240722	07/22/2024		supplies	01 6999 610 000 0 000	201.02
Check Number: 56513	Check Type: Check	Check Date: 07/22/2024	Vendor: CDWCOMPUTE	CDW COMPUTER CENTERS, INC.	Check Total: 13,110.45
<u>Invoice Number</u>	<u>Invoice Date</u>	<u>PO Number</u>	<u>Detail Description</u>	<u>Chart of Account Number</u>	<u>Detail Amount</u>
SC30092	07/15/2024	GF030560	Asus ProArt Monitors 24"	01 2230 650 001 0 000	4,230.45
SF34197	07/21/2024	GF030573	Epson 119W Projectors	01 2230 650 001 0 000	2,220.00
SF34197	07/21/2024	GF030573	Epson 119W Projectors	01 2230 650 004 0 000	2,220.00
SF34197	07/21/2024	GF030573	Epson 119W Projectors	01 2230 650 005 0 000	2,220.00
SF34197	07/21/2024	GF030573	Epson 119W Projectors	01 2230 650 006 0 000	2,220.00

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Check Number:	Check Type:	Check Date:	Vendor:		Check Total:
<u>Invoice Number</u>	<u>Invoice Date</u>	<u>PO Number</u>	<u>Detail Description</u>	<u>Chart of Account Number</u>	<u>Detail Amount</u>
56514	Check	07/22/2024	CENTRALHYD	CENTRAL HYDRAULIC SYSTEMS	1,047.19
94263	07/21/2024	GF030547	MB truck tailgate	01 2650 430 000 0 000	1,047.19
56515	Check	07/22/2024	CENTURYLI2	CenturyLink	522.50
20240715	07/15/2024		Op. of Bldg. Fiber/Phone DW	01 2610 530 000 0 000	522.50
20240715	07/15/2024		Op. of Bldg. Fiber/Phone DW	01 2610 530 000 0 000	0.00
20240715	07/15/2024		Op. of Bldg. Fiber/Phone DW	01 2610 530 000 0 000	0.00
20240715	07/15/2024		Op. of Bldg. Fiber/Phone HS	01 2610 530 001 0 000	0.00
20240715	07/15/2024		Op. of Bldg. Fiber/Phone MS	01 2610 530 002 0 000	0.00
20240715	07/15/2024		Op. of Bldg. Fiber/Phone MS	01 2610 530 002 0 000	0.00
20240715	07/15/2024		Op. of Bldg. Fiber/Phone Bryan	01 2610 530 003 0 000	0.00
20240715	07/15/2024		Op. of Bldg. Fiber/Phone Morton	01 2610 530 004 0 000	0.00
20240715	07/15/2024		Op. of Bldg. Fiber/Phone Pershing	01 2610 530 005 0 000	0.00
20240715	07/15/2024		Op. of Bldg. Fiber/Phone Sandoz	01 2610 530 006 0 000	0.00
20240715	07/15/2024		Op. of Bldg. Fiber/Phone ELA	01 2610 530 009 0 000	0.00
56516	Check	07/22/2024	CENTURYLI1	CenturyLink Communication	46.66
696658941	07/22/2024		Op. of Bldg. Fiber/Phone DW	01 2610 530 000 0 000	46.59
696667066	07/22/2024		Op. of Bldg. Fiber/Phone DW	01 2610 530 000 0 000	0.07
56517	Check	07/22/2024	CHANGECLOT	Change Clothing	1,771.16
20240715	07/15/2024	GF030589	shirts	01 3541 610 009 0 000	1,771.16
56518	Check	07/22/2024	CHEFSDEALR	Chef's Deal Restraunt Equipment	1,382.00
43360	07/15/2024	GF030054	work tables & over shelves Quote 43360	01 6700 610 001 0 000	1,382.00
56519	Check	07/22/2024	CHEMSEARCH	Chemsearch FE	2,208.11
8755150	07/15/2024		Op. of Bldg. Plumbing Svcs. Sandoz	01 2620 436 006 0 000	637.39
8755365	07/15/2024		Op. of Bldg. Plumbing Svcs. Bryan	01 2620 436 003 0 000	134.55
8755619	07/15/2024		Op. of Bldg. Contracted Plumbing Service	01 2620 436 000 0 000	283.81
8755994	07/15/2024		Op. of Bldg. Plumbing Svcs. MS	01 2620 436 002 0 000	224.11
8756041	07/15/2024		Op. of Bldg. Plumbing Svcs. Pershing	01 2620 436 005 0 000	134.55
8756095	07/15/2024		Op. of Bldg. Plumbing Svcs. HS	01 2620 436 001 0 000	793.70
56520	Check	07/22/2024	CITYOFLEXI	CITY OF LEXINGTON	2,903.16
20240721	07/21/2024		Op. of Bldg. Water & Sewer ELA	01 2610 410 009 0 000	155.26

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Checking Account: 1		1					
<u>Invoice Number</u>	<u>Invoice Date</u>	<u>PO Number</u>	<u>Detail Description</u>	<u>Chart of Account Number</u>	<u>Detail Amount</u>	<u>Check Total:</u>	
20240721	07/21/2024		Op. of Bldg. Electricity ELA	01 2610 622 009 0 000	2,500.62		
20240721	07/21/2024		Op. of Bldg. Sanitation Svcs. ELA	01 2620 421 009 0 000	247.28		
Check Number: 56521	Check Type: Check		Check Date: 07/22/2024	Vendor: COLUMNSOFT	Column Software PBC	Check Total:	154.56
16D361A7-0001	07/15/2024		BOE Advertising	01 2310 540 000 0 000	99.36		
16D361A7-0002	07/15/2024		BOE Advertising	01 2310 540 000 0 000	9.20		
B638781D-0001	07/15/2024		BOE Advertising	01 2310 540 000 0 000	46.00		
Check Number: 56522	Check Type: Check		Check Date: 07/22/2024	Vendor: ASCENTRALS	DAS - State Accounting - Central Finance	Check Total:	731.97
1436494	07/15/2024		Technology Communications DW	01 2230 530 000 0 000	731.97		
Check Number: 56523	Check Type: Check		Check Date: 07/22/2024	Vendor: DAWSONPEST	DAWSON PEST CONTROL Inc.	Check Total:	312.57
26646	07/15/2024		Op. of Bldg. Cont. Pest Control Svcs.	01 2620 425 000 0 000	312.57		
Check Number: 56524	Check Type: Check		Check Date: 07/22/2024	Vendor: EAKESOFFIC	EAKES OFFICE PRODUCTS CENTER	Check Total:	197.97
INV568062	07/21/2024		Reg. Ed. Printint & Binding DW	01 1100 550 000 0 000	197.97		
Check Number: 56525	Check Type: Check		Check Date: 07/22/2024	Vendor: NAEHCY	National Association for the Education of Homeless Children & Youth	Check Total:	1,150.00
072024-1047	07/21/2024	GF030605	registration	01 6990 330 000 0 000	1,150.00		
Check Number: 56526	Check Type: Check		Check Date: 07/22/2024	Vendor: ESU10	ESU 10	Check Total:	16,342.73
20240721	07/21/2024		SLP/Audio Svcs. Professional Svcs. HS	01 2151 340 001 0 000	3,096.31		
20240721	07/21/2024		SLP/Audio Svcs. Professional Svcs. HS	01 2151 340 001 0 000	159.69		
20240721	07/21/2024		SLP/Audio Svcs. Professional Svcs. HS	01 2151 340 001 0 000	583.13		
20240721	07/21/2024		SLP/Audio Svcs. Professional Svcs. Persh	01 2151 340 005 0 000	583.13		
20240721	07/21/2024		SLP/Audio Svcs. Professional Svcs. Persh	01 2151 340 005 0 000	515.75		
20240721	07/21/2024		SLP/Audio Svcs. Professional Svcs. ELA	01 2152 340 009 0 000	145.79		
20240721	07/21/2024		SLP/Audio Svcs. Professional Svcs. ELA	01 2152 340 009 0 000	0.00		
20240721	07/21/2024		SLP/Audio Svcs. Professional Svcs. ELA	01 2152 340 009 0 000	0.00		
20240721	07/21/2024		SLP/Audio Professional Svcs. HBD	01 2153 340 015 0 000	145.81		
20240721	07/21/2024		Vision Services K-12 Prof. Services	01 2181 340 000 0 000	2,765.62		
20240721	07/21/2024		Vision Services K-12 Prof. Services	01 2181 340 000 0 000	1,222.50		
20240721	07/21/2024		Vision Services Age 0-2 Prof. Services	01 2183 340 015 0 000	0.00		
20240721	07/21/2024		Professional Development DW	01 2213 330 000 0 000	5,580.00		
20240721	07/21/2024		Professional Development MS	01 2213 330 002 0 000	80.00		
20240721	07/21/2024		Technology Tech-Related Repairs	01 2230 432 000 0 000	1,465.00		
20240721	07/21/2024		Technology Communications DW	01 2230 530 000 0 000	0.00		

**Detail Check Register**

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Checking Account: 1		1					
20240721	07/21/2024		Technology Tech-Related Supply DW	01 2230 650 000 0 000		0.00	
Check Number: 56527	Check Type: Check	Check Date: 07/22/2024	Vendor: NEESUCOOPE	ESU Coordinating Council	Check Total:	3,071.79	
<u>Invoice Number</u>	<u>Invoice Date</u>	<u>PO Number</u>	<u>Detail Description</u>	<u>Chart of Account Number</u>	<u>Detail Amount</u>		
COOP002722	07/22/2024	GF030433	Worldbook	01 2230 735 000 0 000	3,071.79		
Check Number: 56528	Check Type: Check	Check Date: 07/22/2024	Vendor: FOLLETT1	Follett Content Solutions, Inc	Check Total:	65.52	
<u>Invoice Number</u>	<u>Invoice Date</u>	<u>PO Number</u>	<u>Detail Description</u>	<u>Chart of Account Number</u>	<u>Detail Amount</u>		
390635F	07/15/2024	GF030363	books	01 2220 640 003 0 000	65.52		
Check Number: 56529	Check Type: Check	Check Date: 07/22/2024	Vendor: FUNEXPRESS	Fun Express	Check Total:	183.49	
<u>Invoice Number</u>	<u>Invoice Date</u>	<u>PO Number</u>	<u>Detail Description</u>	<u>Chart of Account Number</u>	<u>Detail Amount</u>		
73187071201	07/15/2024	GF030590	FOL supplies	01 1100 610 001 0 000	183.49		
Check Number: 56530	Check Type: Check	Check Date: 07/22/2024	Vendor: GREATPLAI4	Great Plains Communications	Check Total:	145.26	
<u>Invoice Number</u>	<u>Invoice Date</u>	<u>PO Number</u>	<u>Detail Description</u>	<u>Chart of Account Number</u>	<u>Detail Amount</u>		
20240715	07/15/2024		Technology Communications DW	01 2230 530 000 0 000	145.26		
Check Number: 56531	Check Type: Check	Check Date: 07/22/2024	Vendor: HEARTLAND1	Heartland Chevrolet Buick INC	Check Total:	1,235.17	
<u>Invoice Number</u>	<u>Invoice Date</u>	<u>PO Number</u>	<u>Detail Description</u>	<u>Chart of Account Number</u>	<u>Detail Amount</u>		
6034363/1	07/22/2024	GF030604	Maint Pickup MM repair	01 2650 430 000 0 000	1,235.17		
Check Number: 56532	Check Type: Check	Check Date: 07/22/2024	Vendor: HOUGHTONMI	HOUGHTON MIFFLIN HARCOURT	Check Total:	2,988.10	
<u>Invoice Number</u>	<u>Invoice Date</u>	<u>PO Number</u>	<u>Detail Description</u>	<u>Chart of Account Number</u>	<u>Detail Amount</u>		
956062312	07/15/2024	GF030538	Into Social Studies for Bryan	01 1100 644 000 0 000	2,988.10		
Check Number: 56533	Check Type: Check	Check Date: 07/22/2024	Vendor: INNOVATIV2	Innovative Office Solutions	Check Total:	4,007.24	
<u>Invoice Number</u>	<u>Invoice Date</u>	<u>PO Number</u>	<u>Detail Description</u>	<u>Chart of Account Number</u>	<u>Detail Amount</u>		
IN4582217	07/22/2024	GF030297	supplies	01 2510 610 000 0 000	345.48		
IN4582217	07/22/2024	GF030297	paper	01 2620 610 000 0 000	3,326.38		
IN4582217	07/22/2024	GF030297	supplies	01 2620 610 000 0 000	59.33		
IN4582217	07/22/2024	GF030297	supplies	01 2620 610 000 0 000	32.05		
IN4582231	07/22/2024	GF030218	supplies	01 1100 610 004 0 000	244.00		
Check Number: 56534	Check Type: Check	Check Date: 07/22/2024	Vendor: INTERNATI1	International Academy of Science	Check Total:	23,000.00	
<u>Invoice Number</u>	<u>Invoice Date</u>	<u>PO Number</u>	<u>Detail Description</u>	<u>Chart of Account Number</u>	<u>Detail Amount</u>		
99717	07/15/2024	GF030567	Acellus	01 1100 643 000 0 000	23,000.00		
Check Number: 56535	Check Type: Check	Check Date: 07/22/2024	Vendor: JWPEPPER	J.W. PEPPER & SON, INC.	Check Total:	39.84	
<u>Invoice Number</u>	<u>Invoice Date</u>	<u>PO Number</u>	<u>Detail Description</u>	<u>Chart of Account Number</u>	<u>Detail Amount</u>		
366545297	07/21/2024	GF030612	music	01 1100 607 005 0 000	35.09		
366545647	07/21/2024	GF030612	music	01 1100 607 005 0 000	4.75		
Check Number: 56536	Check Type: Check	Check Date: 07/22/2024	Vendor: LANDMARKIM	JOHN DEER FINANCIAL	Check Total:	68.72	
<u>Invoice Number</u>	<u>Invoice Date</u>	<u>PO Number</u>	<u>Detail Description</u>	<u>Chart of Account Number</u>	<u>Detail Amount</u>		
11724048	07/15/2024	GF030489	spacer for grasshopper	01 2640 610 000 0 000	23.44		

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11725425	07/15/2024	GF030489	spacer for grasshopper	01 2640 610 000 0 000	14.70
11727315	07/15/2024	GF030489	spacer for grasshopper	01 2640 610 000 0 000	30.58

Check Number: 56537

Check Type: Check

Check Date: 07/22/2024 Vendor: ORSCHELN1

John Deere Financial

Check Total:

571.02

<u>Invoice Number</u>	<u>Invoice Date</u>	<u>PO Number</u>	<u>Detail Description</u>	<u>Chart of Account Number</u>	<u>Detail Amount</u>
0144140	07/15/2024	GF029537	Op. of Bldg. Contracted Electrical DW	01 2620 435 000 0 000	0.00
0144140	07/15/2024	GF029537	Maintenance Supply District-Wide	01 2620 610 000 0 000	18.98
0144140	07/15/2024	GF029537	Grounds Supply DW	01 2630 610 000 0 000	0.00
0144661	07/15/2024	GF029537	Op. of Bldg. Contracted Electrical DW	01 2620 435 000 0 000	0.00
0144661	07/15/2024	GF029537	Maintenance Supply MS	01 2620 610 002 0 000	106.98
0144661	07/15/2024	GF029537	Grounds Supply DW	01 2630 610 000 0 000	0.00
0144873	07/15/2024	GF029537	Op. of Bldg. Contracted Electrical DW	01 2620 435 000 0 000	0.00
0144873	07/15/2024	GF029537	Maintenance Supply District-Wide	01 2620 610 000 0 000	129.99
0144873	07/15/2024	GF029537	Grounds Supply DW	01 2630 610 000 0 000	0.00
0146532	07/15/2024	GF029537	Op. of Bldg. Contracted Electrical DW	01 2620 435 000 0 000	0.00
0146532	07/15/2024	GF029537	Maintenance Supply District-Wide	01 2620 610 000 0 000	0.00
0146532	07/15/2024	GF029537	Grounds Supply DW	01 2630 610 000 0 000	0.00
0146532	07/15/2024	GF029537	Vehicle Repair and Maintenance	01 2650 430 000 0 000	69.60
0147378	07/15/2024	GF029537	Op. of Bldg. Contracted Electrical DW	01 2620 435 000 0 000	0.00
0147378	07/15/2024	GF029537	Op. of Bldg. Cont. Heating & Air Svcs.	01 2620 437 000 0 000	16.99
0147378	07/15/2024	GF029537	Maintenance Supply District-Wide	01 2620 610 000 0 000	0.00
0147378	07/15/2024	GF029537	Grounds Supply DW	01 2630 610 000 0 000	0.00
0148058	07/15/2024	GF029537	Op. of Bldg. Contracted Electrical DW	01 2620 435 000 0 000	0.00
0148058	07/15/2024	GF029537	Maintenance Supply District-Wide	01 2620 610 000 0 000	102.70
0148058	07/15/2024	GF029537	Grounds Supply DW	01 2630 610 000 0 000	0.00
0148061	07/15/2024	GF029537	Op. of Bldg. Contracted Electrical DW	01 2620 435 000 0 000	0.00
0148061	07/15/2024	GF029537	Maintenance Supply District-Wide	01 2620 610 000 0 000	0.00
0148061	07/15/2024	GF029537	Grounds Supply DW	01 2630 610 000 0 000	0.00
0148061	07/15/2024	GF029537	School Lunch NON-FOOD Supply MS	06 3100 610 002 0 000	95.98
0149266	07/15/2024	GF029537	Grounds Supply DW	01 2630 610 000 0 000	2.59
0149310	07/15/2024	GF029537	Op. of Bldg. Contracted Electrical DW	01 2620 435 000 0 000	0.00
0149310	07/15/2024	GF029537	Maintenance Supply District-Wide	01 2620 610 000 0 000	29.98
0149310	07/15/2024	GF029537	Grounds Supply DW	01 2630 610 000 0 000	0.00
0149995	07/15/2024	GF029537	Op. of Bldg. Contracted Electrical DW	01 2620 435 000 0 000	0.00
0149995	07/15/2024	GF029537	Maintenance Supply District-Wide	01 2620 610 000 0 000	0.00
0149995	07/15/2024	GF029537	Grounds Supply DW	01 2630 610 000 0 000	0.00
0149995	07/15/2024	GF029537	Vehicle Repair and Maintenance	01 2650 430 000 0 000	61.97
0152221	07/15/2024	GF029537	Op. of Bldg. Contracted Electrical DW	01 2620 435 000 0 000	0.00
0152221	07/15/2024	GF029537	Op. of Bldg. Cont. Heat/Air Svcs. MS	01 2620 437 002 0 000	14.54
0152221	07/15/2024	GF029537	Maintenance Supply District-Wide	01 2620 610 000 0 000	0.00
0152221	07/15/2024	GF029537	Grounds Supply DW	01 2630 610 000 0 000	0.00
0152237	07/15/2024	GF029537	Op. of Bldg. Contracted Electrical DW	01 2620 435 000 0 000	0.00

**Detail Check Register**

Posted; Batch Description GF Checks 8/12/24 KJF

Checking Account: 1		1				
0152237	07/15/2024	GF029537	Maintenance Supply District-Wide	01 2620 610 000 0 000		11.38
0152237	07/15/2024	GF029537	Grounds Supply DW	01 2630 610 000 0 000		0.00
0152588	07/15/2024	GF029537	Op. of Bldg. Contracted Electrical DW	01 2620 435 000 0 000		0.00
0152588	07/15/2024	GF029537	Maintenance Supply MS	01 2620 610 002 0 000		49.98
0152588	07/15/2024	GF029537	Grounds Supply DW	01 2630 610 000 0 000		0.00
143926	07/15/2024	GF029537	Maintenance Supply MS	01 2620 610 002 0 000		(29.99)
144661	07/15/2024	GF029537	Maintenance Supply MS	01 2620 610 002 0 000		(7.00)
148058	07/15/2024	GF029537	Op. of Bldg. Contracted Electrical DW	01 2620 435 000 0 000		0.00
148058	07/15/2024	GF029537	Maintenance Supply District-Wide	01 2620 610 000 0 000		(102.70)
148058	07/15/2024	GF029537	Grounds Supply DW	01 2630 610 000 0 000		0.00
152221	07/15/2024	GF029537	Op. of Bldg. Contracted Electrical DW	01 2620 435 000 0 000		0.00
152221	07/15/2024	GF029537	Maintenance Supply District-Wide	01 2620 610 000 0 000		0.00
152221	07/15/2024	GF029537	Grounds Supply DW	01 2630 610 000 0 000		0.00
152221	07/15/2024	GF029537	Vehicle Repair and Maintenance	01 2650 430 000 0 000		(0.95)
Check Number: 56538	Check Type: Check	Check Date: 07/22/2024	Vendor: JOHNSTONES	JOHNSTONE SUPPLY Inc.	Check Total:	200.95
<u>Invoice Number</u>	<u>Invoice Date</u>	<u>PO Number</u>	<u>Detail Description</u>	<u>Chart of Account Number</u>	<u>Detail Amount</u>	
6223699	07/21/2024	GF030588	shive for RTU2 west side main fan	01 2620 437 000 0 000	200.95	
Check Number: 56539	Check Type: Check	Check Date: 07/22/2024	Vendor: KAJEET	Kajeet	Check Total:	3,417.83
<u>Invoice Number</u>	<u>Invoice Date</u>	<u>PO Number</u>	<u>Detail Description</u>	<u>Chart of Account Number</u>	<u>Detail Amount</u>	
INV34412	07/22/2024	GF030602	renewal	01 2230 734 005 0 000	3,417.83	
Check Number: 56540	Check Type: Check	Check Date: 07/22/2024	Vendor: KEARNEYWIN	Kearney Winnelson Co	Check Total:	471.64
<u>Invoice Number</u>	<u>Invoice Date</u>	<u>PO Number</u>	<u>Detail Description</u>	<u>Chart of Account Number</u>	<u>Detail Amount</u>	
452580 02	07/15/2024	GF030509	flush valve parts and lave faucets	01 2620 436 003 0 000	174.09	
454900 01	07/15/2024	GF030548	parts to expand the ability to water mor	01 2630 422 001 0 000	297.55	
Check Number: 56541	Check Type: Check	Check Date: 07/22/2024	Vendor: KLAWN	K-Lawn of Lexington	Check Total:	10,716.35
<u>Invoice Number</u>	<u>Invoice Date</u>	<u>PO Number</u>	<u>Detail Description</u>	<u>Chart of Account Number</u>	<u>Detail Amount</u>	
17177	07/15/2024		Grounds Contracted Lawn Care Svcs.	01 2630 422 000 0 000	90.50	
17177	07/15/2024		Grounds Contracted Lawn Care HS	01 2630 422 001 0 000	149.30	
17177	07/15/2024		Grounds Contracted Lawn Care HS	01 2630 422 001 0 000	129.00	
17177	07/15/2024		Grounds Contracted Lawn Care MS	01 2630 422 002 0 000	153.90	
17178	07/15/2024		Grounds Contracted Lawn Care MS	01 2630 422 002 0 000	273.45	
17178	07/15/2024		Grounds Contracted Lawn Care Bryan	01 2630 422 003 0 000	495.00	
17178	07/15/2024		Grounds Contracted Lawn Care Bryan	01 2630 422 003 0 000	455.20	
17178	07/15/2024		Grounds Contracted Lawn Care Morton	01 2630 422 004 0 000	197.60	
17178	07/15/2024		Grounds Contracted Lawn Care Morton	01 2630 422 004 0 000	798.00	
17178	07/15/2024		Grounds Contracted Lawn Care Pershing	01 2630 422 005 0 000	723.95	
17250	07/15/2024		Grounds Contracted Lawn Care HS	01 2630 422 001 0 000	114.95	
17250	07/15/2024		Grounds Contracted Lawn Care HS	01 2630 422 001 0 000	761.55	
17250	07/15/2024		Grounds Contracted Lawn Care HS	01 2630 422 001 0 000	2,750.40	

**Detail Check Register**

Posted; Batch Description GF Checks 8/12/24 KJF

<b>Checking Account: 1</b>		<b>1</b>					
<u>Invoice Number</u>	<u>Invoice Date</u>	<u>PO Number</u>	<u>Detail Description</u>	<u>Chart of Account Number</u>	<u>Detail Amount</u>		
17250	07/15/2024		Grounds Contracted Lawn Care HS	01 2630 422 001 0 000	677.10		
17250	07/15/2024		Grounds Contracted Lawn Care MS	01 2630 422 002 0 000	810.00		
17250	07/15/2024		Grounds Contracted Lawn Care Pershing	01 2630 422 005 0 000	1,190.50		
17250	07/15/2024		Grounds Contracted Lawn Care Sandoz	01 2630 422 006 0 000	624.95		
17250	07/15/2024		Grounds Contracted Lawn Care Sandoz	01 2630 422 006 0 000	321.00		
Check Number: 56542		Check Type: Check	Check Date: 07/22/2024	Vendor: LAMINATORC	LAMINATOR.COM	Check Total:	2,217.19
352633	07/21/2024	GF030597	laminator and film	02 1100 733 009 0 000	2,217.19		
Check Number: 56543		Check Type: Check	Check Date: 07/22/2024	Vendor: LEXPSACT	LEXINGTON ACTIVITY ACCOUNT	Check Total:	565.60
20240715	07/15/2024		iPad Holders	01 2230 650 001 0 000	565.60		
Check Number: 56544		Check Type: Check	Check Date: 07/22/2024	Vendor: LEXINGTONL	Lexington Lions Club	Check Total:	3,550.00
20240715	07/15/2024		peaches & pears	06 3100 630 000 0 000	3,550.00		
Check Number: 56545		Check Type: Check	Check Date: 07/22/2024	Vendor: LEXPSGF2	LEXINGTON PUBLIC SCHOOLS-GENERAL FUND	Check Total:	557.81
1/18/24	07/21/2024	GF029854	rice krispies and pb&j	01 1100 610 004 0 000	66.26		
1/26/24	07/21/2024	GF029867	meal for PTC	01 1100 610 002 0 000	165.00		
10/27/23.	07/21/2024	GF029681	aprons & gloves	01 1100 610 006 0 000	38.16		
7/15/24	07/21/2024		board meeting meal	01 2310 610 000 0 000	288.39		
Check Number: 56546		Check Type: Check	Check Date: 07/22/2024	Vendor: LIENINC	LIEN, INC	Check Total:	267.69
10888	07/15/2024		Grounds Contracted Lawn Care HS	01 2630 422 001 0 000	267.69		
Check Number: 56547		Check Type: Check	Check Date: 07/22/2024	Vendor: MAJESTIC	Majestic Theatre	Check Total:	327.00
1449	07/15/2024		Sixpence Supply	01 3541 610 009 0 000	327.00		
Check Number: 56548		Check Type: Check	Check Date: 07/22/2024	Vendor: MCGRAWHILL	MCGRAW-HILL	Check Total:	3,814.52
133019114001	07/21/2024	GF030563	Number Worlds teacher subs, level D & E	01 1150 610 002 0 000	3,658.70		
133023463001	07/21/2024	GF030563	Number Worlds teacher subs, level D & E	01 1150 610 002 0 000	155.82		
Check Number: 56549		Check Type: Check	Check Date: 07/22/2024	Vendor: MIDSTATESA	MID-STATES AUTOMATION & CONTROL, INC.	Check Total:	19,062.50
72-2123	07/15/2024		Op. of Bldg. Cont. Heating & Air Svcs.	01 2620 437 000 0 000	5,520.50		
72-2124	07/15/2024	GF027967	temperature control upgrades	01 6998 610 000 0 000	6,500.00		
72-2125	07/15/2024	GF027967	temperature control upgrades	01 6998 610 000 0 000	5,000.00		

**Detail Check Register**

Posted; Batch Description GF Checks 8/12/24 KJF

Checking Account: 1		1					
72-2127	07/15/2024		Op. of Bldg. Cont. Heat/Air Svcs. MS	01 2620 437 002 0 000		2,042.00	
Check Number: 56550	Check Type: Check	Check Date: 07/22/2024	Vendor: MIDWESTFL2	MIDWEST FLOOR SPECIALISTS	Check Total:	9,200.00	
<u>Invoice Number</u>	<u>Invoice Date</u>	<u>PO Number</u>	<u>Detail Description</u>	<u>Chart of Account Number</u>	<u>Detail Amount</u>		
317	07/15/2024		Refinish MS Gym Floor	01 2620 610 002 0 000	3,060.00		
331	07/21/2024		Maintenance Supply Bryan	01 2620 610 003 0 000	2,235.00		
331	07/21/2024		Maintenance Supply Morton	01 2620 610 004 0 000	2,040.00		
331	07/21/2024		Maintenance Supply Pershing	01 2620 610 005 0 000	1,865.00		
Check Number: 56551	Check Type: Check	Check Date: 07/22/2024	Vendor: MYCENTRALS	My Central Supply	Check Total:	642.74	
<u>Invoice Number</u>	<u>Invoice Date</u>	<u>PO Number</u>	<u>Detail Description</u>	<u>Chart of Account Number</u>	<u>Detail Amount</u>		
004117	07/21/2024	GF030303	supplies	01 2620 610 000 0 000	411.32		
004117	07/21/2024	GF030303	supplies	01 2620 610 000 0 000	146.36		
004117-01	07/21/2024	GF030303	supplies	01 2620 610 000 0 000	85.06		
004117-01	07/21/2024	GF030303	supplies	01 2620 610 000 0 000	0.00		
Check Number: 56552	Check Type: Check	Check Date: 07/22/2024	Vendor: NATIONALAR	National Art & School Supplies Inc	Check Total:	5,029.58	
<u>Invoice Number</u>	<u>Invoice Date</u>	<u>PO Number</u>	<u>Detail Description</u>	<u>Chart of Account Number</u>	<u>Detail Amount</u>		
36999-13251	07/15/2024	GF030299	supplies	01 2510 610 000 0 000	9.30		
36999-13251	07/15/2024	GF030299	supplies	01 2620 610 000 0 000	5,020.28		
Check Number: 56553	Check Type: Check	Check Date: 07/22/2024	Vendor: NCSA	NE COUNCIL OF SCHOOL ADMIN	Check Total:	734.00	
<u>Invoice Number</u>	<u>Invoice Date</u>	<u>PO Number</u>	<u>Detail Description</u>	<u>Chart of Account Number</u>	<u>Detail Amount</u>		
20240721	07/21/2024		Andrew Welch membership	01 2510 330 000 0 000	734.00		
Check Number: 56554	Check Type: Check	Check Date: 07/22/2024	Vendor: NESAFETYCE	NE SAFETY CENTER	Check Total:	100.00	
<u>Invoice Number</u>	<u>Invoice Date</u>	<u>PO Number</u>	<u>Detail Description</u>	<u>Chart of Account Number</u>	<u>Detail Amount</u>		
57-13082	07/15/2024		Steve Johnson Level 2	01 2710 330 000 0 000	100.00		
Check Number: 56555	Check Type: Check	Check Date: 07/22/2024	Vendor: NEBRASKACA	Nebraska CASA	Check Total:	100.00	
<u>Invoice Number</u>	<u>Invoice Date</u>	<u>PO Number</u>	<u>Detail Description</u>	<u>Chart of Account Number</u>	<u>Detail Amount</u>		
20240715	07/15/2024		registration	01 3541 340 009 0 000	100.00		
Check Number: 56556	Check Type: Check	Check Date: 07/22/2024	Vendor: NORTHWESTE	NORTHWEST EVALUATION ASSOCIATION	Check Total:	30,800.00	
<u>Invoice Number</u>	<u>Invoice Date</u>	<u>PO Number</u>	<u>Detail Description</u>	<u>Chart of Account Number</u>	<u>Detail Amount</u>		
116865	07/15/2024	GF030585	MAP Growth K-12 & Science	01 2240 610 000 0 000	30,800.00		
Check Number: 56557	Check Type: Check	Check Date: 07/22/2024	Vendor: NSASSPREGI	NSASSP Region IV	Check Total:	60.00	
<u>Invoice Number</u>	<u>Invoice Date</u>	<u>PO Number</u>	<u>Detail Description</u>	<u>Chart of Account Number</u>	<u>Detail Amount</u>		
20240722	07/22/2024		HS principal dues	01 2410 330 001 0 000	60.00		
Check Number: 56558	Check Type: Check	Check Date: 07/22/2024	Vendor: OREILLYAUT	O'Reilly Auto Parts	Check Total:	23.41	
<u>Invoice Number</u>	<u>Invoice Date</u>	<u>PO Number</u>	<u>Detail Description</u>	<u>Chart of Account Number</u>	<u>Detail Amount</u>		
20240721	07/21/2024	GF029531	classroom consumables	01 1100 613 001 0 000	0.00		

**Detail Check Register**

Posted; Batch Description GF Checks 8/12/24 KJF

<b>Checking Account: 1</b>		<b>1</b>					
4799-118163	07/21/2024	GF029543	Reg. Pupil Transport. Supply	01 2710 610 000 0 000		7.93	
4799-118623	07/22/2024	GF029543	Reg. Pupil Transport. Supply	01 2710 610 000 0 000		15.48	
Check Number: 56559	Check Type: Check	Check Date: 07/22/2024	Vendor: PACKPAUL	Paul Pack	Check Total:	650.00	
<u>Invoice Number</u>	<u>Invoice Date</u>	<u>PO Number</u>	<u>Detail Description</u>	<u>Chart of Account Number</u>	<u>Detail Amount</u>		
7/21/24	07/21/2024		art work	01 2320 610 000 0 000	650.00		
Check Number: 56560	Check Type: Check	Check Date: 07/22/2024	Vendor: PLUMCREEKM	PLUM CREEK MARKET PLACE	Check Total:	1,217.28	
<u>Invoice Number</u>	<u>Invoice Date</u>	<u>PO Number</u>	<u>Detail Description</u>	<u>Chart of Account Number</u>	<u>Detail Amount</u>		
00102625112800001	07/21/2024	GF029527	School Lunch Supply FOOD	06 3100 630 000 0 000	299.50		
00305470101200755	07/21/2024	GF030412	summer school food suplies	01 1300 610 001 0 000	26.83		
00307319114101158	07/21/2024	GF030534	lunch	01 2610 330 000 0 000	100.00		
00308107091600755	07/21/2024	GF029527	School Lunch Supply FOOD	06 3100 630 000 0 000	127.68		
00401066083201039	07/21/2024	GF030412	summer school food suplies	01 1300 610 001 0 000	105.61		
00401321082000755	07/21/2024	GF030412	summer school food suplies	01 1300 610 001 0 000	108.73		
00407528085001039	07/21/2024	GF029527	School Lunch Supply FOOD	06 3100 630 000 0 000	80.94		
00409457173301229	07/21/2024	GF030522	supplies	01 1300 610 004 0 000	351.12		
00409554080201039	07/21/2024	GF030412	summer school food suplies	01 1300 610 001 0 000	16.87		
20240721	07/21/2024	GF029536	classroom consumables	01 1100 615 002 0 000	0.00		
Check Number: 56561	Check Type: Check	Check Date: 07/22/2024	Vendor: PLUMCREEKM	PLUM CREEK MARKET PLACE	Check Total:	718.27	
<u>Invoice Number</u>	<u>Invoice Date</u>	<u>PO Number</u>	<u>Detail Description</u>	<u>Chart of Account Number</u>	<u>Detail Amount</u>		
July 2024	07/21/2024	GF029793	grocery vouchers	01 6991 610 000 0 000	718.27		
Check Number: 56562	Check Type: Check	Check Date: 07/22/2024	Vendor: QUADIENTPO	Quadient Finance USA, Inc	Check Total:	2,384.02	
<u>Invoice Number</u>	<u>Invoice Date</u>	<u>PO Number</u>	<u>Detail Description</u>	<u>Chart of Account Number</u>	<u>Detail Amount</u>		
20240715	07/15/2024		Fiscal Services Postage	01 2510 531 000 0 000	2,384.02		
Check Number: 56563	Check Type: Check	Check Date: 07/22/2024	Vendor: QUADIENTLE	Quadient Leasing USA, Inc	Check Total:	803.61	
<u>Invoice Number</u>	<u>Invoice Date</u>	<u>PO Number</u>	<u>Detail Description</u>	<u>Chart of Account Number</u>	<u>Detail Amount</u>		
Q1411831	07/15/2024		Fiscal Services Postage	01 2510 531 000 0 000	803.61		
Check Number: 56564	Check Type: Check	Check Date: 07/22/2024	Vendor: QUALITYIN5	Quality Inn	Check Total:	487.20	
<u>Invoice Number</u>	<u>Invoice Date</u>	<u>PO Number</u>	<u>Detail Description</u>	<u>Chart of Account Number</u>	<u>Detail Amount</u>		
20240721	07/21/2024		Marlon Leiva room	01 2213 580 001 0 000	487.20		
Check Number: 56565	Check Type: Check	Check Date: 07/22/2024	Vendor: RENAISSANC	RENAISSANCE LEARNING, INC.	Check Total:	21,180.95	
<u>Invoice Number</u>	<u>Invoice Date</u>	<u>PO Number</u>	<u>Detail Description</u>	<u>Chart of Account Number</u>	<u>Detail Amount</u>		
INV5333356	07/21/2024	GF030568	Educlimber	01 2210 610 000 0 000	19,184.95		
INV5333356	07/21/2024	GF030568	Fast Bridge	01 2240 610 002 0 000	1,996.00		
Check Number: 56566	Check Type: Check	Check Date: 07/22/2024	Vendor: SCHOLASTI4	SCHOLASTIC MAGAZINES	Check Total:	8,101.64	
<u>Invoice Number</u>	<u>Invoice Date</u>	<u>PO Number</u>	<u>Detail Description</u>	<u>Chart of Account Number</u>	<u>Detail Amount</u>		
M7508710 6	07/22/2024	GF030296	classroom magazines	01 1100 610 001 0 000	2,913.26		
M7508717 1	07/22/2024	GF030351	digital renewal	01 1190 610 009 0 000	747.36		

**Detail Check Register**

Posted; Batch Description GF Checks 8/12/24 KJF

<b>Checking Account: 1</b>		<b>1</b>					
<u>Invoice Number</u>	<u>Invoice Date</u>	<u>PO Number</u>	<u>Detail Description</u>	<u>Chart of Account Number</u>	<u>Detail Amount</u>	<u>Check Total:</u>	<u>Detail Amount</u>
M7510984 3	07/22/2024	GF030295	classroom magazines	01 1100 610 006 0 000	2,503.82		
M7510986 8	07/22/2024	GF030294	classroom magazines	01 1100 610 005 0 000	1,937.20		
Check Number: 56567	Check Type: Check	Check Date: 07/22/2024	Vendor: SHERWINWIL	Sherwin-Williams	Check Total:	914.67	
1880-7	07/15/2024	GF030586	paint	01 2620 610 000 0 000	733.62		
2179-3	07/21/2024	GF030600	paint	01 2620 610 000 0 000	181.05		
Check Number: 56568	Check Type: Check	Check Date: 07/22/2024	Vendor: TEACHERSCU	TEACHER'S CURRICULUM INSTITUT	Check Total:	4,321.50	
INV121851	07/15/2024	GF030566	TCI HA! US Through Industrialism	01 1150 610 001 0 000	4,321.50		
Check Number: 56569	Check Type: Check	Check Date: 07/22/2024	Vendor: SOCIALTHIN	Think Social Publishing	Check Total:	146.17	
301972	07/15/2024	GF030272	SuperFlex Series Dynamic Duo Basic Bundl	01 1200 610 000 0 000	146.17		
Check Number: 56570	Check Type: Check	Check Date: 07/22/2024	Vendor: TURNITINLL	Turnitin, LLC	Check Total:	7,000.22	
IN-TII-42632	07/15/2024	GF030583	originality check & Turnitin Originality	01 1100 643 000 0 000	7,000.22		
Check Number: 56571	Check Type: Check	Check Date: 07/22/2024	Vendor: UNIVERS114	University of Nebraska at Kearney	Check Total:	200.00	
20240715	07/15/2024		registration	01 3402 610 000 0 000	20.00		
20240715	07/15/2024		registration	01 6991 610 000 0 000	180.00		
Check Number: 56572	Check Type: Check	Check Date: 07/22/2024	Vendor: UNKACADEMI	UNK Academic & Career Services	Check Total:	165.00	
20240715	07/15/2024		2024 UNK Education Opportunity Fair	01 2570 610 000 0 000	165.00		
Check Number: 56573	Check Type: Check	Check Date: 07/22/2024	Vendor: UNLCAREERS	UNL Career Services	Check Total:	175.00	
20240721	07/21/2024		Career Fair	01 2570 610 000 0 000	175.00		
Check Number: 56574	Check Type: Check	Check Date: 07/22/2024	Vendor: VIRCOINC	Virco, Inc.	Check Total:	30,274.92	
1629148	07/21/2024	GF030592	desks	01 2620 610 005 0 000	1,671.80		
1629149	07/21/2024	GF030593	table and chairs	01 2620 610 006 0 000	4,329.52		
1629150	07/21/2024	GF030594	desk tables and chairs	01 2620 610 006 0 000	7,947.68		
1629151	07/22/2024	GF030595	desk tables chairs	01 2620 610 004 0 000	16,325.92		
Check Number: 56575	Check Type: Check	Check Date: 07/22/2024	Vendor: WEATHERCRA	WEATHERCRAFT COMPANIES	Check Total:	1,067.21	
17051	07/15/2024		Op. of Bldg. Cont. Roof Repair Pershing	01 2620 431 005 0 000	281.06		
17052	07/15/2024		Op. of Bldg. Cont. Roof Repair HS	01 2620 431 001 0 000	786.15		
Check Number: 56576	Check Type: Check	Check Date: 07/22/2024	Vendor: WESTSIDECO	Westside Community Schools	Check Total:	1,372.50	

**Detail Check Register**

Posted; Batch Description GF Checks 8/12/24 KJF

**Checking Account: 1**

**1**

<u>Invoice Number</u>	<u>Invoice Date</u>	<u>PO Number</u>	<u>Detail Description</u>	<u>Chart of Account Number</u>	<u>Detail Amount</u>
SARamirez23-24Qtr4	07/15/2024		SPED K-12 Tuition to Other Districts	01 1200 562 000 0 000	1,372.50
Check Number: 56577      Check Type: Check      Check Date: 07/22/2024      Vendor: YANDASMUSI      Yanda's Music      Check Total: 529.00					
<u>Invoice Number</u>	<u>Invoice Date</u>	<u>PO Number</u>	<u>Detail Description</u>	<u>Chart of Account Number</u>	<u>Detail Amount</u>
704838	07/15/2024	GF030472	supplies	01 1100 608 002 0 000	305.00
705601	07/15/2024	GF029529	classroom consumables	01 1100 608 001 0 000	224.00
Check Number: 56578      Check Type: Check      Check Date: 07/22/2024      Vendor: ZANERBLOSE      ZANER-BLOSER      Check Total: 2,781.90					
<u>Invoice Number</u>	<u>Invoice Date</u>	<u>PO Number</u>	<u>Detail Description</u>	<u>Chart of Account Number</u>	<u>Detail Amount</u>
INVZB46273	07/21/2024	GF030404	Handwriting Grade 3 Student Edition	01 1100 644 006 0 000	2,781.90

\*Denotes Expensed Invoice Item

Checking Account ID: 1

Total without Voids: 376,665.71

**Detail Check Register**

Posted; Batch Description GF Checks 8/12/24 KJF

Checking Account: 5		5					
Check Number: 72059	Check Type: Automatic Payment	Check Date: 07/22/2024	Vendor: VISA	Check Total:	1,206.61		
<u>Invoice Number</u>	<u>Invoice Date</u>	<u>PO Number</u>	<u>Detail Description</u>	<u>Chart of Account Number</u>	<u>Detail Amount</u>		
20240722	07/22/2024		MS Soccer	05 2900 000 002 0 248	1,206.61		
Check Number: 72060	Check Type: Automatic Payment	Check Date: 07/22/2024	Vendor: VISA	Check Total:	1,621.35		
<u>Invoice Number</u>	<u>Invoice Date</u>	<u>PO Number</u>	<u>Detail Description</u>	<u>Chart of Account Number</u>	<u>Detail Amount</u>		
20240722	07/22/2024		HS GENERAL ACTIVITIES	05 2900 000 001 0 130	380.00		
20240722	07/22/2024		HS GENERAL ACTIVITIES	05 2900 000 001 0 130	266.00		
20240722	07/22/2024		High School Team Travel	05 2900 000 001 0 136	975.35		
Check Number: 72061	Check Type: Automatic Payment	Check Date: 07/22/2024	Vendor: VISA	Check Total:	36.91		
<u>Invoice Number</u>	<u>Invoice Date</u>	<u>PO Number</u>	<u>Detail Description</u>	<u>Chart of Account Number</u>	<u>Detail Amount</u>		
20240722	07/22/2024		High School Girls Wrestling Fundraising	05 2900 000 001 0 081	36.91		
Check Number: 72062	Check Type: Automatic Payment	Check Date: 07/22/2024	Vendor: VISA	Check Total:	125.29		
<u>Invoice Number</u>	<u>Invoice Date</u>	<u>PO Number</u>	<u>Detail Description</u>	<u>Chart of Account Number</u>	<u>Detail Amount</u>		
20240722	07/22/2024		High School Team Travel	05 2900 000 001 0 136	21.83		
20240722	07/22/2024		High School Team Travel	05 2900 000 001 0 136	12.00		
20240722	07/22/2024		High School Team Travel	05 2900 000 001 0 136	15.27		
20240722	07/22/2024		High School Team Travel	05 2900 000 001 0 136	20.06		
20240722	07/22/2024		High School Team Travel	05 2900 000 001 0 136	8.34		
20240722	07/22/2024		High School Team Travel	05 2900 000 001 0 136	15.01		
20240722	07/22/2024		High School Team Travel	05 2900 000 001 0 136	18.76		
20240722	07/22/2024		High School Team Travel	05 2900 000 001 0 136	14.02		
Check Number: 72063	Check Type: Automatic Payment	Check Date: 07/22/2024	Vendor: VISA	Check Total:	672.00		
<u>Invoice Number</u>	<u>Invoice Date</u>	<u>PO Number</u>	<u>Detail Description</u>	<u>Chart of Account Number</u>	<u>Detail Amount</u>		
20240722	07/22/2024		HS Boys Soccer Fundraising	05 2900 000 001 0 069	372.00		
20240722	07/22/2024		USA Football	05 2900 000 002 0 259	300.00		
Check Number: 72064	Check Type: Automatic Payment	Check Date: 07/22/2024	Vendor: VISA	Check Total:	505.00		
<u>Invoice Number</u>	<u>Invoice Date</u>	<u>PO Number</u>	<u>Detail Description</u>	<u>Chart of Account Number</u>	<u>Detail Amount</u>		
20240722	07/22/2024		HONOR SOCIETY	05 2900 000 001 0 033	385.00		
20240722	07/22/2024		CROSS COUNTRY	05 2900 000 001 0 115	120.00		
Check Number: 15336	Check Type: Check	Check Date: 07/03/2024	Vendor: AWARDSUNLI	Check Total:	812.50		
<u>Invoice Number</u>	<u>Invoice Date</u>	<u>PO Number</u>	<u>Detail Description</u>	<u>Chart of Account Number</u>	<u>Detail Amount</u>		
204799	07/03/2024		CROSS COUNTRY	05 2900 000 001 0 115	243.00		
204799	07/03/2024		HS VOLLEYBALL	05 2900 000 001 0 116	130.00		
204799	07/03/2024		GIRLS GOLF	05 2900 000 001 0 118	95.00		
204799	07/03/2024		BOYS TENNIS	05 2900 000 001 0 119	95.00		
204799	07/03/2024		High School Unified Bowling	05 2900 000 001 0 124	103.50		
204799	07/03/2024		HS GIRLS SOFTBALL	05 2900 000 001 0 132	146.00		



Checking Account: 5		5					
<u>Invoice Number</u>	<u>Invoice Date</u>	<u>PO Number</u>	<u>Detail Description</u>	<u>Chart of Account Number</u>	<u>Detail Amount</u>	<u>Check Total:</u>	
806898	07/22/2024	ACT04493	Band Garment Bags	05 2900 000 002 0 211	1,845.85		
Check Number: 15348	Check Type: Check	Check Date: 07/22/2024	Vendor: WALMARTCOM	Capital One	Check Total:	1,262.05	
20240722-0001	07/22/2024		High School Orange & Black Fundraising	05 2900 000 001 0 063	92.56		
20240722-0001	07/22/2024		HS GENERAL ACTIVITIES	05 2900 000 001 0 130	797.48		
20240722-0001	07/22/2024		HS GENERAL ACTIVITIES	05 2900 000 001 0 130	3.24		
20240722-0001	07/22/2024		High School Gate Receipts	05 2900 000 001 0 137	170.77		
20240722-0001	07/22/2024		Lexington Academy	05 2900 000 099 0 903	198.00		
Check Number: 15349	Check Type: Check	Check Date: 07/22/2024	Vendor: CRITICALRE	Critical Reload	Check Total:	511.81	
SI2855	07/22/2024	ACT04492	Shakes for summer lifters/athletes	05 2900 000 001 0 063	511.81		
Check Number: 15350	Check Type: Check	Check Date: 07/22/2024	Vendor: DMILACOSPO	DMILACO SPORTS FASHIONS	Check Total:	1,192.75	
00033236	07/22/2024	ACT04465	fun run shirts	05 2900 000 004 0 403	1,192.75		
20240722	07/22/2024	ACT04465	fun run shirts	05 2900 000 004 0 403	(1,491.25)		
20240722-0001	07/22/2024	ACT04407	shirts	05 2900 000 004 0 406	1,491.25		
Check Number: 15351	Check Type: Check	Check Date: 07/22/2024	Vendor: FOURIMPRIN	Four Imprint	Check Total:	549.92	
12735412	07/22/2024	ACT04503	Laser Edged Closed Back Table Throw "Lex	05 2900 000 001 0 029	175.00		
12735412	07/22/2024	ACT04503	Laser Edged Closed Back Table Throw "Lex	05 2900 000 001 0 029	346.80		
12735412	07/22/2024	ACT04503	shipping	05 2900 000 001 0 029	28.12		
Check Number: 15352	Check Type: Check	Check Date: 07/22/2024	Vendor: FUNEXPRESS	Fun Express	Check Total:	110.64	
73188859801	07/22/2024	ACT04507	Prizes and Supplies for XC Fun Run Fundr	05 2900 000 001 0 070	110.64		
Check Number: 15353	Check Type: Check	Check Date: 07/22/2024	Vendor: HARCOATHLE	Harco Athletic Reconditioning	Check Total:	3,330.00	
30018	07/22/2024		football equipment	05 2900 000 002 0 250	3,330.00		
Check Number: 15354	Check Type: Check	Check Date: 07/22/2024	Vendor: HOLIDAYIN5	HOLIDAY INN EXPRESS-LEXINGTON	Check Total:	214.00	
20240722	07/22/2024		volleyball rooms	05 2900 000 001 0 067	214.00		
Check Number: 15355	Check Type: Check	Check Date: 07/22/2024	Vendor: HOWIESATHL	Howies Athletic Tape	Check Total:	298.10	
INV000235319	07/22/2024	ACT04490	athletic tape	05 2900 000 001 0 109	298.10		
Check Number: 15356	Check Type: Check	Check Date: 07/22/2024	Vendor: HUDL	Hudl	Check Total:	13,000.00	
20240722	07/22/2024		HS GIRLS WRESTLING	05 2900 000 001 0 100	1,000.00		

**Detail Check Register**

Posted; Batch Description GF Checks 8/12/24 KJF

Checking Account: 5

5

20240722	07/22/2024	DRILL TEAM	05 2900 000 001 0 101	1,000.00
20240722	07/22/2024	HS CHEERLEADERS	05 2900 000 001 0 106	1,000.00
20240722	07/22/2024	HS BAND	05 2900 000 001 0 110	1,000.00
20240722	07/22/2024	HS FOOTBALL	05 2900 000 001 0 114	1,000.00
20240722	07/22/2024	HS VOLLEYBALL	05 2900 000 001 0 116	1,000.00
20240722	07/22/2024	HS BOYS BASKETBALL	05 2900 000 001 0 120	1,000.00
20240722	07/22/2024	HS WRESTLING	05 2900 000 001 0 121	1,000.00
20240722	07/22/2024	HS GIRLS BASKETBALL	05 2900 000 001 0 122	1,000.00
20240722	07/22/2024	High School Track	05 2900 000 001 0 123	1,000.00
20240722	07/22/2024	BOYS SOCCER	05 2900 000 001 0 128	1,000.00
20240722	07/22/2024	HS GENERAL ACTIVITIES	05 2900 000 001 0 130	1,000.00
20240722	07/22/2024	GIRLS SOCCER	05 2900 000 001 0 133	1,000.00

Check Number: 15357	Check Type: Check	Check Date: 07/22/2024	Vendor: JBGOLFGREE	JB Golf Greens LLC	Check Total: 437.36
<u>Invoice Number</u>	<u>Invoice Date</u>	<u>PO Number</u>	<u>Detail Description</u>	<u>Chart of Account Number</u>	<u>Detail Amount</u>
1216	07/22/2024	ACT04504	Golf Balls for Girls Golf Season	05 2900 000 001 0 118	437.36

Check Number: 15358	Check Type: Check	Check Date: 07/22/2024	Vendor: LEXPSGF	LEXINGTON PUBLIC SCHOOLS - GENERAL FUND	Check Total: 13,588.60
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<u>Invoice Number</u>	<u>Invoice Date</u>	<u>PO Number</u>	<u>Detail Description</u>	<u>Chart of Account Number</u>	<u>Detail Amount</u>
20240722	07/22/2024		High School Drill Team Fundraising	05 2900 000 001 0 072	401.26
20240722	07/22/2024		High School Officials	05 2900 000 001 0 135	611.50
20240722	07/22/2024		High School Officials	05 2900 000 001 0 135	270.43
20240722	07/22/2024		High School Officials	05 2900 000 001 0 135	779.67
20240722	07/22/2024		High School Officials	05 2900 000 001 0 135	704.58
20240722	07/22/2024		High School Officials	05 2900 000 001 0 135	1,197.03
20240722	07/22/2024		High School Officials	05 2900 000 001 0 135	618.59
20240722	07/22/2024		High School Officials	05 2900 000 001 0 135	185.04
20240722	07/22/2024		High School Officials	05 2900 000 001 0 135	185.04
20240722	07/22/2024		High School Officials	05 2900 000 001 0 135	102.70
20240722	07/22/2024		High School Officials	05 2900 000 001 0 135	170.81
20240722	07/22/2024		High School Officials	05 2900 000 001 0 135	140.00
20240722	07/22/2024		High School Officials	05 2900 000 001 0 135	140.00
20240722	07/22/2024		High School Officials	05 2900 000 001 0 135	120.98
20240722	07/22/2024		High School Officials	05 2900 000 001 0 135	199.27
20240722	07/22/2024		High School Officials	05 2900 000 001 0 135	199.27
20240722	07/22/2024		High School Officials	05 2900 000 001 0 135	120.98
20240722	07/22/2024		High School Officials	05 2900 000 001 0 135	343.64
20240722	07/22/2024		High School Officials	05 2900 000 001 0 135	599.50
20240722	07/22/2024		High School Officials	05 2900 000 001 0 135	1,079.25
20240722	07/22/2024		High School Officials	05 2900 000 001 0 135	136.19
20240722	07/22/2024		MS Officials	05 2900 000 002 0 260	327.35

**Detail Check Register**

Posted; Batch Description GF Checks 8/12/24 KJF

Checking Account: 5		5			
20240722	07/22/2024	MS Officials	05 2900 000 002 0 260	569.31	
20240722	07/22/2024	MS Officials	05 2900 000 002 0 260	242.00	
20240722	07/22/2024	MS Officials	05 2900 000 002 0 260	882.54	
20240722	07/22/2024	MS Officials	05 2900 000 002 0 260	156.00	
20240722	07/22/2024	MS Officials	05 2900 000 002 0 260	584.89	
20240722	07/22/2024	MS Officials	05 2900 000 002 0 260	85.39	
20240722	07/22/2024	MS Officials	05 2900 000 002 0 260	469.71	
20240722	07/22/2024	MS Officials	05 2900 000 002 0 260	313.14	
20240722	07/22/2024	MS Officials	05 2900 000 002 0 260	177.94	
20240722	07/22/2024	MS Officials	05 2900 000 002 0 260	156.57	
20240722	07/22/2024	MS Officials	05 2900 000 002 0 260	210.00	
20240722	07/22/2024	MS Officials	05 2900 000 002 0 260	125.00	
20240722	07/22/2024	MS Officials	05 2900 000 002 0 260	441.27	
20240722	07/22/2024	MS Officials	05 2900 000 002 0 260	273.64	
20240722	07/22/2024	MS Officials	05 2900 000 002 0 260	35.00	
20240722	07/22/2024	MS Officials	05 2900 000 002 0 260	116.56	
20240722	07/22/2024	MS Officials	05 2900 000 002 0 260	116.56	
Check Number: 15359	Check Type: Check	Check Date: 07/22/2024	Vendor: LEXPSGF2	LEXINGTON PUBLIC SCHOOLS- GENERAL FUND	Check Total: 805.76
<u>Invoice Number</u>	<u>Invoice Date</u>	<u>PO Number</u>	<u>Detail Description</u>	<u>Chart of Account Number</u>	<u>Detail Amount</u>
1/17/24	07/22/2024	ACT04361	popcorn	05 2900 000 004 0 407	63.42
2/2/24	07/22/2024	ACT04370	popcorn supplies	05 2900 000 001 0 049	199.79
5/21/24	07/22/2024	ACT04440	orange & black golf tournament	05 2900 000 001 0 063	348.66
7/1/24	07/22/2024	ACT04505	Foam Cups for Amber Burson - Summer Wts	05 2900 000 001 0 063	90.99
9/7/23	07/22/2024	ACT04271	chips	05 2900 000 005 0 502	102.90
Check Number: 15360	Check Type: Check	Check Date: 07/22/2024	Vendor: NHSPA	Nebraska High School Press Association	Check Total: 1,400.00
<u>Invoice Number</u>	<u>Invoice Date</u>	<u>PO Number</u>	<u>Detail Description</u>	<u>Chart of Account Number</u>	<u>Detail Amount</u>
20240722	07/22/2024		camp fees & registration	05 2900 000 001 0 080	1,400.00
Check Number: 15361	Check Type: Check	Check Date: 07/22/2024	Vendor: PLATINUMAW	Platinum Awards & Gifts	Check Total: 37.20
<u>Invoice Number</u>	<u>Invoice Date</u>	<u>PO Number</u>	<u>Detail Description</u>	<u>Chart of Account Number</u>	<u>Detail Amount</u>
20200	07/22/2024	ACT04411	Gold 1st Place Medals	05 2900 000 004 0 403	9.00
20200	07/22/2024	ACT04411	Silver Second Place Medals	05 2900 000 004 0 403	9.00
20200	07/22/2024	ACT04411	Bronze Third Place Medals	05 2900 000 004 0 403	9.00
20200	07/22/2024	ACT04411	Orange/Black Ribbons 7/8"x32"	05 2900 000 004 0 403	10.20
Check Number: 15362	Check Type: Check	Check Date: 07/22/2024	Vendor: RSCHOOLTOD	rSchoolToday	Check Total: 595.00
<u>Invoice Number</u>	<u>Invoice Date</u>	<u>PO Number</u>	<u>Detail Description</u>	<u>Chart of Account Number</u>	<u>Detail Amount</u>
104005	07/22/2024		renewal	05 2900 000 001 0 130	595.00
Check Number: 15363	Check Type: Check	Check Date: 07/22/2024	Vendor: YANDASMUSI	Yanda's Music	Check Total: 290.00
<u>Invoice Number</u>	<u>Invoice Date</u>	<u>PO Number</u>	<u>Detail Description</u>	<u>Chart of Account Number</u>	<u>Detail Amount</u>

**Detail Check Register**

Posted; Batch Description GF Checks 8/12/24 KJF

<b>Checking Account:</b>	<b>5</b>	<b>5</b>				
705602	07/22/2024	ACT04502	Yamaha Aluminum Biposto Marching Tenor C	05 2900 000 002 0 215		290.00

\*Denotes Expensed Invoice Item

Checking Account ID: 5

Total without Voids: 62,932.65



Fund: 05 ACTIVITY FUND

Chart of Account Number			Chart of Account Description			Entity Name	Expenses	Revenues	Outstanding AP	Outstanding PO	Balance Change	Balance
Entry Date	JR	Reference #	Check Acct	Check #	Description							
05 704 0969					STUDENT iPad DAMAGE COVERAGE	*Previous Balance						479,684.92
						*Ending Balance:	0.00	0.00	0.00	0.00	0.00	479,684.92
05 704 0970					STUDENT LAPTOP BAGS	*Previous Balance						6,645.00
						*Ending Balance:	0.00	0.00	0.00	0.00	0.00	6,645.00
05 704 0971					STUDENT USB DRIVES	*Previous Balance						834.07
						*Ending Balance:	0.00	0.00	0.00	0.00	0.00	834.07
05 704 0980					TRANSPORTATION	*Previous Balance						9.66
						*Ending Balance:	0.00	0.00	0.00	0.00	0.00	9.66
05 704 1011					CLASS OF 2019	*Previous Balance						989.80
05 2900 000 001 0 011					Class of 2019							
02/15/2024	PO	ACT04383			academic medals	AWARDS UNLIMITED, INC.	0.00	0.00	0.00	144.00		
05 704 1011					CLASS OF 2019	*Previous Balance						(144.00)
						*Ending Balance:	0.00	0.00	0.00	144.00	0.00	845.80
05 704 1012					CLASS OF 2020	*Previous Balance						716.24
						*Ending Balance:	0.00	0.00	0.00	0.00	0.00	716.24
05 704 1014					HS Pioneer Scholarship	*Previous Balance						500.00
						*Ending Balance:	0.00	0.00	0.00	0.00	0.00	500.00
05 704 1016					High School Student Support	*Previous Balance						1,939.61
						*Ending Balance:	0.00	0.00	0.00	0.00	0.00	1,939.61
05 704 1017					High School Student Teammaker Account	*Previous Balance						2,827.17
						*Ending Balance:	0.00	0.00	0.00	0.00	0.00	2,827.17
05 704 1018					High School Technology Club	*Previous Balance						184.57
						*Ending Balance:	0.00	0.00	0.00	0.00	0.00	184.57
05 704 1019					High School Prom Fundraising	*Previous Balance						6,910.80
						*Ending Balance:	0.00	0.00	0.00	0.00	0.00	6,910.80
05 704 1021					Booster Club (flow-through)	*Previous Balance						5,897.55
05 2900 000 001 0 021					Booster Club (flow-through)							
04/15/2024	PO	ACT04448			Rectangle Cheer Competition Signs	Varsity Spirit Fashions	0.00	0.00	0.00	250.00		
04/25/2024	PO	ACT04461			1 Jugs machine, 1 set of catchers gear, 2 hitting nets	BSN Sports	0.00	0.00	0.00	2,420.00		
05/02/2024	PO	ACT04469			State Dance Music Editing Fee and copyright fees	Stan Tabor	0.00	0.00	0.00	500.00		
05 704 1021					Booster Club (flow-through)	*Previous Balance						(3,170.00)
						*Ending Balance:	0.00	0.00	0.00	3,170.00	0.00	2,727.55
05 704 1022					HS Skills USA	*Previous Balance						2,808.44
05 704 1022					HS Skills USA							
05 1710 1022					HS Skills USA							

Fund: 05 ACTIVITY FUND

Chart of Account Number		Chart of Account Description				Entity Name	Expenses	Revenues	Outstanding AP	Outstanding PO	Balance Change	Balance
Entry Date	JR	Reference #	Check Acct	Check #	Description							
07/10/2024	CR				HS SkillsUSA	CHESTERMAN COCA COLA	0.00	18.00	0.00	0.00		
07/24/2024	CR				HS SkillsUSA Fundraising	LEXINGTON ACTIVITY ACCOUNT	0.00	677.00	0.00	0.00		
<b>05 704 1022</b>					<b>HS Skills USA</b>	<b>*Current Activity</b>					695.00	
						<b>*Ending Balance:</b>	0.00	695.00	0.00	0.00	3,503.44	
<b>05 704 1023</b>					<b>HS Auto Resale</b>	<b>*Previous Balance</b>					562.85	
05 704 1023					HS Auto Resale							
05 1710 1023					HS Auto Resale							
07/17/2024	CR	547903			HS Automotive Donation	LEXINGTON ACTIVITY ACCOUNT	0.00	50.00	0.00	0.00		
07/25/2024	CR				HS Automotive Donation (Mustang)	LEXINGTON ACTIVITY ACCOUNT	0.00	50.00	0.00	0.00		
<b>05 704 1023</b>					<b>HS Auto Resale</b>	<b>*Current Activity</b>					100.00	
						<b>*Ending Balance:</b>	0.00	100.00	0.00	0.00	662.85	
<b>05 704 1024</b>					<b>HS Welding</b>	<b>*Previous Balance</b>					1,314.60	
						<b>*Ending Balance:</b>	0.00	0.00	0.00	0.00	1,314.60	
<b>05 704 1025</b>					<b>HS WOOD SHOP RESALE</b>	<b>*Previous Balance</b>					4,892.65	
05 704 1025					HS WOOD SHOP RESALE							
05 1710 1025					HS WOOD SHOP RESALE							
07/17/2024	CR	0009956			HS Woodshop Resale	High School	0.00	600.00	0.00	0.00		
07/23/2024	CR				HS Woodshop Resale - iPad Holders	LEXINGTON PUBLIC SCHOOLS - GENERAL FUND	0.00	565.60	0.00	0.00		
<b>05 704 1025</b>					<b>HS WOOD SHOP RESALE</b>	<b>*Current Activity</b>					1,165.60	
						<b>*Ending Balance:</b>	0.00	1,165.60	0.00	0.00	6,058.25	
<b>05 704 1026</b>					<b>FFA</b>	<b>*Previous Balance</b>					9,377.90	
						<b>*Ending Balance:</b>	0.00	0.00	0.00	0.00	9,377.90	
<b>05 704 1027</b>					<b>ATHLETIC LETTER CLUB</b>	<b>*Previous Balance</b>					1,508.22	
						<b>*Ending Balance:</b>	0.00	0.00	0.00	0.00	1,508.22	
<b>05 704 1028</b>					<b>HS STUDENT COUNCIL</b>	<b>*Previous Balance</b>					5,043.87	
05 704 1028					HS STUDENT COUNCIL							
05 1710 1028					HS STUDENT COUNCIL							
07/10/2024	CR				LHS Student Council	CHESTERMAN COCA COLA	0.00	144.19	0.00	0.00		
07/23/2024	CR				HS Student Council D.County Fair Sales	High School	0.00	664.86	0.00	0.00		
<b>05 704 1028</b>					<b>HS STUDENT COUNCIL</b>	<b>*Current Activity</b>					809.05	
						<b>*Ending Balance:</b>	0.00	809.05	0.00	0.00	5,852.92	
<b>05 704 1029</b>					<b>HS FINES</b>	<b>*Previous Balance</b>					14,572.24	
05 704 1029					HS FINES							
05 2900 000 001 0 029					HS FINES							
05/15/2024	PO	ACT04476			bowling	STRIKE & SPARE BOWL	0.00	0.00	0.00	500.00		
07/22/2024	CD	ACT04496 1V4F-FTWP-9GG9	5	15346	crates	Amazon Capital Services	542.34	0.00	0.00	0.00		
07/22/2024	CD	ACT04503 12735412	5	15351	Laser Edged Closed Back Table Throw *Lex	Four Imprint	175.00	0.00	0.00	0.00		

Fund: 05 ACTIVITY FUND

Chart of Account Number		Chart of Account Description				Entity Name	Expenses	Revenues	Outstanding AP	Outstanding PO	Balance Change	Balance
Entry Date	JR	Reference #	Check Acct	Check #	Description							
07/22/2024	CD	ACT04503 12735412	5	15351	Laser Edged Closed Back Table Throw "Lex	Four Imprint	346.80	0.00	0.00	0.00		
07/22/2024	CD	ACT04503 12735412	5	15351	shipping	Four Imprint	28.12	0.00	0.00	0.00		
<b>05 704 1029</b>					<b>HS FINES</b>	<b>*Current Activity</b>						<b>(1,592.26)</b>
						<b>*Ending Balance:</b>	1,092.26	0.00	0.00	500.00	0.00	12,979.98
<b>05 704 1030</b>					<b>HS MISCELLANEOUS</b>	<b>*Previous Balance</b>						2,498.70
						<b>*Ending Balance:</b>	0.00	0.00	0.00	0.00	0.00	2,498.70
<b>05 704 1031</b>					<b>High School Recycling</b>	<b>*Previous Balance</b>						2,844.66
						<b>*Ending Balance:</b>	0.00	0.00	0.00	0.00	0.00	2,844.66
<b>05 704 1032</b>					<b>CONCESSIONS</b>	<b>*Previous Balance</b>						21,172.68
05 704 1032					CONCESSIONS							
05 2900 000 001 0 032					CONCESSIONS							
07/03/2024	CD	14250916	5	15337	CONCESSIONS	CASH-WA DISTRIBUTING CO.	56.00	0.00	0.00	0.00		
07/03/2024	CD	14252470	5	15337	CONCESSIONS	CASH-WA DISTRIBUTING CO.	1,233.89	0.00	0.00	0.00		
<b>05 704 1032</b>					<b>CONCESSIONS</b>	<b>*Current Activity</b>						<b>(1,289.89)</b>
						<b>*Ending Balance:</b>	1,289.89	0.00	0.00	0.00	0.00	19,882.79
<b>05 704 1033</b>					<b>HONOR SOCIETY</b>	<b>*Previous Balance</b>						1,023.06
05 704 1033					HONOR SOCIETY							
05 2900 000 001 0 033					HONOR SOCIETY							
07/22/2024	CD	20240722	5	72064	HONOR SOCIETY	VISA	385.00	0.00	0.00	0.00		
<b>05 704 1033</b>					<b>HONOR SOCIETY</b>	<b>*Current Activity</b>						<b>(385.00)</b>
						<b>*Ending Balance:</b>	385.00	0.00	0.00	0.00	0.00	638.06
<b>05 704 1034</b>					<b>High School Cap &amp; Gown</b>	<b>*Previous Balance</b>						5,320.26
						<b>*Ending Balance:</b>	0.00	0.00	0.00	0.00	0.00	5,320.26
<b>05 704 1035</b>					<b>AMBASSADORS OF MUSIC</b>	<b>*Previous Balance</b>						<b>(1,127.35)</b>
						<b>*Ending Balance:</b>	0.00	0.00	0.00	0.00	0.00	<b>(1,127.35)</b>
<b>05 704 1036</b>					<b>ART LAB FEE</b>	<b>*Previous Balance</b>						318.52
						<b>*Ending Balance:</b>	0.00	0.00	0.00	0.00	0.00	318.52
<b>05 704 1037</b>					<b>FBLA</b>	<b>*Previous Balance</b>						3,026.84
						<b>*Ending Balance:</b>	0.00	0.00	0.00	0.00	0.00	3,026.84
<b>05 704 1038</b>					<b>High School Robotics Club</b>	<b>*Previous Balance</b>						293.00
						<b>*Ending Balance:</b>	0.00	0.00	0.00	0.00	0.00	293.00
<b>05 704 1039</b>					<b>HS Yo Yo Club</b>	<b>*Previous Balance</b>						613.43
						<b>*Ending Balance:</b>	0.00	0.00	0.00	0.00	0.00	613.43
<b>05 704 1040</b>					<b>FCCLA</b>	<b>*Previous Balance</b>						<b>(916.84)</b>
						<b>*Ending Balance:</b>	0.00	0.00	0.00	0.00	0.00	<b>(916.84)</b>
<b>05 704 1041</b>					<b>HS Animation/Comic Book Club</b>	<b>*Previous Balance</b>						149.00

Fund: 05 ACTIVITY FUND

Chart of Account Number		Chart of Account Description				Entity Name	Expenses	Revenues	Outstanding AP	Outstanding PO	Balance Change	Balance
Entry Date	JR	Reference #	Check Acct	Check #	Description							
						<b>*Ending Balance:</b>	0.00	0.00	0.00	0.00	0.00	149.00
05 704 1044					DC SENIOR TRIP	<b>*Previous Balance</b>						(6,174.30)
						<b>*Ending Balance:</b>	0.00	0.00	0.00	0.00	0.00	(6,174.30)
05 704 1045					RONALD C. MURDOCK	<b>*Previous Balance</b>						424.53
						<b>*Ending Balance:</b>	0.00	0.00	0.00	0.00	0.00	424.53
05 704 1046					High School ELL Club	<b>*Previous Balance</b>						1,991.54
						<b>*Ending Balance:</b>	0.00	0.00	0.00	0.00	0.00	1,991.54
05 704 1047					High School Powerlifting	<b>*Previous Balance</b>						3,775.03
						<b>*Ending Balance:</b>	0.00	0.00	0.00	0.00	0.00	3,775.03
05 704 1048					High School Circle of Friends	<b>*Previous Balance</b>						1,048.28
						<b>*Ending Balance:</b>	0.00	0.00	0.00	0.00	0.00	1,048.28
05 704 1049					High School SpEd Activity	<b>*Previous Balance</b>						3,392.15
05 704 1049					High School SpEd Activity							
05 2900 000 001 0 049					High School SpEd Activity							
07/22/2024	CD	ACT04370	5	15359	popcorn supplies	LEXINGTON PUBLIC SCHOOLS- GENERAL FUND	199.79	0.00	0.00	0.00		
05 704 1049					High School SpEd Activity	<b>*Current Activity</b>						(199.79)
						<b>*Ending Balance:</b>	199.79	0.00	0.00	0.00	0.00	3,192.36
05 704 1050					MATH CLUB	<b>*Previous Balance</b>						848.33
						<b>*Ending Balance:</b>	0.00	0.00	0.00	0.00	0.00	848.33
05 704 1051					SENIOR TRIBUTE	<b>*Previous Balance</b>						1,862.60
05 704 1051					SENIOR TRIBUTE							
05 1710 1051					High School Social Committee							
07/10/2024	CR				HS Social Committee	CHESTERMAN COCA COLA	0.00	18.70	0.00	0.00		
05 704 1051					SENIOR TRIBUTE	<b>*Current Activity</b>						18.70
						<b>*Ending Balance:</b>	0.00	18.70	0.00	0.00	0.00	1,881.30
05 704 1052					MISC. MEMORIAL FUNDS	<b>*Previous Balance</b>						307.00
						<b>*Ending Balance:</b>	0.00	0.00	0.00	0.00	0.00	307.00
05 704 1053					SCIENCE MATH CLUB	<b>*Previous Balance</b>						(32.27)
						<b>*Ending Balance:</b>	0.00	0.00	0.00	0.00	0.00	(32.27)
05 704 1054					HS LIBRARY	<b>*Previous Balance</b>						4,087.93
						<b>*Ending Balance:</b>	0.00	0.00	0.00	0.00	0.00	4,087.93
05 704 1055					OCTAGON CLUB	<b>*Previous Balance</b>						676.41
						<b>*Ending Balance:</b>	0.00	0.00	0.00	0.00	0.00	676.41
05 704 1056					AROUND THE MUNDO	<b>*Previous Balance</b>						149.48
						<b>*Ending Balance:</b>	0.00	0.00	0.00	0.00	0.00	149.48
05 704 1057					DON BADER SCHOLARSHIPS	<b>*Previous Balance</b>						49.50

Fund: 05 ACTIVITY FUND

Chart of Account Number		Chart of Account Description				Entity Name	Expenses	Revenues	Outstanding AP	Outstanding PO	Balance Change	Balance
Entry Date	JR	Reference #	Check Acct	Check #	Description							
						<b>*Ending Balance:</b>	0.00	0.00	0.00	0.00	0.00	49.50
05 704 1058					HS PEP CLUB	<b>*Previous Balance</b>						353.50
						<b>*Ending Balance:</b>	0.00	0.00	0.00	0.00	0.00	353.50
05 704 1059					HS Student Advisory Committee	<b>*Previous Balance</b>						621.86
						<b>*Ending Balance:</b>	0.00	0.00	0.00	0.00	0.00	621.86
05 704 1060					High School Speech Fundraising	<b>*Previous Balance</b>						857.36
						<b>*Ending Balance:</b>	0.00	0.00	0.00	0.00	0.00	857.36
05 704 1061					GIRLS SOCCER FUNDRAISING	<b>*Previous Balance</b>						3,813.85
						<b>*Ending Balance:</b>	0.00	0.00	0.00	0.00	0.00	3,813.85
05 704 1062					GIRLS BASKETBALL FUNDRAISING	<b>*Previous Balance</b>						1,926.72
						<b>*Ending Balance:</b>	0.00	0.00	0.00	0.00	0.00	1,926.72
05 704 1063					High School Orange & Black Fundraising	<b>*Previous Balance</b>						18,388.86
05 704 1063					High School Orange & Black Fundraising							
05 1710 1063					High School Orange & Black Fundraising							
07/18/2024	CR	0009958			Orange & Black Fundraiser	High School	0.00	470.00	0.00	0.00		
05 2900 000 001 0 063					High School Orange & Black Fundraising							
05/23/2024	PO	ACT04480			Hole sponsor signs for O&B Golf Tourney	SIGN PRO	0.00	0.00	0.00	60.00		
05/23/2024	PO	ACT04481			Weight Room Record Board Updates	SIGN PRO	0.00	0.00	0.00	100.00		
05/28/2024	PO	ACT04483			Thank You Add for Orange and Black	CLIPPER - HERALD	0.00	0.00	0.00	300.00		
07/22/2024	CD	ACT04492 SI2855	5	15349	Shakes for summer lifters/athletes	Critical Reload	511.81	0.00	0.00	0.00		
07/22/2024	CD	20240722-0001	5	15348	High School Orange & Black Fundraising	Capital One	92.56	0.00	0.00	0.00		
07/22/2024	CD	ACT04440 5/21/24	5	15359	orange & black golf tournament	LEXINGTON PUBLIC SCHOOLS-GENERAL FUND	348.66	0.00	0.00	0.00		
07/22/2024	CD	ACT04505 7/1/24	5	15359	Foam Cups for Amber Burson - Summer Wts	LEXINGTON PUBLIC SCHOOLS-GENERAL FUND	90.99	0.00	0.00	0.00		
05 704 1063					High School Orange & Black Fundraising	<b>*Current Activity</b>						(1,034.02)
						<b>*Ending Balance:</b>	1,044.02	470.00	0.00	460.00	0.00	17,354.84
05 704 1064					High School Softball Fundraising	<b>*Previous Balance</b>						384.00
						<b>*Ending Balance:</b>	0.00	0.00	0.00	0.00	0.00	384.00
05 704 1065					High School Cheerleading Fundraising	<b>*Previous Balance</b>						(1,040.64)
05 704 1065					High School Cheerleading Fundraising							
05 1710 1065					High School Cheerleading Fundraising							
07/24/2024	CR	0009960			HS Cheerleading Fundraising	High School	0.00	1,454.50	0.00	0.00		
05 704 1065					High School Cheerleading Fundraising	<b>*Current Activity</b>						1,454.50
						<b>*Ending Balance:</b>	0.00	1,454.50	0.00	0.00	0.00	413.86
05 704 1066					FOOTBALL FUNDRAISING	<b>*Previous Balance</b>						17,023.37
05 704 1066					FOOTBALL FUNDRAISING							

Fund: 05 ACTIVITY FUND

Chart of Account Number			Chart of Account Description			Entity Name	Expenses	Revenues	Outstanding AP	Outstanding PO	Balance Change	Balance
Entry Date	JR	Reference #	Check Acct	Check #	Description							
05 2900 000 001 0 066					FOOTBALL FUNDRAISING							
07/03/2024	CD	20240703	5	15338	football camp	Cozad Football Booster Club	350.00	0.00	0.00	0.00		
<b>05 704 1066</b>					<b>FOOTBALL FUNDRAISING</b>	<b>*Current Activity</b>						(350.00)
						<b>*Ending Balance:</b>	350.00	0.00	0.00	0.00	0.00	16,673.37
<b>05 704 1067</b>					<b>VOLLEYBALL FUNDRAISING</b>	<b>*Previous Balance</b>						1,406.50
05 704 1067					VOLLEYBALL FUNDRAISING							
05 2900 000 001 0 067					VOLLEYBALL FUNDRAISING							
07/22/2024	CD	20240722	5	15354	volleyball rooms	HOLIDAY INN EXPRESS-LEXINGTON	214.00	0.00	0.00	0.00		
<b>05 704 1067</b>					<b>VOLLEYBALL FUNDRAISING</b>	<b>*Current Activity</b>						(214.00)
						<b>*Ending Balance:</b>	214.00	0.00	0.00	0.00	0.00	1,192.50
<b>05 704 1068</b>					<b>Boys Basketball Fundraising</b>	<b>*Previous Balance</b>						1,542.42
						<b>*Ending Balance:</b>	0.00	0.00	0.00	0.00	0.00	1,542.42
<b>05 704 1069</b>					<b>HS Boys Soccer Fundraising</b>	<b>*Previous Balance</b>						1,786.47
05 704 1069					HS Boys Soccer Fundraising							
05 2900 000 001 0 069					HS Boys Soccer Fundraising							
06/14/2024	PO	ACT04499			Futsal Balls & Referee Cards	BSN Sports	0.00	0.00	0.00	500.00		
07/22/2024	CD	20240722	5	72063	HS Boys Soccer Fundraising	VISA	372.00	0.00	0.00	0.00		
07/30/2024	PO	ACT04516			summer camp t shirts	MOONLIGHT EMBROIDERY	0.00	0.00	0.00	441.50		
<b>05 704 1069</b>					<b>HS Boys Soccer Fundraising</b>	<b>*Previous Balance</b>						(1,313.50)
						<b>*Ending Balance:</b>	372.00	0.00	0.00	941.50	0.00	472.97
<b>05 704 1070</b>					<b>High School Cross Country Fundraising</b>	<b>*Previous Balance</b>						2,354.67
05 704 1070					High School Cross Country Fundraising							
05 1710 1070					High School Cross Country Fundraising							
07/30/2024	CR	0009962			HS Cross Country Fundraising - Dog Days	High School	0.00	475.00	0.00	0.00		
05 2900 000 001 0 070					High School Cross Country Fundraising							
05/31/2024	PO	ACT04488			Camping Fees for XC teams	Camp Comeca	0.00	0.00	0.00	110.00		
07/01/2024	PO	ACT04506			T shirts for the Fun run XC fundraiser	Change Clothing	0.00	0.00	0.00	950.00		
07/22/2024	CD	ACT04507	5	15352	Prizes and Supplies for XC Fun Run Fundr	Fun Express	110.64	0.00	0.00	0.00		
<b>05 704 1070</b>					<b>High School Cross Country Fundraising</b>	<b>*Current Activity</b>						(695.64)
						<b>*Ending Balance:</b>	110.64	475.00	0.00	1,060.00	0.00	1,659.03
<b>05 704 1071</b>					<b>High School Track Fundraising</b>	<b>*Previous Balance</b>						848.22
						<b>*Ending Balance:</b>	0.00	0.00	0.00	0.00	0.00	848.22
<b>05 704 1072</b>					<b>High School Drill Team Fundraising</b>	<b>*Previous Balance</b>						(1,428.44)
05 704 1072					High School Drill Team Fundraising							
05 1710 1072					High School Drill Team Fundraising							
07/17/2024	CR	0009957			HS Drill Team Fundraising	High School	0.00	2,329.00	0.00	0.00		
05 2900 000 001 0 072					High School Drill Team Fundraising							
07/03/2024	CD	20240626LDT	5	15339	fundraiser	Creative Fundraising Solutions	822.00	0.00	0.00	0.00		

Fund: 05 ACTIVITY FUND

Chart of Account Number			Chart of Account Description			Entity Name	Expenses	Revenues	Outstanding AP	Outstanding PO	Balance Change	Balance
Entry Date	JR	Reference #	Check Acct	Check #	Description							
07/03/2024	CD	ACT04463 68900446	5	15344	jackets, poms, shoes, bags, shorts, skir	Varsity Spirit Fashions	5,720.25	0.00	0.00	0.00		
07/22/2024	CD	20240722	5	15358	High School Drill Team Fundraising	LEXINGTON PUBLIC SCHOOLS - GENERAL FUND	401.26	0.00	0.00	0.00		
<b>05 704 1072 High School Drill Team Fundraising</b>						<b>*Current Activity</b>						(4,614.51)
						<b>*Ending Balance:</b>	6,943.51	2,329.00	0.00	0.00	0.00	(6,042.95)
<b>05 704 1076 High School Girls Tennis Fundraising</b>						<b>*Previous Balance</b>						60.00
						<b>*Ending Balance:</b>	0.00	0.00	0.00	0.00	0.00	60.00
<b>05 704 1077 High School Powerlifting Fundraising</b>						<b>*Previous Balance</b>						5,131.46
						<b>*Ending Balance:</b>	0.00	0.00	0.00	0.00	0.00	5,131.46
<b>05 704 1078 High School Wrestling Fundraising</b>						<b>*Previous Balance</b>						717.98
05 704 1078					High School Wrestling Fundraising							
05 1710 1078					High School Wrestling Fundraising							
07/17/2024	CR	547904			HS Boys Wrestling Fundraising	LEXINGTON ACTIVITY ACCOUNT	0.00	225.00	0.00	0.00		
<b>05 704 1078 High School Wrestling Fundraising</b>						<b>*Current Activity</b>						225.00
						<b>*Ending Balance:</b>	0.00	225.00	0.00	0.00	0.00	942.98
<b>05 704 1079 High School Bowling Fundraising</b>						<b>*Previous Balance</b>						2,203.85
						<b>*Ending Balance:</b>	0.00	0.00	0.00	0.00	0.00	2,203.85
<b>05 704 1080 High School Yearbook Fundraising</b>						<b>*Previous Balance</b>						3,311.89
05 704 1080					High School Yearbook Fundraising							
05 2900 000 001 0 080					High School Yearbook Fundraising							
07/22/2024	CD	20240722	5	15360	camp fees & registration	Nebraska High School Press Association	1,400.00	0.00	0.00	0.00		
<b>05 704 1080 High School Yearbook Fundraising</b>						<b>*Current Activity</b>						(1,400.00)
						<b>*Ending Balance:</b>	1,400.00	0.00	0.00	0.00	0.00	1,911.89
<b>05 704 1081 High School Girls Wrestling Fundraising</b>						<b>*Previous Balance</b>						860.10
05 704 1081					High School Girls Wrestling Fundraising							
05 2900 000 001 0 081					High School Girls Wrestling Fundraising							
07/22/2024	CD	20240722	5	72061	High School Girls Wrestling Fundraising	Visa	36.91	0.00	0.00	0.00		
<b>05 704 1081 High School Girls Wrestling Fundraising</b>						<b>*Current Activity</b>						(36.91)
						<b>*Ending Balance:</b>	36.91	0.00	0.00	0.00	0.00	823.19
<b>05 704 1082 E-SPORTS Fundraising</b>						<b>*Previous Balance</b>						208.60
						<b>*Ending Balance:</b>	0.00	0.00	0.00	0.00	0.00	208.60
<b>05 704 1099 E-SPORTS</b>						<b>*Previous Balance</b>						448.98
						<b>*Ending Balance:</b>	0.00	0.00	0.00	0.00	0.00	448.98
<b>05 704 1100 HS GIRLS WRESTLING</b>						<b>*Previous Balance</b>						(1,724.95)
05 704 1100					HS GIRLS WRESTLING							
05 2900 000 001 0 100					HS GIRLS WRESTLING							
07/22/2024	CD	20240722	5	15356	HS GIRLS WRESTLING	Hudl	1,000.00	0.00	0.00	0.00		

Fund: 05 ACTIVITY FUND

Chart of Account Number		Chart of Account Description				Entity Name	Expenses	Revenues	Outstanding AP	Outstanding PO	Balance Change	Balance
Entry Date	JR	Reference #	Check Acct	Check #	Description							
05 704 1100			HS GIRLS WRESTLING			*Current Activity					(1,000.00)	
						*Ending Balance:	1,000.00	0.00	0.00	0.00	(2,724.95)	
05 704 1101			DRILL TEAM			*Previous Balance					1,458.60	
05 704 1101			DRILL TEAM									
05 2900 000 001 0 101			DRILL TEAM									
07/22/2024	CD	20240722	5	15356	DRILL TEAM	Hudl	1,000.00	0.00	0.00	0.00		
05 704 1101			DRILL TEAM			*Current Activity					(1,000.00)	
						*Ending Balance:	1,000.00	0.00	0.00	0.00	458.60	
05 704 1104			Mock Trial			*Previous Balance					(150.00)	
						*Ending Balance:	0.00	0.00	0.00	0.00	(150.00)	
05 704 1105			SPEECH			*Previous Balance					(1,443.85)	
						*Ending Balance:	0.00	0.00	0.00	0.00	(1,443.85)	
05 704 1106			HS CHEERLEADERS			*Previous Balance					(720.25)	
05 704 1106			HS CHEERLEADERS									
05 1710 1106			HS CHEERLEADERS									
07/24/2024	CR	0009959			HS Cheerleaders	High School	0.00	1,481.00	0.00	0.00		
05 2900 000 001 0 106			HS CHEERLEADERS									
07/22/2024	CD	20240722	5	15356	HS CHEERLEADERS	Hudl	1,000.00	0.00	0.00	0.00		
05 704 1106			HS CHEERLEADERS			*Current Activity					481.00	
						*Ending Balance:	1,000.00	1,481.00	0.00	0.00	(239.25)	
05 704 1108			WEIGHT ROOM			*Previous Balance					475.05	
						*Ending Balance:	0.00	0.00	0.00	0.00	475.05	
05 704 1109			TRAINING ROOM			*Previous Balance					(4,673.79)	
05 704 1109			TRAINING ROOM									
05 2900 000 001 0 109			TRAINING ROOM									
06/11/2024	PO	ACT04494			gatorade	Red's Team Sports	0.00	0.00	0.00	240.00		
07/03/2024	CD	ACT04487 IN97746599	5	15342	Training Room Supplies for 2024-	MEDCO SUPPLY COMPANY	7.63	0.00	0.00	0.00		
07/22/2024	CD	ACT04490 INV000235319	5	15355	athletic tape	Howies Athletic Tape	298.10	0.00	0.00	0.00		
07/29/2024	PO	ACT04515			Calibration of E-Stim Unit	Integrated Medical, Inc	0.00	0.00	0.00	800.00		
05 704 1109			TRAINING ROOM			*Previous Balance					(1,345.73)	
						*Ending Balance:	305.73	0.00	0.00	1,040.00	(6,019.52)	
05 704 1110			HS BAND			*Previous Balance					(2,381.47)	
05 704 1110			HS BAND									
05 2900 000 001 0 110			HS BAND									
07/19/2024	PO	ACT04511			flag jackets	Sayler Screenprinting	0.00	0.00	0.00	572.00		
07/22/2024	CD	20240722	5	15356	HS BAND	Hudl	1,000.00	0.00	0.00	0.00		
05 704 1110			HS BAND			*Current Activity					(1,572.00)	
						*Ending Balance:	1,000.00	0.00	0.00	572.00	(3,953.47)	
05 704 1112			HS ONE ACT PLAY			*Previous Balance					(1,558.53)	

Fund: 05 ACTIVITY FUND

Chart of Account Number		Chart of Account Description				Entity Name	Expenses	Revenues	Outstanding AP	Outstanding PO	Balance Change	Balance
Entry Date	JR	Reference #	Check Acct	Check #	Description							
<b>05 704 1113 ANNUAL</b>						<b>*Ending Balance:</b>	0.00	0.00	0.00	0.00	0.00	(1,558.53)
<b>05 704 1114 HS FOOTBALL</b>						<b>*Previous Balance</b>						(4,934.09)
<b>05 704 1114 HS FOOTBALL</b>						<b>*Ending Balance:</b>	0.00	0.00	0.00	0.00	0.00	(4,934.09)
<b>05 704 1114 HS FOOTBALL</b>						<b>*Previous Balance</b>						(12,409.06)
05 2900 000 001 0 114					HS FOOTBALL							
04/25/2024	PO	ACT04461			FB kicking Tees	BSN Sports	0.00	0.00	0.00	50.00		
07/15/2024	PO	ACT04509			XL and XXL helmets for kids with giant heads	BSN Sports	0.00	0.00	0.00	850.00		
07/22/2024	CD	20240722	5	15356	HS FOOTBALL	Hudl	1,000.00	0.00	0.00	0.00		
<b>05 704 1114 HS FOOTBALL</b>						<b>*Current Activity</b>						(1,900.00)
<b>05 704 1114 HS FOOTBALL</b>						<b>*Ending Balance:</b>	1,000.00	0.00	0.00	900.00	0.00	(14,309.06)
<b>05 704 1115 CROSS COUNTRY</b>						<b>*Previous Balance</b>						(2,251.97)
05 2900 000 001 0 115					CROSS COUNTRY							
07/03/2024	CD	204799	5	15336	CROSS COUNTRY	AWARDS UNLIMITED, INC.	243.00	0.00	0.00	0.00		
07/22/2024	CD	20240722	5	72064	CROSS COUNTRY	VISA	120.00	0.00	0.00	0.00		
<b>05 704 1115 CROSS COUNTRY</b>						<b>*Current Activity</b>						(363.00)
<b>05 704 1115 CROSS COUNTRY</b>						<b>*Ending Balance:</b>	363.00	0.00	0.00	0.00	0.00	(2,614.97)
<b>05 704 1116 HS VOLLEYBALL</b>						<b>*Previous Balance</b>						1,833.74
05 2900 000 001 0 116					HS VOLLEYBALL							
06/14/2024	PO	ACT04499			8 scorebooks, 4 VB ref flags	BSN Sports	0.00	0.00	0.00	224.00		
07/03/2024	CD	204799	5	15336	HS VOLLEYBALL	AWARDS UNLIMITED, INC.	130.00	0.00	0.00	0.00		
07/22/2024	CD	20240722	5	15356	HS VOLLEYBALL	Hudl	1,000.00	0.00	0.00	0.00		
<b>05 704 1116 HS VOLLEYBALL</b>						<b>*Current Activity</b>						(1,354.00)
<b>05 704 1116 HS VOLLEYBALL</b>						<b>*Ending Balance:</b>	1,130.00	0.00	0.00	224.00	0.00	479.74
<b>05 704 1117 HS BOWLING</b>						<b>*Previous Balance</b>						1,151.78
<b>05 704 1117 HS BOWLING</b>						<b>*Ending Balance:</b>	0.00	0.00	0.00	0.00	0.00	1,151.78
<b>05 704 1118 GIRLS GOLF</b>						<b>*Previous Balance</b>						(1,735.49)
05 2900 000 001 0 118					GIRLS GOLF							
07/03/2024	CD	204799	5	15336	GIRLS GOLF	AWARDS UNLIMITED, INC.	95.00	0.00	0.00	0.00		
07/22/2024	CD	ACT04504 1216	5	15357	Golf Balls for Girls Golf Season	JB Golf Greens LLC	437.36	0.00	0.00	0.00		
<b>05 704 1118 GIRLS GOLF</b>						<b>*Current Activity</b>						(532.36)
<b>05 704 1118 GIRLS GOLF</b>						<b>*Ending Balance:</b>	532.36	0.00	0.00	0.00	0.00	(2,267.85)
<b>05 704 1119 BOYS TENNIS</b>						<b>*Previous Balance</b>						(1,959.28)
05 2900 000 001 0 119					BOYS TENNIS							
07/03/2024	CD	204799	5	15336	BOYS TENNIS	AWARDS UNLIMITED, INC.	95.00	0.00	0.00	0.00		
<b>05 704 1119 BOYS TENNIS</b>						<b>*Current Activity</b>						(95.00)

Fund: 05 ACTIVITY FUND

Chart of Account Number			Chart of Account Description			Entity Name	Expenses	Revenues	Outstanding AP	Outstanding PO	Balance Change	Balance
Entry Date	JR	Reference #	Check Acct	Check #	Description							
						<b>*Ending Balance:</b>	95.00	0.00	0.00	0.00	0.00	(2,054.28)
<b>05 704 1120</b>			<b>HS BOYS BASKETBALL</b>			<b>*Previous Balance</b>						7,219.59
05 704 1120			HS BOYS BASKETBALL									
05 2900 000 001 0 120			HS BOYS BASKETBALL									
06/14/2024	PO	ACT04499			8 Baden Balls, 1 slip knot pad, 3 books	BSN Sports	0.00	0.00	0.00	800.00		
07/22/2024	CD	20240722	5	15356	HS BOYS BASKETBALL	Hudl	1,000.00	0.00	0.00	0.00		
<b>05 704 1120</b>			<b>HS BOYS BASKETBALL</b>			<b>*Current Activity</b>						(1,800.00)
						<b>*Ending Balance:</b>	1,000.00	0.00	0.00	800.00	0.00	5,419.59
<b>05 704 1121</b>			<b>HS WRESTLING</b>			<b>*Previous Balance</b>						(5,143.56)
05 704 1121			HS WRESTLING									
05 2900 000 001 0 121			HS WRESTLING									
07/22/2024	CD	20240722	5	15356	HS WRESTLING	Hudl	1,000.00	0.00	0.00	0.00		
<b>05 704 1121</b>			<b>HS WRESTLING</b>			<b>*Current Activity</b>						(1,000.00)
						<b>*Ending Balance:</b>	1,000.00	0.00	0.00	0.00	0.00	(6,143.56)
<b>05 704 1122</b>			<b>HS GIRLS BASKETBALL</b>			<b>*Previous Balance</b>						10,467.21
05 704 1122			HS GIRLS BASKETBALL									
05 2900 000 001 0 122			HS GIRLS BASKETBALL									
06/14/2024	PO	ACT04499			1 slip knot pad, 8 baden balls	BSN Sports	0.00	0.00	0.00	800.00		
07/22/2024	CD	20240722	5	15356	HS GIRLS BASKETBALL	Hudl	1,000.00	0.00	0.00	0.00		
<b>05 704 1122</b>			<b>HS GIRLS BASKETBALL</b>			<b>*Current Activity</b>						(1,800.00)
						<b>*Ending Balance:</b>	1,000.00	0.00	0.00	800.00	0.00	8,667.21
<b>05 704 1123</b>			<b>High School Track</b>			<b>*Previous Balance</b>						(1,396.16)
05 704 1123			High School Track									
05 2900 000 001 0 123			High School Track									
06/14/2024	PO	ACT04499			5 Poles (valuing), 12 Black Sweats (fill in), 10 sets of bibs, 10 bags of spikes, 3 gross Safety pins, 6 Dynamex Med Balls, 4 Foam crossbars, 4 stopwatches, 8 plastic totes, 4 hip number rolls	BSN Sports	0.00	0.00	0.00	4,870.00		
07/09/2024	PO	ACT04508			Supplies for fixing tires on Track Cart	John Deere Financial	0.00	0.00	0.00	100.00		
07/22/2024	CD	20240722	5	15356	High School Track	Hudl	1,000.00	0.00	0.00	0.00		
07/22/2024	GJ	20240722 5 15356			Correction: Recoded to 1132 GSB	Hudl	(1,000.00)	0.00	0.00	0.00		
<b>05 704 1123</b>			<b>High School Track</b>			<b>*Current Activity</b>						(4,970.00)
						<b>*Ending Balance:</b>	0.00	0.00	0.00	4,970.00	0.00	(6,366.16)
<b>05 704 1124</b>			<b>High School Unified Bowling</b>			<b>*Previous Balance</b>						645.47
05 704 1124			High School Unified Bowling									
05 2900 000 001 0 124			High School Unified Bowling									
07/03/2024	CD	204799	5	15336	High School Unified Bowling	AWARDS UNLIMITED, INC.	103.50	0.00	0.00	0.00		
<b>05 704 1124</b>			<b>High School Unified Bowling</b>			<b>*Current Activity</b>						(103.50)
						<b>*Ending Balance:</b>	103.50	0.00	0.00	0.00	0.00	541.97

Fund: 05 ACTIVITY FUND

Chart of Account Number		Chart of Account Description				Entity Name	Expenses	Revenues	Outstanding AP	Outstanding PO	Balance Change	Balance
Entry Date	JR	Reference #	Check Acct	Check #	Description							
05 704 1125			BOYS GOLF			*Previous Balance					(732.03)	
						*Ending Balance:	0.00	0.00	0.00	0.00	(732.03)	
05 704 1126			GIRLS TENNIS			*Previous Balance					(578.76)	
						*Ending Balance:	0.00	0.00	0.00	0.00	(578.76)	
05 704 1127			HS ATHLETICS/RESALE			*Previous Balance					949.29	
						*Ending Balance:	0.00	0.00	0.00	0.00	949.29	
05 704 1128			BOYS SOCCER			*Previous Balance					1,284.94	
05 704 1128			BOYS SOCCER									
05 2900 000 001 0 128			BOYS SOCCER									
09/26/2023	PO	ACT04292			medium magnetic tactical board	Soccer Innovations	0.00	0.00	0.00	87.00		
09/26/2023	PO	ACT04292			soccer captain badge - orange	Soccer Innovations	0.00	0.00	0.00	30.00		
09/26/2023	PO	ACT04292			soccer captain badge - neon	Soccer Innovations	0.00	0.00	0.00	30.00		
09/26/2023	PO	ACT04292			field/pitch line marking set (yellow)	Soccer Innovations	0.00	0.00	0.00	111.00		
02/22/2024	PO	ACT04395			soccer gloves	Sports Endeavors, LLC	0.00	0.00	0.00	339.97		
05/23/2024	PO	ACT04478			State Runner Up Trophy Placard soccer	Platinum Awards & Gifts	0.00	0.00	0.00	50.00		
06/14/2024	PO	ACT04499			Soccer Nets, Net Clips, Laundry Bags, Pennies, Ball Pumps, Parachutes, Equipment Bags, Whistles	BSN Sports	0.00	0.00	0.00	3,000.00		
07/22/2024	CD	20240722	5	15356	BOYS SOCCER	Hudl	1,000.00	0.00	0.00	0.00		
05 704 1128			BOYS SOCCER			*Current Activity					(4,647.97)	
						*Ending Balance:	1,000.00	0.00	0.00	3,647.97	0.00	(3,363.03)
05 704 1129			HS ATHLETIC PHYSICALS			*Previous Balance					830.71	
						*Ending Balance:	0.00	0.00	0.00	0.00	0.00	830.71
05 704 1130			HS GENERAL ACTIVITIES			*Previous Balance					(4,840.01)	
05 704 1130			HS GENERAL ACTIVITIES									
05 1710 1130			HS GENERAL ACTIVITIES									
07/30/2024	CR	0009961			HS General Activities - CLC	High School	0.00	184.10	0.00	0.00		
05 2900 000 001 0 130			HS GENERAL ACTIVITIES									
07/03/2024	CD	ACT04498 34884	5	15340	Detergent, Pre-soak, and Sports Fresh f	JH Stuckey Distributing, Inc	823.68	0.00	0.00	0.00		
07/22/2024	CD	20240722-0001	5	15348	HS GENERAL ACTIVITIES	Capital One	797.48	0.00	0.00	0.00		
07/22/2024	CD	20240722-0001	5	15348	HS GENERAL ACTIVITIES	Capital One	3.24	0.00	0.00	0.00		
07/22/2024	CD	20240722	5	15356	HS GENERAL ACTIVITIES	Hudl	1,000.00	0.00	0.00	0.00		
07/22/2024	CD	104005	5	15362	renewal	rSchoolToday	595.00	0.00	0.00	0.00		
07/22/2024	CD	ACT04510 1RFL-WT3X-PRFP	5	15346	labels	Amazon Capital Services	31.29	0.00	0.00	0.00		
07/22/2024	CD	20240722	5	72060	HS GENERAL ACTIVITIES	Visa	380.00	0.00	0.00	0.00		
07/22/2024	CD	20240722	5	72060	HS GENERAL ACTIVITIES	Visa	266.00	0.00	0.00	0.00		
05 704 1130			HS GENERAL ACTIVITIES			*Current Activity					(3,712.59)	
						*Ending Balance:	3,896.69	184.10	0.00	0.00	0.00	(8,552.60)
05 704 1131			HS PRINTING/ADVERTISING			*Previous Balance					424.75	

Fund: 05 ACTIVITY FUND

Chart of Account Number		Chart of Account Description				Entity Name	Expenses	Revenues	Outstanding AP	Outstanding PO	Balance Change	Balance
Entry Date	JR	Reference #	Check Acct	Check #	Description							
						<b>*Ending Balance:</b>	0.00	0.00	0.00	0.00	0.00	424.75
<b>05 704 1132</b>			<b>HS GIRLS SOFTBALL</b>			<b>*Previous Balance</b>						7,457.12
05 704 1132			HS GIRLS SOFTBALL									
05 2900 000 001 0 132			HS GIRLS SOFTBALL									
06/14/2024	PO	ACT04499			3 scorebooks	BSN Sports	0.00	0.00	0.00	36.00		
07/03/2024	CD	204799	5	15336	HS GIRLS SOFTBALL	AWARDS UNLIMITED, INC.	146.00	0.00	0.00	0.00		
07/22/2024	GJ	20240722 5 15356			HS Girls Softball: Corrected from 1123	Hudl	1,000.00	0.00	0.00	0.00		
<b>05 704 1132</b>			<b>HS GIRLS SOFTBALL</b>			<b>*Current Activity</b>						(1,182.00)
						<b>*Ending Balance:</b>	1,146.00	0.00	0.00	36.00	0.00	6,275.12
<b>05 704 1133</b>			<b>GIRLS SOCCER</b>			<b>*Previous Balance</b>						10,098.71
05 704 1133			GIRLS SOCCER									
05 2900 000 001 0 133			GIRLS SOCCER									
06/14/2024	PO	ACT04499			Baden Thermo Perfection Balls	BSN Sports	0.00	0.00	0.00	1,200.00		
07/22/2024	CD	20240722	5	15356	GIRLS SOCCER	Hudl	1,000.00	0.00	0.00	0.00		
<b>05 704 1133</b>			<b>GIRLS SOCCER</b>			<b>*Current Activity</b>						(2,200.00)
						<b>*Ending Balance:</b>	1,000.00	0.00	0.00	1,200.00	0.00	7,898.71
<b>05 704 1135</b>			<b>High School Officials</b>			<b>*Previous Balance</b>						(35,796.00)
05 704 1135			High School Officials									
05 2900 000 001 0 135			High School Officials									
07/22/2024	CD	20240722	5	15358	High School Officials	LEXINGTON PUBLIC SCHOOLS - GENERAL FUND	611.50	0.00	0.00	0.00		
07/22/2024	CD	20240722	5	15358	High School Officials	LEXINGTON PUBLIC SCHOOLS - GENERAL FUND	270.43	0.00	0.00	0.00		
07/22/2024	CD	20240722	5	15358	High School Officials	LEXINGTON PUBLIC SCHOOLS - GENERAL FUND	779.67	0.00	0.00	0.00		
07/22/2024	CD	20240722	5	15358	High School Officials	LEXINGTON PUBLIC SCHOOLS - GENERAL FUND	704.58	0.00	0.00	0.00		
07/22/2024	CD	20240722	5	15358	High School Officials	LEXINGTON PUBLIC SCHOOLS - GENERAL FUND	1,197.03	0.00	0.00	0.00		
07/22/2024	CD	20240722	5	15358	High School Officials	LEXINGTON PUBLIC SCHOOLS - GENERAL FUND	618.59	0.00	0.00	0.00		
07/22/2024	CD	20240722	5	15358	High School Officials	LEXINGTON PUBLIC SCHOOLS - GENERAL FUND	185.04	0.00	0.00	0.00		
07/22/2024	CD	20240722	5	15358	High School Officials	LEXINGTON PUBLIC SCHOOLS - GENERAL FUND	185.04	0.00	0.00	0.00		
07/22/2024	CD	20240722	5	15358	High School Officials	LEXINGTON PUBLIC SCHOOLS - GENERAL FUND	102.70	0.00	0.00	0.00		
07/22/2024	CD	20240722	5	15358	High School Officials	LEXINGTON PUBLIC SCHOOLS - GENERAL FUND	170.81	0.00	0.00	0.00		
07/22/2024	CD	20240722	5	15358	High School Officials	LEXINGTON PUBLIC SCHOOLS - GENERAL FUND	140.00	0.00	0.00	0.00		
07/22/2024	CD	20240722	5	15358	High School Officials	LEXINGTON PUBLIC SCHOOLS - GENERAL FUND	140.00	0.00	0.00	0.00		
07/22/2024	CD	20240722	5	15358	High School Officials	LEXINGTON PUBLIC SCHOOLS - GENERAL FUND	120.98	0.00	0.00	0.00		
07/22/2024	CD	20240722	5	15358	High School Officials	LEXINGTON PUBLIC SCHOOLS - GENERAL FUND	199.27	0.00	0.00	0.00		
07/22/2024	CD	20240722	5	15358	High School Officials	LEXINGTON PUBLIC SCHOOLS - GENERAL FUND	199.27	0.00	0.00	0.00		

Fund: 05 ACTIVITY FUND

Chart of Account Number		Chart of Account Description											
Entry Date	JR	Reference #	Check Acct	Check #	Description	Entity Name	Expenses	Revenues	Outstanding AP	Outstanding PO	Balance Change	Balance	
07/22/2024	CD	20240722	5	15358	High School Officials	LEXINGTON PUBLIC SCHOOLS - GENERAL FUND	120.98	0.00	0.00	0.00			
07/22/2024	CD	20240722	5	15358	High School Officials	LEXINGTON PUBLIC SCHOOLS - GENERAL FUND	343.64	0.00	0.00	0.00			
07/22/2024	CD	20240722	5	15358	High School Officials	LEXINGTON PUBLIC SCHOOLS - GENERAL FUND	599.50	0.00	0.00	0.00			
07/22/2024	CD	20240722	5	15358	High School Officials	LEXINGTON PUBLIC SCHOOLS - GENERAL FUND	1,079.25	0.00	0.00	0.00			
07/22/2024	CD	20240722	5	15358	High School Officials	LEXINGTON PUBLIC SCHOOLS - GENERAL FUND	136.19	0.00	0.00	0.00			
<b>05 704 1135</b>					<b>High School Officials</b>	<b>*Current Activity</b>							(7,904.47)
						<b>*Ending Balance:</b>	7,904.47	0.00	0.00	0.00	0.00		(43,700.47)
<b>05 704 1136</b>					<b>High School Team Travel</b>	<b>*Previous Balance</b>							(69,697.62)
05 704 1136					High School Team Travel								
05 1710 1136					High School Team Travel								
07/15/2024	CR				HS Team Travel - Speech Team Meals - Rep	LEXINGTON ACTIVITY ACCOUNT	0.00	30.00	0.00	0.00			
07/30/2024	CR	0009961			HS Team Travel - NSAA	High School	0.00	4,652.75	0.00	0.00			
05 2900 000 001 0 136					High School Team Travel								
07/22/2024	CD	20240722	5	72060	High School Team Travel	Visa	975.35	0.00	0.00	0.00			
07/22/2024	CD	20240722	5	72062	High School Team Travel	VISA	21.83	0.00	0.00	0.00			
07/22/2024	CD	20240722	5	72062	High School Team Travel	VISA	12.00	0.00	0.00	0.00			
07/22/2024	CD	20240722	5	72062	High School Team Travel	VISA	15.27	0.00	0.00	0.00			
07/22/2024	CD	20240722	5	72062	High School Team Travel	VISA	20.06	0.00	0.00	0.00			
07/22/2024	CD	20240722	5	72062	High School Team Travel	VISA	8.34	0.00	0.00	0.00			
07/22/2024	CD	20240722	5	72062	High School Team Travel	VISA	15.01	0.00	0.00	0.00			
07/22/2024	CD	20240722	5	72062	High School Team Travel	VISA	18.76	0.00	0.00	0.00			
07/22/2024	CD	20240722	5	72062	High School Team Travel	VISA	14.02	0.00	0.00	0.00			
<b>05 704 1136</b>					<b>High School Team Travel</b>	<b>*Current Activity</b>							3,582.11
						<b>*Ending Balance:</b>	1,100.64	4,682.75	0.00	0.00	0.00		(66,115.51)
<b>05 704 1137</b>					<b>High School Gate Receipts</b>	<b>*Previous Balance</b>							57,694.81
05 704 1137					High School Gate Receipts								
05 2900 000 001 0 137					High School Gate Receipts								
07/22/2024	CD	20240722-0001	5	15348	High School Gate Receipts	Capital One	170.77	0.00	0.00	0.00			
07/29/2024	PO	ACT04514			Wristbands for admission into tournaments	Netbrands Media Corp	0.00	0.00	0.00	161.00			
<b>05 704 1137</b>					<b>High School Gate Receipts</b>	<b>*Previous Balance</b>							(331.77)
						<b>*Ending Balance:</b>	170.77	0.00	0.00	161.00	0.00		57,363.04
<b>05 704 2200</b>					<b>MS FINES</b>	<b>*Previous Balance</b>							3,821.73
						<b>*Ending Balance:</b>	0.00	0.00	0.00	0.00	0.00		3,821.73
<b>05 704 2201</b>					<b>MS MISCELLANEOUS</b>	<b>*Previous Balance</b>							1,503.77
						<b>*Ending Balance:</b>	0.00	0.00	0.00	0.00	0.00		1,503.77
<b>05 704 2202</b>					<b>MS ANNUAL</b>	<b>*Previous Balance</b>							18,465.49
05 704 2202					MS ANNUAL								
05 1710 2202					MS ANNUAL								
07/17/2024	CR	0009408			LMS Concessions - Students	Middle School	0.00	182.00	0.00	0.00			

Fund: 05 ACTIVITY FUND

Chart of Account Number		Chart of Account Description				Entity Name	Expenses	Revenues	Outstanding AP	Outstanding PO	Balance Change	Balance
Entry Date	JR	Reference #	Check Acct	Check #	Description							
05 2900 000 002 0 202			MS ANNUAL									
07/03/2024	CD	20240703	5	15345	MS ANNUAL	WALSWORTH PUBLISHING COMPANY	6,493.20	0.00	0.00	0.00		
<b>05 704 2202</b>			<b>MS ANNUAL</b>			<b>*Current Activity</b>					<b>(6,311.20)</b>	
						<b>*Ending Balance:</b>	6,493.20	182.00	0.00	0.00	12,154.29	
<b>05 704 2203</b>			<b>MS POP CONCESSIONS</b>			<b>*Previous Balance</b>					<b>(1,972.35)</b>	
						<b>*Ending Balance:</b>	0.00	0.00	0.00	0.00	<b>(1,972.35)</b>	
<b>05 704 2204</b>			<b>MS STUDENT COUNCIL</b>			<b>*Previous Balance</b>					4,041.90	
05 704 2204			MS STUDENT COUNCIL									
05 1710 2204			MS STUDENT COUNCIL									
07/10/2024	CR				MS Student Council	CHESTERMAN COCA COLA	0.00	31.50	0.00	0.00		
07/10/2024	CR				MS Student Council	CHESTERMAN COCA COLA	0.00	37.40	0.00	0.00		
07/10/2024	CR				MS Student Council	CHESTERMAN COCA COLA	0.00	9.00	0.00	0.00		
<b>05 704 2204</b>			<b>MS STUDENT COUNCIL</b>			<b>*Current Activity</b>					77.90	
						<b>*Ending Balance:</b>	0.00	77.90	0.00	0.00	4,119.80	
<b>05 704 2205</b>			<b>MS LMS FFA</b>			<b>*Previous Balance</b>					2,362.43	
						<b>*Ending Balance:</b>	0.00	0.00	0.00	0.00	2,362.43	
<b>05 704 2206</b>			<b>Multiple Choices</b>			<b>*Previous Balance</b>					4,916.67	
05 704 2206			Multiple Choices									
05 2900 000 002 0 206			Multiple Choices									
10/03/2023	PO	ACT04296			ASP bowling	STRIKE & SPARE BOWL	0.00	0.00	0.00	341.25		
05/02/2024	PO	ACT04468			bowling	STRIKE & SPARE BOWL	0.00	0.00	0.00	169.00		
07/03/2024	CD	ACT04467 6/26/24	5	15341	pizza	LITTLE CAESARS	107.82	0.00	0.00	0.00		
<b>05 704 2206</b>			<b>Multiple Choices</b>			<b>*Current Activity</b>					<b>(618.07)</b>	
						<b>*Ending Balance:</b>	107.82	0.00	0.00	510.25	4,298.60	
<b>05 704 2208</b>			<b>MS Circle of Friends</b>			<b>*Previous Balance</b>					660.86	
						<b>*Ending Balance:</b>	0.00	0.00	0.00	0.00	660.86	
<b>05 704 2209</b>			<b>SCIENCE FAIR</b>			<b>*Previous Balance</b>					2,284.11	
						<b>*Ending Balance:</b>	0.00	0.00	0.00	0.00	2,284.11	
<b>05 704 2210</b>			<b>MS LIBRARY FEES/FINES</b>			<b>*Previous Balance</b>					3,080.35	
						<b>*Ending Balance:</b>	0.00	0.00	0.00	0.00	3,080.35	
<b>05 704 2211</b>			<b>MS MUSIC RESALE</b>			<b>*Previous Balance</b>					4,186.22	
05 704 2211			MS MUSIC RESALE									
05 2900 000 002 0 211			MS MUSIC RESALE									
07/22/2024	CD	ACT04493 806898	5	15347	Band Garment Bags	AMERICAN BAND ACCESSORIES, LLC	1,845.85	0.00	0.00	0.00		
<b>05 704 2211</b>			<b>MS MUSIC RESALE</b>			<b>*Current Activity</b>					<b>(1,845.85)</b>	
						<b>*Ending Balance:</b>	1,845.85	0.00	0.00	0.00	2,340.37	
<b>05 704 2213</b>			<b>MINUTEMAN MUSIC FESTIVAL</b>			<b>*Previous Balance</b>					67.08	

Fund: 05 ACTIVITY FUND

Chart of Account Number		Chart of Account Description				Entity Name	Expenses	Revenues	Outstanding AP	Outstanding PO	Balance Change	Balance
Entry Date	JR	Reference #	Check Acct	Check #	Description							
						<b>*Ending Balance:</b>	0.00	0.00	0.00	0.00	0.00	67.08
<b>05 704 2215</b>					<b>MS BAND LAB FEES</b>	<b>*Previous Balance</b>						1,410.93
05 704 2215					MS BAND LAB FEES							
05 2900 000 002 0 215					MS BAND LAB FEES							
07/22/2024	CD	ACT04502 705602	5	15363	Yamaha Aluminum Biposto Marching Tenor C	Yanda's Music	290.00	0.00	0.00	0.00		
07/26/2024	PO	ACT04513			Speakers and Stands	Yanda's Music	0.00	0.00	0.00	299.98		
<b>05 704 2215</b>					<b>MS BAND LAB FEES</b>	<b>*Previous Balance</b>						(589.98)
						<b>*Ending Balance:</b>	290.00	0.00	0.00	299.98	0.00	820.95
<b>05 704 2216</b>					<b>MS AGENDA FUND</b>	<b>*Previous Balance</b>						1,966.50
						<b>*Ending Balance:</b>	0.00	0.00	0.00	0.00	0.00	1,966.50
<b>05 704 2219</b>					<b>PE SHIRTS</b>	<b>*Previous Balance</b>						2,318.00
						<b>*Ending Balance:</b>	0.00	0.00	0.00	0.00	0.00	2,318.00
<b>05 704 2220</b>					<b>P.E. Shorts</b>	<b>*Previous Balance</b>						976.80
						<b>*Ending Balance:</b>	0.00	0.00	0.00	0.00	0.00	976.80
<b>05 704 2221</b>					<b>LMS Tech</b>	<b>*Previous Balance</b>						4,612.05
						<b>*Ending Balance:</b>	0.00	0.00	0.00	0.00	0.00	4,612.05
<b>05 704 2222</b>					<b>MS PADLOCK FEES</b>	<b>*Previous Balance</b>						400.00
						<b>*Ending Balance:</b>	0.00	0.00	0.00	0.00	0.00	400.00
<b>05 704 2223</b>					<b>MS Patriots</b>	<b>*Previous Balance</b>						227.08
						<b>*Ending Balance:</b>	0.00	0.00	0.00	0.00	0.00	227.08
<b>05 704 2248</b>					<b>MS Soccer</b>	<b>*Previous Balance</b>						3,057.26
05 704 2248					MS Soccer							
05 2900 000 002 0 248					MS Soccer							
07/22/2024	CD	20240722	5	72059	MS Soccer	Visa	1,206.61	0.00	0.00	0.00		
<b>05 704 2248</b>					<b>MS Soccer</b>	<b>*Current Activity</b>						(1,206.61)
						<b>*Ending Balance:</b>	1,206.61	0.00	0.00	0.00	0.00	1,850.65
<b>05 704 2249</b>					<b>MS Cross Country</b>	<b>*Previous Balance</b>						403.96
						<b>*Ending Balance:</b>	0.00	0.00	0.00	0.00	0.00	403.96
<b>05 704 2250</b>					<b>MS FOOTBALL</b>	<b>*Previous Balance</b>						(5,359.10)
05 704 2250					MS FOOTBALL							
05 2900 000 002 0 250					MS FOOTBALL							
07/22/2024	CD	30018	5	15353	football equipment	Harco Athletic Reconditioning	3,330.00	0.00	0.00	0.00		
<b>05 704 2250</b>					<b>MS FOOTBALL</b>	<b>*Current Activity</b>						(3,330.00)
						<b>*Ending Balance:</b>	3,330.00	0.00	0.00	0.00	0.00	(8,689.10)
<b>05 704 2251</b>					<b>MS VOLLEYBALL</b>	<b>*Previous Balance</b>						(1,344.30)
						<b>*Ending Balance:</b>	0.00	0.00	0.00	0.00	0.00	(1,344.30)
<b>05 704 2252</b>					<b>MS BOYS BASKETBALL</b>	<b>*Previous Balance</b>						(1,250.00)

Fund: 05 ACTIVITY FUND

Chart of Account Number		Chart of Account Description				Entity Name	Expenses	Revenues	Outstanding AP	Outstanding PO	Balance Change	Balance
Entry Date	JR	Reference #	Check Acct	Check #	Description							
05 2900 000 002 0 252					MS BOYS BASKETBALL							
06/14/2024	PO	ACT04499			8 Wilson Cheap Basketballs	BSN Sports	0.00	0.00	0.00	400.00		
<b>05 704 2252</b>					<b>MS BOYS BASKETBALL</b>	<b>*Previous Balance</b>					(400.00)	
						<b>*Ending Balance:</b>	0.00	0.00	0.00	400.00	0.00	
<b>05 704 2253</b>					<b>MS WRESTLING</b>	<b>*Previous Balance</b>					(2,769.42)	
05 2900 000 002 0 253					MS WRESTLING							
06/14/2024	PO	ACT04499			4 sets of ankle bands, 2000 wristbands, 2 jugs mat kleen	BSN Sports	0.00	0.00	0.00	330.00		
<b>05 704 2253</b>					<b>MS WRESTLING</b>	<b>*Previous Balance</b>					(330.00)	
						<b>*Ending Balance:</b>	0.00	0.00	0.00	330.00	0.00	
<b>05 704 2254</b>					<b>MS GIRLS BASKETBALL</b>	<b>*Previous Balance</b>					(1,285.00)	
05 2900 000 002 0 254					MS GIRLS BASKETBALL							
06/14/2024	PO	ACT04499			4 baden perfection balls 3 books	BSN Sports	0.00	0.00	0.00	400.00		
<b>05 704 2254</b>					<b>MS GIRLS BASKETBALL</b>	<b>*Previous Balance</b>					(400.00)	
						<b>*Ending Balance:</b>	0.00	0.00	0.00	400.00	0.00	
<b>05 704 2255</b>					<b>MS BOYS TRACK</b>	<b>*Previous Balance</b>					(790.70)	
						<b>*Ending Balance:</b>	0.00	0.00	0.00	0.00	0.00	
<b>05 704 2256</b>					<b>MS GIRLS TRACK</b>	<b>*Previous Balance</b>					(152.50)	
						<b>*Ending Balance:</b>	0.00	0.00	0.00	0.00	0.00	
<b>05 704 2257</b>					<b>MS ATHLETICS/RESALE</b>	<b>*Previous Balance</b>					135.56	
						<b>*Ending Balance:</b>	0.00	0.00	0.00	0.00	0.00	
<b>05 704 2258</b>					<b>MS BOOSTER DONATION</b>	<b>*Previous Balance</b>					365.61	
						<b>*Ending Balance:</b>	0.00	0.00	0.00	0.00	0.00	
<b>05 704 2259</b>					<b>MS GENERAL ATHLETICS</b>	<b>*Previous Balance</b>					(657.46)	
05 704 2259					MS GENERAL ATHLETICS							
05 2900 000 002 0 259					MS GENERAL ATHLETICS							
07/22/2024	CD	20240722	5	72063	USA Football	VISA	300.00	0.00	0.00	0.00		
<b>05 704 2259</b>					<b>MS GENERAL ATHLETICS</b>	<b>*Current Activity</b>					(300.00)	
						<b>*Ending Balance:</b>	300.00	0.00	0.00	0.00	0.00	
<b>05 704 2260</b>					<b>MS Officials</b>	<b>*Previous Balance</b>					(8,040.00)	
05 704 2260					MS Officials							
05 2900 000 002 0 260					MS Officials							
07/22/2024	CD	20240722	5	15358	MS Officials	LEXINGTON PUBLIC SCHOOLS - GENERAL FUND	327.35	0.00	0.00	0.00		
07/22/2024	CD	20240722	5	15358	MS Officials	LEXINGTON PUBLIC SCHOOLS - GENERAL FUND	569.31	0.00	0.00	0.00		
07/22/2024	CD	20240722	5	15358	MS Officials	LEXINGTON PUBLIC SCHOOLS - GENERAL FUND	242.00	0.00	0.00	0.00		
07/22/2024	CD	20240722	5	15358	MS Officials	LEXINGTON PUBLIC SCHOOLS - GENERAL FUND	882.54	0.00	0.00	0.00		

Fund: 05 ACTIVITY FUND

Chart of Account Number		Chart of Account Description				Entity Name	Expenses	Revenues	Outstanding AP	Outstanding PO	Balance Change	Balance
Entry Date	JR	Reference #	Check Acct	Check #	Description							
07/22/2024	CD	20240722	5	15358	MS Officials	LEXINGTON PUBLIC SCHOOLS - GENERAL FUND	156.00	0.00	0.00	0.00		
07/22/2024	CD	20240722	5	15358	MS Officials	LEXINGTON PUBLIC SCHOOLS - GENERAL FUND	584.89	0.00	0.00	0.00		
07/22/2024	CD	20240722	5	15358	MS Officials	LEXINGTON PUBLIC SCHOOLS - GENERAL FUND	85.39	0.00	0.00	0.00		
07/22/2024	CD	20240722	5	15358	MS Officials	LEXINGTON PUBLIC SCHOOLS - GENERAL FUND	469.71	0.00	0.00	0.00		
07/22/2024	CD	20240722	5	15358	MS Officials	LEXINGTON PUBLIC SCHOOLS - GENERAL FUND	313.14	0.00	0.00	0.00		
07/22/2024	CD	20240722	5	15358	MS Officials	LEXINGTON PUBLIC SCHOOLS - GENERAL FUND	177.94	0.00	0.00	0.00		
07/22/2024	CD	20240722	5	15358	MS Officials	LEXINGTON PUBLIC SCHOOLS - GENERAL FUND	156.57	0.00	0.00	0.00		
07/22/2024	CD	20240722	5	15358	MS Officials	LEXINGTON PUBLIC SCHOOLS - GENERAL FUND	210.00	0.00	0.00	0.00		
07/22/2024	CD	20240722	5	15358	MS Officials	LEXINGTON PUBLIC SCHOOLS - GENERAL FUND	125.00	0.00	0.00	0.00		
07/22/2024	CD	20240722	5	15358	MS Officials	LEXINGTON PUBLIC SCHOOLS - GENERAL FUND	441.27	0.00	0.00	0.00		
07/22/2024	CD	20240722	5	15358	MS Officials	LEXINGTON PUBLIC SCHOOLS - GENERAL FUND	273.64	0.00	0.00	0.00		
07/22/2024	CD	20240722	5	15358	MS Officials	LEXINGTON PUBLIC SCHOOLS - GENERAL FUND	35.00	0.00	0.00	0.00		
07/22/2024	CD	20240722	5	15358	MS Officials	LEXINGTON PUBLIC SCHOOLS - GENERAL FUND	116.56	0.00	0.00	0.00		
07/22/2024	CD	20240722	5	15358	MS Officials	LEXINGTON PUBLIC SCHOOLS - GENERAL FUND	116.56	0.00	0.00	0.00		
<b>05 704 2260</b>					<b>MS Officials</b>	<b>*Current Activity</b>					<b>(5,282.87)</b>	
						<b>*Ending Balance:</b>	<b>5,282.87</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>(13,322.87)</b>	
<b>05 704 3300</b>					<b>BRYAN Bobcat</b>	<b>*Previous Balance</b>					<b>3,557.67</b>	
05 704 3300					BRYAN Bobcat							
05 1710 3300					BRYAN Bobcat							
07/22/2024	CR	0001855			Bryan Bobcat (Dairy Queen)	Bryan Elementary School	0.00	148.20	0.00	0.00		
<b>05 704 3300</b>					<b>BRYAN Bobcat</b>	<b>*Current Activity</b>					<b>148.20</b>	
						<b>*Ending Balance:</b>	<b>0.00</b>	<b>148.20</b>	<b>0.00</b>	<b>0.00</b>	<b>3,705.87</b>	
<b>05 704 3301</b>					<b>S. C. HEALTH PARTNERS</b>	<b>*Previous Balance</b>					<b>339.29</b>	
						<b>*Ending Balance:</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>339.29</b>	
<b>05 704 3302</b>					<b>BRYAN LIBRARY</b>	<b>*Previous Balance</b>					<b>221.91</b>	
						<b>*Ending Balance:</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>221.91</b>	
<b>05 704 3303</b>					<b>BRYAN POP</b>	<b>*Previous Balance</b>					<b>1,062.72</b>	
05 704 3303					BRYAN POP							
05 1710 3303					BRYAN POP							
07/10/2024	CR				Bryan Pop	CHESTERMAN COCA COLA	0.00	18.70	0.00	0.00		
<b>05 704 3303</b>					<b>BRYAN POP</b>	<b>*Current Activity</b>					<b>18.70</b>	
						<b>*Ending Balance:</b>	<b>0.00</b>	<b>18.70</b>	<b>0.00</b>	<b>0.00</b>	<b>1,081.42</b>	
<b>05 704 3304</b>					<b>BRYAN Popcorn</b>	<b>*Previous Balance</b>					<b>788.71</b>	
						<b>*Ending Balance:</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>788.71</b>	

Fund: 05 ACTIVITY FUND

Chart of Account Number		Chart of Account Description				Entity Name	Expenses	Revenues	Outstanding AP	Outstanding PO	Balance Change	Balance
Entry Date	JR	Reference #	Check Acct	Check #	Description							
05 704 3305			BRYAN PE			*Previous Balance					175.33	
						*Ending Balance:	0.00	0.00	0.00	0.00	175.33	
05 704 3307			BRYAN Music			*Previous Balance					18.86	
						*Ending Balance:	0.00	0.00	0.00	0.00	18.86	
05 704 3308			WALK FOR LIFE			*Previous Balance					1,404.90	
						*Ending Balance:	0.00	0.00	0.00	0.00	1,404.90	
05 704 3309			CORPORATE			*Previous Balance					6,464.80	
						*Ending Balance:	0.00	0.00	0.00	0.00	6,464.80	
05 704 4401			MORTON Memorial (Sue Barnes)			*Previous Balance					781.10	
						*Ending Balance:	0.00	0.00	0.00	0.00	781.10	
05 704 4402			MORTON ACTIVITY			*Previous Balance					1,113.75	
05 2900 000 004 0 402			MORTON ACTIVITY									
07/31/2024	PO	ACT04517			shirts	DMILACO SPORTS FASHIONS	0.00	0.00	0.00	795.00		
05 704 4402			MORTON ACTIVITY			*Previous Balance					(795.00)	
						*Ending Balance:	0.00	0.00	0.00	795.00	318.75	
05 704 4403			MORTON PE			*Previous Balance					168.09	
05 704 4403			MORTON PE									
05 2900 000 004 0 403			MORTON PE									
07/22/2024	CD	ACT04411	5	15361	Gold 1st Place Medals	Platinum Awards & Gifts	9.00	0.00	0.00	0.00		
		20200										
07/22/2024	CD	ACT04411	5	15361	Silver Second Place Medals	Platinum Awards & Gifts	9.00	0.00	0.00	0.00		
		20200										
07/22/2024	CD	ACT04411	5	15361	Bronze Third Place Medals	Platinum Awards & Gifts	9.00	0.00	0.00	0.00		
		20200										
07/22/2024	CD	ACT04411	5	15361	Orange/Black Ribbons 7/8"x32"	Platinum Awards & Gifts	10.20	0.00	0.00	0.00		
		20200										
07/22/2024	CD	ACT04465	5	15350	fun run shirts	DMILACO SPORTS FASHIONS	1,192.75	0.00	0.00	0.00		
		00033236										
07/22/2024	CD	ACT04465	5	15350	fun run shirts	DMILACO SPORTS FASHIONS	(1,491.25)	0.00	0.00	0.00		
		20240722										
05 704 4403			MORTON PE			*Current Activity					261.30	
						*Ending Balance:	(261.30)	0.00	0.00	0.00	429.39	
05 704 4404			MORTON LIBRARY			*Previous Balance					338.29	
						*Ending Balance:	0.00	0.00	0.00	0.00	338.29	
05 704 4405			MORTON POP			*Previous Balance					105.84	
						*Ending Balance:	0.00	0.00	0.00	0.00	105.84	
05 704 4406			Flower Garden			*Previous Balance					2,890.15	
05 704 4406			Flower Garden									
05 2900 000 004 0 406			Flower Garden									
07/22/2024	CD	ACT04407	5	15350	shirts	DMILACO SPORTS FASHIONS	1,491.25	0.00	0.00	0.00		
		20240722-0001										
05 704 4406			Flower Garden			*Current Activity					(1,491.25)	

Fund: 05 ACTIVITY FUND

Chart of Account Number						Chart of Account Description						
Entry Date	JR	Reference #	Check Acct	Check #	Description	Entity Name	Expenses	Revenues	Outstanding AP	Outstanding PO	Balance Change	Balance
						<b>*Ending Balance:</b>	1,491.25	0.00	0.00	0.00	0.00	1,398.90
<b>05 704 4407 Morton Popcorn</b>						<b>*Previous Balance</b>						1,772.51
05 704 4407 Morton Popcorn												
05 2900 000 004 0 407 Morton Popcorn												
07/22/2024	CD	ACT04361 1/17/24	5	15359	popcorn	LEXINGTON PUBLIC SCHOOLS- GENERAL FUND	63.42	0.00	0.00	0.00		
<b>05 704 4407 Morton Popcorn</b>						<b>*Current Activity</b>						(63.42)
						<b>*Ending Balance:</b>	63.42	0.00	0.00	0.00	0.00	1,709.09
<b>05 704 4411 MORTON Recycling</b>						<b>*Previous Balance</b>						441.54
						<b>*Ending Balance:</b>	0.00	0.00	0.00	0.00	0.00	441.54
<b>05 704 4413 MORTON Pencils</b>						<b>*Previous Balance</b>						207.87
						<b>*Ending Balance:</b>	0.00	0.00	0.00	0.00	0.00	207.87
<b>05 704 5500 PERSHING LIBRARY</b>						<b>*Previous Balance</b>						1,440.28
						<b>*Ending Balance:</b>	0.00	0.00	0.00	0.00	0.00	1,440.28
<b>05 704 5501 PERSHING Music</b>						<b>*Previous Balance</b>						324.93
						<b>*Ending Balance:</b>	0.00	0.00	0.00	0.00	0.00	324.93
<b>05 704 5502 PERSHING ACTIVITY</b>						<b>*Previous Balance</b>						13,311.96
05 704 5502 PERSHING ACTIVITY												
05 2900 000 005 0 502 PERSHING ACTIVITY												
07/03/2024	CD	1532	5	15343	field trip	STUHR MUSEUM	1,029.00	0.00	0.00	0.00		
07/03/2024	CD	1521	5	15343	field trip	STUHR MUSEUM	1,048.00	0.00	0.00	0.00		
07/22/2024	CD	ACT04271 9/7/23	5	15359	chips	LEXINGTON PUBLIC SCHOOLS- GENERAL FUND	102.90	0.00	0.00	0.00		
07/22/2024	CD	ACT04500 191D-QQ4K- 1V7K	5	15346	clickers	Amazon Capital Services	218.85	0.00	0.00	0.00		
<b>05 704 5502 PERSHING ACTIVITY</b>						<b>*Current Activity</b>						(2,398.75)
						<b>*Ending Balance:</b>	2,398.75	0.00	0.00	0.00	0.00	10,913.21
<b>05 704 5504 STUDENT LEADERSHIP</b>						<b>*Previous Balance</b>						19.30
						<b>*Ending Balance:</b>	0.00	0.00	0.00	0.00	0.00	19.30
<b>05 704 5507 PERSHING KITCHEN</b>						<b>*Previous Balance</b>						111.03
						<b>*Ending Balance:</b>	0.00	0.00	0.00	0.00	0.00	111.03
<b>05 704 5509 PERSHING PE</b>						<b>*Previous Balance</b>						(104.96)
						<b>*Ending Balance:</b>	0.00	0.00	0.00	0.00	0.00	(104.96)
<b>05 704 5510 PERSHING PLAYGROUND</b>						<b>*Previous Balance</b>						500.00
						<b>*Ending Balance:</b>	0.00	0.00	0.00	0.00	0.00	500.00
<b>05 704 5511 PERSHING REFRESHMENTS</b>						<b>*Previous Balance</b>						1,273.96
05 704 5511 PERSHING REFRESHMENTS												
05 1710 5511 PERSHING REFRESHMENTS												

Fund: 05 ACTIVITY FUND

Chart of Account Number		Chart of Account Description				Entity Name	Expenses	Revenues	Outstanding AP	Outstanding PO	Balance Change	Balance
Entry Date	JR	Reference #	Check Acct	Check #	Description							
07/10/2024	CR				Pershing Refreshments	CHESTERMAN COCA COLA	0.00	18.00	0.00	0.00		
<b>05 704 5511</b>					<b>PERSHING REFRESHMENTS</b>	<b>*Current Activity</b>						18.00
						<b>*Ending Balance:</b>	0.00	18.00	0.00	0.00	0.00	1,291.96
<b>05 704 6600</b>					<b>SANDOZ ACTIVITY &amp; POP</b>	<b>*Previous Balance</b>						1,876.88
05 704 6600					SANDOZ ACTIVITY & POP							
05 1710 6600					SANDOZ ACTIVITY & POP							
07/10/2024	CR				Sandoz Activity & Pop	CHESTERMAN COCA COLA	0.00	11.90	0.00	0.00		
<b>05 704 6600</b>					<b>SANDOZ ACTIVITY &amp; POP</b>	<b>*Current Activity</b>						11.90
						<b>*Ending Balance:</b>	0.00	11.90	0.00	0.00	0.00	1,888.78
<b>05 704 6601</b>					<b>SANDOZ LIBRARY</b>	<b>*Previous Balance</b>						(9.98)
						<b>*Ending Balance:</b>	0.00	0.00	0.00	0.00	0.00	(9.98)
<b>05 704 6610</b>					<b>SANDOZ HONOR CHOIR</b>	<b>*Previous Balance</b>						0.00
						<b>*Ending Balance:</b>	0.00	0.00	0.00	0.00	0.00	0.00
<b>05 704 6612</b>					<b>SANDOZ FIELDTRIPS</b>	<b>*Previous Balance</b>						0.00
						<b>*Ending Balance:</b>	0.00	0.00	0.00	0.00	0.00	0.00
<b>05 704 9902</b>					<b>INTEREST</b>	<b>*Previous Balance</b>						1,364.97
05 704 9902					INTEREST							
05 1710 9902					INTEREST							
07/31/2024	CR				INTEREST	PINNACLE BANK	0.00	27.94	0.00	0.00		
<b>05 704 9902</b>					<b>INTEREST</b>	<b>*Current Activity</b>						27.94
						<b>*Ending Balance:</b>	0.00	27.94	0.00	0.00	0.00	1,392.91
<b>05 704 9903</b>					<b>Lexington Academy</b>	<b>*Previous Balance</b>						3,617.69
05 704 9903					Lexington Academy							
05 2900 000 099 0 903					Lexington Academy							
07/22/2024	CD	20240722-0001	5	15348	Lexington Academy	Capital One	198.00	0.00	0.00	0.00		
<b>05 704 9903</b>					<b>Lexington Academy</b>	<b>*Current Activity</b>						(198.00)
						<b>*Ending Balance:</b>	198.00	0.00	0.00	0.00	0.00	3,419.69
<b>05 704 9906</b>					<b>Central Office Coke Machine</b>	<b>*Previous Balance</b>						1,196.49
05 704 9906					Central Office Coke Machine							
05 1710 9906					Central Office Coke Machine							
07/10/2024	CR				Central Office Coke Machine	CHESTERMAN COCA COLA	0.00	5.10	0.00	0.00		
<b>05 704 9906</b>					<b>Central Office Coke Machine</b>	<b>*Current Activity</b>						5.10
						<b>*Ending Balance:</b>	0.00	5.10	0.00	0.00	0.00	1,201.59
<b>05 704 9908</b>					<b>Autism Awareness</b>	<b>*Previous Balance</b>						368.88
						<b>*Ending Balance:</b>	0.00	0.00	0.00	0.00	0.00	368.88
<b>05 704 9909</b>					<b>Staff Resale</b>	<b>*Previous Balance</b>						28.00
						<b>*Ending Balance:</b>	0.00	0.00	0.00	0.00	0.00	28.00
Fund Total: 05							62,932.65	14,833.04	0.00	23,826.70	0.00	619,291.45

Lexington Public Schools  
General Fund Summary Report

General Fund	General Fund Expenditures	23/24 Budget	Expended During Month	Spent YTD 23/24	Spent YTD 22/23	Percent of previous year	Balance remaining	Percent Remaining	YTD Percent (Over)/Under Budget
1100	Regular Instruction	\$18,806,514	\$1,579,800	\$18,094,824	\$16,761,296	107.96%	\$711,690	3.78%	-4.55%
1200	Special Education Programs	\$5,349,765	\$326,898	\$4,920,591	\$4,808,476	102.33%	\$429,174	8.02%	-0.31%
2230	Instruction-Related Technology	\$1,529,194	\$386,505	\$1,342,932	\$1,298,424	103.43%	\$186,262	12.18%	3.85%
1300	Summer School	\$675,978	\$585,121	\$663,429	\$632,468	104.90%	\$12,549	1.86%	-6.48%
1101	Activities	\$1,062,285	\$73,173	\$1,094,020	\$1,029,780	106.24%	(\$31,735)	-2.99%	-11.32%
2120	Attendance & Guidance Services	\$1,255,577	\$88,685	\$1,002,197	\$956,976	104.73%	\$253,380	20.18%	11.85%
2130	Health Services	\$455,295	\$36,644	\$418,935	\$393,232	106.54%	\$36,360	7.99%	-0.35%
2200	Staff Support	\$1,268,847	\$136,720	\$1,011,131	\$1,055,743	95.77%	\$257,716	20.31%	11.98%
2300	General Administration	\$450,131	\$37,286	\$417,305	\$371,724	112.26%	\$32,826	7.29%	-1.04%
2400	Office of the Principal	\$1,602,766	\$140,942	\$1,567,432	\$1,514,128	103.52%	\$35,334	2.20%	-6.13%
2500	Fiscal & Personnel Services	\$730,920	\$52,803	\$604,462	\$559,699	108.00%	\$126,458	17.30%	8.97%
2600	Buildings, Grounds & Equipment	\$4,272,854	\$448,407	\$3,659,609	\$4,148,268	88.22%	\$613,245	14.35%	6.02%
2700	Pupil Transportation	\$736,949	\$33,589	\$781,638	\$781,732	99.99%	(\$44,689)	-6.06%	-14.40%
3000	State & Other Categorical Programs	\$396,568	\$30,577	\$296,735	\$334,597	88.68%	\$99,833	25.17%	16.84%
6000	Federal Programs	\$4,572,096	\$229,205	\$3,562,052	\$4,562,605	78.07%	\$1,010,044	22.09%	13.76%
8000	Transfers to Other Funds	\$1,250,000	\$0	\$0	\$0	N/A	\$1,250,000	100.00%	91.67%
9000	Miscellaneous	\$0	\$1,000.33	\$4,502	\$3,361	133.97%	(\$4,502)	N/A	N/A
	<b>Total Expenditures</b>	<b>\$44,415,739</b>	<b>\$4,187,356</b>	<b>\$39,441,794</b>	<b>\$39,212,510</b>	<b>100.58%</b>	<b>\$4,973,945</b>	<b>11.20%</b>	<b>2.87%</b>

\$229,284

General Fund	General Fund Revenues	23/24 Budget	Revenue During Month	Received YTD 23/24	Received YTD 22/23	Percent of previous year	Balance remaining	Percent Remaining	YTD Percent (Over)/Under Budget
1000	Local Receipts	\$11,853,519	\$194,078	\$8,691,638	\$8,793,771	98.84%	\$3,161,881	26.67%	18.34%
2000	County and ESU Receipts	\$296,780	\$16,684	\$133,789	\$154,343	86.68%	\$162,991	54.92%	46.59%
3000	State Receipts	\$25,308,650	\$44,444	\$28,785,203	\$27,804,519	103.53%	-\$3,476,553	-13.74%	-22.07%
	<b>Subtotal State &amp; Local Receipts</b>	<b>\$37,458,949</b>	<b>\$255,206</b>	<b>\$37,610,630</b>	<b>\$36,752,634</b>	<b>102.33%</b>	<b>-\$151,681</b>	<b>-0.40%</b>	<b>-8.74%</b>
4000	Federal Receipts	\$6,945,509	\$0	\$5,072,201	\$4,434,181	114.39%	\$1,873,308	26.97%	18.64%
5000-9000	Non-Revenue Receipts	\$11,281	-\$12,412	-\$8,200	\$4,891	-167.64%	\$19,481	172.69%	
	<b>Total Revenue</b>	<b>\$44,415,739</b>	<b>\$242,794</b>	<b>\$42,674,631</b>	<b>\$41,191,706</b>	<b>103.60%</b>	<b>\$1,741,108</b>	<b>3.92%</b>	<b>-4.41%</b>

<b>NET Revenues/Expenditures</b>	<b>\$0</b>	<b>(\$3,944,562)</b>	<b>\$3,232,837</b>	<b>\$1,979,196</b>	<b>7.28%</b>
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**Cash Flow Report**  
Regular; Processing Month 7/2024

Fund	Cash Flow Beginning Cash	Cash Flow Revenues	Cash Flow Expenses	Cash Flow Ending Cash
GENERAL FUND	11,896,619.66	242,793.94	(4,187,355.56)	7,952,058.04
DEPRECIATION	854,903.94	53.25	(2,217.19)	852,740.00
EMPLOYEE BENEFIT	44,916.25	0.00	(45,966.53)	(1,050.28)
ACTIVITY FUND	691,217.76	14,833.04	(62,932.65)	643,118.15
SCHOOL LUNCH	1,185,123.66	79,054.50	(84,950.96)	1,179,227.20
SPECIAL BUILDING	(325,770.99)	1,322,830.52	(260,606.87)	736,452.66
COOPERATIVE FUND	553,663.32	11,169.00	(5,119.00)	559,713.32
GENERAL FUND-Restricted	6,087,409.00	0.00	0.00	6,087,409.00
<b>Grand Total:</b>	<b>20,988,082.60</b>	<b>1,670,734.25</b>	<b>(4,649,148.76)</b>	<b>18,009,668.09</b>

**General Fund Cash Balances**

Month-Year	Receipts	Expenditures	Cash Balance	Cash Balance/Avg. Monthly Expenditure
September-23	\$2,538,212.97	(\$3,469,825.16)	\$7,019,119.52	2.0
October-23	\$2,786,330.19	(\$3,686,100.40)	\$8,977,798.46	2.5
November-23	\$2,730,087.38	(\$3,509,327.33)	\$8,198,558.51	2.3
December-23	\$4,721,444.25	(\$3,486,514.26)	\$9,432,877.44	2.7
January-24	\$5,798,478.41	(\$3,674,330.69)	\$11,557,587.14	3.2
February-24	\$3,711,849.08	(\$3,391,176.67)	\$11,878,259.55	3.4
March-24	\$4,340,369.55	(\$3,466,782.67)	\$12,751,542.49	3.6
April-24	\$5,212,556.48	(\$3,526,806.29)	\$14,330,436.36	4.1
May-24	\$6,644,973.82	(\$3,579,729.35)	\$17,395,305.57	4.9
June-24	\$3,947,535.18	(\$3,356,695.88)	\$17,984,028.66	5.1
July-24	\$242,793.94	(\$4,187,355.56)	\$14,039,467.04	3.9
August-24				
<b>Monthly Average:</b>	<b>\$3,879,511.93</b>	<b>(\$3,575,876.75)</b>	<b>\$12,142,270.98</b>	<b>3.4</b>

## TEACHER'S CONTRACT

**THIS CONTRACT** is made by and between the Board of Education of Dawson County School District No. 24-0001, commonly known as Lexington Public Schools and referred to herein as the "Board" and "District" respectively, and **Makayla Lauby**, a legally qualified teacher, referred to herein as the "Teacher".

**WITNESSETH:** The Board agrees to employ Teacher above named in the schools of the District for a school year, which shall begin on or about August 12, 2024, and conclude on or about May 23, 2025. Teacher accepts such employment at a salary based upon placement on step 5 of column BA of the salary schedule.

**FIRST:** Teacher's salary shall be payable in 12 equal installments. The first installment shall be payable on the 20<sup>th</sup> day of September, 2024, and the remaining installments shall be payable on the 20th day of each month thereafter.

**SECOND:** Teacher will abide by the District's and Administration's policies, rules, regulations and directives and all state and federal statutes, rules, and regulations. Teacher's duties are subject to assignment by the Administration. Teacher agrees to devote full time during days of school to his/her position in all respects and to perform the assigned duties diligently and faithfully to the best of his/her professional ability.

**THIRD:** In addition to the teaching duties set forth herein, Teacher may be assigned such "extra duty" assignments which shall be for such compensation as may be agreed upon by the District and Teacher or by Teacher's duly authorized bargaining agent.

**FOURTH:** A majority of the Board members may cancel or amend this contract during its term members for any of the following reasons: (a) cancellation, termination, revocation or suspension of Teacher's certificate by the State Board of Education; (b) a breach of any material provision of this contract; (c) any reason set forth in this contract; (d) incompetence; (e) neglect of duty; (f) unprofessional conduct; (g) insubordination; (h) immorality; (i) physical or mental incapacity; (j) any conduct that interferes substantially with the teacher's continued performance of duties; (k) any arrest, criminal charge, or criminal conviction of Teacher or the failure to report the same; (l) any filing against the Teacher under Neb. Rev. Stat. Section 43-247 or any other provision of the Nebraska Juvenile Code for child abuse and/or neglect or the failure to report the same; (m) knowingly falsifying school district records or documents; (n) misrepresentation of fact to the district and its personnel in the conduct of the district's official business; (o) the use or possession of illegal drugs or controlled substances except as prescribed by a physician; or (p) being under the influence of illegal drugs, controlled substances, or alcohol while on school grounds, at school events, or in a vehicle owned, leased or contracted by the district except as prescribed by a physician. Cancellation or amendment under this contract shall be governed by applicable provisions of Nebraska statute.

**FIFTH:** Upon termination of this contract for just cause, or upon Teacher's release from this contract, the compensation paid or to be paid hereunder shall be an amount that bears the same ratio to the yearly salary herein specified as the number of days of service to the date of such termination bears to the number of days of service in the contract year. Teacher shall refund any unearned fractional portion of an installment paid but not earned prior to termination of the contract.

**SIXTH:** Upon termination of this contract for any reason, Teacher shall immediately return all District property to the District.

**SEVENTH:** There shall be no penalty for release or resignation by the Teacher from this contract, provided no resignation shall become effective until the close of the school year unless it is accepted by the Board, which shall fix the time that the resignation is to take effect.

**EIGHTH:** This contract shall conform to the regulations governing deductions from the above-stated compensation with reference to withholding tax, social security and Teacher's retirement. Teacher authorizes the District to deduct or withhold from each and every period of pay any amounts necessary to offset any damages caused by Teacher or the value of property or money entrusted to Teacher or owed by Teacher to the District during the course of or as a result of Teacher's employment, if such property or money have not properly been returned to the District. Other deductions may be withheld as agreed to by the parties to this contract.

**NINTH:** Teacher affirms that he/she is not under contract with another school board or board of education within this state covering a part or all of the same time of performance as is contemplated by this agreement. Teacher affirms that he/she holds or will hold a valid Nebraska Teaching Certificate at the beginning of the term of this contract. This contract is not valid until said certificate is registered in the office of the Superintendent of Schools, and Teacher shall not be compensated for any services performed prior to the date of the registration.

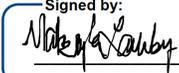
**TENTH:** Teacher shall report to the District within 24 hours any arrest, criminal charge, or criminal conviction of Teacher. Teacher shall report to the District within 24 hours any filing against the Teacher under section 43-247 of the Nebraska statutes or any other provision of the Nebraska Juvenile Code for child abuse and/or neglect.

**ELEVENTH:** The compensation set forth in this agreement shall be subject to such adjustments as the Board and Teacher or Teacher's duly authorized bargaining agent may agree upon from time to time. Teacher authorizes the District to deduct or withhold from each and every period of pay any amounts necessary to offset any damages caused by the Teacher or the value of property or money entrusted to the Teacher or owed by the Teacher to the District during the course of the Teacher's employment, if such property or money has not properly been returned to the District.

**TWELFTH:** Teacher's failure to return a signed copy of the contract or renewal agreement to the Superintendent of Schools or Secretary of the Board of Education of the District on or before August 12, 2024, shall constitute a rejection of this offer of employment.

**THIRTEENTH:** Other Contract Terms:

Executed 8/11/2024.

Signed by:   
Teacher

Executed \_\_\_\_\_.

Board President

Attest:

\_\_\_\_\_  
Board Secretary

## TEACHER'S CONTRACT

**THIS CONTRACT** is made by and between the Board of Education of Dawson County School District No. 24-0001, commonly known as Lexington Public Schools and referred to herein as the "Board" and "District" respectively, and **Jessica Leiva**, a legally qualified teacher, referred to herein as the "Teacher".

**WITNESSETH:** The Board agrees to employ Teacher above named in the schools of the District for a school year, which shall begin on or about August 12, 2024, and conclude on or about May 23, 2025. Teacher accepts such employment at a salary based upon placement on step 5 of column BA of the salary schedule.

**FIRST:** Teacher's salary shall be payable in 12 equal installments. The first installment shall be payable on the 20<sup>th</sup> day of September, 2024, and the remaining installments shall be payable on the 20<sup>th</sup> day of each month thereafter.

**SECOND:** Teacher will abide by the District's and Administration's policies, rules, regulations and directives and all state and federal statutes, rules, and regulations. Teacher's duties are subject to assignment by the Administration. Teacher agrees to devote full time during days of school to his/her position in all respects and to perform the assigned duties diligently and faithfully to the best of his/her professional ability.

**THIRD:** In addition to the teaching duties set forth herein, Teacher may be assigned such "extra duty" assignments which shall be for such compensation as may be agreed upon by the District and Teacher or by Teacher's duly authorized bargaining agent.

**FOURTH:** A majority of the Board members may cancel or amend this contract during its term members for any of the following reasons: (a) cancellation, termination, revocation or suspension of Teacher's certificate by the State Board of Education; (b) a breach of any material provision of this contract; (c) any reason set forth in this contract; (d) incompetence; (e) neglect of duty; (f) unprofessional conduct; (g) insubordination; (h) immorality; (i) physical or mental incapacity; (j) any conduct that interferes substantially with the teacher's continued performance of duties; (k) any arrest, criminal charge, or criminal conviction of Teacher or the failure to report the same; (l) any filing against the Teacher under Neb. Rev. Stat. Section 43-247 or any other provision of the Nebraska Juvenile Code for child abuse and/or neglect or the failure to report the same; (m) knowingly falsifying school district records or documents; (n) misrepresentation of fact to the district and its personnel in the conduct of the district's official business; (o) the use or possession of illegal drugs or controlled substances except as prescribed by a physician; or (p) being under the influence of illegal drugs, controlled substances, or alcohol while on school grounds, at school events, or in a vehicle owned, leased or contracted by the district except as prescribed by a physician. Cancellation or amendment under this contract shall be governed by applicable provisions of Nebraska statute.

**FIFTH:** Upon termination of this contract for just cause, or upon Teacher's release from this contract, the compensation paid or to be paid hereunder shall be an amount that bears the same ratio to the yearly salary herein specified as the number of days of service to the date of such termination bears to the number of days of service in the contract year. Teacher shall refund any unearned fractional portion of an installment paid but not earned prior to termination of the contract.

**SIXTH:** Upon termination of this contract for any reason, Teacher shall immediately return all District property to the District.

**SEVENTH:** There shall be no penalty for release or resignation by the Teacher from this contract, provided no resignation shall become effective until the close of the school year unless it is accepted by the Board, which shall fix the time that the resignation is to take effect.

**EIGHTH:** This contract shall conform to the regulations governing deductions from the above-stated compensation with reference to withholding tax, social security and Teacher's retirement. Teacher authorizes the District to deduct or withhold from each and every period of pay any amounts necessary to offset any damages caused by Teacher or the value of property or money entrusted to Teacher or owed by Teacher to the District during the course of or as a result of Teacher's employment, if such property or money have not properly been returned to the District. Other deductions may be withheld as agreed to by the parties to this contract.

**NINTH:** Teacher affirms that he/she is not under contract with another school board or board of education within this state covering a part or all of the same time of performance as is contemplated by this agreement. Teacher affirms that he/she holds or will hold a valid Nebraska Teaching Certificate at the beginning of the term of this contract. This contract is not valid until said certificate is registered in the office of the Superintendent of Schools, and Teacher shall not be compensated for any services performed prior to the date of the registration.

**TENTH:** Teacher shall report to the District within 24 hours any arrest, criminal charge, or criminal conviction of Teacher. Teacher shall report to the District within 24 hours any filing against the Teacher under section 43-247 of the Nebraska statutes or any other provision of the Nebraska Juvenile Code for child abuse and/or neglect.

**ELEVENTH:** The compensation set forth in this agreement shall be subject to such adjustments as the Board and Teacher or Teacher's duly authorized bargaining agent may agree upon from time to time. Teacher authorizes the District to deduct or withhold from each and every period of pay any amounts necessary to offset any damages caused by the Teacher or the value of property or money entrusted to the Teacher or owed by the Teacher to the District during the course of the Teacher's employment, if such property or money has not properly been returned to the District.

**TWELFTH:** Teacher's failure to return a signed copy of the contract or renewal agreement to the Superintendent of Schools or Secretary of the Board of Education of the District on or before August 12, 2024, shall constitute a rejection of this offer of employment.

**THIRTEENTH:** Other Contract Terms:

Executed 8/8/2024 \_\_\_\_\_.

DocuSigned by:  
*Jessica de Lima*  
Teacher B1A874DA...

Executed \_\_\_\_\_.

\_\_\_\_\_  
Board President

Attest:

\_\_\_\_\_  
Board Secretary



## INTERIM AD DRAFT

This is the proof of your ad scheduled to run in **Lexington Clipper-Herald** on the dates indicated below. If changes are needed, please contact us prior to deadline at help@column.us

Notice ID: pltTvO129xRPidMqYcaJ | **Proof Updated: Jul. 23, 2024 at 12:06pm CDT**  
Notice Name: NOTICE OF BOARD MEETING

**This is not an invoice. Below is an estimated price, and it is subject to change. You will receive an invoice with the final price upon invoice creation by the publisher.**

<b>FILER</b>	<b>FILING FOR</b>
John john.hakonson@lexschools.org	Lexington Clipper-Herald

<b>Columns Wide:</b> 1	<b>Ad Class:</b> Legals
------------------------	-------------------------

07/27/2024: General Legal	9.66
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<b>Total</b>	<b>\$9.66</b>
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### NOTICE OF BOARD MEETING LB 243 NOTICE OF VOTE TO INCREASE BASE GROWTH PER- CENTAGE

The Dawson County School District 1 (aka Lexington Public Schools) Board of Education will meet on August 12, 2024, at 7:00 p.m. in the Lexington City Council Chambers at 406 East 7th Street in Lexington, Nebraska. Among other topics to be discussed, pursuant to LB 243 (2023), the Board will vote on whether to increase the school district's base growth percentage by up to six percent (6%). A copy of the agenda kept continuously current, is available for public inspection in the superintendent's office located at 300 S. Washington St., Lexington, NE, during normal business hours.

July 27, 2024  
##### ZNEZ

**RESOLUTION OF THE BOARD OF EDUCATION TO  
INCREASE BASE GROWTH PERCENTAGE TO  
DETERMINE ITS PROPERTY TAX REQUEST AUTHORITY**

WHEREAS, the Board of Education ("Board") for **Dawson County School District 24-0001**, commonly known as **Lexington Public Schools** (the "School District"), is planning the School District's annual budget for the 2024–2025 school year; and

WHEREAS, the funding needed for the School District to meet its obligations to its students will require an increase in the base growth percentage used to determine the School District's property tax request authority under NEB. REV. STAT. § 79-3403; and

WHEREAS, Nebraska law authorizes the Board, upon an affirmative vote of at least seventy percent (70%) of the Board, to increase such base growth percentage by up to 6%.

BE IT THEREFORE RESOLVED that, pursuant to NEB. REV. STAT. § 79-3405(2), the Board hereby increases the base growth percentage used to determine its property tax request authority for the 2024–2025 budget in an amount of 6%.

Said Resolution was adopted by the Board of Education by a vote of \_\_\_\_ to \_\_\_\_ on the \_\_\_\_ day of \_\_\_\_\_, 2024.

\_\_\_\_\_  
President of the Board of Education

ATTEST:

\_\_\_\_\_  
Secretary of the Board of Education



ServiceMaster of Mid Nebraska

**Janitorial Services Bid for Lexington  
Public Schools**

**Contract Period**

**September 1<sup>st</sup>, 2024 – August 31<sup>st</sup>, 2027**

**Lexington Public School District**  
**Janitorial Proposal**  
**September 1, 2024 – August 31, 2027**



Lexington Public School District  
300 South Washington St.  
Lexington, NE 68850

Dear Dr.Hakonson, Bo Berry, and Honorable Members of the Lexington School Board:

On behalf of ServiceMaster of Mid NE, I would like to thank you for the opportunity to present a janitorial services bid to the Lexington Public School District (LPSD). We are proposing service for the following facilities:

1. Sandoz Elementary
2. Morton Elementary
3. Pershing Elementary
4. Bryan Elementary
5. Early Learning Academy
6. Lexington Senior High
7. Lexington Middle School
8. Alternative Education Building (former City Library)
9. Career Academy (former Armory)
10. School Administration Building (Central Office)
11. Orthman Community YMCA
12. Majestic Theatre

ServiceMaster's goal is to provide LPSD with levels of cleanliness and service that cannot be matched. We pride ourselves in being both proactive in our business processes and responsive to all your needs and concerns.

ServiceMaster provides janitorial services to many of Dawson County's biggest and most recognizable organizations. We feel very fortunate that most of our contracted customers have been our clients for ten years or more. I am personally very proud of both our leadership team and front-line employees for their ability to manage large workloads and maintain consistent, quality results.

It takes a strategic, focused effort to administer and execute services for numerous clients with different facility layouts and business models. The following is a list of several area organizations that trust ServiceMaster with their janitorial needs:

1. Dawson County
2. City of Lexington
3. Dawson Public Power District
4. KRVN Rural Radio Network
5. First Interstate Bank
6. State of Nebraska
7. Pinnacle Bank
8. Valley Vending Service (VVS)
9. Central Community College
10. ESU 10

**Lexington Public School District**  
**Janitorial Proposal**  
**September 1, 2024 – August 31, 2027**



ServiceMaster of Mid NE has been a locally owned and operated business for over forty-five years. We take pride in the community and will safeguard the image of the LPSD. Our focus is on people. The health, safety and comfort of students, teachers, administrators, and all building occupants is our highest priority.

We emphasize quality in every aspect of our business so you can be confident you are receiving the clean you expect and the service you deserve.

Respectfully,

Brian Bazata  
Owner, ServiceMaster of Mid NE



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### **EXHIBITS:**

**EXHIBIT A:** SPECIAL COVERAGE ASSIGNMENTS – LEXINGTON HIGH SCHOOL

**EXHIBIT B:** DAY PORTER DUTY LISTING

**EXHIBIT C:** TASK SCHEDULES

**EXHIBIT D:** CLEANING SERVICES AGREEMENT

## **ABOUT SERVICEMASTER OF MID NE**

B&H Services, Inc., Doing Business as ServiceMaster of Mid NE, is a locally owned and operated company which provides commercial and residential cleaning services, as well as disaster restoration in the community of Lexington and the surrounding region. Currently, ServiceMaster employs over 50 people from Lexington and the greater Dawson County area.

**Brian Bazata** has been the **Majority Owner** of ServiceMaster of Mid NE since 2005. A lifelong resident of the Cornhusker State, he attended the University of Nebraska – Lincoln and received a degree in Business Administration. Brian worked as a Certified Public Accountant prior to moving to Dawson County. Currently, Brian oversees the daily operations of ServiceMaster and is directly involved in developing processes and procedures for quality and asset control, cost accounting, human resource management, and customer fulfillment. Brian strongly believes in creating a safe, family atmosphere for his employees and giving back to the community(s) in which he lives and works.

**Joe Villalon** is a **Shareholder** and the **Executive Vice President** of ServiceMaster of Mid NE. He started as an entry level employee for the company in 2002 and has worked diligently while taking ownership in every job he has been involved with. In 2005, Joe was promoted to the position of Production Manager where his responsibilities ranged from supervising and training employees to dealing directly with customer accounts, labor budgets and quality control. ServiceMaster has tripled in size under Joe’s leadership and continues to grow. Because of his excellence and dedication, he was awarded an ownership stake in the company in 2010 and promoted to Executive Vice President in 2017.



**Shavon Villalon** has held the position of **Office Manager** since 2012. She is the glue that binds everything together behind the scenes. Shavon fulfills a variety of important functions such as payroll processing, accounting, product ordering, and job scheduling. More than likely, it is her voice that will greet you upon calling or visiting the office. Both Shavon and her husband Joe, live in Lexington and are graduates of Lexington High School.

**Jacob Stallbaumer** is ServiceMaster’s **Project Manager**. He is tasked with overseeing disaster mitigation work, residential and commercial jobs, price estimation, cost control, and equipment maintenance. Since joining ServiceMaster in 2014 as a seasonal employee, Jacob has grown with the company. He earned a degree in Business Administration from the University of Nebraska – Kearney in 2018. From there, Jacob transitioned to a full-time technician and was successful in learning many trade and managerial skills. In 2023, Jacob was promoted to Project Manager and became a company shareholder. Dedicated to his community, he volunteers with the Lexington Volunteer Fire Department and holds an Emergency Medical Technician (EMT) license. Jacob and his wife Carrie live in Lexington where they enjoy family activities and supporting Lexington Athletics.

ServiceMaster of Mid NE has been consistently rated one of the top ServiceMaster franchisees in the Midwest region. For several years, we have been in the top 25% of all ServiceMaster Commercial Services nationwide. An established track record of quality, dedication to our customers, and attention to detail puts us in the unique position to provide the LPSD with the specific service that they deserve through the care and concern of a locally owned, small business.

## **SAFETY, SECURITY, AND COMPLIANCE**

Keeping students, teachers, and staff safe is ServiceMaster's first priority. **That is why we hire the Dawson County Sheriff's Dept. to conduct background investigations on all new hires.** In addition to conducting background checks, we have rules and procedures in place to comply with all appropriate federal, state, and local laws as well as customer specific policies.

1. Criminal background checks are obtained on all new hires. ServiceMaster obtains all background reports from the Dawson County Sherriff's Office.
2. Keys to buildings are controlled through our management. Only reliable employees are assigned keys which are periodically checked. Duplicate keys are kept in a lock box at our office location.
3. All ServiceMaster employees are identified by distinctive shirts or aprons.
4. ServiceMaster employees are prohibited from allowing anyone (known or not known) access to a building unless they have a key.
5. Any suspected building or security breach will be reported within 12 hours to the proper building administrator.



6. All employees are provided with contact numbers to call in case of an emergency.
7. On-site supervision is provided at each building.
8. Unannounced inspections of employees are performed and documented at each work site on a regular basis.
9. ServiceMaster utilizes a documented training process for each employee it hires. In addition to “new hire” training, each employee receives on going, on the job training as their career progresses with the company.
10. ServiceMaster products, work practices, and equipment will comply with the Occupational Safety and Health Act of 1970.
11. ServiceMaster will provide personal protective equipment to staff when required.
12. ServiceMaster product labeling will conform to the highest standards established in the cleaning industry.

13. ServiceMaster will train its employees on safety practices, evacuation procedures, "right to know" legislation, and blood borne pathogens training where applicable to their duties.
14. ServiceMaster will maintain the facilities where supplies are kept in neat, orderly, and safe conditions.
15. ServiceMaster will not store combustible materials within the customer's building.
16. Material safety data sheets will be made available for products kept on site.
17. ServiceMaster will report unsafe conditions to the appropriate party(s).
18. ServiceMaster utilizes the Federal E-Verify System to help insure it hires individuals authorized to work in the United States.



## **DRUG FREE WORKPLACE POLICY**

ServiceMaster of Mid NE is committed to managing a drug and alcohol free workplace.



We will not employ or continue to employ individuals using illegal drugs or alcohol at work. Any employee caught using, in possession of, or under the influence of an illegal drug or alcohol while at work will be immediately removed from the workplace.

## **QUALITY CONTROL AND ASSURANCE**

ServiceMaster believes that one of the keys to providing exceptional customer service is consistent communication with both our customers and employees. We want a partnership with the LPSD to help create the best possible learning environment for students and teachers. We feel that our method of quality control and assurance creates a constructive environment to deal with ideas, issues and concerns in a proactive, timely manner.

### ***Electronic Communications***

ServiceMaster holds that “face to face” communication is the best way to deliver personal service, but we realize time is a precious commodity in today’s fast paced world. That is why our management team is equipped with mobile devices and personal workstations. We provide email addresses to school officials and assigned staff members so that electronic communication is an available option. Any email that is sent by school personnel will be quickly processed and acted upon.



### ***Regular Customer Service Visits***

ServiceMaster’s Account Manager will personally visit with the appropriate contact person for each LPSD facility on a regular basis. The Account Manager documents the meeting and acts upon any requests or concerns within one business day. Customer service visits will also be conducted at the request of the customer.

### ***Quality Inspections***

At least once a month, and in many cases multiple times a month, a formal, documented inspection will be conducted by the Account Manager. The results of this inspection(s) will be communicated with the appropriate contact person

on a monthly basis. This consultation process not only allows ServiceMaster to proactively identify and correct deficiencies, but also provides you with an opportunity to openly discuss issues and ideas.

### ***Joint Executive Review Meeting***

As needed, ServiceMaster will organize a formal meeting to be held between members of ServiceMaster leadership and school officials for the purpose of discussing the overall implementation of the cleaning services, accomplishments, and goals.

## FINANCIAL STABILITY

ServiceMaster's ability to fulfill its contractual and financial obligations should be an important consideration for the Lexington Public School District.



By choosing ServiceMaster, you can be assured you are partnering with an organization that is fiscally responsible and financially stable. We take a long-term view and are committed to supporting the LPSD every step of the way.

ServiceMaster continuously reinvests profits back into the business to provide proper employee training, quality equipment, and supplies. Our credit rating is excellent, and our financial statements are sound. ServiceMaster has received financial backing from First Interstate Bank since 2005. Jamie Bernu, Bank President, would be happy to discuss our credit record with you.

Jamie Bernu's contact information:

Work Phone: 308-224-2720

Email: [Jamie.Bernu@fib.com](mailto:Jamie.Bernu@fib.com)

## CLEANING FOR HEALTH

Experts in the cleaning industry have begun to increasingly acknowledge the role of a janitorial staff in combating illness and missed school days. There are also studies that show statistical relationships between the quality of cleaning service and student attendance.

Asthma is one of the leading causes of student absenteeism. According to the Center for Disease Control, approximately three out of every thirty children in a given classroom have some form of asthma. Asthma triggers may include dust mites, cleaning chemicals, poor indoor air quality, and illnesses such as COVID-19, influenza, and the common cold.

ServiceMaster of Mid NE is committed to the health of the students, teachers, and staff in all of the school district's facilities. That is why our cleaning staff is trained in **Infection Control** procedures, use a patented line of **Green Products**, and employ a **Capture and Removal Process** that are only available through ServiceMaster.

The biggest benefit to our cleaning system is the direct positive impact it has on student health. Our **Green Products** do an excellent job of cleaning without exposing kids to harsh chemicals that their developing respiratory and nervous systems may be sensitive to. This is an especially important consideration for students that have allergies, asthma or compromised immune systems.



The **Capture and Removal Process** we use has been proven to remove more particles of dust, pollen and other airborne debris than traditional cleaning methods. We use HEPA filtered vacuums to remove foreign materials from the air, thereby improving indoor air quality for all building occupants.



## **INSURANCE COVERAGE**

ServiceMaster holds a comprehensive General Liability (GL) insurance policy with State Farm Fire and Casualty Company in the amount of \$1,000,000.00 per occurrence with a general aggregate of \$2,000,000.00. In addition to the GL policy with State Farm, we hold a Commercial Liability Umbrella Policy for \$2,000,000.00 per occurrence with an annual aggregate of \$2,000,000.00 and a comprehensive Automobile Liability policy with single limit coverage of \$1,000,000.00.

Worker's Compensation and Occupational Disease Coverage policies are in place with State Farm Insurance and meet the Worker's Compensation Laws of the State of Nebraska.

ServiceMaster of Mid NE is current on all its policies and holds an excellent claim record.



**CERTIFICATES OF INSURANCE WILL BE MADE AVAILABLE UPON REQUEST.**

## **COST ANALYSIS OVERVIEW**

ServiceMaster of Mid NE has the trained labor force to cover the thousands of man hours necessary to successfully clean for the Lexington Public School District. In preparing our bid, we have based our calculations on empirical study and financial statistics. We have accumulated and compiled several years of real cost information, time and motion studies, and best practice data during our previous service periods with the school system. ServiceMaster's bid numbers are not based on a best guess, but on actual experience, factual data and generally accepted accounting principles.

A poorly constructed bid leads to poor service and unsanitary facility conditions. You can be confident this bid is accurate and is a true representation of the consistent quality you will receive from ServiceMaster through the life of the contract.



For many consecutive quarters, our area has experienced a strong labor demand with a concurrent shortage in labor supply. The job hiring market for employers, such as ServiceMaster, is extremely competitive. To attract and retain quality employees, we have revised and increased our employee compensation packages several times in the past three years. On average, ServiceMaster's cost of labor has increased by 20% since 2021.

The minimum wage in Nebraska will increase by 25% between 2024 and 2026. Like many area businesses which utilize entry level and semi-skilled labor, ServiceMaster pays its employees above the mandated minimum wage. As the minimum wage rises, employers using semi-skilled and entry level labor will have to increase their pay scales to remain competitive. ServiceMaster of Mid NE has devised an in-house formula that utilizes the mandated minimum wage as a benchmark. Based on experience and merit, our employees are paid set percentages above the minimum wage. We are forecasting that labor costs, of front line housekeepers and supervisors, will increase between 25% and 30% over the next three years due to increased minimum wage mandates. Quality employees are the backbone of the service we provide to the Lexington Public Schools. Therefore, we must continuously monitor and adjust our wage formula to retain the best workforce possible.

We strive to keep our customer pricing reasonable and consistent through fiscal vigilance. However, the market forces currently in play will necessitate an increase in customer pricing in order to continue providing quality service.

## **COST ANALYSIS OVERVIEW**

**Our pricing encompasses the following service model:**

### **General Cleaning During the School Year \***

This aspect of our service takes place during both daytime and evening hours during the normal school year. Day Porters provide general housekeeping, light grounds keeping, emergency cleaning, assistance with breakfast and lunches, and numerous supporting tasks for teachers and staff.

After classes are done for the day, ServiceMaster's evening crews thoroughly clean assigned restrooms, locker rooms, classrooms, offices, and common areas. At the high school and middle school, they are also responsible for cleaning the gymnasiums during and after weekday scheduled activities. Historically, the Activities Director, Director of Building, Maintenance, Grounds and Transportation, or an Administrator contacts us, for additional services, if cleaning coverage is needed for a special event or weekend activity.

### **General Cleaning During the Summer Months \***

Many of the school district's facilities hold classes during the summer. ServiceMaster cleans these areas on a routine basis just as they would during the regular school year. Day Porters are on staff during the day and cleaning crews work in the evenings to keep these areas clean and safe for the students and staff.

### **Deep Cleaning During the Summer Months \***

Day Porters, cleaning crews, and floor technicians all work as a team to clean designated buildings from top to bottom. This process involves projects such as moving and cleaning furniture, using ladders and lifts to clean hard to reach areas, carpet extraction, floor finishing, scrubbing gym bleachers, etc. Our goal is to have each facility in a clean, healthy condition before the regular school year starts.

**\*Please refer to the attached Task Schedules (Exhibit C) for line item, detailed cleaning procedures.**



**PRICE SCHEDULE – MONTHLY RATE DETAIL**

**Sandoz, Morton, Pershing, High School, Middle School, Alternative Education, Career Academy, Early Learning Academy, & Administration Building**

<b>Description</b>	<b>Projected Monthly Cost 2024 - 2025</b>	<b>Projected Monthly Cost 2025 - 2026</b>	<b>Projected Monthly Cost 2026 - 2027</b>
<b>Direct Labor, Training &amp; Payroll Expenses</b>	<b>\$63,308.00</b>	<b>\$68,792.00</b>	<b>\$70,817.00</b>
<b>Cleaning Supplies &amp; Small Equipment Expense</b>	<b>\$2,900.00</b>	<b>\$3,100.00</b>	<b>\$3,225.00</b>
<b>Dedicated Account Management</b>	<b>\$3,400.00</b>	<b>\$3,551.00</b>	<b>\$3,711.00</b>
<b>Indirect Expenses *</b>	<b>\$9,200.00 *</b>	<b>\$10,250.00 *</b>	<b>\$10,400.00 *</b>
<b>Estimated Net Profit</b>	<b><u>\$6,743.00</u></b>	<b><u>\$7,269.00</u></b>	<b><u>\$7,545.00</u></b>
<b>Proposed Monthly Billing</b>	<b><u>\$85,551.00</u></b>	<b><u>\$92,962.00</u></b>	<b><u>\$95,698.00</u></b>

\*Includes allocated expenses such as employee benefits, property insurance, utilities, property taxes, home office facility costs, support staff wages, information technology, laundry, large equipment and vehicle depreciation, and various other general and administrative outlays.

**PRICE SCHEDULE – MONTHLY RATE DETAIL**

**Orthman Community YMCA**

<b>Description</b>	<b>Projected Monthly Cost 2024 - 2025</b>	<b>Projected Monthly Cost 2025 - 2026</b>	<b>Projected Monthly Cost 2026 - 2027</b>
<b>Direct Labor, Training &amp; Payroll Expenses</b>	<b>\$4,302.00</b>	<b>\$4,667.00</b>	<b>\$4,806.00</b>
<b>Cleaning Supplies &amp; Small Equipment Expense</b>	<b>\$195.00</b>	<b>\$210.00</b>	<b>\$216.00</b>
<b>Dedicated Account Management</b>	<b>\$233.00</b>	<b>\$243.00</b>	<b>\$254.00</b>
<b>Indirect Expenses *</b>	<b>\$625.00 *</b>	<b>\$690.00 *</b>	<b>\$705.00 *</b>
<b>Estimated Net Profit</b>	<b><u>\$458.00</u></b>	<b><u>\$497.00</u></b>	<b><u>\$513.00</u></b>
<b>Proposed Monthly Billing</b>	<b><u>\$5,813.00</u></b>	<b><u>\$6,307.00</u></b>	<b><u>\$6,494.00</u></b>

\*Includes allocated expenses such as employee benefits, property insurance, utilities, property taxes, home office facility costs, support staff wages, information technology, laundry, general and administrative outlays, large equipment and vehicle depreciation, etc.

**PRICE SCHEDULE – MONTHLY RATE DETAIL**

**Majestic Theatre**

<b>Description</b>	<b>Projected Monthly Cost 2024 - 2025</b>	<b>Projected Monthly Cost 2025 - 2026</b>	<b>Projected Monthly Cost 2026 - 2027</b>
<b>Direct Labor, Training &amp; Payroll Expenses</b>	<b>\$193.00</b>	<b>\$210.00</b>	<b>\$215.00</b>
<b>Cleaning Supplies &amp; Small Equipment Expense</b>	<b>\$10.00</b>	<b>\$11.00</b>	<b>\$11.00</b>
<b>Dedicated Account Management</b>	<b>\$11.00</b>	<b>\$11.00</b>	<b>\$12.00</b>
<b>Indirect Expenses *</b>	<b>\$26.00 *</b>	<b>\$29.00</b>	<b>\$30.00</b>
<b>Estimated Net Profit</b>	<b><u>\$21.00</u></b>	<b><u>\$23.00</u></b>	<b><u>\$23.00</u></b>
<b>Proposed Monthly Billing</b>	<b><u>\$261.00</u></b>	<b><u>\$284.00</u></b>	<b><u>\$291.00</u></b>

\*Includes allocated expenses such as employee benefits, property insurance, utilities, property taxes, home office facility costs, support staff wages, information technology, laundry, large equipment and vehicle depreciation, and various other general and administrative outlays.

**PRICE SCHEDULE – SUMMARY**

Facility Description	2024 – 2025	2025 – 2026	2026 – 2027
Sandoz Elementary			
Morton Elementary			
Bryan Elementary			
Lexington Senior High			
Lexington Middle School			
Alternative Education Building			
Career Academy			
Early Learning Academy			
School Administration Building			
<b>Proposed Monthly Billing</b>	<b><u>\$85,551.00</u></b>	<b><u>\$92,962.00</u></b>	<b><u>\$95,698.00</u></b>

Facility Description	2024 – 2025	2025 – 2026	2026 – 2027
Orthman Community YMCA			
<b>Proposed Monthly Billing</b>	<b><u>\$5,813.00</u></b>	<b><u>\$6,307.00</u></b>	<b><u>\$6,494.00</u></b>

Facility Description	2024 – 2025	2025 – 2026	2026 – 2027
Majestic Theatre			
<b>Proposed Monthly Billing</b>	<b><u>\$261.00</u></b>	<b><u>\$284.00</u></b>	<b><u>\$291.00</u></b>

Facility Description	2024 – 2025	2025 – 2026	2026 – 2027
ALL FACILITIES			
<b>Proposed Monthly Billing GRAND TOTAL</b>	<b><u>\$91,625.00</u></b>	<b><u>\$99,553.00</u></b>	<b><u>\$102,483.00</u></b>

## ADDITIONAL SERVICES

Additional services can be defined as tasks that are not classified or explicit within the framework of the signed agreement. Generally, additional services are projects that are carried out based upon a special request made by a school official. ServiceMaster will perform and charge for an additional service only when an authorized agent of the Lexington Public School District makes a formal request. It is ServiceMaster's policy to obtain confirmation from an administrator such as a Principal, the Activities Director, or the Director of Buildings, Grounds, & Transportation before creating a work order and performing an additional service of any kind.



The following are examples of “Additional Services”:

**Example #1:** An authorized agent of the school district formally requests ServiceMaster to perform janitorial services on a temporary basis in an area or facility that is not included in the signed agreement. In the past, ServiceMaster has filled in at the high school during the absence of the district employed custodian(s).

**Example #2:** An authorized agent of the school district formally requests ServiceMaster to perform janitorial services during or after a special weekend event, such as a speech meet or athletic competition.

## **ADDITIONAL SERVICES – DEFINITION OF TERMS AND POSITIONS**

**Additional Housekeeping:** Any cleaning service that is not within the spirit of the contracted task schedule which requires a general level of skill. ServiceMaster’s housekeepers perform such tasks as, but are not limited to dusting, general disinfecting, emptying trash, vacuuming, mopping, and detailing of restroom fixtures.

**Additional Day Porter Service:** Any cleaning service that is not within the spirit of the contracted task schedule which requires a trained day porter. ServiceMaster’s day porters perform many of the same tasks as housekeepers with a few major differences. First, they are generally full-time employees who have the level of communication and interpersonal skills required to work with the school administrators, staff, teachers and students. Second, they perform specific duties that school officials need such as setting up for breakfast, lunch or special school events and programs. Finally, day porters are required to quickly respond to emergency cleaning situations and have special training to properly handle and clean bodily fluids and other contaminants.



**Additional Special Project:** Any project that is not within the spirit of the contracted task schedule which requires a specially trained or certified technician. The special projects rate does not apply to disaster restoration (water, fire, mold). The going market rate applies to all disaster restoration work. The market rate is determined by the leading property casualty industry software Xactimate.

**Additional Supervision:** Any cleaning service that is not within the spirit of the contracted task schedule which requires the use of trained supervision. The supervisor is responsible for properly setting up the job and inspecting the work of the crew involved.

**Hourly Rate vs. OT (Overtime) Hourly Rate:** ServiceMaster will charge for overtime when required. Special cleaning requests, unexpected school events and calls for weekend work can contribute to an overtime rate being charged.

**ADDITIONAL SERVICES – HOURLY PRICE SCHEDULE**

<b>POSITION</b>	<b>2024 – 2025</b>	<b>2025 – 2026</b>	<b>2026 – 2027</b>
<b>Additional Housekeeping</b>	<b>\$22.35</b>	<b>\$24.60</b>	<b>\$25.40</b>
<b>Additional Day Porter Service</b>	<b>\$24.60</b>	<b>\$27.20</b>	<b>\$28.10</b>
<b>Additional Special Project</b>	<b>\$41.54</b>	<b>\$43.10</b>	<b>\$44.60</b>
<b>Additional Housekeeping Supervision</b>	<b>\$23.40</b>	<b>\$25.97</b>	<b>\$26.95</b>



## **SUPPLEMENTAL INFORMATION**

1. All cleaning equipment and supplies, necessary for performing the services listed in the Task Schedules (Exhibit C), will be provided by ServiceMaster of Mid NE. The school district will provide all restroom paper products, all trash container liners, hand soaps, light bulbs, etc.
2. A certificate of insurance will be provided upon request.
3. This bid will expire sixty days from the date of preparation. The price of service is based on the performance of the duties listed in the Task Schedules (Exhibit C).

**DATE PREPARED: JULY 1<sup>ST</sup>, 2024**



## EXHIBIT A

### SPECIAL COVERAGE ASSIGNMENTS LEXINGTON HIGH SCHOOL

Historically, the assigned cleaning areas at the Lexington High School have been split between ServiceMaster and custodians employed by the Lexington Public Schools. Based on our historical performance and conversations with Bo Berry, Supervisor of Maintenance, Buildings, Grounds, and Transportation, ServiceMaster is proposing to provide service in all cleaning phases of the building with the following exceptions:

1. **Day Porter Service:** LPSD will provide its own day porter at the high school.
2. The school district will provide janitorial coverage in the west foyer and restrooms, weight room, wrestling room, band room, chorus room, cafeteria, boys'/girls' locker rooms, kitchen, the commons area, and the administrative offices except for the Counselors' and Activities Director's areas.
3. When available to do so, the school district custodian(s) will assist ServiceMaster personnel with lunchroom setup, teardown, and cleaning duties.

#### GYM CLEANING ASSIGNMENTS:

ServiceMaster is proposing to assume all the gym (east and west) post activity cleaning duties during the school week. Weekend duties will be performed when requested by an authorized agent of the school district.

Janitorial Coverage for the East and West Gyms for Weekday Activities Include:

- Blowing out the bleachers
- Spot cleaning the bleachers and cement
- Remove visible gum from the bleacher areas
- Bag blown trash
- Remove debris under the bleacher areas
- Spot mop spills under the bleacher areas

The LPSD will be responsible for regular gym floor maintenance with an automated scrubber as well as restorative measures such as screening and/or sanding, painting and refinishing.

## **EXHIBIT B**

### **DAY PORTER DUTY LISTING** **Bryan, Morton, Pershing, Sandoz, Middle School, & ELA**

#### **KEY**

**D- "DAILY" (5 times / week)**

**W- "WEEKLY"**

**2XW- "TWO TIMES PER WEEK"**

#### **EMERGENCY & HIGH PRIORITY SITUATIONS**

1. Cleaning of vomit, blood, urine, feces and other bodily fluids
  - a. Follow OSHA guidelines for cleanup procedures
  - b. Clean and disinfect area
2. Injured Student
  - a. Notify teacher, staff or administrator immediately
3. Unauthorized person(s) or suspicious/criminal behavior in the building
  - a. Notify teacher, staff or administrator immediately

#### **ENTRANCES**

1. Spot clean window glass in doors - D
2. Empty trashcans and replace liners as needed - D
3. Vacuum entryway carpet - D
4. Blow or sweep leaves from front of doors - D
5. Pick up trash on school grounds outdoors - D
6. Clean window ledges - D
7. Remove spots and gum from carpet - D
8. Straighten mats - D

#### **COMMON CORRIDORS**

1. Patrol for trash and debris - D
2. Clean spots and gum on carpets/floors - D
3. Dust tops of lockers - D
4. Clean water fountains - D

## **EXHIBIT B**

### **DAY PORTER DUTY LISTING** **Bryan, Morton, Pershing, Sandoz, Middle School**

#### **RESTROOMS**

1. Pick up trash - D
2. Spot clean fixtures, walls, light switches, push plates, etc. between classes - D
3. Clean toilets and urinals - D
4. Mop floor - D
5. Replenish supplies such as toilet paper and soap - D
6. Report any malfunctioning items immediately to supervisor - D
7. Take restroom supply inventory and place order for replenishment – 2XW

#### **CAFETERIAS AND EATING AREAS**

1. Setup tables for breakfast and lunch -D
2. Sanitize tables and chairs after all eating sessions are over - D
3. Vacuum carpet - D
4. Clean all glass - D
5. Clean water fountains - D
6. Sweep and mop floor - D
7. Spot clean any spots - D
8. Remove any gum - D
9. Straighten chairs - D
10. Take trash to dumpster - D

#### **AUDITORIUM RESTROOMS (Middle School)**

1. Empty trash and sanitary napkin baskets - D
2. Replenish restroom supplies such as toilet paper and soap - D
3. Clean mirrors - D
4. Scour sinks - D
5. Polish chrome - D
6. Clean and disinfect toilets and urinals - D
7. Wipe down walls and stalls next to toilets and urinals -D
8. Wipe down wall areas around hand dryers, paper dispensers, and sinks -D
9. Report any malfunctioning items immediately to supervisor - D
10. Spot clean walls – 2XW
11. Descale toilets and urinals – 2XW

**EXHIBIT B**

**DAY PORTER DUTY LISTING  
Bryan, Morton, Pershing, Sandoz, Middle School**

**AUDITORIUM RESTROOMS (Middle School) continued**

- 12. Clean baseboards, corners, and behind toilets - W
- 13. Pour water down floor drains for odor control - W
- 14. Wash walls, stalls, and ceiling vents - W



## **EXHIBIT B**

### **DAY PORTER DUTY LISTING** **Bryan, Morton, Pershing, Sandoz, Middle School**

#### **PUBLIC AUDITORIUM (Middle School)**

1. Empty trash - D
2. Dust horizontal surfaces - D
3. Vacuum carpet after each event - D
4. Spot clean carpets - D
5. Dust mop and damp mop stage - W
6. Vacuum edges of carpet - BW

#### **OTHER ACTIVITIES**

1. Perform jobs requested by the school staff and administration - D
2. Perform projects requested by Account Manager - D
3. Bring dirty towels and mops to ServiceMaster office for machine cleaning – W
4. Order and pick up cleaning supplies and equipment at ServiceMaster office – W



## EXHIBIT C

### TASK SCHEDULE CAREER ACADEMY

#### KEY

D- "DAILY" (5 times / week)      W- "WEEKLY"      M - "MONTHLY"      2XW- "2 TIMES PER WEEK"  
A - "ANNUALLY"      XTRA - "AS DIRECTED AT EXTRA COST"

#### CLASSROOMS

1. Day Porter Service - XTRA
2. Empty all trash receptacles and replace liner – 2XW
3. Clean outside of trash receptacle (as needed) – 2XW
4. Dust mop hard surface floors or vacuum carpeted floors in traffic lanes – 2XW
5. Damp mop hard surface floors – 2XW (more often if necessary)
6. Vacuum carpeted floors wall to wall – W
7. Spot clean spills on carpets and hard surface floors – 2XW
8. Dust horizontal surfaces – W
9. Spot-clean partition glass – 2XW
10. Spot-clean walls and cabinets – 2XW
11. Clean switch plates, toe kicks and doorknobs – 2XW
12. Empty pencil sharpeners – 2XW
13. Wipe down student desktops – 2XW
14. Spot clean student chairs – 2XW
15. Clean chalk and whiteboards – W
16. Dust electronic equipment – W
17. Dust blinds – M
18. Clean countertops – 2XW
19. Clean sinks and or fountains – 2XW
20. Detail clean furniture and move in and out of room - A
21. Re-lamp ceiling lights and detail clean fixture (must be reachable with 8' ladder) – A
22. Dust down ceiling and clean vents (must be reachable with 8' ladder) – A
23. Wash blinds, inside of window pane, window track and sill – A
24. Wash walls from floor to ceiling (must be reachable with 8' ladder) - A
25. Wipe down tops of cabinets – A
26. Extract carpeted areas – A
27. Strip or scrub and apply finish to resilient floor covering – A
28. COVID-19 Enhanced: Disinfecting procedures increased in high touch areas – 2XW

## **EXHIBIT C**

### **TASK SCHEDULE CAREER ACADEMY**

#### **RESTROOMS**

1. Clean, sanitize, and polish all toilet bowls, urinals, and sinks – 2XW
2. Descale hard water deposits from toilets bowls, urinals, and sinks – 2XW
3. Clean all glass and mirrors – 2XW
4. Empty all refuse containers, insert liners, and spot clean exterior / interior – 2XW
5. Spot clean walls, doors, and partitions – 2XW
6. Clean ventilation registers – W
7. Pour water down the drains for odor control – W
8. Report plumbing and dispenser problems to Facility Manager – 2XW
9. Refill all dispensers to normal limits: napkins, soap, tissue, etc., to normal limits – 2XW
  - a. Supplies furnished by Lexington Public Schools
10. Inventory and order sanitary supplies – W
11. Low dust surfaces below 36” including sills, moldings, ledges, frames, registers, etc. – W
12. High dust surfaces above arms reach – W
13. Sweep, damp mop, and sanitize hard surface floors – 2XW
14. Detail clean ceilings, light fixtures, walls, and partitions – A
15. Strip or scrub and apply finish to resilient floor covering - A

## **EXHIBIT C**

### **TASK SCHEDULE CAREER ACADEMY**

#### **ENTRYWAYS AND COMMON AREAS**

1. Day Porter Service – XTRA
2. Empty trash receptacle and replace liner – 2XW
3. Dust mop hard surface floors and or vacuum carpet traffic lane – 2XW
4. Vacuum carpet wall to wall – W
5. Damp mop hard surface floor wall to wall – W (more often if necessary)
6. Blow or sweep leaves from front doors – 2XW
7. Spot clean door and entry glass – 2XW
8. Clean window ledges – W
9. Organize walk off matting – 2XW
10. Police hallways for trash and debris – 2XW
11. Spot clean carpet and hard surface floors – 2XW
12. Clean and sanitize water fountains – 2XW
13. Spot clean walls – 2XW
14. Dust common storage space – W
15. Re-lamp ceiling lights and detail clean fixture (must be reachable with 8’ ladder) – A
16. Detail clean lockers and student storage areas – A
17. Wash walls from floor to ceiling (must be reachable with 8’ ladder) – A
18. Dust down ceiling and clean vents (must be reachable with 8’ ladder) – A
19. Extract carpeted areas – A
20. Strip or scrub and apply finish to resilient floor covering – A
21. Wash interior windows – A
22. COVID-19 Enhanced: Disinfecting procedures increased in high touch areas – 2XW

#### **GENERAL**

1. Notify building contact of any observed irregularities (structural defects, unauthorized personnel, unlocked doors, etc. – 2XW
2. Turn off all lights as required by building contact, close windows and lock doors. – 2XW
3. Formal building evaluation – M
4. Formal customer service review - M

## EXHIBIT C

### TASK SCHEDULE ALTERNATIVE EDUCATION BUILDING

#### KEY

D- "DAILY" (5 times / week)      W- "WEEKLY"      M - "MONTHLY"      2XW- "2 TIMES PER WEEK"  
A - "ANNUALLY"      XTRA - "AS DIRECTED AT EXTRA COST"

#### CLASSROOMS

1. Day Porter Service - XTRA
2. Empty all trash receptacles and replace liner - D
3. Clean outside of trash receptacle (as needed) – D
4. Dust mop hard surface floors or vacuum carpeted floors in traffic lanes – D
5. Damp mop hard surface floors – 2XW (more often if necessary)
6. Vacuum carpeted floors wall to wall – W
7. Spot clean spills on carpets and hard surface floors – D
8. Dust horizontal surfaces – 2XW
9. Spot-clean partition glass – D
10. Spot-clean walls and cabinets - D
11. Clean switch plates, toe kicks and doorknobs – 2XW
12. Empty pencil sharpeners – D
13. Wipe down student desktops – D
14. Spot clean student chairs – D
15. Clean chalk and whiteboards – W
16. Dust electronic equipment – 2XW
17. Dust blinds – M
18. Clean countertops – D
19. Clean sinks and or fountains – D
20. Detail clean furniture and move in and out of room - A
21. Re-lamp ceiling lights and detail clean fixture (must be reachable with 8' ladder) – A
22. Dust down ceiling and clean vents (must be reachable with 8' ladder) – A
23. Wash blinds, inside of window pane, window track and sill – A
24. Wash walls from floor to ceiling (must be reachable with 8' ladder) - A
25. Wipe down tops of cabinets – A
26. Extract carpeted areas – A
27. Strip or scrub and apply finish to resilient floor covering – A
28. COVID-19 Enhanced: Disinfecting procedures increased in high touch areas - D

## **EXHIBIT C**

### **TASK SCHEDULE ALTERNATIVE EDUCATION BUILDING**

#### **RESTROOMS**

1. Clean, sanitize, and polish all toilet bowls, urinals, and sinks – D
2. Descale hard water deposits from toilets bowls, urinals, and sinks – D
3. Clean all glass and mirrors – D
4. Empty all refuse containers, insert liners, and spot clean exterior / interior – D
5. Spot clean walls, doors, and partitions – D
6. Clean ventilation registers – W
7. Pour water down the drains for odor control – W
8. Report plumbing and dispenser problems to Facility Manager – D
9. Refill all dispensers to normal limits: napkins, soap, tissue, etc., to normal limits – D
  - a. Supplies furnished by Lexington Public Schools
10. Inventory and order sanitary supplies – W
11. Low dust surfaces below 36” including sills, moldings, ledges, frames, registers, etc. – W
12. High dust surfaces above arms reach – W
13. Sweep, damp mop, and sanitize hard surface floors – D
14. Detail clean ceilings, light fixtures, walls, and partitions – A
15. Strip or scrub and apply finish to resilient floor covering - A

## **EXHIBIT C**

### **TASK SCHEDULE ALTERNATIVE EDUCATION BUILDING**

#### **ENTRYWAYS AND COMMON AREAS**

1. Day Porter Service – XTRA
2. Empty trash receptacle and replace liner – D
3. Dust mop hard surface floors and or vacuum carpet traffic lane – D
4. Vacuum carpet wall to wall – D
5. Damp mop hard surface floor wall to wall – 2XW (more often if necessary)
6. Blow or sweep leaves from front doors – D
7. Spot clean door and entry glass – D
8. Clean window ledges – 2XW
9. Organize walk off matting – D
10. Police hallways for trash and debris - D
11. Spot clean carpet and hard surface floors – D
12. Clean and sanitize water fountains – D
13. Spot clean walls – D
14. Dust common storage space – 2XW
15. Re-lamp ceiling lights and detail clean fixture (must be reachable with 8’ ladder) – A
16. Detail clean lockers and student storage areas – A
17. Wash walls from floor to ceiling (must be reachable with 8’ ladder) – A
18. Dust down ceiling and clean vents (must be reachable with 8’ ladder) – A
19. Extract carpeted areas – A
20. Strip or scrub and apply finish to resilient floor covering – A
21. Wash interior windows – A
22. COVID-19 Enhanced: Disinfecting procedures increased in high touch areas - D

#### **GENERAL**

1. Notify building contact of any observed irregularities (structural defects, unauthorized personnel, unlocked doors, etc. – D
2. Turn off all lights as required by building contact, close windows and lock doors. – D
3. Formal building evaluation – M
4. Formal customer service review - M

## **EXHIBIT C**

### **TASK SCHEDULE CENTRAL OFFICE**

#### **KEY**

**D- "DAILY" (5 times / week)**

**W- "WEEKLY"**

**M – "MONTHLY"**

**3XW- "3 TIMES PER WEEK"**

**A – "ANNUALLY"**

**XTRA – "AS DIRECTED AT EXTRA COST"**

#### **OFFICES AND WORK SPACES**

1. Day Porter Service – XTRA
2. Empty all trash receptacles and replace liner – 3XW
3. Clean outside of trash receptacle (as needed) – 3XW
4. Dust mop hard surface floors or vacuum carpeted floors in traffic lanes – 3XW
5. Damp mop hard surface floors – W (more often if necessary)
6. Vacuum carpeted floors wall to wall – 3XW
7. Spot clean spills on carpets and hard surface floors – 3XW
8. Dust horizontal surfaces – W
9. Spot-clean partition glass – 3XW
10. Spot-clean walls and cabinets – 3XW
11. Clean switch plates, toe kicks and doorknobs – W
12. Wipe down workstations with a treated cloth – W
13. Spot clean door and partition glass – 3XW
14. Spot clean spills on carpeted and hard surface floors – 3XW
15. Spot clean desktops and workstations – 3XW
16. Dust electronic equipment – W
17. Dust blinds – M
18. Clean countertops – 3XW
19. Clean sinks and or fountains – 3XW
20. Detail clean furniture and move in and out of room - XTRA
21. Re-lamp ceiling lights and detail clean fixture (must be reachable with 8' ladder) –XTRA
22. Dust down ceiling and clean vents (must be reachable with 8' ladder) – XTRA
23. Wash blinds, inside of window pane, window track and sill – XTRA
24. Wash walls from floor to ceiling (mush be reachable with 8' ladder) - XTRA
25. Wipe down tops of cabinets – XTRA
26. Extract carpeted areas – XTRA
27. Strip or scrub and apply finish to resilient floor covering – XTRA
28. COVID-19 Enhanced: Disinfecting procedures increased in high touch areas – 3XW

## **EXHIBIT C**

### **TASK SCHEDULE CENTRAL OFFICE**

#### **RESTROOMS**

1. Clean, sanitize, and polish all toilet bowls, urinals, and sinks – 3XW
2. Descale hard water deposits from toilets bowls, urinals, and sinks – 3XW
3. Clean all glass and mirrors – 3XW
4. Empty all refuse containers, insert liners, and spot clean exterior / interior – 3XW
5. Spot clean walls, doors, and partitions – 3XW
6. Clean ventilation registers – W
7. Pour water down the drains for odor control – W
8. Report plumbing and dispenser problems to Facility Manager – 3XW
9. Refill all dispensers to normal limits: napkins, soap, tissue, etc., to normal limits – 3XW
  - a. Supplies furnished by Lexington Public Schools
10. Inventory and order sanitary supplies – W
11. Low dust surfaces below 36” including sills, moldings, ledges, frames, registers, etc. – W
12. High dust surfaces above arms reach – W
13. Sweep, damp mop, and sanitize hard surface floors – 3XW
14. Detail clean ceilings, light fixtures, walls, and partitions – XTRA
15. Wash walls from floor to ceiling - XTRA
16. Strip or scrub and apply finish to resilient floor covering - XTRA

## **EXHIBIT C**

### **TASK SCHEDULE CENTRAL OFFICE**

#### **ENTRYWAYS AND COMMON AREAS**

1. Day Porter Service – XTRA
2. Empty trash receptacle and replace liner – 3XW
3. Dust mop hard surface floors and or vacuum carpet traffic lane – 3XW
4. Vacuum carpet wall to wall – W
5. Damp mop hard surface floor wall to wall – W (more often if necessary)
6. Blow or sweep leaves from front doors – 3XW
7. Spot clean door and entry glass – 3XW
8. Clean window ledges – W
9. Organize walk off matting – 3XW
10. Police hallways for trash and debris – 3XW
11. Spot clean carpet and hard surface floors – 3XW
12. Clean and sanitize water fountains – 3XW
13. Spot clean walls – 3XW
14. Re-lamp ceiling lights and detail clean fixture (must be reachable with 8’ ladder) –XTRA
15. Wash walls from floor to ceiling (must be reachable with 8’ ladder) – XTRA
16. Dust down ceiling and clean vents (must be reachable with 8’ ladder) – XTRA
17. Extract carpeted areas – XTRA
18. Strip or scrub and apply finish to resilient floor covering – EXTRA
19. Wash interior & exterior window panes – A
20. COVID-19 Enhanced: Disinfecting procedures increased in high touch areas – 3XW

#### **GENERAL**

1. Notify building contact of any observed irregularities (structural defects, unauthorized personnel, unlocked doors, etc. – 3XW
2. Turn off all lights as required by building contact, close windows and lock doors. – 3XW
3. Formal building evaluation – M
4. Formal customer service review - M

## EXHIBIT C

### TASK SCHEDULE

#### BRYAN, MORTON, PERSHING, SANDOZ, MIDDLE SCHOOL & HIGH SCHOOL

##### KEY

D- "DAILY" (5 times / week)      W- "WEEKLY"      M - "MONTHLY"      2XW- "2 TIMES PER WEEK"  
A - "ANNUALLY"      XTRA - "AS DIRECTED AT EXTRA COST"

##### CLASSROOMS

1. Day Porter Service – D
2. Empty all trash receptacles and replace liner – D
3. Clean outside of trash receptacle (as needed) – D
4. Dust mop hard surface floors or vacuum carpeted floors in traffic lanes – D
5. Damp mop hard surface floors – 2XW (more often if necessary)
6. Vacuum carpeted floors wall to wall – W
7. Spot clean spills on carpets and hard surface floors – D
8. Dust horizontal surfaces – 2XW
9. Spot-clean partition glass – D
10. Spot-clean walls and cabinets - D
11. Clean switch plates, toe kicks and doorknobs – 2XW
12. Empty pencil sharpeners – D
13. Wash student desktops – D
14. Spot clean student chairs – D
15. Clean chalk and whiteboards (complete wash) – W
16. Dust electronic equipment – 2XW
17. Dust blinds – M
18. Clean countertops – D
19. Clean sinks and or fountains – D
20. Detail clean furniture and move in and out of room - A
21. Re-lamp ceiling lights and detail clean fixture (must be reachable with 8' ladder) – A
22. Dust down ceiling and clean vents (must be reachable with 8' ladder) – A
23. Wash blinds, inside of window pane, window track and sill – A
24. Wash walls from floor to ceiling (mush reachable with 8' ladder) - A
25. Wipe down tops of cabinets – A
26. Extract carpeted areas – A
27. Strip or scrub and apply finish to resilient floor covering – A
28. COVID-19 Enhanced: Disinfecting procedures increased in high touch areas - D

## **EXHIBIT C**

### **TASK SCHEDULE**

#### **BRYAN, MORTON, PERSHING, SANDOZ, MIDDLE SCHOOL & HIGH SCHOOL**

##### **OFFICES, LOUNGE, AND LIBRARY**

1. Day Porter Service – D
2. Empty trash and replace liner – D
3. Clean exterior of trash receptacles as necessary – D
4. Dust all horizontal surfaces within arm's reach – 2XW
5. Sanitize telephones – 2XW
6. Low dust surfaces – W
7. High dust surfaces – W
8. Spot clean desktops and work stations – D
9. Vacuum carpet and or dust mop hard surface floor covering (traffic lanes) – D
10. Vacuum or dust mop entire floor surface (wall to wall) – W
11. Damp mop hard surface floors – 2XW
12. Spot clean walls and cabinets – W
13. Spot clean doors and partition glass – D
14. Spot clean spills on carpeted and hard surface floors - D
15. Clean switch plates, toe kicks, and doorknobs – 2XW
16. Spot-clean furniture – W
17. Dust electronic equipment – 2XW
18. Dust blinds – M
19. Clean countertops – D
20. Clean sinks and or fountains – D
21. Detail clean furniture and move in and out of room - A
22. Re-lamp ceiling lights and detail clean fixture (must be reachable with 8' ladder) – A
23. Dust down ceiling and clean vents (must be reachable with 8' ladder) – A
24. Wash blinds, inside of window pane, window track and sill – A
25. Wash walls from floor to ceiling (mush be reachable with 8' ladder) - A
26. Wipe down tops of cabinets – A
27. Extract carpeted areas – A
28. Strip or scrub and apply finish to resilient floor covering – A
29. COVID-19 Enhanced: Disinfecting procedures increased in high touch areas - D

## **EXHIBIT C**

### **TASK SCHEDULE**

#### **BRYAN, MORTON, PERSHING, SANDOZ, MIDDLE SCHOOL & HIGH SCHOOL**

#### **RESTROOMS AND LOCKER ROOMS**

1. Clean, sanitize, and polish all toilet bowls, urinals, and sinks – D
2. Descale hard water deposits from toilets bowls, urinals, and sinks – D
3. Clean all glass and mirrors – D
4. Empty all refuse containers, insert liners, and spot clean exterior / interior – D
5. Spot clean walls, doors, and partitions – D
6. Clean ventilation registers – W
7. Pour water down the drains for odor control – W
8. Report plumbing and dispenser problems to Facility Manager – D
9. Refill all dispensers to normal limits: napkins, soap, tissue, etc., to normal limits – D
  - a. Supplies furnished by Lexington Public Schools
10. Inventory and order sanitary supplies – W
11. Low dust surfaces below 36” including sills, moldings, ledges, frames, registers, etc. – W
12. High dust surfaces above arms reach – W
13. Sweep, damp mop, and sanitize hard surface floors – D
14. Wash walls from floor to ceiling - A
15. Detail clean ceilings, light fixtures, walls, and partitions – A
16. Strip or scrub and apply finish to resilient floor covering - A

## **EXHIBIT C**

### **TASK SCHEDULE**

#### **BRYAN, MORTON, PERSHING, SANDOZ, MIDDLE SCHOOL & HIGH SCHOOL**

#### **CAFETERIA**

1. Day Porter Service – D
2. Setup / teardown tables and chairs for breakfast and lunch – D
3. Assist students with removing food from trays – D
4. Sanitize tables and spot clean chairs – D
5. Empty trash receptacles and replace liners – D
6. Spot clean walls and door glass – D
7. Sweep and Dust mop hard surface floor covering – D
8. Damp mop and sanitize hard surface floor covering – D
9. Clean and sanitize sinks and or water fountains – D
10. Clean switch plates, toe kicks and doorknobs – 2XW
11. Low dust surfaces below 36” including sills, moldings, ledges, moldings, frames, registers, etc. – W
12. High dust surfaces above arms reach – W
13. Detail clean furniture and move in and out of room - A
14. Re-lamp ceiling lights and detail clean fixture (must be reachable with 8’ ladder) – A
15. Dust down ceiling and clean vents (must be reachable with 8’ ladder) – A
16. Wash blinds, inside of window pane, window track and sill – A
17. Wash walls from floor to ceiling (mush be reachable with 8’ladder) - A
18. Wipe down tops of cabinets – A
19. Extract carpeted areas – A
20. Strip or scrub and apply finish to resilient floor covering – A
21. COVID-19 Enhanced: Disinfecting procedures increased in high touch areas - D

## **EXHIBIT C**

### **TASK SCHEDULE**

#### **BRYAN, MORTON, PERSHING, SANDOZ, MIDDLE SCHOOL & HIGH SCHOOL**

#### **ENTRYWAYS AND COMMON AREAS**

1. Day Porter Service – D
2. Empty trash receptacle and replace liner – D
3. Dust mop hard surface floors and or vacuum carpet traffic lane – D
4. Vacuum carpet wall to wall – D
5. Damp mop hard surface floor wall to wall – 2XW (more often if necessary)
6. Blow or sweep leaves from front doors – D
7. Spot clean door and entry glass – D
8. Clean window ledges – 2XW
9. Organize walk off matting – D
10. Police hallways for trash and debris - D
11. Spot clean carpet and hard surface floors – D
12. Clean and sanitize water fountains – D
13. Spot clean walls – D
14. Dust common storage space – 2XW
15. Re-lamp ceiling lights and detail clean fixture (must be reachable with 8’ ladder) – A
16. Detail clean lockers and student storage areas – A
17. Dust down ceiling and clean vents (must be reachable with 8’ ladder) – A
18. Wash walls from floor to ceiling (must be reachable with 8’ ladder) - A
19. Extract carpeted areas – A
20. Strip or scrub and apply finish to resilient floor covering – A
21. Wash interior windows – A
22. COVID-19 Enhanced: Disinfecting procedures increased in high touch areas - D

## **EXHIBIT C**

### **TASK SCHEDULE**

#### **BRYAN, MORTON, PERSHING, SANDOZ, MIDDLE SCHOOL & HIGH SCHOOL**

##### **MIDDLE SCHOOL PE COMPLEX**

1. Day Porter Service – D
2. Dust mop gym floors – D
3. Tack gym floors – W
4. Clean and disinfect wrestling mats – W
5. Remove trash from receptacles – 2XW
6. Dust down and spot clean weight training area – 2XW
7. Dust mop weight training area floor – 2XW
8. Damp mop weight training area floor – 2XW
9. Clean and sanitize locker room floors and plumbing fixtures– D
10. Dust tops of lockers – 2XW
11. Wash walls in locker rooms, weight training and wrestling areas – A
12. Detail clean lockers inside and out – 2XA
13. Machine scrub locker room floors and fixed benches – A

##### **POST GYM ACTIVITY CLEANING – MIDDLE SCHOOL PE COMPLEX AND HIGH SCHOOL'S EAST AND WEST GYMS**

1. Use electric blower to remove trash and debris from the bleachers – Per Activity
2. Remove fresh gum from bleacher area – Per Activity
3. Bag up and remove trash – Per Activity
4. Pick up trash, dust mop, and spot mop playing surface – Per Activity
5. Detail scrub and clean bleacher areas – A

##### **HIGH TRAFFIC CARPET LANES – MIDDLE SCHOOL AND HIGH SCHOOL**

1. Low moisture cleaning and or full extraction of high traffic corridors - Quarterly

## **EXHIBIT C**

### **TASK SCHEDULE**

#### **BRYAN, MORTON, PERSHING, SANDOZ, MIDDLE SCHOOL & HIGH SCHOOL**

#### **OUTSIDE GROUNDS**

1. Day Porter Service – D
2. Police outside grounds for trash – D
3. Remove trash from outside receptacles – D

#### **GENERAL**

1. Notify building contact of any observed irregularities (structural defects, unauthorized personnel, unlocked doors, etc. – D
2. Turn off all lights as required by building contact, close windows, and lock doors. – D
3. Formal building evaluation – M
4. Formal customer service review - M

## EXHIBIT C

### TASK SCHEDULE ORTHMAN COMMUNITY YMCA

#### KEY

D- "DAILY" (5 times / week)

W- "WEEKLY"

M – "MONTHLY"

2XW- "2 TIMES PER WEEK"

6XW – "6 TIMES PER WEEK"

A – "ANNUALLY"

XTRA – "AS DIRECTED AT EXTRA COST"

#### CLASSROOMS

1. Day Porter Service – XTRA
2. Empty all trash receptacles and replace liner – D
3. Clean outside of trash receptacle (as needed) – D
4. Dust mop hard surface floors or vacuum carpeted floors in traffic lanes – D
5. Damp mop hard surface floors – 2XW (more often if necessary)
6. Vacuum carpeted floors wall to wall – W
7. Spot clean spills on carpets and hard surface floors – D
8. Dust horizontal surfaces – 2XW
9. Spot-clean partition glass – D
10. Spot-clean walls and cabinets - D
11. Clean switch plates, toe kicks and doorknobs – 2XW
12. Empty pencil sharpeners – D
13. Clean student desktops – D
14. Spot clean student chairs – D
15. Clean chalk and whiteboards – W
16. Dust electronic equipment – 2XW
17. Dust blinds – M
18. Clean countertops – D
19. Clean sinks and or fountains – D
20. Detail clean furniture and move in and out of room - A
21. Re-lamp ceiling lights and detail clean fixture (must be reachable with 8' ladder) – A
22. Dust down ceiling and clean vents (must be reachable with 8' ladder) – A
23. Wash blinds, inside of window pane, window track and sill – A
24. Wash walls from floor to ceiling (must be reachable with 8' ladder) - A
25. Wipe down tops of cabinets – A
26. Extract carpeted areas – A
27. Strip or scrub and apply finish to resilient floor covering – A
28. COVID-19 Enhanced: Disinfecting procedures increased in high touch areas - D

## **EXHIBIT C**

### **TASK SCHEDULE ORTHMAN COMMUNITY YMCA**

#### **OFFICES, LOUNGE, AND DAYCARE AREA**

1. Day Porter Service – XTRA
2. Empty trash and replace liner – D
3. Clean exterior of trash receptacles as necessary – D
4. Dust all horizontal surfaces within arm's reach – 2XW
5. Sanitize telephones – W
6. Low dust surfaces – W
7. High dust surfaces – W
8. Spot clean desk tops workstations – D
9. Vacuum carpet and or dust mop hard surface floor covering (traffic lanes) – D
10. Vacuum or dust mop entire floor surface (wall to wall) – W
11. Damp mop hard surface floors – W
12. Spot clean walls and cabinets – W
13. Spot clean door and partition glass – D
14. Spot clean spills on carpeted and hard surface floors - D
15. Clean switch plates, toe kicks, and doorknobs – 2XW
16. Spot-clean furniture – W
17. Dust electronic equipment – W
18. Dust blinds – M
19. Clean countertops – D
20. Clean sinks and or fountains – D
21. Detail clean furniture and move in and out of room - A
22. Re-lamp ceiling lights and detail clean fixture (must be reachable with 8' ladder) – A
23. Dust down ceiling and clean vents (must be reachable with 8' ladder) – A
24. Wash blinds, inside of window pane, window track and sill – A
25. Wash walls from floor to ceiling (mush be reachable with 8' ladder) - A
26. Wipe down tops of cabinets – A
27. Extract carpeted areas – XTRA
28. Strip or scrub and apply finish to resilient floor covering – XTRA
29. Deep clean and disinfect children's toys and furniture in daycare area - A
30. COVID-19 Enhanced: Disinfecting procedures increased in high touch areas - D

## **EXHIBIT C**

### **TASK SCHEDULE ORTHMAN COMMUNITY YMCA**

#### **RESTROOMS AND LOCKER ROOMS**

1. Clean, sanitize, and polish all toilet bowls, urinals, and sinks – 6XW
2. Descale hard water deposits from toilets bowls, urinals, and sinks – 6XW
3. Clean all glass and mirrors – 6XW
4. Empty all refuse containers, insert liners, and spot clean exterior / interior – 6XW
5. Spot clean walls, doors, and partitions – 6XW
6. Clean ventilation registers – W
7. Pour water down the drains for odor control – W
8. Report plumbing and dispenser problems to Facility Manager – 6XW
9. Refill all dispensers to normal limits: napkins, soap, tissue, etc., to normal limits – 6XW
  - a. Supplies furnished by Lexington Public Schools or YMCA
10. Inventory and order sanitary supplies – W
11. Low dust surfaces below 36” including sills, moldings, ledges, frames, registers, etc. – W
12. High dust surfaces above arms reach – W
13. Sweep, damp mop, and sanitize hard surface floors – 6XW
14. Wash walls from floor to ceiling - A
15. Detail clean ceilings, light fixtures, walls, and partitions – A
16. Extract carpeted areas - XTRA
17. Strip or scrub and apply finish to resilient floor covering - A

## **EXHIBIT C**

### **TASK SCHEDULE** **ORTHMAN COMMUNITY YMCA**

#### **ENTRYWAYS AND COMMON AREAS**

1. Day Porter Service – XTRA
2. Empty trash receptacle and replace liner – 6XW
3. Dust mop hard surface floors and or vacuum carpet traffic lane – 6XW
4. Vacuum carpet wall to wall – W
5. Damp mop or machine scrub hard surface floor wall to wall – W (more often if necessary)
6. Blow or sweep leaves from front doors – 6XW
7. Spot clean door and entry glass – 6XW
8. Clean window ledges – W
9. Organize walk off matting – 6XW
10. Police hallways for trash and debris – 6XW
11. Spot clean carpet and hard surface floors – 6XW
12. Clean and sanitize water fountains – 6XW
13. Spot clean walls – W
14. Re-lamp ceiling lights and detail clean fixture (must be reachable with 8' ladder) – A
15. Dust down ceiling and clean vents (must use school lift) – A
16. Wash walls from floor to ceiling (must use school lift) - A
17. Extract carpeted areas – XTRA
18. Strip or scrub and apply finish to resilient floor covering – A
19. Wash interior windows – A
20. COVID-19 Enhanced: Disinfecting procedures increased in high touch areas - D

## **EXHIBIT C**

### **TASK SCHEDULE ORTHMAN COMMUNITY YMCA**

#### **FITNESS CENTER, TRACK, GYM & WEIGHTROOM**

1. Day Porter Service – XTRA
2. Empty all trash receptacles and replace liner – 6XW
3. Clean outside of trash receptacle as necessary – 6XW
4. Use Microfiber mop on gym and fitness center wood floors – 6XW
5. Tack gym and fitness center wood floors – W
6. Damp mop track and vacuum corners and edges – W
7. Machine scrub track – Quarterly
8. Spot clean and damp mop bleacher area (doesn't include post special event cleaning) – W
9. Vacuum traffic lanes in weight room area – D
10. Spot damp mop floor covering in weight room area – D
11. Wall to wall vacuuming and damp mopping in weight room area – W
12. Wipe down cardio machines – 6XW
13. Low dust surfaces – W
14. High dust surfaces – W
15. Spot clean door and partition glass – D
16. Spot clean spills on carpets and hard surface flooring – D
17. Spot clean walls and cabinets – W
18. Clean switch plates, toe kicks and doorknobs – D
19. Spot clean furniture – W
20. Dust blinds – M
21. Clean countertops – D
22. Clean sinks and or fountains – 6XW
23. Hand scrub bleacher area – A
24. Clean light fixtures (gym complex not included) with school's lift – A
25. Extract carpeted areas - XTRA
26. COVID-19 Enhanced: Disinfecting procedures increased in high touch areas - D

#### **GENERAL**

1. Notify building contact of any observed irregularities (structural defects, unauthorized personnel, unlocked doors, etc. – 6XW
2. Turn off all lights as required by building contact, close windows and lock doors. – 6XW
3. Formal building evaluation – M
4. Formal customer service review - M

## **EXHIBIT C**

### **TASK SCHEDULE MAJESTIC THEATRE**

#### **KEY**

**D- "DAILY" (5 times / week)**

**W- "WEEKLY"**

**M – "MONTHLY"**

**2XW- "2 TIMES PER WEEK"**

**A – "ANNUALLY"**

**XTRA – "AS DIRECTED AT EXTRA COST"**

#### **SCREEN ROOM**

1. Empty trash and replace liner – W
2. Clean exterior of trash receptacles as necessary – W
3. Low dust surfaces - W
4. High dust surfaces - W
5. Damp clean patron seat arms and sides - W
6. Brush off patron seat upholstery - W
7. Vacuum patron seats - M
8. Dust mop and damp mop hard surface floors (includes aisles and under patron seats) – W
9. Spot clean spills and stains on carpeted and hard surface floors - W
10. Wall to wall vacuuming – W
11. Extract upholstered patron seats – XTRA
12. Clean carpet – XTRA
13. Wash walls - XTRA

## **EXHIBIT C**

### **TASK SCHEDULE MAJESTIC THEATRE**

#### **OFFICE AREA**

1. Day Porter Service – XTRA
2. Empty trash and replace liner – W
3. Clean exterior of trash receptacles as necessary – W
4. Dust all horizontal surfaces within arm's reach – W
5. Sanitize telephones – W
6. Low dust surfaces – W
7. High dust surfaces – W
8. Spot clean desk tops workstations – W
9. Vacuum carpet and or dust mop hard surface floor covering (traffic lanes) – W
10. Vacuum or dust mop entire floor surface (wall to wall) – W
11. Damp mop hard surface floors – W
12. Spot clean walls and cabinets – W
13. Spot clean door and partition glass – W
14. Spot clean spills on carpeted and hard surface floors - W
15. Clean switch plates, toe kicks, and doorknobs – W
16. Spot-clean furniture – W
17. Dust electronic equipment – W
18. Dust blinds – M
19. Clean countertops – W
20. Clean sinks and or fountains – W
21. Clean vents and ceiling fans – Quarterly
22. Clean lights and lens covers - Quarterly
23. Detail clean furniture and move in and out of room - XTRA
24. Re-lamp ceiling lights and detail clean (must be reachable with 8' ladder) – XTRA
25. Dust down ceiling and clean vents (must be reachable with 8' ladder) – XTRA
26. Wash blinds, inside of window pane, window track and sill – XTRA
27. Wash walls from floor to ceiling (mush be reachable with 8' ladder) - XTRA
28. Wipe down tops of cabinets – XTRA
29. Extract carpeted areas – XTRA
30. Strip or scrub and apply finish to resilient floor covering – XTRA
31. COVID-19 Enhanced: Disinfecting procedures increased in high touch areas - W

## **EXHIBIT C**

### **TASK SCHEDULE MAJESTIC THEATRE**

#### **RESTROOMS**

1. Clean, sanitize, and polish all toilet bowls, urinals, and sinks – W
2. Descale hard water deposits from toilets bowls, urinals, and sinks – W
3. Clean all glass and mirrors – W
4. Empty all refuse containers, insert liners, and spot clean exterior / interior – W
5. Spot clean walls, doors, and partitions – W
6. Clean ventilation registers – W
7. Pour water down the drains for odor control – W
8. Report plumbing and dispenser problems to Facility Manager – W
9. Refill all dispensers to normal limits: napkins, soap, tissue, etc., to normal limits – W
  - a. Supplies furnished by Lexington Public Schools or Majestic Theatre
10. Inventory and order sanitary supplies – W
11. Low dust surfaces below 36” including sills, moldings, ledges, frames, registers, etc. – W
12. High dust surfaces above arms reach – W
13. Sweep, damp mop, and sanitize hard surface floors – W
14. Wash walls from floor to ceiling - XTRA
15. Detail clean ceilings, light fixtures, walls, and partitions – XTRA
16. Strip or scrub and apply finish to resilient floor covering - XTRA

## **EXHIBIT C**

### **TASK SCHEDULE MAJESTIC THEATRE**

#### **LOBBY AND CONCESSIONS**

1. Empty trash and replace liner – W
2. Clean exterior of trash receptacles as necessary – W
3. Wipe down exterior of register - W
4. Dust exposed shelving and horizontal surfaces to hand height - W
5. Clean and sanitize telephones - W
6. Low dust surfaces - W
7. High dust surfaces - W
8. Clean door glass -W
9. Spot clean lower windowpanes - W
10. Clean sinks, countertops, and cabinets - W
11. Dust and damp mop hard surface floors - W
12. Spot clean spills and spots on carpeted and hard surface floors - W
13. Vacuum wall to wall - W
14. Clean exterior of soda dispensers and beverage coolers - W
15. Clean ceiling fans and vents - M
16. Clean lights and insides of lens covers – A
17. Re-lamp ceiling lights and detail clean – XTRA
18. Dust down ceiling and clean vents – XTRA
19. Wash walls from floor to ceiling (must use school lift) - XTRA
20. Extract carpeted areas – XTRA
21. Strip or scrub and apply finish to resilient floor covering – XTRA
22. Complete window washing (interior and exterior panes) – XTRA

#### **GENERAL**

1. Notify building contact of any observed irregularities (structural defects, unauthorized personnel, unlocked doors, etc. – W
2. Turn off all lights as required by building contact, close windows and lock doors. – W
3. Formal building evaluation – M
4. Formal customer service review - M

## EXHIBIT D

### SERVICEMASTER CONTRACT CLEANING SERVICES AGREEMENT

THIS AGREEMENT made \_\_\_\_\_, 2024 by and between **B&H Services, Inc. DBA ServiceMaster of Mid NE (ServiceMaster)** and **The Lexington Public School District (Client)**.

ServiceMaster conducts a janitorial service rendered on an individual contract basis in commercial facilities, office buildings, schools, stores and other locations, as an independent business licensed by ServiceMaster Residential/Commercial Services.

Client desires ServiceMaster to supply contract-cleaning services to the property commonly known as **Lexington Senior High School, Lexington Middle School, Bryan Elementary, Morton Elementary, Pershing Elementary, Sandoz Elementary, Early Learning Academy (ELA), The Administration Building (Central Office), Alternative Education Building, Career Academy, Orthman Community YMCA, and The Majestic Theatre.**

NOW THEREFORE, the Parties agree as follows:

1. Task Schedule. **Beginning on September 1st, 2024**, ServiceMaster will provide contract cleaning services for the areas described in the "Task Schedules," a true and accurate copy of which is attached as **Exhibit C** to this Agreement. ServiceMaster agrees that the janitorial services to be provided shall be conducted according to the guidelines agreed upon between the Client and ServiceMaster.
2. Personnel. All personnel furnished by ServiceMaster are employees of ServiceMaster, and ServiceMaster will pay all salaries and expenses of, and all applicable federal and state taxes relating to such personnel. For all purposes of this contract, ServiceMaster will be considered an independent contractor of the Client, and will not act as an agent, servant, or employee of the Client, or make any commitments or incur any obligations on behalf of the Client without its express written consent. Client may request the removal of any ServiceMaster employee whose conduct is unsatisfactory to Client.
3. Covenants. During the term of this Agreement, the Client shall not:
  - A. Directly or indirectly hire any person employed in a management position by ServiceMaster.
  - B. Recruit and hire any ServiceMaster employee to a position that would prevent them from performing their position with ServiceMaster.
  - C. Disclose, to a competitor, any pricing or bid information designated as confidential by ServiceMaster.



**EXHIBIT D**

**SERVICEMASTER CONTRACT CLEANING SERVICES AGREEMENT**

4. Terms. The terms of the Task Schedule or of the price stated in paragraph 5, may be modified at any time by the mutual execution of written change orders. All executed change orders shall become part of this Agreement. ServiceMaster will give the Client thirty (30) days prior notice of any price change for services rendered pursuant to the Task Schedule (EXHIBIT C). Client will notify ServiceMaster of any changes in service times, any alterations to the furnishings, floor, wall or ceiling surfaces at the Client’s premises, or any other change which affects the Task Schedule (EXHIBIT C) and consequently the contract price. This Agreement shall continue in effect from the date services are to begin, for a period of three (3) years unless terminated.

5. Payment. The Client shall make payment to ServiceMaster for services rendered at the following rates:

<b>FACILITY DESCRIPTION</b>	<b>CONTRACT YEAR 1 MONTHLY COST</b>	<b>CONTRACT YEAR 2 MONTHLY COST</b>	<b>CONTRACT YEAR 3 MONTHLY COST</b>
Schools and Central Office	\$85,551.00	\$92,962.00	\$95,698.00
Orthman Community YMCA	\$5,813.00	\$6,307.00	\$6,494.00
Majestic Theatre	\$261.00	\$284.00	\$291.00
<b>GRAND TOTALS</b>	<b>\$91,625.00</b>	<b>\$99,553.00</b>	<b>\$102,483.00</b>

All billings will be made at the end of each month of service and are due by the twentieth (20<sup>th</sup>) of the following month. Client’s failure to pay the full amount due within thirty (30) days of any invoice shall, at the election of ServiceMaster, be deemed to be a default and termination without notice by Client. A late charge calculated at 1 ½% per month will be charged to Client on any overdue unpaid balance. Client shall pay ServiceMaster its costs and expenses, including reasonable attorney’s fees paid or incurred in enforcing the terms of this Agreement.

6. Performance. ServiceMaster will perform all services required under this Agreement, except when prevented by strike, lockout, act of God, accident, sudden change of state or federal laws, or other circumstances beyond its control.

## EXHIBIT D

### SERVICEMASTER CONTRACT CLEANING SERVICES AGREEMENT

7. Minimum Wage Law Changes. ServiceMaster reserves the right to renegotiate the pricing terms of this Agreement if the following condition is met:
- A. Nebraska Statute 48-1203 is further revised, during the contract period, to increase the current minimum wage.
8. Insurance. ServiceMaster shall provide the insurance coverage set forth below and deliver to Client certificates of insurance upon request.
- A. General Liability
    - \$1,000,000.00 per occurrence
    - \$2,000,000.00 general aggregate
  - B. Commercial Liability Umbrella
    - \$2,000,000.00 per occurrence
    - \$2,000,000.00 annual aggregate
  - C. Automobile Liability
    - \$1,000,000.00 single limit
  - D. Worker's Compensation & Occupational Disease
    - State of Nebraska Requirements
9. Termination. This Agreement may be terminated by either party by giving sixty (60) days written notice by certified mail, return receipt requested, addressed to the other party at the address listed on the final, signature page of this agreement. In the event a sixty (60) day notice is not given, or if Client is deemed to have terminated by default by failing to tender payment when due, or by Client's conduct, which makes ServiceMaster's performance impossible (including a demand for the return of all Client's keys) then ServiceMaster shall have no obligation to continue its performance, and Client shall pay ServiceMaster an amount equal to an additional sixty (60) days of billing as liquidated damages. This additional sixty (60) days of billing shall be calculated from a) the date upon which Contract Services are last performed; or b) the last date of the billing period during which any default or improper termination occurs, whichever is later.
10. Employment Eligibility. ServiceMaster agrees to utilize the E-Verify System, run by the Department of Homeland Security, in order to electronically verify employment eligibility of ServiceMaster's new hires and the validity of their Social Security Numbers.
11. This Agreement contains all of the covenants and agreements between the parties, and may not be modified except in writing, signed by both parties.

**EXHIBIT D**

**SERVICEMASTER CONTRACT CLEANING SERVICES AGREEMENT**

**AGREED:**

CLIENT

SERVICEMASTER

\_\_\_\_\_  
Authorized Signature

\_\_\_\_\_  
Authorized Signature

\_\_\_\_\_  
Title

\_\_\_\_\_  
Title

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Printed Name

Lexington Public School District  
300 S Washington St.  
POB 890  
Lexington, NE 68850

ServiceMaster of Mid NE  
302 Frontier St.  
POB 898  
Lexington, NE 68850

**ESTIMATE**

**PLATTE VALLEY EXCAVATING**  
43575 Highway 30  
Lexington, NE 68850

plattevalleyexcavating@gmail.com  
+1 (308) 324-3906  
www.plattevalleyexcavating.com



**Bill to**

Lexington Public Schools.  
P. O. Box 890  
Lexington, NE 68850

**Estimate details**

Estimate no.: 1244  
Estimate date: 08/02/2024

#	Product or service	Description	Qty	Rate	Amount
1.		Job Site: 1211 N. Grant St.			
2.	<b>Land Leveling</b>	Machine Hire: demolish house and garage, export rubble to LASWA. Remove all concrete and concrete footings. Remove all trees and stumps. Import fill dirt, fill hole from basement and level lot to existing grade.	1	\$23,000.00	\$23,000.00
				<b>Total</b>	<b>\$23,000.00</b>

Accepted date

Accepted by

\* \* \* \* \*

Lexington Public Schools  
**EARLY LEARNING ACADEMY**

\* \* \* \* \*

**EMERGENCY PROCEDURES  
HANDBOOK**

\* \* \* \* \*

## Emergency Procedures

Revised: May 2024

**Guidelines**

**for**

**Emergencies:**

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**Remain Calm.** Children may become nervous, confused and frightened during an emergency situation. Staff should do their best to remain calm in such situations to help children from becoming anxious and frightened.

**Follow Procedures.** Procedures and protocols have been established to help ensure a safe and orderly response to the situation for children and staff. Teachers should not create separate procedures for their classroom that may conflict with any guidelines established by the school.

In an emergency situation, the only person who should speak to the media is the building administrator. If a reporter or someone from the media contacts a staff member for comments about the situation, the person should be advised by the staff member to speak with the building administrator. Having only one person speak with the media reduces the possibility that inaccurate information will be released to the public.

**Classroom Doors / Locks.** Classroom doors should be shut and in the locked position at all times. In the event of an emergency that requires lockdown, the door can then be closed and will automatically be locked. This procedure eliminates the need for someone to exit the classroom and enter the hallway to lock the door.

**Classroom Organization.** Avoid clutter in classrooms. If it should become necessary to search the building as the result of an impending threat such as a bomb, classroom organization can help or hamper the search operation. Avoid storing boxes / containers of material in the classroom that are not necessary for the daily routine.

**Red and Green Cards.** Take Red and Green Cards with you in every emergency and drill situation. Green cards indicate you have all your students. Red cards indicate you are missing a child or children. Red and Green cards together indicate you have an extra student.

**Sunshine Rooms.** During an emergency situation, if you are in the hallway and unable to get into a classroom, immediately go to a Sunshine Room location. The Sunshine Room locations are the storage room or bathrooms in the playroom. They are marked with suns. First Responders will check these two places for staff and students after an emergency situation.

**Crisis Team Members:**

Tracy Naylor  
Kristie Converse  
Katie Maloley

Teachers must have the following items with them during an emergency:

- Small, laminated class list
- Building & Room Keys
- Red & Green Cards (Fire/Tornado)
- Homework Packets\*
- Story Books\*

\* These items will need to be placed in a bag for quick access.

Don't forget to take your purse/wallet, as you may not be returning to the building for a while.

Recess Equipment...

When you go outside for recess duty you must make sure you have the following items (backpack):

- Cell phone
- Whistle
- Gloves
- Band aids

## **Fire Drill Procedures:**

Fire drills will be conducted monthly. The drill will be conducted at random in regard to days and times, one each for the morning and afternoon groups of children.

The fire alarm is a loud, intermittent sound with flashing strobe lights. Upon activation of the alarm system, staff and children should exit from the building following the designated routes shown on the building evacuation map.

Staff and children should exit from the building quickly and quietly. Teachers are encouraged to prepare children for this event by talking with them about safety, purpose of the drill and instructing them on the procedures to be followed during the drill. Teachers will instill in each child an attitude of calmness and intentional purpose while evacuating the building.

Classroom windows should be closed and lights turned off. The last person out of the room, an adult, should make sure that all children are out of the room and close the door. The last person(s) leaving the building should close the exit door(s).

Upon reaching a safe distance from the building, staff members should account for all children in their classroom. The building administrator or his/her designee will contact each teacher to ascertain that all children have been accounted for.

Designated staff will make a search of restrooms, supply rooms, and playroom.

If a child is missing, the principal should be notified immediately and designated staff will conduct a search to locate the missing child.

When all children have been accounted for, staff will be informed that the drill is complete and everyone may enter the building.

All rooms have an assigned exit route. Designated routes should be followed unless blocked by fire or other hazard. If a designated route is blocked, staff and children should exit the building by another route that offers the safest alternative.

In the event of an actual fire, the principal or his/her designee, will immediately notify the fire department while the building is being evacuated.

## **Fire Drill Routes:**

**Rooms 104, 105, 106, 107, 115 and Indoor Playroom** exit through the **East Door** into the **Parking Lot**.

**Rooms 109, 110, 111, 112, 113 and Cafeteria** exit through the **West Door** into the **Playground**.

## **Tornado Drill Procedures:**

Tornado drills will be conducted periodically at random in regard to days and times.

The tornado alarm will be announced through the intercom: **“Staff, Shelter! Evacuate to your shelter area. Shelter! Evacuate to your shelter area.”**

If there is a tornado and power is lost, a whistle will be used to alert staff and the principal or his / her designee will travel through the hallway to notify staff of the situation.

Staff and children should move to the designated area quickly and quietly. Teachers are encouraged to prepare children for this event by talking with them about safety, purpose of the drill and instructing them on the procedures to be followed during the drill.

Classroom windows should be closed and lights turned off. The last person out of the room, an adult, should make sure that all children are out of the room and close the door.

Upon reaching the designated area inside the building, staff members should account for all children in their classroom. The building administrator or his/her designee will contact each teacher to ascertain that all children have been accounted for.

If a child is missing, the principal should be notified immediately and designated staff will conduct a search to locate the missing child.

Designated staff will make a search of the restrooms and supply rooms. A crisis team member will circulate around the building checking attendance and report to the building administrator.

When all children are accounted for and tornado safety measures have been practiced, staff will be informed that the drill is complete and everyone may return to their classrooms.

### **Class Designated Areas for Tornado Warnings**

<b><i>Classroom</i></b>	<b><i>Location</i></b>
<b>Rooms 104</b>	<b>Room 119</b>
<b>Room 105</b>	<b>Room 121</b>
<b>Room 115</b>	<b>Room 122</b>
<b>Rooms 106 and 107</b>	<b>Room 109</b>
<b>Rooms 110 and 111</b>	<b>Room 112</b>
<b>Room 109</b>	<b>Stay in room</b>
<b>Room 112</b>	<b>Stay in room</b>

## **Building Evacuation Procedures:**

In the event of an emergency that makes it necessary to evacuate the building, the following guidelines and procedures will apply.

An announcement through the intercom will be given: **“Staff, Evacuate! To Plum Creek Market Place. Evacuate! To Plum Creek Market Place.”**

Staff should have children grab their coat or jacket. Do not take time for children to put on their coat / jacket.

Because of the evacuation, staff may not be allowed back into the building for an extended period of time. Therefore, staff should take with them any personal possessions / valuables that may be needed.

If it becomes necessary to evacuate the building, staff and students will move to Plum Creek Market Place. Unless instructed otherwise, staff should exit through the same doors as designated for a fire drill and proceed immediately to Plum Creek Market Place.

Upon arrival at Plum Creek Market Place, staff and children will be directed to a specific location within the store. Attendance should be taken and reported to the building administrator or his/her designee.

The building administrator will remain at the Early Learning Academy for the length of time necessary to ensure that all staff and children are out of the building. Then, the administrator will come to Plum Creek Market Place to assist staff with the safe placement of children in the custody of their parent(s) / guardian(s).

During an emergency that requires evacuation of the building, staff should have in their possession the following items:

- Class roster including telephone number(s) of parent(s) / guardian(s)
- Sign out sheet with student names
- Building and room keys
- Activity packets / projects / story books

Children may be released to the custody of their parent(s) / guardian(s). The person to whom a child is released will be required to sign their name on the form provided.

In the event that parents/guardians need an alternate location to pick up their child after a building evacuation, a reunification location will be at Plum Creek Market (North of the Early Learning Academy).

## **Reverse Evacuation Procedures:**

(Getting children Into the building as soon as possible)

1. In the event of an emergency outside, children will go immediately to their classroom.
2. Follow lockdown procedures.
3. In the event an emergency occurs before or after school children will go immediately to their classroom.

## **Hold, Secure, and Lockdown Procedures:**

In the event of a situation that requires a hold, secure or lockdown of the building and classrooms, the following procedures are to be followed. Staff should become familiar with the different procedures of a hold, secure or lockdown.

**HOLD**—A hold is called when there is a situation in the hall or another area.

If a situation arises that warrants a hold in the building, an announcement will be made through the intercom: **“Hold! In your room. Clear the halls. Hold! In your room. Clear the halls.”**

- Children and staff who are in the hallway, restroom or other areas that cannot be secured should immediately return to the classroom until the “All Clear” is announced.
- Children and staff who are outside should remain outside unless instructed to do otherwise by the administrator.
- Close and lock classroom doors.
- Do business as usual.
- Take roll, account for all students and adults.
- A HOLD can be released by an announcement, “The Hold is released. All Clear. The Hold is released. All Clear.”

**SECURE**—A secure is called when a threat or hazard outside of the school building.

If a situation arises that warrants a secure of the building, an announcement will be made through the intercom: **“Staff, Secure! Get inside. Lock outside doors. Secure! Get inside. Lock outside doors.”** Immediate action required:

- Students and staff from outside the building should return to the building quickly.
- Lock all exterior doors. Lock and monitor main access doors.
- Take roll, account for all students and adults.
- Do business as usual and wait for instructions.
- Do not attempt to contact office, unless you have pertinent information.
- A SECURE can be released by an announcement, “The Secure is released. All Clear. The Secure is released. All Clear.”

**LOCKDOWN**—A lockdown is called when there is a threat or hazard inside the school building.

If a situation arises that warrants lockdown of the building, an announcement will be made through the intercom: **“Staff, Lockdown! Locks, Lights, out of Sight, Lockdown! Locks, Lights, Out of Sight.”** Immediate action required:

- Children and staff who are outside the school need to exit through the gate and

proceed to Plum Creek Market.

- Children and staff in the hallway, restroom or other areas that cannot be secured should immediately return to the closest classroom.
- Lock and close all interior doors and turn off the lights.
- Remain inside the classroom and move away from sight.
- Teachers should take attendance, maintain silence in the classroom, and do not open the door.
- Wait for First Responders to open doors.
- Do not attempt to contact office, unless you have pertinent information.
- Prepare to evade or defend.

#### **Additional actions / procedures:**

- The first person to notice an intruder (person with weapon, who is upset, out of control or otherwise threatening) should immediately notify the building administrator /office.
- The building administrator will determine the need to call 911, notify law enforcement and the school superintendent.
- Media personnel will be referred to the superintendent of schools.
- Classroom doors will be unlocked by a school official or law enforcement when the crisis / emergency is ended.
- The district crisis team may be contacted to assist children and staff in dealing with the aftermath of the event.

#### **Bomb Threat Procedures: (Keep Checklist by each phone)**

Upon the receipt of a bomb threat, the person receiving the call will make every attempt to:

- a. Utilize the bomb threat checklist.
- b. Prolong the conversation. Do not hang up the phone. (Use another phone to call authorities.)
- c. Identify background noises and any distinguishing voice characteristics.
- d. Ask the caller for a description of the bomb, where it is, and when it is due to explode.

The person receiving the threat will notify the principal. The principal will call 911 and notify the Superintendent to decide whether to make a preliminary search or to evacuate the building.

If evacuation is indicated, building evacuation procedures will be announced. If evacuation is not indicated, lockdown procedures will be announced.

Inform staff and students of the bomb threat and any immediate directions, for example, remain in their rooms until an all-clear is given or directions to evacuate.

Staff needs to make visual observations of their classrooms/work areas and inform them not to open cabinets, doors, or move objects. If anything suspicious is found, Do Not touch it! The bomb can be almost anything from a bundle of dynamite to concealed or ordinary objects (briefcase, toolbox, or pieces of pipe). You will be searching for something that doesn't belong in the classroom/work area.

Staff should account for all students, check halls and restrooms.

If a written threat is received, copy the contents and protect the original message (plastic or other covering) to preserve fingerprints and other identifying marks. Use the Bomb Threat Checklist to gather helpful information.

### **Chemical Spill / Toxic Fumes:**

1. If spill/fumes occur outside the school building:

- Keep students inside.
- Close windows.
- Contact police, fire and health department and superintendent's office.
- Be prepared to evacuate the building, if needed.
- If students are outside, move them inside or to designated evacuation location.

2. If a spill occurs inside:

- Remove students from contaminated area.
- Contact police, fire and health department and superintendent's office.
- Students exposed to the chemical should be taken to a locker room or other designated area within the building to have necessary clothing removed and exposed skin washed.

This emergency procedures plan was developed under the direction of the Early Learning Academy Safety/Crisis Team. It provides procedures that are to be followed in the event of an emergency. A copy of the plan has been provided to all employees.

# REUNIFICATION PLAN

## Relocation Site – Plum Creek Market

**Address: 1411 Plum Creek Parkway Phone: 324-2327**

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**LAW ENFORCEMENT NOTIFIED (911)** - Call for help in regard to crowd/traffic control. See list of possibilities.

**TRAFFIC/CROWD CONTROL** - Central Office & Maintenance Staff and Crisis Team members from other buildings, if available.

**ITEMS TO TAKE** - **Jess Rico** will take the Emergency Kit from the front office.

Kelley Swanson or **Amanda Born** will take To Go kit and blow horn from the back door and backpack.

**STAFF** - Please take SIGN In Book, Reunification plan, laptop/iPad, purse and cell phone.

- Students will move with their teacher during the evacuation. Upon arrival at **Plum Creek Market**, teachers will take students to assigned aisles and immediately take attendance. Attendance will be taken on the sign in sheet. If teachers were outside, attendance will be recorded on designated attendance sheets. Attendance sheets and sign in sheets will be picked up by **Traci Woodside**. She will get that information to the front table and the administration will make the final determination as to who is missing. They will keep that list for later use.
- **Classroom Paras** will take attendance for Katie and Kristie.

Aisles

1-Empty

2-Betsy

3-Tara

4-Hailey

5-Yesenia

6-Amanda

7-Kelley (No sign)

8-Katie

9-Kristie

10-Danica

11-Empty

**GREETERS** – **Alma Becerra, Barre Hassan, and Hardy Moreno** will come from the Central Office to assist.

**Greeters will be located in the parking lot on the north side of O'Reilly.** Greeters will meet parents as they arrive. They will inform parents that they need identification and if parents have proper ID, these individuals will be given a reunification card to fill out and will start the process for reunification.

**CHECKERS** – **Emily Dellevoet (A-G), Tess Piper (H-M) Kendra Myers (N – R), and Becky Holcomb (S-Z)**

**Checkers will be located at the table outside where carts are returned.** Parents will take their completed Reunification card to one of the Checkers based on last name. Checkers will ensure all information is complete and then take parents to accountants.



**ACCOUNTANTS – Becca Doubet (A-G) Daniela Marin (H-M) Angie Olerich (N-R) Adelaida Romero (S-Z)**

Accountants will be located outside in front of the Main Entrance to Plum Creek Market Place. They will verify information from reunification cards completed by parents with information listed on PowerSchool.

Accountants will give reunification cards to reunifiers. Reunifiers will take a parent to be reunited with their student once cleared by the Accountant.



**REUNIFIERS – Arianna Aguado, Veronica Vallejo, and Reyna Mendoza**

Reunifiers will go to the North Loading Door of Plum Creek Market Place. Parents will remain outside until the reunifier returns with their student. The reunifier will return the reunification card back to Robin who will keep all cards of released students.



**NORTH DOOR MONITORS – Sara Oberg, Abby Dobbins, Norma Regalado**

Sara, Abby, and Norma will direct parents to leave the Reunification Site (heading east) and return to the parking area once reunited with their student.

**MAIN DOOR/MAIN TABLE SUPERVISION - Barry Carpenter**

The following individuals will be **MONITORING THE MAIN ENTRANCE AT Plum Creek Market**, not allowing anyone to enter the building: **Guadalupe Lopez, Carmen Lujan, Elizabeth Ceja**

**OVERALL SUPERVISION - Tracy Naylor**

**SUPERVISION WHERE NEEDED – Kristie Converse and Katie Maloley**

**TECHNOLOGY SUPPORT – Tech will bring at least 2 computers from Central Office for Accountants.**

**SPOKESPERSON WITH THE MEDIA - Dr. Hakonson or Tracy Naylor**

**COUNSELORS-** will be available to take parents whose student is not in the assembly area to a separate room (**office upstairs**). **Marni Baker and Jessica Nedrig** may help if needed.

**EXTRA HELP – Staff from the store or college, Crisis Team Members**

**ANSWERING PHONE AT ELA - Jess Rico** will be assigned to the front office to answer the phone (if individuals are allowed to stay in the building). She will be given a written statement to read. The written statement will be given to Jess, CO, etc. **Erica Brockmoller and Amber Burson** will write the statement under the direction of administration.

**THINGS TO DO UPON IMMEDIATE ARRIVAL AT Plum Creek Market**

1. Set up Tables for Accountants (**Lizbeth Aguado and Araceli Rodriguez**)
2. Signs put up with instructions (**Staff from Plum Creek Market and Rosa Vasquez**)
3. Rope off certain areas for crowd control (**Plum Creek Employees and Bridny Lorenzana or Darcy Benjamin**)

**THINGS TO KEEP IN MIND -**

- Law Enforcement may not be at your site immediately depending on the circumstances that led to evacuation
- Loss of internet and/or cell phone usage
- Parents will be anxious, upset, angry

Students may only leave with parents through the process

## Attachment A

### Bomb Threat Checklist

DATE \_\_\_\_\_ TIME \_\_\_\_\_

**Do Not Hang Up!** Use another phone to call police.

Record the exact words used by the called:

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**Ask:**

**What time is the bomb set for?**

\_\_\_\_\_

**Where is the bomb?**

\_\_\_\_\_

**What does the bomb look like?**

\_\_\_\_\_

**Why are you doing this?**

\_\_\_\_\_

**Who are you?** \_\_\_\_\_

**Evaluate the voice of the caller:**

\_\_\_\_\_ Man

\_\_\_\_\_ Woman

\_\_\_\_\_ Child

\_\_\_\_\_ Age (approximate)

\_\_\_\_\_ Accent

\_\_\_\_\_ Speech Impediment

\_\_\_\_\_ Intoxicated

\_\_\_\_\_ Other

**Background Noise:**

\_\_\_\_\_ Music

\_\_\_\_\_ Children

\_\_\_\_\_ Typing

\_\_\_\_\_ Airplanes

\_\_\_\_\_ Conversation

\_\_\_\_\_ Machine Noise

\_\_\_\_\_ Traffic

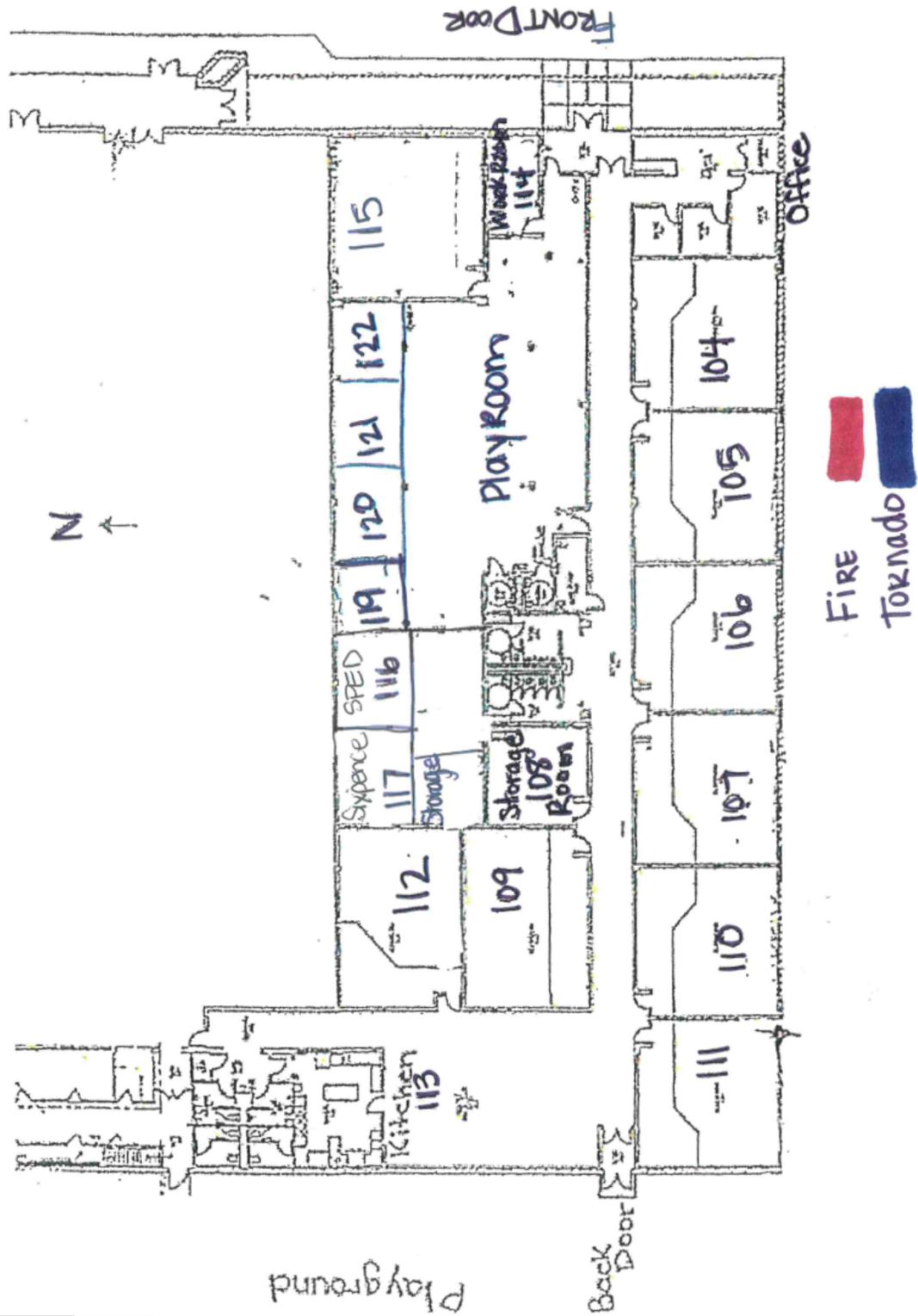
\_\_\_\_\_ Other \_\_\_\_\_

Person receiving threat will immediately notify the principal.

Call Received by: \_\_\_\_\_

## **Attachment B**

### **Map of Lexington Early Learning Academy**



**Attachment C**

**Standard Response Protocol Overview**



# STANDARD RESPONSE PROTOCOL

## INFORMATION FOR PARENTS AND GUARDIANS

Our school has adopted The "I Love U Guys" Foundation's Standard Response Protocol (SRP). Students and staff will be training, practicing, and drilling the protocol.

### COMMON LANGUAGE

The Standard Response Protocol (SRP) is based on an all-hazards approach as opposed to individual scenarios. Like the Incident Command System (ICS), SRP utilizes clear common language while allowing for flexibility in protocol.

The premise is simple - there are five specific actions that can be performed during an incident. When communicating these, the action is labeled with a "Term of Art" and is then followed by a "Directive." Execution of the action is performed by active participants, including students, staff, teachers and first responders. The SRP is based on the following actions: Hold, Secure, Lockdown, Evacuate, and Shelter.

## HOLD

"In Your Classroom or Area"

Students are trained to:

- Clear the hallways and remain in their area or room until the "All Clear" is announced
- Do business as usual

Adults and staff are trained to:

- Close and lock the door
- Account for students and adults
- Do business as usual



## SECURE

"Get Inside. Lock outside doors"

Students are trained to:

- Return to inside of building
- Do business as usual

Adults and staff are trained to:

- Bring everyone indoors
- Lock the outside doors
- Increase situational awareness
- Account for students and adults
- Do business as usual



## LOCKDOWN

"Locks, Lights, Out of Sight"

Students are trained to:

- Move away from sight
- Maintain silence
- Do not open the door

Adults and staff are trained to:

- Recover students from hallway if possible
- Lock the classroom door
- Turn out the lights
- Move away from sight
- Maintain silence
- Do not open the door
- Prepare to evade or defend



## EVACUATE

"To a Location"

Students are trained to:

- Leave stuff behind if required to
- If possible, bring their phone
- Follow instructions

Adults and staff are trained to:

- Bring roll sheet and Go Bag (unless instructed not to bring anything with them, dependent on reason for evacuation.)
- Lead students to Evacuation location
- Account for students and adults
- Report injuries or problems using Red Card/Green Card method.



## SHELTER

"State Hazard and Safety Strategy"

Hazards might include:

- Tornado
- Hazmat
- Earthquake
- Tsunami

Safety Strategies might include:

- Evacuate to shelter area
- Seal the room
- Drop, cover and hold
- Get to high ground

Students are trained in:

- Appropriate Hazards and Safety Strategies

Adults and staff are trained in:

- Appropriate Hazards and Safety Strategies
- Accounting for students and adults
- Report injuries or problems using Red Card/Green Card method.



Standard Response Protocol Poster

# IN AN EMERGENCY TAKE ACTION



## **HOLD! In your room or area. Clear the halls.**

### **STUDENTS**

Clear the hallways and remain in room or area until the "All Clear" is announced  
Do business as usual

### **ADULTS**

Close and lock the door  
Account for students and adults  
Do business as usual



## **SECURE! Get inside. Lock outside doors.**

### **STUDENTS**

Return to inside of building  
Do business as usual

### **ADULTS**

Bring everyone indoors  
Lock outside doors  
Increase situational awareness  
Account for students and adults  
Do business as usual



## **LOCKDOWN! Locks, lights, out of sight.**

### **STUDENTS**

Move away from sight  
Maintain silence  
Do not open the door

### **ADULTS**

Recover students from hallway if possible  
Lock the classroom door  
Turn out the lights  
Move away from sight  
Maintain silence  
Do not open the door  
Prepare to evade or defend



## **EVACUATE! (A location may be specified)**

### **STUDENTS**

Leave stuff behind if required to  
If possible, bring your phone  
Follow instructions

### **ADULTS**

Lead students to Evacuation location  
Account for students and adults  
Notify if missing, extra or injured students or adults



## **SHELTER! Hazard and safety strategy.**

### **STUDENTS**

Use appropriate safety strategy for the hazard

#### **Hazard**

Tornado  
Hazmat  
Earthquake  
Tsunami

#### **Safety Strategy**

Evacuate to shelter area  
Seal the room  
Drop, cover and hold  
Get to high ground

### **ADULTS**

Lead safety strategy  
Account for students and adults  
Notify if missing, extra or injured students or adults

# IN AN EMERGENCY

## TAKE ACTION



**HOLD**



**SECURE**



**LOCKDOWN**



**EVACUATE**



**SHELTER**

<b>Standard Response Protocol – Public Address</b>	
<b>Medical Emergency</b>	<b>Hold in your Room or Area. Clear the halls.</b>
<b>Threat Outside</b>	<b>Secure! Get inside. Lock outside doors.</b>
<b>Threat Inside</b>	<b>Lockdown! Locks, Lights, Out of Sight!</b>
<b>Bomb</b>	<b>Evacuate to (location) Shelter for Bomb!</b>
<b>Earthquake</b>	<b>Shelter for Earthquake!</b>
<b>Fire Inside</b>	<b>Evacuate to the (location)</b>
<b>Hazmat</b>	<b>Shelter for Hazmat! Seal your Rooms</b>
<b>Weapon</b>	<b>Lockdown! Locks, Lights, Out of Sight!</b>
<b>Tornado</b>	<b>Evacuate to (location) Shelter for Tornado!</b>



## Standard Response Protocol Reunification Method



# STANDARD™ REUNIFICATION METHOD

Each building within the district should have a plan in place that includes:

- On/Offsite Location (Do you have permission? A key? Know the address? )
- Take your "TO GO KIT" every time you evacuate your building -
- Phones – Secretaries?? - A statement will be made available for personnel answering phone to read – Should not deviate from what has been written
- Check-in station – Should be away from off-site location
- Runners (who will retrieve/deliver students) – Para's/ Teachers without a class/Counselor's (unless needed in the event of a tragedy) -
- Have "check in" signs readily available to post where needed – (In Kit)
- Have a few reunification forms available (in the event copier doesn't work) -
- Keep current info and emergency info on all students (possibly in a notebook & on a pin drive) - Students' will not be allowed to go with anyone if not listed on emergency contact.
- Who will be the spokesman for the building? (Superintendent, Law Enforcement) – Staff should not be talking to media, press unless asked to by administration and/or law enforcement.
- Outside Help who may provide assistance: Law Enforcement, Local Firefighters and EMT's.



## STANDARD™ REUNIFICATION METHOD

### STUDENT/PARENT REUNIFICATION

Circumstances may occur at the school that require parents to pick up their students in a formalized, controlled release. This process is called a Reunification and may be necessary due to weather, a power outage, hazmat or if a crisis occurs at the school. The Standard Reunification Method is a protocol that makes this process more predictable and less chaotic for all involved.

Because a reunification is not a typical end of school day event, a reunification may occur at a different location than the school a student attends. If this location is another school, then those students may be subject to a controlled release as well.

### NOTIFICATION

Parents may be notified in a number of ways. The school or district may use its broadcast phone or text message system. In some cases, students may be asked to send a text message to their parents. A reunification text message from a student may look something like this: *"The school has closed, please pick me up at 3:25 at the main entrance. Bring your ID."*

### PARENT/GUARDIAN EXPECTATIONS

If a parent or guardian is notified that a reunification is needed, there are some expectations that parents or guardians should be aware of. First, bring identification. That will streamline things during reunification. Second, be patient. Reunification is a process that protects both the safety of the student and provides for an accountable change of custody from the school to a recognized custodial parent or guardian.

### WHAT IF A PARENT CAN'T PICK-UP THEIR STUDENT?

When a parent can't immediately go to the reunification site, students will only be released to individuals previously identified as a student's emergency contact. Otherwise, the school will hold students until parents can pick up their student.

### WHAT IF THE STUDENT DROVE TO SCHOOL?

There may be instances where a student may not be allowed to remove a vehicle from the parking lot. In this case, parents are advised to recover the student. In some circumstances, high school students may be released on their own.

Reunification Information	
Have photo identification out and ready to show school district personnel.	
Student Name	_____
Student Grade	_____ Student Cell Phone Number _____
Name of person picking up student	_____
Signature	_____
Phone number of person picking up student	_____
Relationship to student being picked up	_____
Photo identification matches name of person picking up student? Y or N	_____
Parent completed:	
Print Student Name Again	_____
Student Grade	_____ School personnel complete appearance of student
Student ID Number	_____

### HOW IT WORKS

For students, the school asks that students be orderly and quiet while waiting. Students may be asked to text a message to their parents or guardians. Students are also asked not to send other text messages either in or out of the school or reunification area. Keeping the cellular network usage at a minimum may be important during a reunification.

### REUNIFICATION CARDS

For parents, there are a couple of steps. If a parent is driving to the school, greater awareness of traffic and emergency vehicles is advised. Parents should park where indicated and not abandon vehicles. Parents are asked to go to the Reunification "Check In" area and form lines based on the first letter of their student's last name. While in line, parents are asked to fill out a reunification card. This card is perforated and will be separated during the process. Some of the same information is repeated on both the top and separated bottom of the card. Parents are asked to complete all parts of the card.

In the case of multiple students being reunified, a separate card for each student needs to be completed.

### BRING ID TO CHECK IN

During check in, identification and custody rights are confirmed. The card is separated and the bottom half given back to the parent.

From the "Check In" area parents are directed to the "Reunification" area. There, a runner will take the bottom half of the card and take it to the Student Assembly Area to recover the student or students.

Parents should be aware that in some cases, they may be invited into the building for further information.

### INTERVIEWS AND COUNSELING

In some cases, parents may be advised that a law enforcement investigation is underway and may be advised that interviews are necessary. In extreme cases, parents may be pulled aside for emergency or medical information.





# J. Sterling Morton Elementary School

This plan was developed under the direction of the Morton Elementary Safety/Crisis Team. It provides procedures that are to be followed in the event of an emergency. A copy of this plan has been provided to all teachers and copies are prepared and provided for substitute teachers that work with our children.

Rules for ALL Emergencies:

1. **Remain Calm** – We are responsible for hundreds of children who will be nervous, confused and scared during these situations. As educators we must remain calm during each situation and model that for our students.
2. Follow Procedures – We have established these procedures and protocols to help ensure that there is smooth transition for students and teachers. **DO NOT** create your own procedures for your classroom that conflict with any of the school’s established procedures.
3. During an emergency Mrs. Edeal is the only person in the building that will speak to the media. If you are approached by a member of the media for a comment reply, “I have no comment. You will need to talk to Mrs. Edeal our principal.” We do not need conflicting comments presented to the public.

**Crisis Team Members:**

Nikki Edeal	Jessica Nedrig
Carole Kleine	Megan Vonasek

**CPR Certified Staff Members:**

Nikki Edeal	Sherri Ihde
Sylvia Macias	Jessica Lara
Laura Winter	Melissa Naylor
Christy Franz	

**Epi Pen & CPR Trained Staff Members:**

Nikki Edeal	Jessica Lara
Sylvia Macias	Andy Becerra
Laura Winter	

Teachers must have the following items with them during an emergency:

Small, laminated class list  
Building & Room Keys  
Red & Green Cards

Don’t forget to take your purse/wallet, as you may not be returning to the building for a while.

### **Daily Procedures To Be Followed**

1. **Classroom doors should closed and locked at all times**
2. ALL Exterior Doors must remain locked and NOT propped open at any time!
3. No clutter in classrooms! This does not mean you must get rid of teaching/project items. Make sure that if a scan for an unidentified object that we can see everything. Unnecessary papers, boxes, etc. will not be tolerated.

## **FIRE DRILL PROCEDURES**

1. Fire drills will be conducted monthly at random hours and days of the month.
2. The fire alarm is a loud, continuous claxon sound. Upon hearing this sound teachers and children are to evacuate the building following the routes listed on the following page.
3. Teachers and assistants will take control to ensure that the students evacuate quickly and quietly, and that they may be stopped, turned, or directed as needed. Teachers will instill in each child an attitude of calmness and intentional purpose while evacuating the building.
4. Teachers will insure that classroom windows, fans, and lights are shut off and that the last person out of the room closes the doors. The last student or teacher leaving the building through that door will shut the school exit doors.
5. Teachers will take class roll upon reaching a safe distance from the building. If a child is missing, the principal will be notified immediately.
6. Teachers will have a green card and a red card.
  - a. If all students are present raise the green card
  - b. If a student is missing raise the red card
7. Designated teachers and assistants will make a search of restrooms, supply rooms and study rooms.
  - a. Mrs. Mostek will report the NW corner
  - b. Mrs. Sanchez will report the SW corner
  - c. Ms. Diaz will report the SE corner
  - d. Mrs. Vonasek will report the NE corner
  - e. Mrs. Aguilar – will check the south restrooms then exit the South Doors of the building
  - f. Mrs. Macias – will check the north restrooms then exit the front doors
8. Until the all clear is given, (intercom or whistle if intercom is disabled) teachers will maintain constant supervision of their classes.
9. If classes are under the supervision of a teacher other than the home room teacher, the home room teacher will meet his/her class and take roll ASAP.
10. All rooms have assigned exit routes. Please follow assigned routes unless blocked by fire or other hazards. In such a scenario, use your discretion in selecting the safest exit route.
11. In the event of a fire, the principal, assistant principal, or secretary, will simultaneously call the fire department while the building is being evacuated.

## Fire Drill Routes

<u>Classroom</u>	<u>Exit Door</u>	<u>Location to Stand</u>
Bachman, Waldemar & Barkmeier	South Door of Classroom #11, #12, #13	Cross to the South side of Walnut
Naylor	Door # 14	Cross Lincoln to the playground
Franzen, Weidner, Mathews, Einspahr, Acevedo & Torres	Door #2	Cross Lincoln to the playground
Brown, Edeal, Ahlenstorf	Door #1	Cross Lincoln to the playground
Speech, Hemmingsen & Franz	Door # 3	Cross Maple to the Northside
Kleine & Sutton	Door # 3	Cross Maple to the Northside
Harris & Bender	Door # 4	Out the south gate and cross Madison
Counseling	Door #1 or closest door to current classroom	Cross Lincoln to the playground
Art	Exit Modular	Out the south gate and cross Madison
Mostek's Office	Door #14	Cross Lincoln Street to Playground Area
Library	Door #1	Cross Lincoln Street to playground
P.E.	Door #10	Cross Walnut to the southside
Music	Evacuate Modular	Out the south gate and cross Madison
Nurse	Door #1	Cross Lincoln Street to playground
Cafeteria	Door #1	Cross Lincoln Street to playground

## **Tornado Drill Procedures**

1. Tornado Drills will be conducted quarterly at random hours and days of the month.
2. The tornado alarm is an announcement over the intercom “Teachers we are in a tornado warning and you need to go into our tornado plan.” Upon hearing this sound teachers and children are to immediately go to their designated areas in the building following the routes shown on the diagram.
  - a. If power is lost the tornado alarm is short blasts of a whistle. A person will be dispatched to alert the modulars of the situation.
3. Teachers and assistants will take control to ensure that the students move quickly and quietly, and that they may be stopped, turned, or directed as needed. Teachers will instill in each child an attitude of calmness and intentional purpose while evacuating the building.
4. Teachers will ensure that classroom windows, fans, and lights are shut off and that the last person out of the room closes the doors. The last student or teacher leaving the room will shut the door.
5. Teachers will take class roll upon reaching their designated area. If a child is missing, the principal will be notified immediately.

### **Class Designated Areas for Tornado Warnings**

<b>Classroom</b>	<b>Location</b>
PE Class	PE Closet
Harris & Bender	West Bathrooms
Music	Lounge
Sutton & Kleine	Counseling Office
Bachman & Waldemar	Workroom
Naylor	Nurse’s Office
Barkmeier	Mostek’s Office
Acevedo	East Side North Bathrooms
Torres	West Side North Bathrooms
Mathews, Wiedner, Einspahr & Resource	Weitzenkamp & Stieb Room
Brown, Franzen, Hemmingsen	Brown’s Room
Edeal, Ahlenstorf, Franz	Edeal’s Room
Speech	Counseling Office
Overflow, Family Engagement, Library	Quiet Room

# IN AN EMERGENCY TAKE ACTION



## **HOLD! In your room, office or area. Clear the halls.**

### **OCCUPANTS**

Remain in the area until  
the "All Clear" is indicated

### **STAFF**

Close and lock door  
Account for occupants and staff  
Business as usual



## **SECURE! Get inside. Lock outside doors.**

### **OCCUPANTS**

Return inside  
Business as usual

### **STAFF**

Bring everyone indoors  
Lock outside doors  
Increase situational awareness  
Account for occupants and staff



## **LOCKDOWN! Locks, lights, out of sight.**

### **OCCUPANTS**

Move away from sight  
Maintain silence  
Do not open the door  
Prepare to evade or defend

### **STAFF**

Lock interior doors  
Turn out the lights  
Move away from sight  
Do not open the door  
Maintain silence  
Account for occupants and staff  
Prepare to evade or defend



## **EVACUATE! (A location may be specified)**

### **OCCUPANTS**

Evacuate to specified location  
Bring your phone  
Instructions may be provided  
about retaining or leaving  
belongings

### **STAFF**

Lead evacuation to specified  
location  
Account for occupants and staff  
Notify if missing, extra or injured  
occupants or staff



## **SHELTER! Hazard and safety strategy.**

### **OCCUPANTS**

<b>Hazard</b>	<b>Safety Strategy</b>
Tornado	Evacuate to shelter area
Hazmat	Seal the room
Earthquake	Drop, cover and hold
Tsunami	Get to high ground

### **STAFF**

Lead safety strategy  
Account for occupants and staff

# IN AN EMERGENCY

## TAKE ACTION



**HOLD**



**SECURE**



**LOCKDOWN**



**EVACUATE**



**SHELTER**

### Standard Response Protocol – Public Address

Medical Emergency	Hold in your Room or Area. Clear the halls.
Threat Outside	Secure! Get inside. Lock outside doors.
Threat Inside	Lockdown! Locks, Lights, Out of Sight!
Bomb	Evacuate to (location) Shelter for Bomb!
Earthquake	Shelter for Earthquake!
Fire Inside	Evacuate to the (location)
Hazmat	Shelter for Hazmat! Seal your Rooms
Weapon	Lockdown! Locks, Lights, Out of Sight!
Tornado	Evacuate to (location) Shelter for Tornado!



# STANDARD RESPONSE PROTOCOL

## INFORMATION FOR PARENTS AND GUARDIANS

Our school has adopted The "1 Love U Guys" Foundation's Standard Response Protocol (SRP). Students and staff will be training, practicing, and drilling the protocol.

### COMMON LANGUAGE

The Standard Response Protocol (SRP) is based on an all-hazards approach as opposed to individual scenarios. Like the Incident Command System (ICS), SRP utilizes clear common language while allowing for flexibility in protocol.

The premise is simple - there are five specific actions that can be performed during an incident. When communicating these, the action is labeled with a "Term of Art" and is then followed by a "Directive." Execution of the action is performed by active participants, including students, staff, teachers and first responders. The SRP is based on the following actions: Hold, Secure, Lockdown, Evacuate, and Shelter.

## HOLD

### "In Your Classroom or Area"

**Students** are trained to:

- Clear the hallways and remain in their area or room until the "All Clear" is announced
- Do business as usual

**Adults and staff** are trained to:

- Close and lock the door
- Account for students and adults
- Do business as usual



## SECURE

### "Get Inside. Lock outside doors"

**Students** are trained to:

- Return to inside of building
- Do business as usual

**Adults and staff** are trained to:

- Bring everyone indoors
- Lock the outside doors
- Increase situational awareness
- Account for students and adults
- Do business as usual



## LOCKDOWN

### "Locks, Lights, Out of Sight"

**Students** are trained to:

- Move away from sight
- Maintain silence
- Do not open the door

**Adults and staff** are trained to:

- Recover students from hallway if possible
- Lock the classroom door
- Turn out the lights
- Move away from sight
- Maintain silence
- Do not open the door
- Prepare to evade or defend



## EVACUATE

### "To a Location"

**Students** are trained to:

- Leave stuff behind if required to
- If possible, bring their phone
- Follow instructions

**Adults and staff** are trained to:

- Bring roll sheet and Go Bag (unless instructed not to bring anything with them, dependent on reason for evacuation.)
- Lead students to Evacuation location
- Account for students and adults
- Report injuries or problems using Red Card/Green Card method.



## SHELTER

### "State Hazard and Safety Strategy"

**Hazards** might include:

- Tornado
- Hazmat
- Earthquake
- Tsunami

**Safety Strategies** might include:

- Evacuate to shelter area
- Seal the room
- Drop, cover and hold
- Get to high ground

**Students** are trained in:

- Appropriate Hazards and Safety Strategies

**Adults and staff** are trained in:

- Appropriate Hazards and Safety Strategies
- Accounting for students and adults
- Report injuries or problems using Red Card/Green Card method.



## **Bomb Threat**

Upon receipt of a bomb threat, the person receiving the call will attempt to:

- Utilize the bomb threat checklist.
- Prolong the conversation. **DO NOT HANG UP THE PHONE!**
- Identify background noises and any distinguishing voice characteristics.
- Ask the caller for a description of the bomb, where it is and when it is due to explode.
- Notify the principal.

**DO NOT USE CELLULAR PHONES** because of emitting frequencies near a potential explosive device. Turn Power to Cellular Phones Off Immediately.

Contact the Principal or Call 911

The principal will consult with the Superintendent (who consults with law enforcement) to determine if evacuation is indicated.

If evacuation is indicated, building evacuation procedures will be announced (included in this plan)

If evacuation is not indicated, lockdown procedures will be announced (included in this plan)

Be especially observant of your surroundings or work area. Do not open cabinets, doors or move objects. Do not touch anything suspicious.

Keep track of students that were absent from your class at the time the call was received.

Alternate evacuation location for Morton Elementary is:

Evangelical Free Church  
810 S. Washington St.  
(308) 324-3825

If a written threat is received, leave in place and have someone watch it so it is not tampered with until police arrive.

School time will be made up if school is dismissed for a bomb threat.



**Bomb Threat Checklist**

DATE \_\_\_\_\_ TIME \_\_\_\_\_

**Do Not Hang Up!** Use another phone to call police.

Record the exact words used by the called:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Ask:**

**What time is the bomb set for?**

\_\_\_\_\_

**Where is the bomb?**

**What does the bomb look like?**

\_\_\_\_\_

**Why are you doing this?**

\_\_\_\_\_

**Who are you?**

\_\_\_\_\_

**Evaluate the voice of the caller:**

- |                         |                         |
|-------------------------|-------------------------|
| _____ Man               | _____ Accent            |
| _____ Woman             | _____ Speech Impediment |
| _____ Child             | _____ Intoxicated       |
| _____ Age (approximate) | _____ Other             |

Background Noise:

- |                    |                     |
|--------------------|---------------------|
| _____ Music        |                     |
| _____ Conversation |                     |
| _____ Children     | _____ Machine Noise |
| _____ Typing       | _____ Traffic       |
| _____ Airplanes    | _____ Other         |

\_\_\_\_\_

Person receiving threat will immediately notify the principal.

Call Received by: \_\_\_\_\_

## **Reverse Evacuation Procedures**

(Getting Students Into The Building As Soon As Possible)

Teachers, while on duty, must have a cell phone with them at all times.

1. In the event of an emergency outside, blow air horn 3 times.
2. All students are to line up immediately.
3. Students will be taken to the following:
  - a. If possible, they will be taken to their classroom(s).
  - b. If it is not possible to return to the classroom they will be taken to the lunchroom and that room will be locked and secured.

## **Chemical Spill/Toxic Fumes**

1. If spill/fumes occur outside the school building:

- Keep students inside.
- Close windows.
- Don't step in spilled material.
- Contact police, fire and health department.
- Contact superintendent's office.
- Be prepared to evacuate the building.
- If students are outside, move upwind.

2. If a spill occurs inside:

- Remove students from contaminated area.
- Contact police, fire and health department.
- Contact superintendent's office.
- Students exposed to the chemical should be taken to a locker room or other designated area within the building to have necessary clothing removed and exposed skin washed.



# STANDARD<sup>TM</sup> REUNIFICATION METHOD

Each building within the district should have a plan in place that includes:

- On/Offsite Location (Do you have permission? A key? Know the address? )
- Take your "TO GO KIT" every time you evacuate your building -
- Who will facilitate the following:
- Phones – Secretaries?? - Have a statement available for personnel answering phone to read -
- Check-in station -
- Runners (who will retrieve/deliver students) – Para's/ Teachers without a class/Counselor's (unless needed in the event of a tragedy) -
- Have "check in" signs readily available to post where needed – (In Kit)
- Have a few reunification forms available (in the event copier doesn't work) -
- Keep current info and emergency info on all students (possibly in a notebook & on a pin drive) -
- Who will be the spokesman for the building? (Superintendent, Law Enforcement) -
- Outside Help who may provide assistance: Law Enforcement, Local Firefighters and EMT's.



## STANDARD™ REUNIFICATION METHOD

### STUDENT/PARENT REUNIFICATION

Circumstances may occur at the school that require parents to pick up their students in a formalized, controlled release. This process is called a Reunification and may be necessary due to weather, a power outage, hazmat or if a crisis occurs at the school. The Standard Reunification Method is a protocol that makes this process more predictable and less chaotic for all involved.

Because a reunification is not a typical end of school day event, a reunification may occur at a different location than the school a student attends. If this location is another school, then those students may be subject to a controlled release as well.

### NOTIFICATION

Parents may be notified in a number of ways. The school or district may use its broadcast phone or text message system. In some cases, students may be asked to send a text message to their parents. A reunification text message from a student may look something like this: *"The school has closed, please pick me up at 3:25 at the main entrance. Bring your ID."*

### PARENT/GUARDIAN EXPECTATIONS

If a parent or guardian is notified that a reunification is needed, there are some expectations that parents or guardians should be aware of. First, bring identification. That will streamline things during reunification. Second, be patient. Reunification is a process that protects both the safety of the student and provides for an accountable change of custody from the school to a recognized custodial parent or guardian.

### WHAT IF A PARENT CAN'T PICK-UP THEIR STUDENT?

When a parent can't immediately go to the reunification site, students will only be released to individuals previously identified as a student's emergency contact. Otherwise, the school will hold students until parents can pick up their student.

### WHAT IF THE STUDENT DROVE TO SCHOOL?

There may be instances where a student may not be allowed to remove a vehicle from the parking lot. In this case, parents are advised to recover the student. In some circumstances, high school students may be released on their own.

**Reunification Information**  
Have photo identification out and ready to show school district personnel.

Student Name	
Student Grade	Student Cell Phone Number
Name of person picking up student	
Address of person picking up student	
Phone number of person picking up student	
Address of student being picked up	
Photo identification number (name of person picking up student) if N/A	

### HOW IT WORKS

For students, the school asks that students be orderly and quiet while waiting. Students may be asked to text a message to their parents or guardians. Students are also asked not to send other text messages either in or out of the school or reunification area. Keeping the cellular network usage at a minimum may be important during a reunification.

### REUNIFICATION CARDS

For parents, there are a couple of steps. If a parent is driving to the school, greater awareness of traffic and emergency vehicles is advised. Parents should park where indicated and not abandon vehicles. Parents are asked to go to the Reunification "Check In" area and form lines based on the first letter of their student's last name. While in line, parents are asked to fill out a reunification card. This card is perforated and will be separated during the process. Some of the same information is repeated on both the top and separated bottom of the card. Parents are asked to complete all parts of the card.

In the case of multiple students being reunified, a separate card for each student needs to be completed.

### BRING ID TO CHECK IN

During check in, identification and custody rights are confirmed. The card is separated and the bottom half given back to the parent.

From the "Check In" area parents are directed to the "Reunification" area. There, a runner will take the bottom half of the card and take it to the Student Assembly Area to recover the student or students.

Parents should be aware that in some cases, they may be invited into the building for further information.

### INTERVIEWS AND COUNSELING

In some cases, parents may be advised that a law enforcement investigation is underway and may be advised that interviews are necessary. In extreme cases, parents may be pulled aside for emergency or medical information.

# SRP

## Lifecycle with

## Reunification



### EXAMPLE 1: LOCKOUT

**Scenario:** Criminal activity in the area has resulted in the school going into Lockout. Students were brought into the building. Business as usual frisks, but no one is let in or out.

**Considerations:** With criminal activity in an area of the school, it's decided that students who walk home should have their parents pick them up.

**Reunification Incident Command:** Because there was no criminal or safety issue in the school, Reunification Incident Command would be led by the school safety team. Coordination with Law Enforcement Incident Command of the criminal activity would be needed.

**Public Information Officer:** Because the school was not directly involved in criminal activity, the school or district would lead public information within the school community. District PIO would inform LE PIO at the media messaging.

**Notifications:** Depending on the situation, parents and media may be notified that the school has been placed in Lockout. Additional notification will be made to parents who would need to pick up their students.

**Police Role in Reunification:** With criminal activity in the area, but not directly near the school, officers may be asked to assist with reunification. Some duties might include assisting with parent identification (for the parents without ID), traffic control, or simply unformed presence. Patrol resources may also be relocated near the school.

### LOCKOUT LIFECYCLE

- School is placed in Lockout.
- Parents are notified.
- Business as usual within the school.
- Law enforcement presence around the school is increased.
- The Standard Reunification Method is utilized for the students that walk home at the end of school day.



### EXAMPLE 2: LOCKDOWN

**Scenario:** At the middle school, an armed intruder is seen in the building. Students and staff immediately lock classroom doors, turn out the lights, and remain out of sight. Law enforcement arrives on scene.

**Considerations:** Because it is still an active law enforcement response and investigation, the decision is made to transport the students to a nearby community center for reunification.

**Unified Command:** Because it is an active crime scene, law enforcement would lead Unified Command at the middle school site.

**Reunification Incident Command:** At the reunification site, a command structure is established to manage the reunification.

**Joint Information Center:** Because it is an active crime scene, the law enforcement PIO would be the primary press representative. The school or district PIO would be in the JIC, communicating with the PIO at the reunification site.

**Notifications:** Parents and media are notified that the school has been placed in Lockdown. Additional notifications are made to parents on the location of the reunification site once students are in route or at the site.

**Police Role in Reunification:** While the school has become an active crime scene, some officers will be assigned to the reunification site. Depending on the situation, police may decide to sweep the area prior to students arriving. In addition to the duties outlined in the Lockout scenario, detectives may be on scene for witness interviews and statements.

### LOCKDOWN LIFECYCLE

- School is placed in Lockdown.
- Initial law enforcement agencies arrive on scene.
- Students and staff are evacuated classroom by classroom to the Secure Assembly Area. In this case, the gym is secured for law enforcement.
- Parents begin to arrive outside of the police perimeter.
- The media arrive on scene.
- Internet, WiFi, and cell services become intermittent or unresponsive.
- Police secure the reunification site.
- District mobilizes Reunification Team.
- Buses are deployed and students are transported to the reunification site.
- Parents are notified of location.
- The Standard Reunification Method is utilized.



### EXAMPLE 3: EVACUATE

**Scenario:** An unknown cause has resulted in thick smoke in the middle school. Students successfully evacuate to the football field.

**Considerations:** Because it is still an active fire response and investigation, the decision is made to transport the students to a nearby high school for reunification.

**Unified Command:** Because it is an active fire event, the fire department would lead Unified Command at the middle school site.

**Reunification Incident Command:** At the reunification site, a command structure is established to manage the reunification.

**Joint Information Center:** Because it is an active fire event, the fire department PIO would be the primary press representative. The school or district PIO would be in the JIC, communicating with the PIO at the reunification site.

**Notifications:** Parents and media are notified that the school has been evacuated. Additional notifications are made to parents on the location of the reunification site once students are in route or at the site.

**Police Role in Reunification:** While the school is an active fire scene, the school requests assistance from law enforcement. Officers are assigned to the reunification site.

### EVACUATE LIFECYCLE

- Parents begin to arrive outside of the perimeter.
- The media arrive on scene.
- Internet, WiFi, and cell services are intermittent or unresponsive.
- Police secure the reunification site.
- District mobilizes Reunification Team.
- Buses are deployed and students are transported to the reunification site.
- Parents are notified of site location.
- The Standard Reunification Method is utilized.



### EXAMPLE 4: SHELTER

**Scenario:** A nearby wildfire fire has resulted in mandatory neighborhood evacuations. The flood cross is requesting the high school as a designated shelter.

**Considerations:** Due to the community value of the high school as a flood shelter, the decision is made to accept the request. With area residents arriving, and bus routes affected, the decision is made to transport students to a school outside of the impacted area.

**Unified Command:** Because it is an active fire event, the fire department would lead Unified Command, but shelter is only one aspect. The flood cross would establish their command structure division at the shelter high school.

**Reunification Incident Command:** At the reunification site, a command structure is established to manage the reunification.

**Joint Information Center:** Because it is a large active event, managed by Unified Command, the most experienced PIO would be the primary press representative. The school or district PIO would be in the JIC, communicating with the PIO at the reunification site.

**Notifications:** Parents and media are notified that the school has been evacuated. Additional notifications are made to parents on the location of the reunification site once students are in route or at the site.

**Police Role in Reunification:** The school which is the reunification site requests assistance from law enforcement. Officers are assigned to the reunification site.

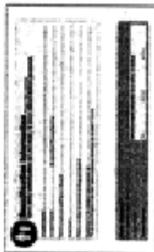
### SHELTER LIFECYCLE

- Parents begin to arrive outside of the perimeter.
- The media arrive on scene.
- Internet, WiFi, and cell services are intermittent or unresponsive.
- Police secure the reunification site.
- District mobilizes Reunification Team.
- Buses are deployed and students are transported to the reunification site.
- Parents are notified of site location.
- The Standard Reunification Method is utilized.

# SRM The Process

## STEP 1 GREETINGS

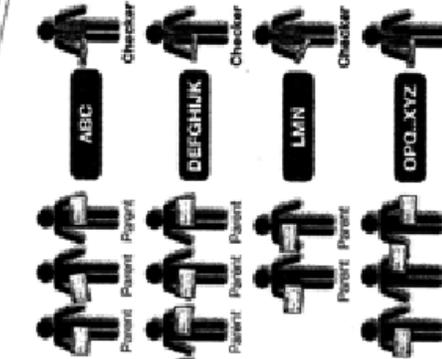
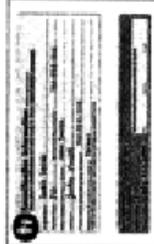
At parents arrive at the reunification site, Greeters explain the process and distribute Reunification Cards.



**Greeter**  
Greeters manage the flow of parents, explaining the process and answering questions that may arise.

## STEP 2 PARENTS FILL OUT CARD

Parents complete the information requested on the card, and begin to self-sort into lines.



**Checker**  
Checkers verify identification. In some cases custodial authority may need verification as well.

## STEP 3 CHECKERS VERIFY ID

Parent custody is verified. The card is torn on the perforation and the bottom is returned to the parent. The top is given to the Accountant.



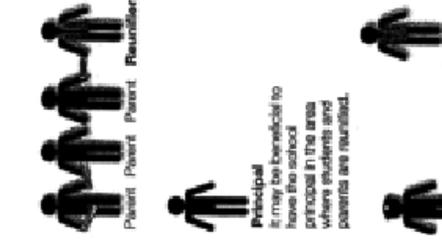
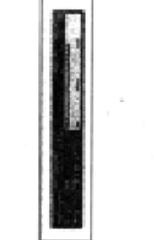
**Accountant**  
The Accountant verifies cards against a master roster and may start sorting cards.

**Law Enforcement**  
A uniformed officer can help with crowd control and identity verification.

# in 6 Easy Steps

## STEP 4 REUNIFICATION AREA

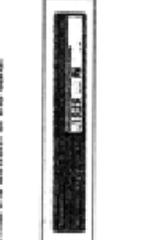
At the Reunification Area, parents give the bottom of the card to a Reunifier. The Reunifier goes to the Assembly area to get the student.



**Reunifier**  
Reunifiers manage the flow of parents, explaining the process and answering questions that may arise.

## STEP 5 STUDENT REUNIFICATION

The Reunifier returns the student to their parents asking the student if they feel comfortable reuniting with that adult. They then note the time and initial the bottom of the card.



**Reunifier**  
Reunifiers manage the flow of parents, explaining the process and answering questions that may arise.

## STEP 6 ACCOUNTABILITY

The Reunifier delivers the bottom of the card to the Student Assembly Accountant. The Accountant may start sorting the cards.



**Accountant**  
The Accountant verifies cards against a master roster and may start sorting cards.

## WHAT IF? THE STUDENT ISN'T THERE

If the student isn't in the Assembly Area, the Reunifier hands the card to a Victim Advocate/Child Counselor.



**Counselor**  
Counselors manage the flow of parents, explaining the process and answering questions that may arise.

## SEPARATE PARENT FROM THE LINE

The Victim Advocate/Child Counselor then separates the parent from the other parents in line and takes them to a private location.



**Parent**  
Parents manage the flow of parents, explaining the process and answering questions that may arise.



# Reunification Information

(PLEASE PRINT CLEARLY)

Have photo identification out and ready to show school district personnel.

Student Name .....

Student Grade ..... Student Cell Phone Number .....

Name of person picking up student .....

Signature .....

Phone number of person picking up student .....

Relationship to student being picked up .....

Photo identification matches name of person picking up student? Y or N .....

Parent completes: \_\_\_\_\_

Print Student Name Again: \_\_\_\_\_

Student Grade: \_\_\_\_\_

Student Birthdate: \_\_\_\_\_

School personnel completes upon release of student

TIME: \_\_\_\_\_

MINUTE: \_\_\_\_\_

DATE: \_\_\_\_\_

Signature: \_\_\_\_\_

Print your name: \_\_\_\_\_

I have read and understand these instructions

Parent Signature: \_\_\_\_\_

**Reunification**

First, we want to thank you for your patience during this reunification. We share the same goal during this process: Getting you and your student back together as quickly as possible. The reason we're going through this is that an event has occurred at the school that mandates we personally reunite you with your child.

**Instructions**

1. Please complete the information on the other side of this card.
2. Prepare identification (if you don't have ID with you, please move to the side of the line, it may take a little longer to verify your identity).
3. Select the check in line based on either student last name or student grade.
4. After check-in, staff will split this card and a runner will be sent to recover your student. Please step over to the Reunification Location.
5. If there has been injury or other concerns, you may be asked to meet a counselor.
6. Please don't shout at school or district staff. We'll get through this as quickly as possible.

















# 2024 – 2025

## Safety/Emergency Procedures Plan

### Rules for ALL Emergencies:

1. **Remain Calm** – We are responsible for hundreds of children who will be nervous, confused and scared during these situations.
2. **Follow Procedures** – We have established these procedures and protocols to help ensure that there is a smooth transition for students and staff. **DO NOT** create your own procedures for your classroom that conflict with any of the school's established procedures.
3. During an emergency the Principal is the only person in the building that will speak to the media. If you are approached by a member of the media for a comment reply, "I have no comment. You will need to speak with our building Principal." We do not need conflicting comments present to the public.

#### Sandoz Crisis Team Members:

- Shelly Henderson
- Melissa Stewart
- Lisa Cullar

#### Trained Staff Members:

- Barry McFarland: CPR, Epi Pen
- Billie Garcia: CPR, Epi Pen
- Tonya Smith: CPR, Epi Pen, Nebulizer
- Danita Comfort: CPR, Epi Pen, Nebulizer
- Lori Pflaster: CPR, Epi Pen, Nebulizer
- Eric Young: CPR, Epi Pen

Teachers must have the following items with them during an emergency:

- Building & Room Keys\*
- Red & Green Cards  
\*(Fire/Tornado)
- Current Student Roster\*

*\* These items need to be placed in a bag for quick access.*

Don't forget to take your purse/wallet, as you may not be returning to the building for a while.

# Daily Procedures To Be Followed

1. Classroom doors must be closed and locked when students are in the classroom. You must be able to see into the classroom. **You cannot completely cover the door.**
2. No clutter in the classrooms! This does not mean you must get rid of teaching/project items. Make sure that if a scan for an unidentified object that we can see everything. Unnecessary papers, boxes, etc. will not be tolerated.

## FIRE PROCEDURES

1. Fire drills will be conducted monthly at random hours and days of the month.
2. The fire alarm is a loud, continuous claxon sound. Upon hearing this sound teachers and students are to evacuate the building following the routes listed on the following page.
3. Teachers and assistants will take control to ensure that the students evacuate quickly and quietly, and that they may be stopped, turned, or directed as needed. Teachers will instill in each child an attitude of calmness and intentional purpose while evacuating the building.
4. Teachers will ensure that classroom windows, fans, and lights are shut off and that the last person out of the room closes the doors. The last student or teacher leaving the building through that door will shut the school exit doors.
5. Teachers will take class attendance upon reading a safe distance from the building. If a child is missing, the principal will be notified immediately.
6. Teacher will have a green card, yellow card, and a red card.
  - a. If all students are present, raise the green card.
  - b. If a student is missing, raise the red card.
7. Designated teachers and assistants will make a search of the restrooms, copy room and lounge.
  - a. Mrs, Kjar & Mrs. Schaaf – will circulate around the building; checking classroom red and green cards and reporting to the Principal.
  - b. Ms. Heine/Mrs. Ramirez: South Bathrooms (2nd Grade Classroom area)
  - c. Mr. Obermeyer: West Bathrooms (3rd Grade hallway area)
  - d. Mrs. Diaz/Mrs. Estrada: Central Bathrooms (near cafeteria) Kitchen & Copy Room
  - e. Ms. Chavez & Mrs. Ford: North Bathrooms (3rd Grade Classroom area)
  - f. Mrs. Garcia: Office Area
8. Until the all clear is given, (intercom or three rings of the bell) teachers will maintain constant supervision of their classes/students.
9. If classes are under the supervision of a teacher other than the homeroom teacher, the supervising teacher will take the class out immediately and then the home room teacher will meet his/her class and take attendance ASAP.
10. All rooms have assigned exit routes. Please follow assigned routes unless blocked by fire or other hazard. In such a scenario, use your discretion in selecting the safest exit route.



## Sandoz Fire Routes

Grade(s)/Classroom	Door # / Route
2A - Hansen	#10 – East Front Door
2B - Ellingson	#9 – Classroom Door
2C - Bellamy	#9 – Classroom Door (2B Classroom)
2D - Barnes	#8 – South East Building Door (STARS area)
2E - Stewart	#6 - West Cafeteria Door
2F - Kinney	#10 - East Front Door
2G - Cullar	#10 - East Front Door
2H - Ward	#6 - West Cafeteria Door
2I - Nava	#10 - East Front Door
3A - Todd	#7 – South West Building Door (STARS area)
3B - Pocock	#7 – South West Building Door (STARS area)
3C - Mann	#7 – South West Building Door (STARS area)
3D - Troudt	#7 – South West Building Door (STARS area)
3E - Bennett	#12 – North West Hall Door
3F - Boutwell	#12 – North West Hall Door
3G - Wall	#11 – North Building Door
3H - Barnett	#11 – North Building Door
3I - Page	#7 – South West Building Door (STARS area)
SPED – Carlson & Latter	#8 - South East Building Door (STARS area)
SPED – Pflaster	#8 - South East Building Door (STARS area)
SPED - Edeal & Comfort	#8 - South East Building Door (STARS area)
Speech Pathologist - Van Haute	#10 - East Front Door
Hearing - Bachman	#8 - South East Building Door
Interventions Room	#8 - East Front Door
Library - Gruntorad	#8 - South East Building Door (STARS area)
Music - Glaze	#12 – North West Hall Door
Gymnasium - Young	#3 – West Gymnasium Door
Nurse - Smith	#10 - East Front Door
Office - McFarland/Garcia	#10 - East Front Door
Copy Room	#6 – West Door (Playground Door)
Lounge	#6 – West Door (Playground Door)
Guidance Counseling Office - Henderson	#10 – East Front Door
School Psychologist (Office) - Einspahr	#10 - East Front Door
Kitchen Area	#6 - West Door (Playground Door)

# TORNADO PROCEDURES

## “Tornado Evacuate to the shelter area.”



1. The tornado alarm is an announcement over the intercom **“Tornado Evacuate to the shelter area.”** Upon hearing this sound teachers and students are to immediately go to their designated areas in the building following the routes listed on the next page.
  - a. If power is lost the tornado alarm is short blasts of a whistle. A person will be dispatched to alert the modular of the situation, when occupied.
2. Move quickly and quietly, and students may be stopped, turned or directed as needed. Teachers will help students remain calm while moving to a safe area.
3. Shut off/Close: Windows, fans, and lights and make sure the last person closes the door.
4. Take attendance upon reaching the designated area. If a child is missing, the Principal will be notified immediately.
5. Designated teachers and staff will make a search of restrooms, supply rooms and lounge
  - a. Mrs. Kjar – Copy Room
  - b. Mrs. Schaaf – Teacher’s Lounges (both rooms) & School Psychologist Office
  - c. Mrs. Garcia – will circulate around the building checking attendance and report to the Principal.
6. Students need to be against a walled area, if possible.

# Sandoz Tornado Areas

## 2024-2025

Grade(s) / Classroom	Designated Area
2A - Hansen	Music Room
2B - Ellingson	Stay in Classroom (East Wall)
2C - Bellamy	Stay in Classroom (East Wall)
2D - Barnes	Stay in Classroom (North Wall)
2E - Stewart	Staff Lounge Area
2F - Kinney	Stay in Classroom (East Wall)
2G - Cullar	Stay in Classroom (East Wall)
2H - Ward	Stay in Classroom (East Wall)
2I - Nava	Stay in Classroom (East Wall)
3A - Todd	3C Classroom (Mann)
3B - Pocock	3I Classroom (Page)
3C - Mann	Stay in Classroom (East Wall)
3D - Troudt	3I Classroom (Page)
3E - Bennett	Boys Restroom (across the hallway)
3F - Boutwell	Girls Restroom (across the hallway)
3G - Wall	Music Room (West Wall)
3H - Barnett	Music Room (East Wall)
3I - Page	Stay in Classroom (East Wall)
SPED – Carlson & Latter	Stay in Classroom (West Wall)
SPED – Pflaster	STARS Bathrooms
SPED - Edeal & Comfort	Stay in Classroom (West Wall)
Speech Pathologist - Van Haute	Send to the Classroom
Hearing - Bachman	STARS Bathrooms
Interventions Room	Send to the Classroom
Library - Gruntorad	Send to the Classroom
Music - Glaze	Send to the Classroom
Gymnasium - Young	Send to the Classroom
Nurse - Smith	Stay in Office
Office - McFarland/Garcia	Nurse's Office
Copy Room	Send to the Classroom
Lounge	Send to Classroom
Guidance Counseling Office - Henderson	Send to the Classroom
School Psychologist (Office) - Einspahr	Nurse's Office
Kitchen Staff	Stay in Kitchen

All students must be up against a walled area.

# BUILDING EVACUATION PLAN

## “Evacuate to the Lexington Field House”



1. The announcement, **“Evacuate to the Lexington Field House”** will be given over the intercom.
2. Immediately have your students grab their coat or jacket (do not wait for them to put them on) and follow the evacuation plan.
  - a. *Teachers take all necessary items as you may not be allowed back in the building for an extended period of time.*
3. Our alternate location during an evacuation is **Lexington Field House**. Each grade will take the following route to **Lexington Field House**:
  - a. Use the same routes as the Fire Procedures.
4. When at the Field House, a Crisis Team member will be directing classes to locations within the Field House.
5. Teachers take attendance immediately after arriving.
6. Mrs. Henderson will report attendance to Mr. McFarland at Sandoz by phone.

## REUNIFICATION PROCEDURES

1. Teachers will remain with their classes during the entire reunification process.
2. There will be a check in station at the entrance at **Lexington Field House**.



### Reunification Positions

- A. **Greeters** (Parking Lot of Fieldhouse):  
Hand out paper forms to parents to complete for reunification
    - a. Mr. Obermeyer
    - b. Ms. Flores
  - B. **Checkers** (In the parking lot area directly in front of front doors): Will review each parent's form to make sure it is completed correctly. Then will direct parents which line (2nd or 3rd grade line) to be in for the next step.
    - a. Mrs. Estrada
    - b. Mrs. Diaz
  - C. **Accounting** (Inside the first set of doors of the field house): Two families at a time. Will verify information provided in the reunification form with PowerSchool
    - a. Table 1: Mrs. Garcia/Mrs. Comfort
    - b. Table 2: Mrs. Schaaf/Mrs. Kjar
  - D. **Reunifiers** (Inside the second set of doors at the field house): Will take the reunification form from the parents and go get the student. They will bring the student back to the students.
    - a. Mr. Young, Mrs. Glaze, Mrs. Gruntorad, Ms. Hicks (Mon./Tues.)
  - E. **Collectors** (South door of field house): Sign-out Table for Parents
    - a. Mrs. Ramirez/Mrs. Chavez
3. Teachers will remain with their classes during the entire reunification process.



## “HOLD” PROCEDURES

### “HOLD, In your classroom. Clear the halls.”

1. The announcement “**Hold! In your classroom. Clear the halls**” will be made over the intercom system.
2. Remain in the classroom until the “All Clear” is announced.
3. Close and lock classroom doors.
4. Take attendance.

## “SECURE” PROCEDURES

### “SECURE, Get Inside, Lock Outside Doors”

1. The announcement “**SECURE, Get Inside, Lock Outside Doors**”
2. As quickly as possible students need to return inside of the building and return to their classrooms.
3. Teachers take attendance and report any missing students to the office immediately.
4. Conduct business as usual in the classrooms until the announcement is given that the classroom door is unlocked.



## LOCKDOWN PROCEDURES

### “Lockdown: Locks, Light, Out of Sight”



1. The announcement “**TEACHERS WE ARE IN LOCKDOWN: LOCKS, LIGHT, OUT OF SIGHT**”
2. Move students into the classroom as quickly as possible.
3. Shut doors (make sure they are locked)
4. Shut lights off
5. Move students away from sight of the door
6. Administrators or law enforcement will unlock doors when the emergency is over.

**DO NOT OPEN YOUR CLASSROOM DOOR FOR ANY REASON! An LPS or LPD official will unlock your door to release your class in a LOCKDOWN.**

*Students that are not in your classroom at the time have been taught to go to our Sunshine Safe Rooms during the emergency.*

# BOMB THREAT

1. Upon the receipt of a bomb threat, the person receiving the call will make every attempt to:
  - a. Prolong the conversation. DO NOT hang up the phone. (Use another phone to call authorities)
  - b. Identify background noises and any distinguishing voice characteristics.
  - c. Ask the caller for:
    - i. Description of the bomb
    - ii. Where it is
    - iii. When is due to detonate
2. The person receiving the threat will notify the Principal
3. Call 911
4. The Principal will, in consulting with the 911 dispatch, decide whether to make a preliminary search or to evacuate the building.
5. The Principal will notify the Superintendent's Office
6. Inform staff and students of the bomb threat and any immediate directions, for example, remain in their rooms until an all-clear is given to directions to evacuate.
7. Ask staff to make a visual observation of their classrooms/work areas and inform them not to open cabinets, doors or move objects. If anything suspicious is found, DO NOT touch it! The bomb can be almost anything from a bundle of dynamite to concealed or ordinary objects (briefcase, toolbox, or piece of pipe). You will be searching for something that doesn't belong in the classroom/work area.
8. Check the absentee list and on each student absent from class at the time the threat was received. Account for all students, check halls, and restrooms.
9. Meet with the police/fire department and search team to decide on the procedure for checking the building.
10. If at any time the threat is determined to be valid, use standard evacuation procedures.
11. If a written threat is received, copy the contents and protect the original message (plastic or other covering) to preserve fingerprints and other identifying marks.
12. Use the Bomb Threat Checklist to gather helpful information.



# CHEMICAL SPILL/TOXIC FUMES

## 1. Outside Spill or Fumes:

- a. Keep students inside
- b. Close windows
- c. Don't step in spilled material
- d. Contact police, fire and health department
- e. Contact Superintendent's Office
- f. Be prepared to evacuate the building
- g. If students are outside, move upwind or in the building.



## 2. If a spill occurs inside:

- a. Remove students from contaminated area
- b. Contact police, fire and health department
- c. Contact Superintendent's Office
- d. Students exposed to the chemical should be taken to a designated area within the building to have necessary clothing removed and exposed skin washed.



# Pershing Elementary School

2024-2025

## **Safety and Emergency Plan**

This plan was developed under the direction of the Pershing Elementary Safety/Crisis Team. It provides procedures that are to be followed in the event of an emergency. A copy of this plan has been provided to all staff and copies are prepared and provided for substitute teachers that work with our children.

## Rules for ALL Emergencies:

1. **Remain Calm** – We are responsible for hundreds of children who will be nervous, confused and scared during these situations. As educators we must remain calm during each situation and model that for our students.
2. **Follow Procedures** – We have established these procedures and protocols to help ensure that there is smooth transition for students and staff. **DO NOT** create your own procedures for your classroom that conflict with any of the school’s established procedures.
3. During an emergency Dr. Melliger is the only person in the building that will speak to the media. If you are approached by a member of the media for a comment reply, “I have no comment. You will need to talk to Mrs. Cetak, our principal.” We do not need conflicting comments presented to the public.

**Crisis Team Members:**

Michaela Schurr  
Michele Flynn

**CPR Certified Staff Members:**

Kellie Cetak  
Nancy Price           Cindy Hendricks  
Tonya Smith

**Epi Pen Trained Staff Members:**

Kellie Cetak           Nancy Price    Cindy Hendrick  
Tonya Smith

**Nebulizer Trained Staff Members:**

Kellie Cetak  
Nancy Price           Cindy Hendricks  
Tonya Smith

Teachers must have the following items with them during an emergency:

Building & Room Keys  
Red, & Green Cards  
(Fire/Tornado) 2-way radio by  
grade level

\* These items will need to be placed in a bag for quick access.

Don't forget to take your purse/wallet, as you may not be returning to the building for a while.

Recess Equipment...

When you go outside for recess duty you must make sure you have the following items

Whistle  
Radio with one staff member

### Daily Proc

1. The front doors have a buzz-in system to enter the building during school hours.
2. Classroom doors will be locked at all times. In the case of an immediate emergency the door can be shut without having to come out into the hallway and lock the door.
3. No clutter in classrooms! This does not mean you must get rid of teaching/project items. Make sure that if there is a scan for an unidentified object that we can see everything. Unnecessary papers, boxes, etc. are not acceptable.

### Lexington Public Schools Administrative Safety Members:

Building	Name	Position	Building #	Home#	Cell#
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Central Office	John Hakonson Julie Myers Kristi Jergensen Angie Kovarik Drew Welch	Superintendent Curriculum Dir. Technology Dir. Special Services Dir. Finance Dir.	324-4681 Ext 1201 324-4681 Ext 1206 324-4681 Ext 1212 324-4681 Ext 1209 324-4681 Ext 1202	325-2912 325-4706 325-5845 999-0209 324-1806
Bryan	Tiffany Denker	Principal	324-3762	325-5760
Pershing	Kellie Cetak	Principal	324-3765	325-3731
Morton	Nikki Edeal	Principal	324-3764	325-3667
Sandoz	Barry McFarland	Principal	324-5540	325-4390
Middle School 6349	Scott West Jeff Wall	Principal Asst. Principal	324-2349	325-4853 746-
High School	Eric Bell Luis Nieto Cyndy Baum Phil Truax	Principal Asst. Principal ,Asst. Principal Asst. Principal (A.D.)	324-4691 324-1266	325-5393 325-4691 325-8369 320-0311
Preschool PSRC	Tracy Naylor	Principal	324-1841	325-2338
Buildings, Grounds & Transportation	Bo Berry Kris Saulsbury Keri Fagot	Director Activities Transportation Route Transportation	324-4681 Ext 1220 324-4681 Ext 1221 324-4681 Ext 1203	324-6790 325-7989 325-4254

**Outside Agency Contact Information:**

Lexington Police Department                    911    or    (308) 324-2317

Dawson County Sheriff's Office                911    or    (308) 324-3011

Nebraska State Patrol North Platte Office	911 or (308) 535-8047
FBI Omaha Office	(402) 493-8688
Dawson County Emergency Management	(308) 324-2682
Nebraska Emergency Management	1-877-297-2368
City of Lexington Service Building	(308) 324-5995
Black Hills Energy Nebraska Public Power District Lexington Office	1-800-694-8989 (308) 324-2343
Lexington Fire and Rescue Department	911 or (308) 324-7742
Nebraska State Fire Marshal Lincoln Office	(402) 471-2027
Nebraska EPA	1-800-642-8383
Plum Creek Medical Group	(308) 324-6386
Lexington Regional Hospital	(308) 324- 5657
Poison Control	1-800-222-1222
ALICAP (Insurance)	1-800-422-4572

# FIRE DRILL PROCEDURES

1. Fire drills will be conducted monthly at random hours and days of the month.
2. The fire alarm is a loud, continuous claxon sound, except the east section (add-on).. Upon hearing this sound teachers and children are to evacuate the building following the routes listed on the following page.

3. Teachers and assistants will take control to ensure that the students evacuate quickly and quietly and that they may be stopped, turned, or directed as needed. Teachers will be first in line for fire drills or any time a fire alarm sounds. Teachers will instill in each child an attitude of calmness and intentional purpose while evacuating the building.
4. Teachers will ensure that classroom windows, fans, and lights are shut off and that **the last person out of the room closes the doors**. The last student or staff leaving the building through that door will shut the school exit doors.
5. Teachers will take class roll upon reaching a safe distance from the building.  
Teachers will have a green card and a red card.
  - a. If all students are present, raise the green card.
  - b. If a student is missing, raise the red card.
  - c. If you have additional students, raise both the red and the green cards.
 If a child is missing, the principal or secretary will be notified immediately.
6. Designated teachers and assistants will make a search of restrooms, supply rooms and study rooms. Those areas will be checked by:
  - a. The following teachers and/or paraprofessionals will use 2-way radios to report to Mrs. Cetak or Mrs. Price whether students are present within their groups or missing.
    - i. Library
    - ii. Lauby
    - iii. Bradley
    - iv. Fast- any additional staff helps Mrs. Fast get attendance from other teachers
    - v. Individuals that are reporting will also report any paras that are in their area.
  - b. Principal or Secretary will initiate calls to the above individuals to get reports of each class/group of students who are accounted for or who is missing.
  - c. Staff that knows the whereabouts of the missing students will also report by 2-way radio to Mrs. Cetak or Mrs. Price.
7. Until the all clear is given, (intercom or 2-way radio) teachers will maintain constant supervision of their classes.
8. If classes are under the supervision of a teacher other than the homeroom teacher, the homeroom teacher will meet his/her class and take roll ASAP.
9. All rooms have assigned exit routes. Please follow assigned routes unless blocked by fire or other hazard. In such a scenario, use your discretion in selecting the safest exit route. Students are directed to exit through the nearest door if they are in the hallway or restroom when the alarm sounds.
10. In the event of a fire, the principal or secretary will call the fire department while the building is being evacuated.

## Pershing Fire Routes

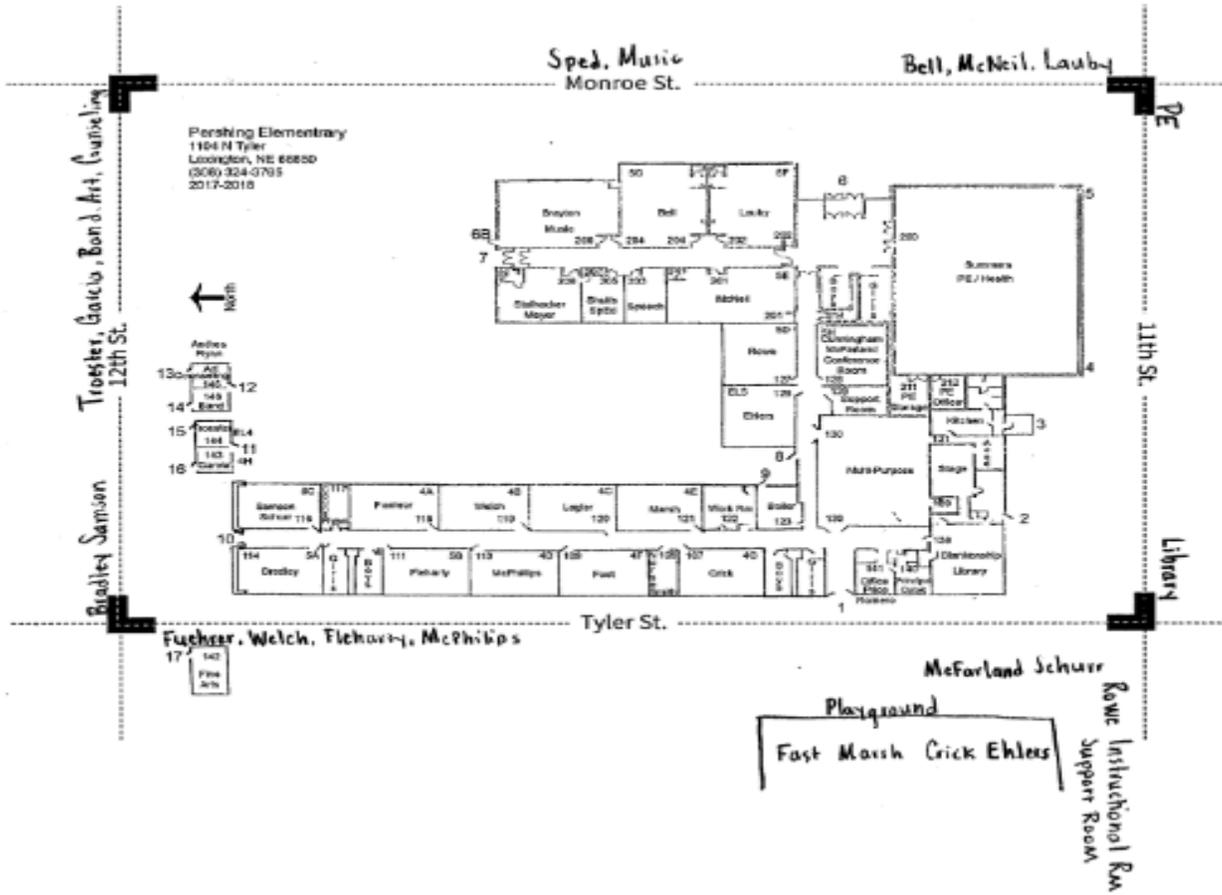
ROOMS	DOOR # / ROUTES	Options:
Bell, Lauby, McNeil, Rowe	A. #6 East Door B. #7 Northeast Door	A. <b>First Route</b> B. <b>Second Route</b>
Office, Crick, Nurse, Fast, Marsh, WKRM, Eihlers, Nichols	A. #1 West Door B. #10 Northwest Door	
McPhillips, Fleharty, Bradley, Samson,		

Fuehrer, Welch, Schurr	A. #10 Northwest Door B. #1 West Door
Modular 146	A. #12 South Room Door B. #14 North Room Door
Modular 145	A. #13 South Room Door B. #12 North Room Door
Modular 144	A. #11 North Room Door B. #15 South Room Door
Modular 143	A. #11 North Door B. #16 South Door
Modular 142	A. #17 North Door B. #18 South Door
Support Room, Cunningham, McFarland Cafeteria	A. #1 West Door B. #8 North Middle Door
Library, Stage	A. #2 Southwest Door Librarian opens south gates B. #3 Kitchen Door <b>Library B. #1 West Door</b>
Music	A. #6B Northeast Door B. #6 East Door
Gym	A. #4 or 5 Southeast Gym Doors B. #6 East Door
203, 205, 209	A. #7 Northeast Door B. #6 East Door
Kitchen	A. #3 B. #8 North Middle Door

### **Pershing Building Safety Regulations:**

1. PROVIDE VERBAL INSTRUCTION FOR BOTH A & B ROUTES
2. INSTRUCTORS SHOULD LEAD STUDENTS AND CHECK RESTROOMS, LAST PERSON OUT TURNS OFF LIGHTS AND SHUTS THE DOOR.
3. DESIGNATE A STUDENT TO OPEN OUTSIDE DOORS.
4. CLOSE WINDOWS AND INSIDE DOORS.
5. INSTRUCTORS AND STUDENTS MOVE AWAY FROM THE BUILDING.
6. RETURN TO THE BUILDING ON SIGNAL BY 2-WAY RADIO OR INTERCOM.

- Fast, Marsh, Crick, Nichols, Office, Nurse, Workroom and Cafeteria** students and staff go to west playground.
- Special Services and Brayton** students and staff go to northeast side of Monroe Street.
- Samson, Schurr and Bradley** students and staff cross E. 12th street and remain on the sidewalk
- Ehlers, McFarland, Cunningham, Support Room** go out of door #1 and cross to the sidewalk on the southwest corner of the playground.
- Housholder, Garcia, and Band** students and staff go to north side of 12<sup>th</sup> street.
- Bell, Lauby, McNeil, Rowe** go to southeast side of Monroe Street.
- Fuehrer, Welch, Bradley, McPhillips, Fleharty** go west across Tyler, north of playground equipment.
- Gym** go out of door #4, across East 11th Street and remain on the sidewalk
- Library** go out of door #2, cross East 11th Street and remain on the sidewalk



# Tornado Drill Procedures

1. Tornado Drills will be practiced, as needed, at random hours and days of the month.
2. The tornado alarm is an announcement over the intercom **“Teachers we are in a tornado warning and you need to move to safety as outlined in our tornado plan.”** Upon hearing this announcement teachers and children are to immediately go to their designated areas in the building following the routes shown on the diagram.
  - a. If power is lost the tornado alarm is short blasts of a whistle. A person will be dispatched to alert the classrooms in the modulars of the situation, when occupied.
3. Teachers and staff will take control to ensure that the students move quickly and quietly, and that they may be stopped, turned, or directed as needed. Teachers will instill in each child an attitude of calmness and intentional purpose while moving to a safe area.
4. Teachers will ensure that classroom windows, fans, and lights are shut off. The teacher will leave the room first. The last person leaving the room will shut the door.
5. Teachers will take class roll upon reaching their designated area. If a child is missing, the principal will be notified immediately.
6. Modulars: Students in Modular 143/144 will come into the main building through the Northwest doors and assume their positions in the hallway as far away from the Northwest doors as possible. Students in Modular 145/146 will come into the main building through the Northeast doors and assume their positions in the hallway as far away from the Northeast doors as possible.
7. Designated teachers and staff will search restrooms, supply rooms and study rooms.
  - a. Mrs. Price – will check attendance of west hallway and report to Mrs. Cetak.
  - b. Mrs. Cetak– will check attendance of south hallway and east bathroom.
8. Students need to be against a walled area, if possible.

**PERSHING TORNADO AREAS**  
ALL STUDENTS MUST BE UP AGAINST A WALLED AREA

**In the hallway starting closest to door #10.:** Fuehrer, Welch, Nichols, Counselor, Garica, Troester, Bradley, Band, Samson

**In the southwest hallway outside of office:** School Psych., Crick, Blankenship, Nurse

**In the bathrooms next to the gym:** Stahlecker (Boys), Bell (Girls)

**In the Life Skills bathroom:** Pratt, Schutts

**In the South hallway starting at Shurr's room across from the cafeteria doors and moving east:** Fleharty, McPhilips, Fast,

**In the workroom:** Marsh.

**In the Instructional room:** Ehler, Reading Interventionist, Instructional Coach, McNeil

**In Support Room room:** Support room Staff, Rowe

**In PE Storage:** Lauby, Summers.

**Cooks** go to the food storage room.

If students are in the multiple-purpose room or Lunchroom, then they go to grade-level areas.

Please follow your tornado drill procedures, taking attendance & red/ green cards

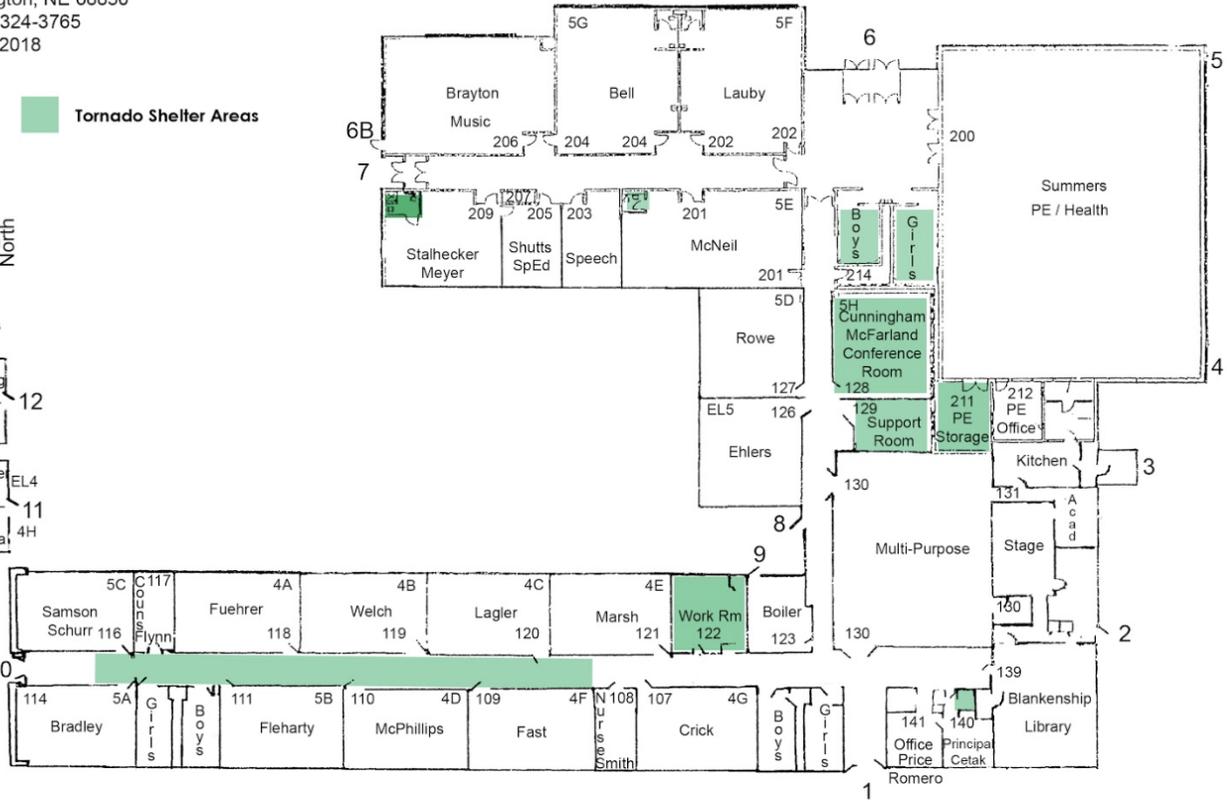
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Pershing Elementary  
 1104 N Tyler  
 Lexington, NE 68850  
 (308) 324-3765  
 2017-2018

 Tornado Shelter Areas



- 13 Andres Flynn
- 14 Art 145
- 14 Band 146
- 15 Troester 144
- 16 Garcia 143



- 17 142 Fine Arts

# Building Evacuation Plan

In the event of a situation that requires the teachers and students to evacuate Pershing Elementary (i.e. bomb threats, train derailment, etc.) the following procedure will be followed:

1. The announcement, “**Teachers at this time please evacuate the building,**” will be given over the intercom.
2. Immediately have your students grab their coat or jacket (do not wait for them to put them on) and follow the evacuation plan.
  - a. *Teachers in an evacuation situation, you may not be allowed back into the building for an extended period of time, so take any valuables, purses, etc. with you.*
3. Our alternate location during an evacuation is **St. Ann’s Parish Center** (1003 Taft St.). Each grade will take the following route to St. Ann’s Parish Center:
  - a. **Music, Speech and Special Education** exit through door #7 and cross N. Monroe Street and head south to E. 11th Street then travel east to St. Ann’s Parish Center.
  - b. **Bell, Lauby, Instruction Room** exit out of door #6 and cross N. Monroe Street and head south to E. 11th Street. Then head east on E. 11th street to St. Ann’s Parish Center.
  - c. **Rowe, Ehlers, McNeil** exit out of door #6 and move to N. Monroe Street and head south to E. 11th Street. Once to E. 11th Street, travel east to St. Ann’s Parish Center.
  - d. **Library** will head out of the Library outside exit door #2 and travel east on E. 11th Street to St. Ann’s Parish Center
  - e. **Nurse, Crick, Fast, Lagler, Marsh,** will exit out the main door #1 and move to E. 11th Street and travel east to St. Ann’s Parish Center.
  - f. **Fuehrer, Fleharty, Schurr, and Samson** will exit out of door #10 and cross E. 12th Street and head east to N Monroe Street and cross it. Once to N. Monroe Street, travel south to E. 11th Street and head east on E. 11th Street to St. Ann’s Parish Center.
  - g. **Bradley and Welch** exit out of door #10 and travel east on E. 12th Street to N. Monroe and travel south to E. 11th Street. Once to E. 11th Street travel east to St. Ann’s Parish Center.
  - h. **Troester and Garcia** will exit out of the back modular door and move to E. 12th Street and head east to N. Monroe Street and travel South to E. 11th Street and travel east to St. Ann’s Parish Center.
4. When at St. Ann’s Parish Center, a Crisis Team member will be directing students to the gym area within St. Ann’s Parish Center. Teachers please take attendance immediately after arriving.
5. Crisis Team members will report attendance to Mrs. Cetak at Pershing by phone (308)-325-3731.
6. When all students are accounted for Mrs. Cetak will leave Pershing for St. Ann’s Parish Center.
7. Students **WILL LEAVE FROM ST. ANN’S PARISH CENTER** with their parents. Parents will park in a parking area to the north of St. Ann’s Parish Center. Parents will receive a reunification form and will line up at the front entry. They will need to show ID and complete a reunification form. Assigned personnel will take parents to meet their child when they have been cleared. Parents will exit through the back door. See attached Standard Response Protocol Reunification Plan for personnel assignments.
8. Emergency Kit:
  - a. Mrs. Price will bring the school wide emergency kit to St. Ann’s Parish Center.
  - b. Classroom kits will be carried out by classroom teachers.
  - c. Sub plans will indicate procedures for fire and tornado drill and location of safety kit

Schurr, Samson, Bradley, Fleharty

12th St.

Flehrer, Welch, Garcia, Troester, Band, Art, Counseling

Pershing Elementary  
1104 N Tyler  
Lexington, NE 68850  
(308) 324-3765  
2017-2018



142  
Fine Arts

Tyler St.

Music SPED  
Monroe St.

Bell Cunningham  
Rowe McNeil Lauby  
McFarland

11th St.

Crick, Fast, McPhillips, Nurse  
Ehlers, Marsh, Lagler

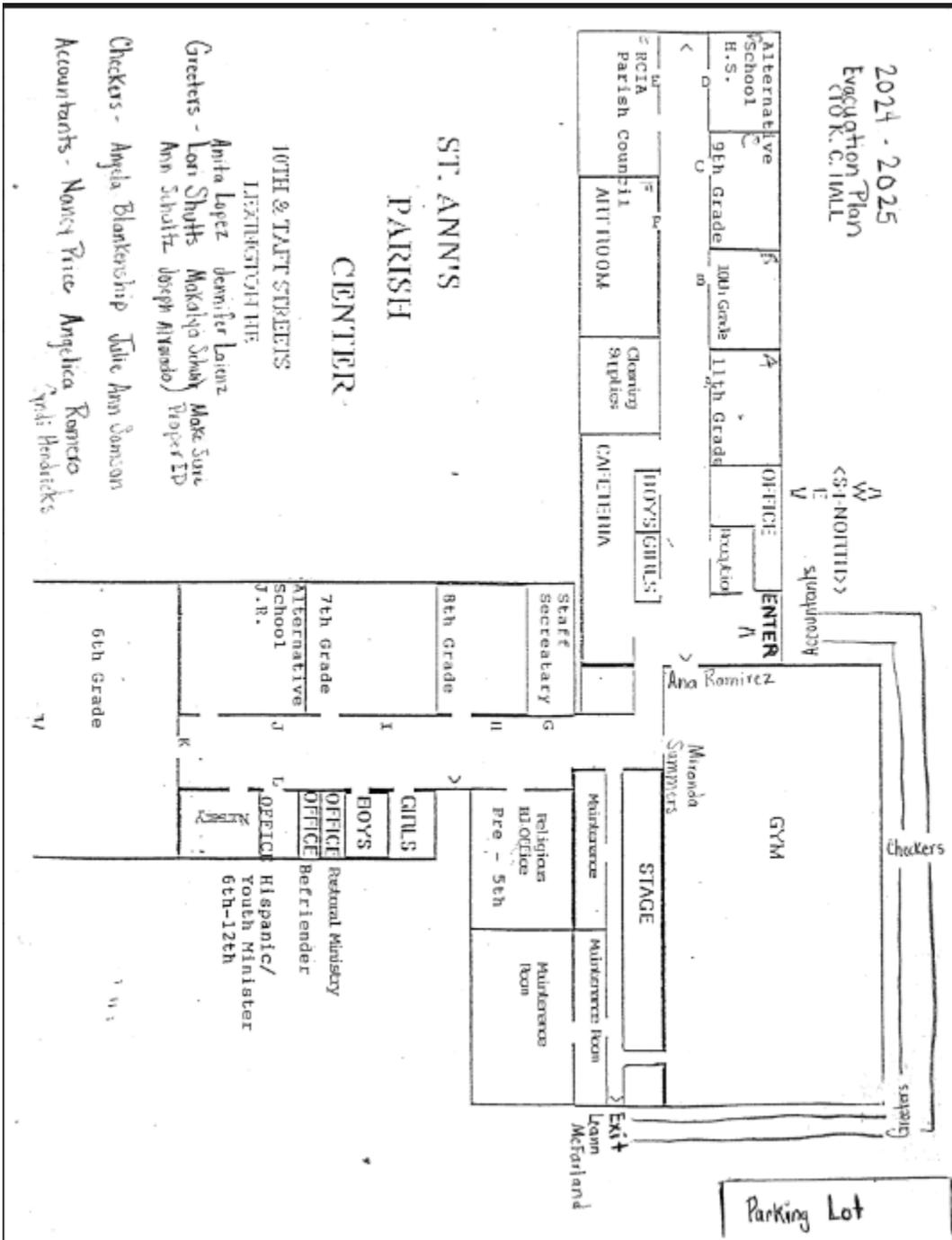


# Reunification Plan

<p>Lori Shutts</p> <p>Ann Schultze  Michaela Schurr  Joseph Alavarado  Anita Lopez  Jennifer Lainez (MWF)</p>	<p>Greeters:</p> <ol style="list-style-type: none"> <li>1. Check for ID cards</li> <li>2. Hand reunification card to parents and direct them to the main entrance.</li> <li>3. Check ID/Reunification card and confirm the adult is an emergency contact or parent.</li> <li>4. Hand completed form to runner.</li> </ol>
<p>Nancy Price  Angelica Romero  Ana Ramirez  Cynthia Hendricks</p>	<p>Accountant:</p> <ol style="list-style-type: none"> <li>1. Verify information sheet with Powerschool</li> <li>2. Give top sheet to a Reunifier</li> </ol>
<p>Angela Blankenship  Julie Ann Samson</p>	<p>Checkers:</p> <ol style="list-style-type: none"> <li>1. Guide parents to take their completed Reunification card to one of the Alphabetized Checkers.</li> </ol>
<p>Emma Stahlecker  Michelle Pratt  Daneen Nelson  Michele Flynn  Jenn Cunningham</p>	<p>Reunifier (Parents)</p> <ol style="list-style-type: none"> <li>1. These adults will be taking the release form from Accountant</li> <li>2. The runners will enter the building and locate the student.</li> <li>3. They will move the student to the exit.</li> </ol>

	4. The runner will keep the reunification form and place it in the container.
Michele Flynn Brenda Brayton	Reunifer (Student) <ol style="list-style-type: none"> <li>1. Go to the accountant table</li> <li>2. will receive ½ the reunification form</li> <li>3. Go inside the gym and locate the student</li> <li>4. Student and reunifer will go through back door and meet parent reunifer.</li> <li>5. Once Reunifers meet they will make sure paperwork matches</li> <li>6. Give completed paperwork to <b>Jen Cunningham</b></li> </ol>
Miranda Summers	Guard the door in the gym of St. Ann's
Extra Staff from CO	Crowd Control Direct parents and help with crowd control.
Homeroom Teachers	Supervise homeroom class

\*if you are not assigned you will be given a position when there



# Reverse Evacuation Procedures

(Getting Students Into The Building As Soon As Possible)

Teachers on duty must have a cell phone or 2-way radio with them on duty at all times.

1. In the event of an emergency outside, blow the whistle or use intercom until all students are lined up immediately

2. Students will be taken to the following:
  - a. If possible they will be taken to their classroom(s).
  - b. If it is not possible to return to the classroom(s) they will be taken to the gym or tornado shelter areas within the building, depending on the situation.

## **Chemical Spill/Toxic Fumes**

### 1. If spill/fumes occur outside the school building:

- Keep students inside.
- Close windows.
- Don't step in spilled material.
- Contact police, fire and health department.
- Contact superintendent's office.
- Be prepared to evacuate the building.
- If students are outside, move upwind.
- Possibly relocate to another suitable location. Notify the Transportation Department at 308-324-1220.

### 2. If a spill occurs inside:

- Remove students from contaminated area.
- Contact police, fire and health department.
- Contact superintendent's office.
- Students exposed to the chemical should be taken to the life skills room to have necessary clothing removed and exposed skin washed.

# IN AN EMERGENCY TAKE ACTION



## **HOLD! In your room or area. Clear the halls.**

### **STUDENTS**

Clear the hallways and remain in room or area until the "All Clear" is announced  
Do business as usual

### **ADULTS**

Close and lock the door  
Account for students and adults  
Do business as usual



## **SECURE!**

### **Get inside. Lock outside doors.**

### **STUDENTS**

Return to inside of building  
Do business as usual

### **ADULTS**

Bring everyone indoors  
Lock outside doors  
Increase situational awareness  
Account for students and adults  
Do business as usual



## **LOCKDOWN! Locks, lights, out of sight.**

### **STUDENTS**

Move away from sight  
Maintain silence  
Do not open the door

### **ADULTS**

Recover students from hallway if possible  
Lock the classroom door  
Turn out the lights  
Move away from sight  
Maintain silence  
Do not open the door  
Prepare to evade or defend



## **EVACUATE! (A location may be specified)**

### **STUDENTS**

Leave stuff behind if required to  
If possible, bring your phone  
Follow instructions

### **ADULTS**

Lead students to Evacuation location  
Account for students and adults  
Notify if missing, extra or injured students or adults



## **SHELTER! Hazard and safety strategy.**

### **STUDENTS**

Use appropriate safety strategy for the hazard

#### **Hazard**

Tornado  
Hazmat  
Earthquake  
Tsunami

#### **Safety Strategy**

Evacuate to shelter area  
Seal the room  
Drop, cover and hold  
Get to high ground

### **ADULTS**

Lead safety strategy  
Account for students and adults  
Notify if missing, extra or injured students or adults

# IN AN EMERGENCY TAKE ACTION



**HOLD**



**SECURE**



**LOCKDOWN**



**EVACUATE**



**SHELTER**

## Standard Response Protocol – Public Address

<b>Medical Emergency</b>	<b>Hold in your Room or Area. Clear the halls.</b>
<b>Threat Outside</b>	<b>Secure! Get inside. Lock outside doors.</b>
<b>Threat Inside</b>	<b>Lockdown! Locks, Lights, Out of Sight!</b>
<b>Bomb</b>	<b>Evacuate to (location) Shelter for Bomb!</b>
<b>Earthquake</b>	<b>Shelter for Earthquake!</b>
<b>Fire Inside</b>	<b>Evacuate to the (location)</b>
<b>Hazmat</b>	<b>Shelter for Hazmat! Seal your Rooms</b>
<b>Weapon</b>	<b>Lockdown! Locks, Lights, Out of Sight!</b>
<b>Tornado</b>	<b>Evacuate to (location) Shelter for Tornado!</b>



## Intruder:

- The first person to notice intruder (person with a weapon or person who is upset, out of control, or otherwise threatening) will notify the principal/office. (If in a level 3 situation where contact with the office may not be possible, make the announcement from the nearest phone. Contact police.)
- The principal or his/her representative will announce to the building.
- Principal will determine need to notify police, school superintendent, and 911 of any emergency situation.
- Administrator or law enforcement will unlock classroom doors when the emergency is over.
- Administration will be the liaison with police.
- Inform office staff as to appropriate information to give to callers. (Written statement)
- Make a list of those being held hostage.
- Refer media to the superintendent's office.**
- Plan how to inform families of students and staff directly affected.
- Contact the crisis team to assist students and staff in dealing with the aftermath.

## **Bomb Threat Procedures**



### **(Keep Checklist by each phone)**

1. Upon the receipt of a bomb threat, the person receiving the call will make every attempt to:
  - a. Prolong the conversation. Do not hang up the phone. (Use another phone to call authorities.)
  - b. Identify background noises and any distinguishing voice characteristics.
  - c. Ask the caller for a description of the bomb, where it is, and when it is due to explode.
2. The person receiving the threat will notify the principal.
3. Call 911.
4. The principal will, in consulting with 911, decide whether to make a preliminary search or to evacuate the building.
5. The principal will notify the superintendent's office.
6. Inform staff and students of the bomb threat and any immediate directions, for example, remain in their rooms until an all-clear is given or directions to evacuate.
7. Ask staff to make a visual observation of their classrooms/work areas and inform them not to open cabinets, doors, or move objects. If anything suspicious is found, Do Not touch it! The bomb can be almost anything from a bundle of dynamite to concealed or ordinary objects (briefcase, toolbox, or pieces of pipe). You will be searching for something that doesn't belong in the classroom/work area.
8. Check the absentee list and on each absentee from class at the time the threat was received. Account for all students, check halls and restrooms.
9. Ask for volunteers to participate in the search with the police/fire department.



\_\_\_\_ Woman  
\_\_\_\_ Child  
\_\_\_\_ Age (approximate)

\_\_\_\_ Speech Impediment  
\_\_\_\_ Intoxicated  
\_\_\_\_ Other

Background Noise:

\_\_\_\_ Music  
\_\_\_\_ Children  
\_\_\_\_ Typing  
\_\_\_\_ Airplanes

\_\_\_\_ Conversation  
\_\_\_\_ Machine Noise  
\_\_\_\_ Traffic  
\_\_\_\_ Other \_\_\_\_\_

Person receiving a threat will immediately notify the principal.

Call Received by: \_\_\_\_\_

# Pershing Elementary School

## Reunification Plan 2024-2025



# Pershing Elementary School Reunification Plan

Relocation Site- St. Ann's Parish Center

Address- 1003 Taft St, Lexington, NE 68850

Phone- 324-4647



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**Principal's Phone Number - Kellie Cetak 308-325-3731**

**LAW ENFORCEMENT NOTIFIED(911)**- call for help in regard to crowd/traffic control.

**TRAFFIC AND CROWD CONTROL**- Central Office staff & Maintenance Staff and Crisis team members from other buildings, if available.

**ITEMS TO TAKE**- The office staff will take the following= to go kit in suitcase, cellphones, walkie talkies, megaphones, laptops/ipads for usage at the main table (if internet is available) and charging cords.

- **Nancy Price or Angelica Romero will take the epi pen and inhalers**

**Staff**- Please take CURRENT class roster, Reunification plan, laptop/ipad, purse

- Students will move with the class/teacher they are currently assigned to during the evacuation. Upon arriving at St. Ann's Parish Center all classrooms will move to the gymnasium, find a spot, and sit down.
- Teachers will immediately take attendance, which will be recorded on designated attendance sheets. Those sheets will be picked up by **MICHELLE FLYNN**. Each will get that information to the front table and the administration will make the final determination as to who is missing. They will keep that list for later use.
- The following individuals will be **MONITORING THE GYM DOORS**, not allowing anyone to leave the gym without the proper paperwork:
  - **Ana Ramierz (MAIN DOORS)**
  - **Miranda Summers (SIDE DOOR)**

■ **Leann McFarland (Exit Door)**

**GREETERS**- will meet parents when they arrive. They will inform parents that they need identification and if parents have proper ID, these individuals will be given a reunification card to fill out and will start the process for reunification. **Greeters will be located at the end of the sidewalk by the parking lot (north end of the sidewalk)**

- **Lori Shutts-**
- **Ann Shultz-**
- **Joseph Alvarado-**
- **Anita Lopez**
- **Jennifer Lainez (MWF)**

**CHECKERS**- Parents will take their completed Reunification card to one of the **CHECKERS** based on the **LAST NAME** (located at the end of the main path)

- **Angela Blankenship**
- **Julie Ann Samson**

**ACCOUNTANTS**- will be **LOCATED IN FRONT OF THE MAIN DOORS**. They will verify information from sheets completed by parents with the information listed on PowerSchool.

- **Accountants** will give the top half of the sheet to a **Reunifier** who will take that sheet and a parent to be reunited with their student once cleared by the **Accountant**.

**Nancy Price**

**Angelica Romero**

**Cyndi Hendricks**

**REUNIFIERS (PARENTS)**- will go to the **accountant table** and will be to the front of the table. Parents will remain outside at all times. The **Reunifier** will walk the parent to the back of St. Ann's following the sidewalk. They will meet with the Reunifier (students). Once both Reunifiers meet they will make sure their papers match, sign them, staple them together and dismiss the family. All completed sheets will be given to **Jen Cunningham**.

**Emma Stahlecker**

**Michelle Pratt**

**Daneen Nelson**

**Jen Cunningham**

**REUNIFIERS (STUDENTS)**- will go to the **accountant table** and will be behind the table. The reunifier will receive ½ of the reunification form from the accountant. They will go inside St. Ann's Parish center and retrieve the student from the gym. Once the student is located they will travel through the hallway side door, into the hallway, and out the back door to meet the reunifier (parents). Once both Reunifiers meet they will make sure their papers match, sign them, staple them together and dismiss the family. All completed sheets will be given to **Jen Cunningham**.

**Michele Flynn**

**Brenda Brayton**

**REUNIFICATION DOOR SUPERVISION-** will not allow any parent to enter St. Ann's Parish Center. Will make sure the door is closed and only opened when a Reunifier (students) is ready to exit the building. Will also help make sure that student/parent papers match and help collect the papers.

**Leann McFarland (by the door)**

**Other help from CO \_\_\_\_\_ (control the flow of traffic by the parking lot)**

**OVERALL SUPERVISION-** Mrs.Cetak

**TECHNOLOGY SUPPORT-** central office staff will come and support with Mobile Hotspots-  
**Mark Burson - 402.699.4634**

**SPOKESPERSON WITH THE MEDIA-** Mrs. Cetak or Dr. Hakonson

**COUNSELORS-** will be available to take parents whose student is not in the assembly area to a separate room (**Classroom A** ). **School Psychologists** may help if needed. If counselors are not needed in this capacity, they will help to monitor students in the sanctuary areas or assist as Greeters/Reunifiers.

**EXTRA HELP-** Kitchen staff & Mrs. Prado

**CROWD/TRAFFIC CONTROL-** LPS maintenance staff (will need to contact Bo Berry to activate group)

**Bo Berry - 308-325-1469**

### **THINGS TO DO UPON IMMEDIATE ARRIVAL AT ST. ANN'S PARISH CENTER**

1. Set up tables for Accountants (**Cyndi Hendricks, Miranda Summers**)
2. Signs up with instructions- utilize any chairs to tape the signs on ( **Ana Ramirez**)

### **THINGS TO KEEP IN MIND-**

- Law Enforcement may not be at your site immediately depending on the circumstances that led to the evacuation.
- Loss of internet and or cell phone usage
- Parents will be anxious, upset, and angry
- Students may ONLY leave with parents/guardians that are listed on the student's Emergency contact list and proper ID must be shown.

## SAMPLE STATEMENT FOR REUNIFICATION

There has been a ( \_\_\_\_\_ ) situation at Pershing Elementary.

To be reunified with your child, parents or individuals listed on emergency contacts  
Are REQUIRED to bring some sort of identification.

Parents are to come to St. Ann's Parish Center located at 1003 West Taft Street starting  
At (Time).

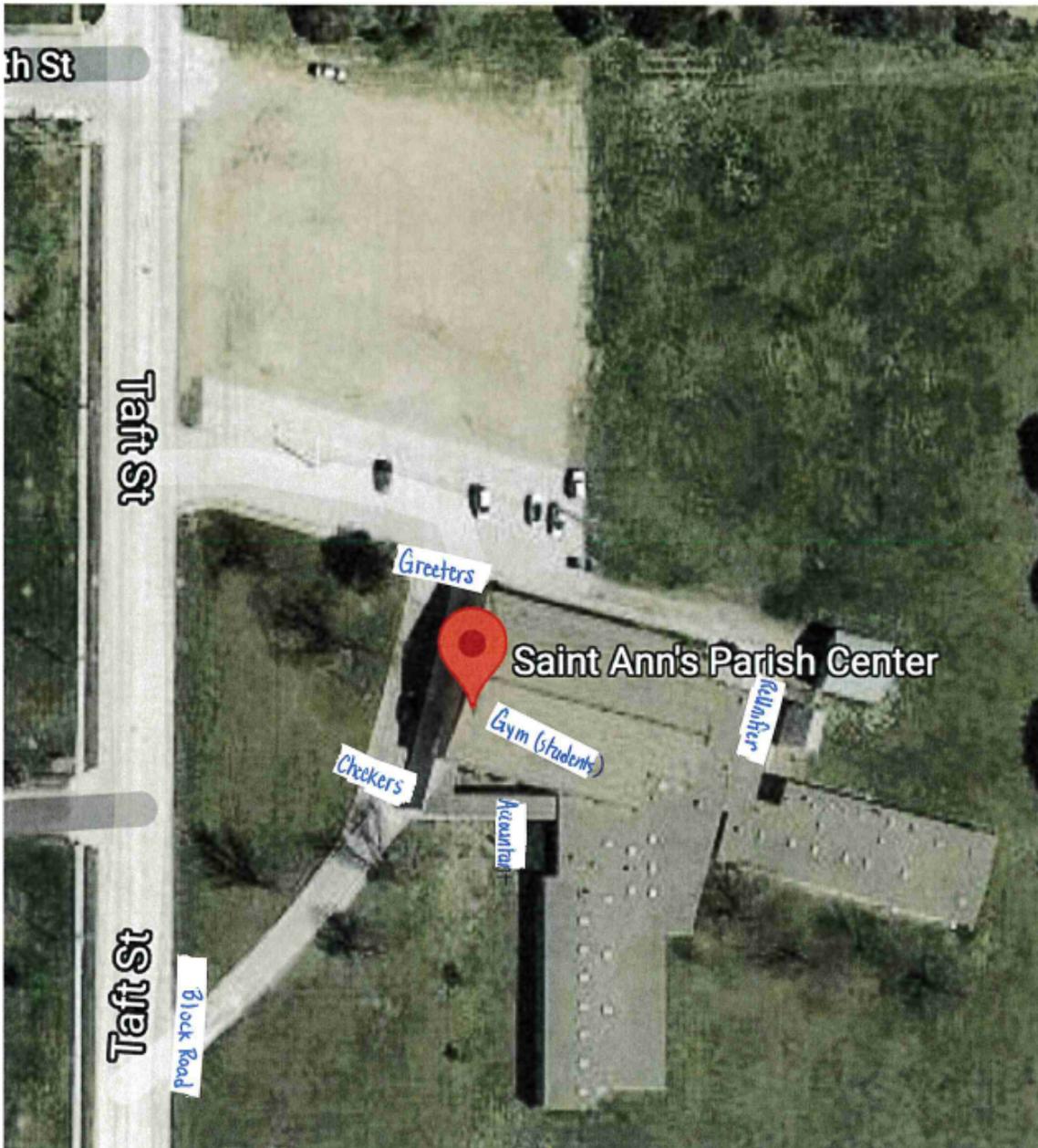
Please do not call the school.

Your child will only be released to you or the emergency contact listed on your  
Student's school information.

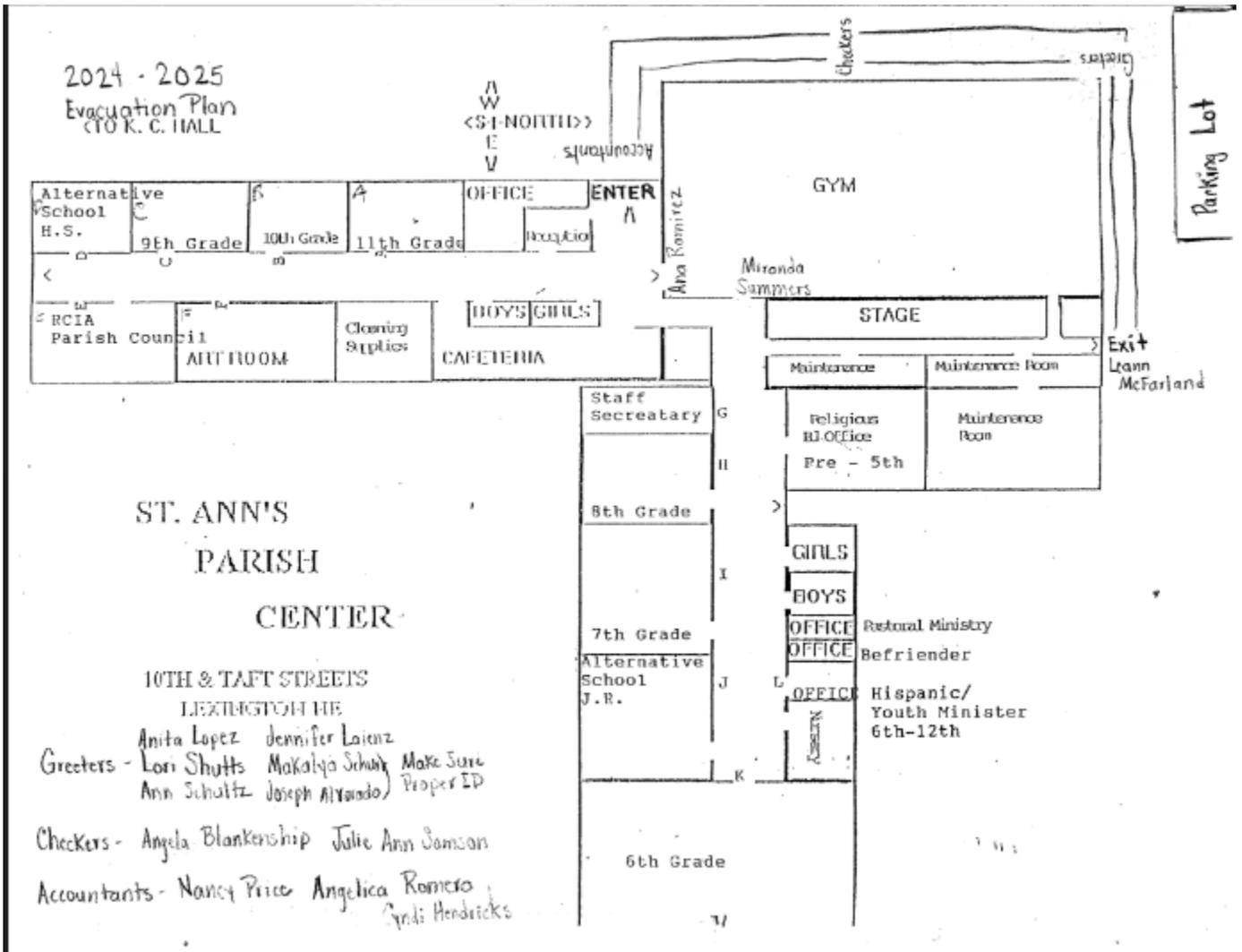
Thank You!



## Satellite View of St. Ann's Parish Center



Saint Ann's Parish Center Floor Plan



Teacher Attendance Sheet  
MICHELLE FLYNN - Will collect



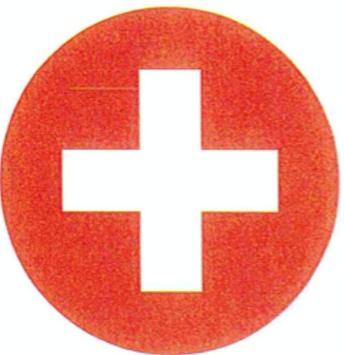
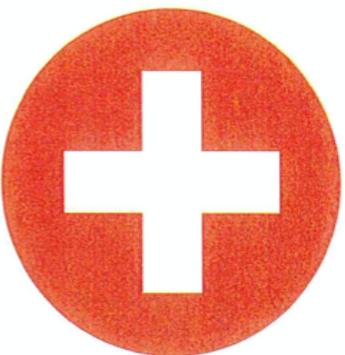
OK

OK

HELP

HELP

# MEDICAL HELP



# MEDICAL HELP



## RESPONSE PROTOCOL



### HOLD

In Your Room Or Area

Students:

- Clear the hallways and remain in the area or room until "All Clear" is announced
- Do business as usual

Adults and staff:

- Close and lock the door
- Account for students and adults
- Do business as usual



### SECURE

Get Inside.

Lock Outside Doors.

Students:

- Return to inside of building
- Do business as usual

Adults and Staff:

- Bring everyone indoors
- Lock outside doors
- Increase situational awareness
- Account for students and adults
- Do business as usual



### LOCKDOWN

Locks, Lights, Out Of Sight

Students:

- Move away from sight
- Maintain silence
- Do not open the door

Adults and Staff:

- Recover students from hallway if possible
- Lock the classroom door
- Turn out the lights
- Move away from sight
- Maintain silence
- Account for students and adults
- Do not open the door
- Prepare to evade or defend



### EVACUATE

To Announced Location

Students:

- Leave stuff behind if required to
- If possible, bring their phone
- Follow instructions

Adults and Staff:

- Bring roll sheet and Go Bag (unless instructed not to take anything with them, dependent on reason for evacuation.)
- Lead students to Evacuation location
- Account for students and adults
- Report injuries or problems using Red Card/ Green Card method.



### SHELTER

For A Hazard Using Safety Strategy

Students:

Safety Strategies might include:

- Evacuate to shelter area
- Seal the room
- Drop, cover and hold
- Get to high ground

Students:

Use appropriate safety strategy

Adults and Staff:

- Lead safety strategy
- Account for students and adults
- Report injuries or problems using Red Card/Green Card method

*In the event of an evacuation, take this card with you. To use this card, fold along dotted lines so the appropriate message is outward facing.*

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2024-2025

## Safety/Emergency Procedures Plan

### Rules for ALL Emergencies:

1. **Remain Calm** – We are responsible for hundreds of children who will be nervous, confused, and scared during these situations.
2. **Follow Procedures** – We have established these procedures and protocols to help ensure that there is a smooth transition for students and staff. DO NOT create your own procedures for your classroom that conflict with any of the school’s established procedures.
3. During an emergency the Principal is the only person in the building that will speak to the media. If you are approached by a member of the media for a comment reply, “I have no comment. You will need to speak with our building Principal.” We do not need conflicting comments present to the public.

#### Bryan Crisis Team Members:

- Ashley Pano
- Yanet Pinedo
- Danie Hilton

#### Trained Staff Members:

- Tiffany Denker: CPR, Epi Pen, Nebulizer
- Michelle Medo: CPR, Epi Pen
- Tracy Harbison: CPR, Epi Pen, Nebulizer
- Jennifer Brockmeier: CPR
- Kris Johnson: CPR, Epi Pen, Nebulizer
- Danie Hilton: CPR
- Rebeca DeLeon: CPR

Teachers must have the following items with them during an emergency:

Small laminated class list  
Building & Room Keys\*  
Red & Green Cards (Fire/Tornado)  
Purse/wallet, and cellphone as you may not be returning to the building for a while.

*\* Homework packet and storybooks will be stored at First Presbyterian Church, our evacuation site*

#### Recess

When you go outside for recess duty you must make sure you have the following items (recess fanny pack):

Whistle  
Gloves  
Band aids  
Cell phone

# Daily Procedures To Be Followed

Classroom doors should be locked at all times.

No clutter in the classrooms! This does not mean you must get rid of teaching/project items. Make sure that if there is a scan for an unidentified object that we can see everything. Unnecessary papers, boxes, etc. will not be tolerated.

## IN AN EMERGENCY TAKE ACTION

	<b>HOLD! In your room or area. Clear the halls.</b> The announcement "Hold! In your classroom. Clear the halls"	
	<b>STUDENTS</b> Clear the hallways and remain in room or area until the "All Clear" is announced Do business as usual	<b>ADULTS</b> Close and lock the door Account for students and adults Do business as usual
	<b>SECURE! Get inside. Lock outside doors.</b> The announcement "Lockout... Secure the perimeter"	
	<b>STUDENTS</b> Return to inside of building Do business as usual	<b>ADULTS</b> Bring everyone indoors Lock outside doors Increase situational awareness Account for students and adults Do business as usual until announcement is given or the classroom door is unlocked
	<b>LOCKDOWN! Locks, lights, out of sight</b> The announcement "Teachers we are in lockdown: Locks, lights, out of sight"	
	<b>STUDENTS</b> Move away from sight Maintain silence Do not open the door Students that are not in the classroom, go to our sunshine rooms.	<b>ADULTS</b> Recover students from the hallway if possible Lock the classroom door Turn out the lights Move away from sight Maintain silence Do not open the door for any reason Prepare to evade or defend
	<b>EVACUATE! (Presbyterian Church- 801 N Lincoln)</b> The announcement "Teachers please evacuate the building"	
	<b>STUDENTS</b> Leave stuff behind if required to Follow instructions	<b>ADULTS</b> Take all necessary items Lead students to evacuation location- follow evacuation route. (if a class is in Specials the classroom teacher will join their class as it exits the building) Account for students and adults Notify if missing, extra or injured students or adults Follow Reunification plan --- Mrs. Burr and Mrs. Robinson will report attendance to Mrs. Denker by cell phone. Mrs. Denker will then drive to church
	<b>SHELTER! Hazard and safety strategy</b>	
	<b>STUDENTS</b> Use appropriate safety strategy for the hazard <b>HAZARD. SAFETY STRATEGY</b> Tornado. Evacuate to shelter area Hazmat Seal the room Earthquake Drop, cover and hold	<b>ADULTS</b> Lead safety strategy Account for students and adults Notify if missing, extra or injures students or adults



# REUNIFICATION PROCEDURES

1. Teachers will remain with their classes during the entire reunification process.
2. Teachers will be with their classes at the Presbyterian Church until parents/guardians pick up students after any threat has been neutralized and law enforcement has given permission for children to be moved.
3. There will be a check in station at the Presbyterian Church.

## BRYAN ELEMENTARY SCHOOL REUNIFICATION PLAN

**Relocation Site – FIRST PRESBYTERIAN CHURCH**

**Address: 801 N. Lincoln Street**

**Phone: 324-5507**

**LAW ENFORCEMENT NOTIFIED (911)** - Call for help in regard to crowd/traffic control. See list of possibilities.

**TRAFFIC/CROWD CONTROL** - CO & Maintenance Staffs and Crisis Team members from other buildings, If available.

**ITEMS TO TAKE** - The following need to be taken: To Go Kit, cellphones, walkie-talkies, megaphones, laptops for usage at the main table (If internet is available at church; depends on situation).

**STAFF** - Please take **CURRENT** class roster, Reunification plan, laptop/ipad, purse.

Students will move with the classroom teacher they are currently with during the evacuation. Upon arrival at the **Presbyterian Church**, teachers will immediately take attendance, which will be recorded on the designated attendance sheets. Those sheets will be picked up by **Lynda Gratopp and Kris Johnson**. Each will get that information to the administration and will make the final determination as to who is missing. Administrator will keep that list for later use. Teachers will also need a 2nd class list to mark students gone once they are picked up.

The following individuals will be **MONITORING THE MAIN ENTRANCE AT THE Presbyterian CHURCH (East door)**, not allowing anyone to enter the building without paperwork: **Crystal Contreras and Daniel Gibbs**.

**GREETERS** - Greeters will be located on the East side of the Building. ( **Magali Arriaga, Shelby Shiers, and Yakelina Pacheco**. **Barre Hassan and Hardy Moreno will come from the Central Office to assist.**) Greeters will meet parents as they arrive. They will inform parents that they need identification and if parents have proper ID, these individuals will be given a reunification card to fill out and will start the process with the checkers. Parents or emergency contacts are allowed to pick up a student.

**CHECKERS** - **Jaqueline Velasquez, Andrea Johnson, and Irma Hernandez**

Parents will take their completed Reunification card to one of the **CHECKERS**. **CHECKERS (located at east door)** will ensure all information is complete by checking on emergency contacts with information listed on PowerSchool.

Checkers will take the information sheet to the accountant.

**ACCOUNTANTS:** Isabel Perez, Priscila Juarez, Yanira Lopez, Jessica Morales, Cristina Quiñonez , and Jacqueline Cuellar.

Accountants will be **located in front of the Main Entrance (East side) with the checkers**. After checkers have verified parent information, the accountant will walk the parent inside the building to the reunifier to reunite the parent and child. Accountant will stay with the parents until the runner brings the child to them. Accountant will verify information from sheets completed and have parents sign that they received their child, accountants will staple the two halves together and keep them.

**RUNNERS-** Jennifer Brockmeier, Yanet Pinedo, Heidi Straka, and Mariah Neill- Runners will take the half sheet of reunification paper from the accountant. Runners give the information paper to the classroom teacher. Classroom teacher will mark students off on their 2nd class list and runners will bring the student and the information paper to the accountant.

**REUNIFIERS - Lynda Gratopp and Kris Johnson-** will be located at the **east door of the cafeteria** where students are located which will be monitored. Reunifiers will hold students inside until paperwork is matched from accountants. Parents will enter (east door) and be reunified with their child inside church (doors where students are will be shut). **Rebecca DeLeon** will direct parents to leave the reunification site from the south door next to the sanctuary once reunited with their student and accountant has the parent signature.

**MAIN DOOR/MAIN TABLE SUPERVISION (East door) - Tracy Harbison and Michelle Medo**

**OVERALL SUPERVISION - Mrs. Denker and Ashley Pano**

**SUPERVISION WHERE NEEDED - Mrs. Denker and Ashley Pano**

**SPOKESPERSON WITH THE MEDIA - Mrs. Denker or Dr. Hakonson**

**COUNSELORS -** will be available to take parents whose student is not in the assembly area to a separate room (**classrooms on the NW corner of the church**). If counselors are not needed in this capacity, they will help to monitor students in the sanctuary area's or assist as Greeters/Reunifiers.

**EXTRA HELP - Presbyterian Church Staff**

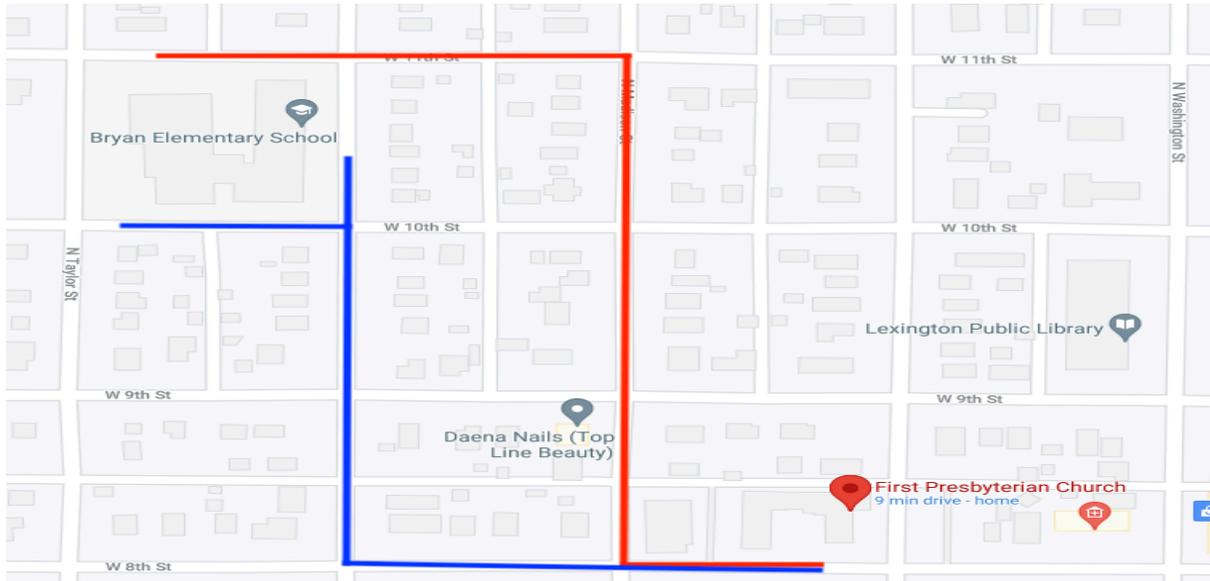
### **THINGS TO DO UPON IMMEDIATE ARRIVAL AT PRESBYTERIAN CHURCH**

1. Set up Tables for Checkers on East side. (**Michelle Medo and Heidi Straka will instruct staff**)
2. Grab bags from go-kit, that will include all items needed for each job (checker, greeter, etc.)

### **THINGS TO KEEP IN MIND -**

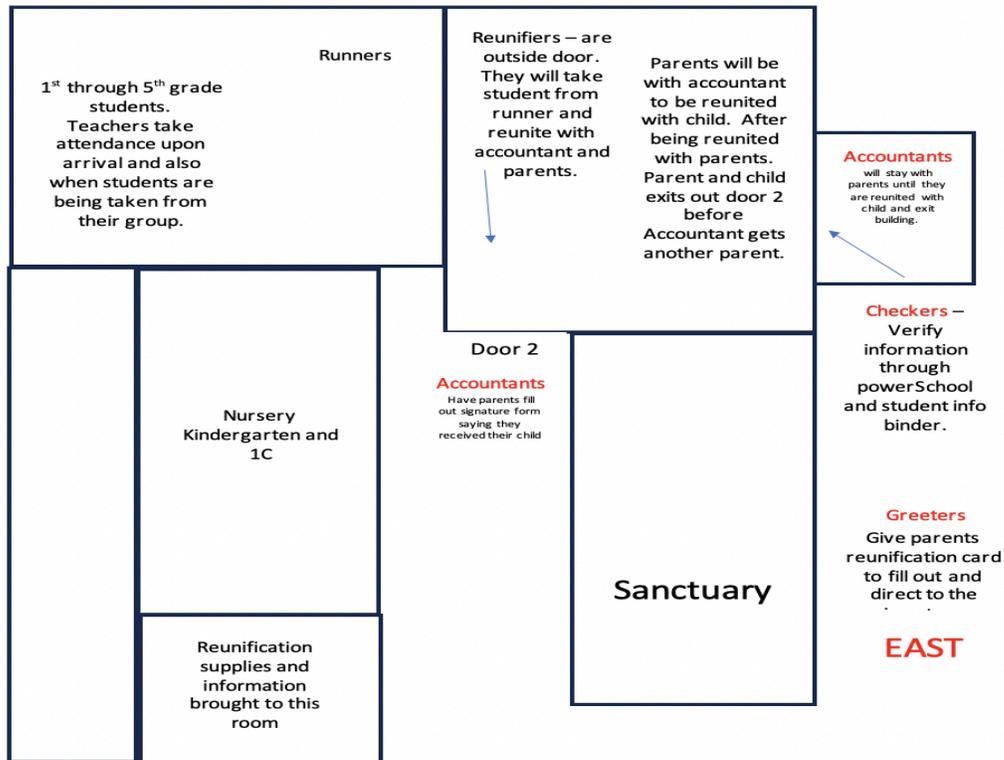
- Law Enforcement may not be at your site immediately depending on the circumstances that led to evacuation
- Loss of internet and or cell phone usage
- Parents will be anxious, upset, angry
- Students may only leave with parents through the process





**NORTH**

# PRESBYTERIAN CHURCH



**EAST**

**SOUTH**

# FIRE PROCEDURES



1. Fire drills will be conducted monthly at random hours and days of the month.
2. The fire alarm is a loud, intermittent sound accompanied by flashing lights. Upon hearing this sound teachers and students are to evacuate the building following the routes listed on the following page.
3. Teachers and assistants will take control to ensure that the students evacuate **quickly and quietly (no talking)**, and that they may be stopped, turned, or directed as needed.
4. Teachers will ensure that classroom windows, fans, and lights are shut off and that the **last person out of the room closes the doors**. The last student or teacher leaving the building through that door will shut the school exit doors.
5. Teachers will take class roll upon reaching designated fire drill area and use the laminated red and green cards as follows:
  - a. If all students are present, raise the green card.
  - b. If a student is missing, raise the red card.
  - c. If they have extra students the red and green cards should be crossed and held high.
6. Designated teachers and assistants will make a search of the restrooms, copy room and lounge.
  - a. Mrs. Denker – will circulate around their designated safe zone; checking red and green cards.
  - b. Mrs. Medo: West Bathrooms (front Entrance)
  - c. Mrs. Pano: South Bathrooms
  - d. Mrs. Gratopp: North Bathrooms
7. Until the all clear is given, teachers will maintain constant supervision of their classes/students.
8. If classes are under the supervision of a teacher other than the homeroom teacher, the homeroom teacher will meet his/her class and take attendance ASAP.
9. All rooms have assigned exit routes. Please follow assigned routes unless blocked by fire or other hazard. In such a scenario, use your discretion in selecting the safest exit route.

## Bryan Fire Routes

Grade(s) Classroom	Door # / Route	Grade(s) Classroom	Door # / Route
KA - Quiñonez	2 /Southwest Kindergarten door	SPED – Neill/Pinedo	7 /Northeast door
KB - Araujo	2 /Southwest Kindergarten door	SPED-Brockmeier	10 /Northwest door
KC - Robinson	2 /Southwest Kindergarten door		
1A - Andazola	6 /Southeast door across from cafeteria	Interventions Gratopp	7 /Northeast door
1B- Paitz	6 /Southeast door across from cafeteria	Interventions Pinedo	14/West door
1C - Headley	2 /Southwest Kindergarten door	Library	6 /Southeast door across from cafeteria
2A - Camargo	6 /Southeast door across from cafeteria	Music	
2B - Hilton	7 /Northeast door	Gymnasium	11 and 12
2C- Leiva	7 /Northeast door	Nurse	1 /front main door
3A - Fernandez	7 /Northeast door	Office	1 /front main door
3B - Russman	7 /Northeast door	Copy Room	6 /Southeast door across from cafeteria
3C - Parsons	7 /Northeast door	Lounge	6 /Southeast door across from cafeteria
4A - Andazola	14/West door	Counseling (Office)	6 /Southeast door across from cafeteria
4B - Simpson	14/West door	Art/flex room	14/West door
4C - Collins	11 /Northwest door	Cafeteria	6 /Southeast door across from cafeteria
5A - Merino	11 /Northwest door		
5B - Smith	11 /Northwest door		
5C- Otte	10 /Northwest door		

# TORNADO PROCEDURES



1. The tornado alarm is an announcement over the intercom “Tornado Evacuate to the shelter area.” Upon hearing this sound teachers and students are to immediately go to their designated areas in the building following the routes listed on the next page.
  - a. If power is lost the tornado alarm is short blasts of a whistle. A person will be dispatched to alert the music room of the situation, when occupied.
2. Move quickly and quietly, and students may be stopped, turned or directed as needed. Teachers will help students remain calm while moving to a safe area. Students need to have their head against a walled area, if possible.
3. Shut off/Close: Windows, fans, and lights and make sure the last person closes the door.
4. Take attendance upon reaching the designated area. If a child is missing, the Principal will be notified immediately.
5. Designated teachers and staff will make a search of restrooms, supply rooms and lounge
  - a. Mrs. Pano will move down the east hall checking attendance and report to the principal.
  - b. Ms. Pinedo will move down the center hall checking attendance and report to the principal
  - c. Mrs. Medo will move down the west hall checking attendance and report to the principal.



# BOMB THREAT

1. Upon the receipt of a bomb threat, the person receiving the call will make every attempt to:
  - a. Prolong the conversation. DO NOT hang up the phone. (Use another phone to call authorities)
  - b. Identify background noises and any distinguishing voice characteristics.
  - c. Ask the caller for:
    - i. Description of the bomb
    - ii. Where it is
    - iii. When is due to detonate
2. The person receiving the threat will notify the Principal
3. Call 911
4. The Principal will consult with the Superintendent (who consults with law enforcement) to determine whether to make a preliminary search or to evacuate the building.
5. The Principal will notify the Superintendent's Office
6. Inform staff and students of the bomb threat and any immediate directions, for example, remain in their rooms until an all-clear is given to directions to evacuate.
7. Ask staff to make a visual observation of their classrooms/work areas and inform them not to open cabinets, doors or move objects. If anything suspicious is found, DO NOT touch it! The bomb can be almost anything from a bundle of dynamite to concealed or ordinary objects (briefcase, toolbox, or piece of pipe). You will be searching for something that doesn't belong in the classroom/work area.
8. Check the absentee list and on each absentee from class at the time the threat was received. Account for all students, check halls, and restrooms.
9. Meet with the police/fire department and search team to decide on the procedure for checking the building.
10. If at any time the threat is determined to be valid, use standard evacuation procedures.
11. If a written threat is received, copy the contents and protect the original message (plastic or other covering) to preserve fingerprints and other identifying marks.
12. Use the Bomb Threat Checklist to gather helpful information.



# CHEMICAL SPILL/TOXIC FUMES

1. Outside Spill or Fumes:
  - a. Keep students inside
  - b. Close windows
  - c. Don't step in spilled material
  - d. Contact police, fire and health department
  - e. Contact Superintendent's Office
  - f. Be prepared to evacuate the building
  - g. If students are outside, move upwind or in the building.
2. If a spill occurs inside:
  - a. Remove students from contaminated area
  - b. Contact police, fire and health department
  - c. Contact Superintendent's Office
  - d. Students exposed to the chemical should be taken to a designated area within the building to have necessary clothing removed and exposed skin washed.



# Lexington Middle School

Lexington, Nebraska

## Safety Plans

Fire Escape Plan (pages 3-4)

Tornado Plan (pages 5-7)

Building Evacuation Plan (pages 8-9)

Standard Response Protocol (page 10)

Bomb Threat Checklist (pages 11-12)

### LMS Safety Committee- Report to office immediately

Scott West

Jeff Wall

Karen Klein

Jose Monrroy

**Teachers:** Please make a copy of your class rosters, this plan, and red/green cards. Keep them updated and in plastic sleeves.

### Rules for ALL Emergencies

1. **Remain Calm** - We are responsible for hundreds of children who will be nervous, confused, and scared during these situations. As educators we must remain calm during each situation and model that calmness for our students.
2. **Follow Procedures** - We have established these procedures and protocols to help ensure that there is smooth transition for students and teachers. DO NOT create your own procedures for your classroom that conflict with any of the school's procedures. TAKE YOUR EMERGENCY RESPONSES WITH YOU, YOUR GREEN AND RED CARDS, YOUR MAPS, AND A CURRENT CLASS LIST FOR EVERY CLASS.
3. During an emergency, **Mr. West is the only person in the building that will speak to the media.** If a member of the media approaches you, simply say, "You need to talk with Mr. West, our Principal." We do not need conflicting comments presented to the public. Protect our students from the media!

**Crisis Team Members:**

Karen Klein  
Jose Monrroy  
Ceara Hollis  
Tina Thompson

**CPR Certified Staff Members:**

Scott West	Terry Warner	Sandy Gnirk
Jeff Wall	Jean Leger	Tessa Gall

**Epi Pen Trained Staff Members:**

Jeff Wall	Sandy Gnirk	Tessa Gall
Scott West	Jean Leger	Tim Huerta
	Terry Warner	

**Nebulizer Trained Staff Members:**

Scott West	Jeff Wall	Sandy Gnirk
Tessa Gall	Jean Leger	Tim Huerta
	Terry Warner	

**Defibrillator Trained Staff Members:**

Scott West	Jeff Wall
Tessa Gall	Sandy Gnirk
	Terry Warner

# Fire Drill Procedures

The following regulations should be read to your classes and discussed thoroughly so that fire drills may be handled most efficiently.

1. Leave your books and materials right where they are when the alarm is given. Line up the students and teachers lead. Lights should be out, and doors and windows should be shut.
2. Walk quickly and quietly from your room, following the routes described in this plan (if your exit is blocked, use your discretion in selecting the safest exit route), out of the building to the required distance from the school.
3. Classes must exit together and remain at designated area until the “all clear” is given.

**TEACHERS MUST TAKE ATTENDANCE** before the classes return to the building. Hold up the **green card** if everyone is with you. Hold up the **red card** if you are missing someone. Hold up **both cards** if you have extra students.

4. Stay in line -- no talking!
5. Designated teachers and assistants will perform a search of the restrooms.

Mr. Wall will report to the west door and head south near the stop sign on the corner of 11<sup>th</sup> and Washington.

Mr. West will report to the northwest door.

Mrs. Klein will report to the southwest door.

Mr. Monrroy will report to the southeast door.

8th Grade Paras will check the third floor bathrooms.

7th Grade Paras will check the second floor bathrooms.

6th Grade Paras will check the first floor bathrooms.

**Teachers:** See that the doors to your rooms are closed when the last student is out. Take your **Safety Plan** with you, as the safety plan has the safety procedures, **current class list for ALL your classes**, and red/green cards.

# Fire Exit Assignments

## Rooms:

Auditorium, Stage

Band room 114

118, 122, 123, 124, 126,  
127, 128, 129, 130,  
counseling offices,  
social worker, ISS room

PE Complex

225, 200 (TeamMates)

146, 147, 321, 323, 325, 326

Library 237, Library office,  
Room 234, 236

202, 205, 206, 209,  
309, 316, 302, 305, 306

203, 204, 210, 211, 213,  
214, 215, 216, 217, 303,  
310, 311, 313, 314, 315

131,132,133,134, kitchen  
135, cafeteria

Administrative offices

140 (Alternative Ed), 143,  
144 (Shared YMCA Room)

New gym

## Fire Exits:

Out northwest door

East door--walk south on sidewalk to 11<sup>th</sup> Street

Southeast door (Old Main) across street to 11<sup>th</sup>

Out through the gym east door

New northwest doors (Brown doors)--walk south  
and stay on sidewalk to the area near the stop sign  
on 11<sup>th</sup> and Washington.

New northwest doors (Brown doors)—walk north  
to the parking lot.

Down internal stairs and out southeast door

Out the west door and go south across 11<sup>th</sup> street

Southwest door and across 11<sup>th</sup> street

New north doors (North to parking lot)

New main entrance doors (North to parking lot)

Through the YMCA—west doors (North to parking  
lot)

East doors

## Tornado Drill Procedures

In the event of a tornado warning, the local siren will blow two short blasts and one long blast for approximately two to three minutes. Following a tornado warning, we will announce a tornado alarm over the intercom system.

### Procedure to follow:

1. Teachers will insure that classroom windows, fans, and lights are shut off and that the last child out of the room closes the doors.
2. Teachers should take the Safety Plan with them, which includes current class lists. **TEACHERS WILL TAKE CLASS ROLL UPON REACHING THEIR DESIGNATED AREA.**
3. Designated teachers and assistants will make a search of restrooms and gather attendance.

**Mrs. Klein** will report to PE locker area.

**Mr. West** will float through the areas.

**Mr. Monrroy** will remain in the office area.

**Mr. Wall** will report to commons area after making sure that Band and PE classes heard the warning.

**8th Grade PARAS** will check third floor bathrooms, then to assigned team areas.

**7TH Grade PARAS** will check second floor bathrooms, then to assigned team areas.

**6th Grade PARAS** will check first floor bathrooms, then to assigned team areas.

4. Students are to move to the assigned areas.

**Sixth grade students with their core teachers should be in the following areas:**

NATIONAL: in the south (National) locker pod.

AMERICAN: in room 118 and the back hallway by room 122.

**Seventh grade students with their core teachers should exit the South stairs to the first floor.**

STRIPES: will use the north (American) locker pod, first floor.

DLP: will use the north (American) locker pod, first floor.

STARS: with their core teachers, will go to the Old Girls' PE locker rooms.

**Eighth grade students with their core teachers should exit the west stairs and walk to the PE locker rooms.**

LIBERTY: to the new Boys' visitor locker room.

PATRIOTS: to the new Girls' Visitor locker room.

**\*\*ANY HOMEROOM, READING, OR ACTIVITY CLASSES SHOULD BE DELIVERED TO THE APPROPRIATE GRADE LEVEL TEAM AREAS. TEACHERS THEN REPORT TO THEIR ASSIGNED AREAS.\*\***

BAND to the old Boys' PE locker room.

LIVING SKILLS AND ART use the north staircase to first floor assigned areas (based on which grade you have).

FREEDOM TEAM use the North Staircase to first floor. Travel through the cafeteria to the long corridor linking the YMCA and the school (Alt Ed hallway). Sit on both sides of the hallway, leaving the middle of the hallway clear.

ALTERNATIVE ED Stay in Alternative Education Room 140

LIFE SKILLS Walk to Alternative Education Room 140.

SPANISH, INFO TECH, HEALTH, CTE AG, SPEECH, PE, and CHORUS based on the grade of kids you have, take them to the appropriate assigned area.

5. Students should try to maintain a safe distance from any entrance, **squat or sit down on the floor** next to the wall with **heads down**, and **stay away from glass**.
6. Teachers are to remain with their classes until they hear an “all clear” signal over the intercom.

## **Building Evacuation Plan**

In the event of a situation that requires the teachers and students to evacuate LMS (i.e. bomb threats, train derailment, etc.), the following procedure will be followed.

### **IF IT IS A BOMB THREAT, IMMEDIATELY SHUT OFF ALL CELL PHONES--THEY COULD ACTIVATE A BOMB.**

Mr. Monroy will notify the First Methodist Church that we are on our way. If the church has a funeral, we will regroup at the church in the parking lot and go to the multi-purpose room.

1. The announcement, "Teachers at this time please evacuate the building," will be given over the intercom. (If coats are needed this will be included in the announcement.)
2. Immediately have your students follow the evacuation plan. (Teachers, in an evacuation situation, you may not be allowed back into the building for an extended period of time. Take keys, valuables, radios, and laptop.)
3. Our alternate location during an evacuation is:  
The First United Methodist Church (201 East 8th Street).

SEVENTH Grade will walk south on the east side of Grant Street and enter the north double door going to the multi-purpose room- sitting on the floor.

SIXTH Grade, FREEDOM Team, and DLP will walk south on the west side of Grant Street, enter the east door, which is a glass sliding door, and report to the Fellowship Hall- sitting on chairs at the tables and on the floor.

EIGHTH Grade will walk south on Washington Street and enter the West main office doors of the church, walking up the stairs and entering the sanctuary- sitting in the pews on the main floor.

PE, BAND, ALT ED, AND S.T.A.R.S. will walk their classes down the east side of Grant Street and then deliver the students

to their assigned area based on grade.

EXPLORE classes will walk their classes down the east side of Washington Street to ninth and then cross over to Grant. After reaching the Methodist Church, Mrs. Klein will direct the students to the correct door.

Mrs. Clouse/ Mrs. Gall will take the students' medications.  
Mrs. Harvey /Mrs. Matzar will take the daily attendance list.  
Mr. Monroy will take his computer.

4. Teachers please TAKE ATTENDANCE immediately after arriving. Mr. Wall will be around to each group checking attendance.
5. When Mr. Wall reports the attendance to Mr. West, Mr. West will drive to the church.

# IN AN EMERGENCY TAKE ACTION



## HOLD! In your room or area. Clear the halls.

### STUDENTS

Clear the hallways and remain in room or area until the "All Clear" is announced  
Do business as usual

### ADULTS

Close and lock the door  
Account for students and adults  
Do business as usual



## SECURE! Get inside. Lock outside doors.

### STUDENTS

Return to inside of building  
Do business as usual

### ADULTS

Bring everyone indoors  
Lock outside doors  
Increase situational awareness  
Account for students and adults  
Do business as usual



## LOCKDOWN! Locks, lights, out of sight.

### STUDENTS

Move away from sight  
Maintain silence  
Do not open the door

### ADULTS

Recover students from hallway if possible  
Lock the classroom door  
Turn out the lights  
Move away from sight  
Maintain silence  
Do not open the door  
Prepare to evade or defend



## EVACUATE! (A location may be specified)

### STUDENTS

Leave stuff behind if required to  
If possible, bring your phone  
Follow instructions

### ADULTS

Lead students to Evacuation location  
Account for students and adults  
Notify if missing, extra or injured students or adults



## SHELTER! Hazard and safety strategy.

### STUDENTS

Use appropriate safety strategy for the hazard

Hazard	Safety Strategy
Tornado	Evacuate to shelter area
Hazmat	Seal the room
Earthquake	Drop, cover and hold
Tsunami	Get to high ground

### ADULTS

Lead safety strategy  
Account for students and adults  
Notify if missing, extra or injured students or adults

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## Bomb Threat

Upon receiving a call telling of a bomb threat, the person receiving the call will attempt to:

- Utilize the bomb threat **checklist** (copy included).
- Prolong the conversation. **DO NOT HANG UP THE PHONE!**
- **IDENTIFY** background noises and any distinguishing voice characteristics.
- Asks the caller for a description of the bomb, where it is, and when it is due to explode.
- Notify the principal.

**DO NOT USE CELL PHONES** (Turn Power to Cell Phones off Immediately--because of emitting frequencies near a potential explosive device.)

The Principal will consult with the Superintendent (who consults with law enforcement) to determine if evacuation is indicated.

If evacuation is not indicated, lock-down procedures will be announced (included in this plan).

If evacuation is indicated, building evacuation procedures will be announced (included in this plan).

**BE ESPECIALLY OBSERVANT** of your surroundings or work area. **DO NOT** open cabinets, doors or move objects. **DO NOT** touch anything suspicious. **KEEP TRACK** of students who were absent from your class at the time the call was received.

Alternate evacuation location is:

Football field or gym first (announcement will be given)

First United Methodist Church

201 East Eighth

308-324-2397

If a written threat is received, leave in place and have someone watch it so it is not tampered with until police arrive. School time will be made up if school is dismissed for a bomb threat.

# Bomb Threat Checklist

Time \_\_\_\_\_

Date \_\_\_\_\_

DO NOT HANG UP! Use another phone to call police.

Record the exact words used by the caller \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Ask:

What time is the bomb set for? \_\_\_\_\_

Where is the bomb? \_\_\_\_\_

What does the bomb look like? \_\_\_\_\_

Why are you doing this? \_\_\_\_\_

Who are you? \_\_\_\_\_

Evaluate the voice of the caller:

\_\_\_\_\_ Man  
\_\_\_\_\_ Woman  
\_\_\_\_\_ Child  
\_\_\_\_\_ Age (approximate)

\_\_\_\_\_ Accent  
\_\_\_\_\_ Speech Impediment  
\_\_\_\_\_ Intoxicated  
\_\_\_\_\_ Other

Background Noise:

\_\_\_\_\_ Music  
\_\_\_\_\_ Children  
\_\_\_\_\_ Typing  
\_\_\_\_\_ Airplanes

\_\_\_\_\_ Conversation  
\_\_\_\_\_ Machine Noise  
\_\_\_\_\_ Traffic  
\_\_\_\_\_ Other

Person receiving threat will immediately notify the principal.

Call received by \_\_\_\_\_

## **LMS Reunification Process**

1. Parents are directed to check-in area by Crisis Team Staff.
2. Parents fill out reunification card and have Photo ID ready.
3. Parents give reunification card to grade level check-in table.
4. Check-in staff verify parent identification and reunification card information with PowerSchool information. Check-in staff indicate parents have checked in by marking on student roster.
5. Check-in staff gives reunification card to grade level runner/reunifier.
6. Runner/Reunifier takes card to grade level area and retrieves student. They escort student to reunification area and check with student to make sure they are comfortable leaving with the person picking them up. Runner/Reunifier records time and initials on reunification form and turns it into the Verification Card Filers.

\*\*If student is unable to be found (after all locations have been checked), Runner/Reunifier will notify admin/crisis team to escort parents to a private location.

## LMS Reunification Assignments

<b>Staff Member</b>	<b>Assignment</b>
??? (Berg)	Life Skills Student Supervision
??? (Manzo)	DLP Student Supervision in Fellowship Hall
??? (Patriot Para)	8th Grade Runner/Reunifier
??? (Ureste)	Life Skills Student Supervision
Allen, Keith	7th Grade Student Supervision
Alvarez, Hanna	8th Grade Runner/Reunifier
Angle, Trinity	6th Grade Student Supervision
Bartling, Kerri	6th Grade Student Supervision
Basulto, Charley	7th Grade Runner/Reunifier
Beltran, Arcelia	6th Grade Runner/Reunifier
Berg, Mandy	6th Grade Runner/Reunifier
Blessin, Josey	Floating Help
Botsford, Brian	Floating Help
Brayton, Tim	6th Grade Student Supervision
Brummer, Owen	7th Grade Student Supervision
Buezo, Margarita	8th Grade Student Supervision
Clinard, Gordon	7th Grade Student Supervision
Clouse, Reyna/Office	7th Grade Parent Check-in Table
Cotter, Lisa	7th Grade Student Supervision
Dugan, Kristie	Floating Help
Ernst, Sarah	8th Grade Student Supervision
Evans, Robert- ALT ED	Alt Ed. Student Supervision
Feeney, Audrey	Life Skills Student Supervision
Felt, Madison	7th Grade Student Supervision
Flores, Bridgette	8th Grade Runner/Reunifier
Foster, Chuck	7th Grade Student Supervision
Gall, Tessa	Nurse Needs/Floating Help
Gnirk, Sandy	6th Grade Parent Check-in Table
Haines, Erin	DLP Student Supervision in Fellowship Hall
Hanna, Erin/Library	Verification Card Filer
Hansen, Spencer	6th Grade Student Supervision
Harris, Taео	Any Tech help/ Floating Help
Harvey, Zulema/Office	8th Grade Parent Check-in Table
Hollis, Ceara	6th Grade Student Supervision
Hoos, Luke	Crisis Team/ Parent Crowd Control
Huerta, Tim	7th Grade Student Supervision
Jacob, Malinda	6th Grade Student Supervision/Name Caller
Jimenez, Beatriz	8th Grade Runner/Reunifier
Klein, Karen/Counselor	Crisis Team/Crisis Counselor
Kuecker, Josh	7th Grade Student Supervision/Name Caller
Lamborn, Kasey	8th Grade Student Supervision
Lara, Jose	6th Grade Student Supervision/Name Caller
Lauby, Micki	6th Grade Student Supervision

## LMS Reunification Assignments

Leger, Jean	6th Grade Parent Check-in Table
Lemmer, Amber	7th Grade Student Supervision/Name Caller
Matzar, Lupe/Office	6th Grade Parent Check-in Table
McDonald, Abby	Life Skills Student Supervision
McDonald, Kim	6th Grade Student Supervision
Monrroy, Emmily	Crisis Team/Parent Crowd Control
Monrroy, Jose/Counselor	Crisis Team/Crisis Counselor
Myers, Kayla	8th Grade Student Supervision
Neher, Julie	7th Grade Parent Check-in Table
O'Meara, Kristi	Floating Help
Oberg, Leila	6th Grade Student Supervision
Perales, Cecilia	8th Grade Parent Check-in Table
Persson, Derek	8th Grade Student Supervision
Pitkin, Angela	8th Grade Student Supervision/ Name Caller
Ramirez, Jesus	8th Grade Student Supervision/Name Caller
Ramirez, Maria	7th Grade Runner/Reunifier
Ringenberg, Stephanie	8th Grade Parent Check-in Table
Roberts, Nicholas	7th Grade Student Supervision
Robinson, Michael	8th Grade Student Supervision
Robles, Heather- ALT ED	Verification Card Filer
Rogers, Haley	8th Grade Parent Check-in Table
Rosenblad, Abby	7th Grade Parent Check-in Table
Salcedo, Yvonna	7th Grade Runner/Reunifier
Salcido, Biridiana	6th Grade Student Supervision
Sanchez, Bobbette	6th Grade Runner/Reunifier
Saulsbury, Ashley	Floating Help
Scales, Stephanie	8th Grade Student Supervision
Scharff, Chad	7th Grade Student Supervision
Sentelle, Heather	Life Skills Student Supervision
Sheets, Riley	7th Grade Student Supervision
Stallbaumer, Carrie	6th Grade Student Supervision
Stenberg, Jeff	7th Grade Runner/Reunifier
Strauss, Stacy/Speech	Floating Help
Thompson, Tina	8th Grade Student Supervision
Timko, Jamie	8th Grade Student Supervision
Victorino, Yahaira	7th Grade Parent Check-in Table
Wall, Jeff	Admin/Reunification Area
Warner, Terry	6th Grade Parent Check-in Table
West, Scott	Admin/Reunification Area

## LMS Reunification Assignment Descriptions

**6th Grade Parent Check-in Table-** this person will be stationed at the table and will verify identification of parents (cross reference the information on the reunification cards with the PowerSchool information). They indicate that a parent has checked in by marking on the student roster. They will hand the reunification card to a runner and instruct parents to the reunification area.

**7th Grade Parent Check-in Table-** this person will be stationed at the table and will verify identification of parents (cross reference the information on the reunification cards with the PowerSchool information). They indicate that a parent has checked in by marking on the student roster. They will hand the reunification card to a runner and instruct parents to the reunification area.

**8th Grade Parent Check-in Table-** this person will be stationed at the table and will verify identification of parents (cross reference the information on the reunification cards with the PowerSchool information). They indicate that a parent has checked in by marking on the student roster. They will hand the reunification card to a runner and instruct parents to the reunification area.

**6th Grade Runner/Reunifier-** this person will be stationed at the 6th Grade Parent Check-in Table and will retrieve 6th grade students from their designated area when they are given the reunification card from the check-in table. Once they retrieve a student, they will reunify the student with their parent/guardian and then complete the paperwork and give it to the Verification Card Filers.

**7th Grade Runner/Reunifier-** this person will be stationed at the 7th Grade Parent Check-in Table and will retrieve 7th grade students from their designated area when they are given the reunification card from the check-in table. Once they retrieve a student, they will reunify the student with their parent/guardian and then complete the paperwork and give it to the Verification Card Filers.

**8th Grade Runner/Reunifier-** this person will be stationed at the 8th Grade Parent Check-in Table and will retrieve 8th grade students from their designated area when they are given the reunification card from the check-in table. Once they retrieve a student, they will reunify the student with their parent/guardian and then complete the paperwork and give it to the Verification Card Filers.

**6th Grade Supervision-** this person will supervise 6th grade students in the designated area

**6th Grade Supervision/Name Caller-** this person will supervise 6th grade students in the designated area **AND** be available to yell out student names when the runners come to pick them up.

**7th Grade Supervision-** this person will supervise 7th grade students in the designated area

**7th Grade Supervision/Name Caller-** this person will supervise 7th grade students in the designated area **AND** be available to yell out student names when the runners come to pick them up.

**8th Grade Supervision-** this person will supervise 8th grade students in the designated area

**8th Grade Supervision/Name Caller-** this person will supervise 8th grade students in the designated area **AND** be available to yell out student names when the runners come to pick them up.

**Verification Card Filer-** this person will take the cards from the runners after student has been reunified with their parent and will file the card alphabetically by grade level.

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# LEXINGTON HIGH SCHOOL SAFETY AND EMERGENCY PROCEDURES PLAN

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2024-25

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This plan was developed under the direction of the Lexington Public School Safety/Crisis Team. It provides procedures that are to be followed in the event of an emergency. A copy of this plan has been provided to all teachers and copies are prepared and provided for substitute teachers that work with our students.

## Rules for ALL Emergencies:

1. **Remain Calm** – We are responsible for hundreds of students who will be nervous, confused and scared during these situations. As educators we must remain calm during each situation and model that for our students.
2. **Follow Procedures** – We have established these procedures and protocols to help ensure that there is smooth transition for students and teachers. **DO NOT** create your own classroom procedures that conflict with any of the school's established procedures.
3. During an emergency Superintendent Dr. John Hakonson and/or LHS Principal Mr. Eric Bell are the only people in the building that will speak to the media. If you are approached by a member of the media for a comment you should reply, "I have no comment. You will need to speak with Dr. Hakonson or Mr. Bell." We do not need conflicting comments presented to the public.

### **CPR Certified Staff Members:**

Eric Bell, Amber Burson, Joel Kinney  
Kobe Lo, Melanie Steinwart

### **Epi Pen Trained**

Eric Bell, Amber Burson  
Joel Kinney, Kobe Lo,  
Melanie Steinwart

### **Nebulizer Trained Staff Members:**

Eric Bell, Amber Burson  
Joel Kinney, Kobe Lo  
Melanie Steinwart

Teachers must have the following items with them during an emergency:

- Class List
- Building & Room Keys
- Red & Green Cards (Fire/Tornado)
- Laptop Computer

Don't forget to take your purse/wallet/phone, as you may not be returning to the building for a while.

### **Daily Procedures To Be Followed**

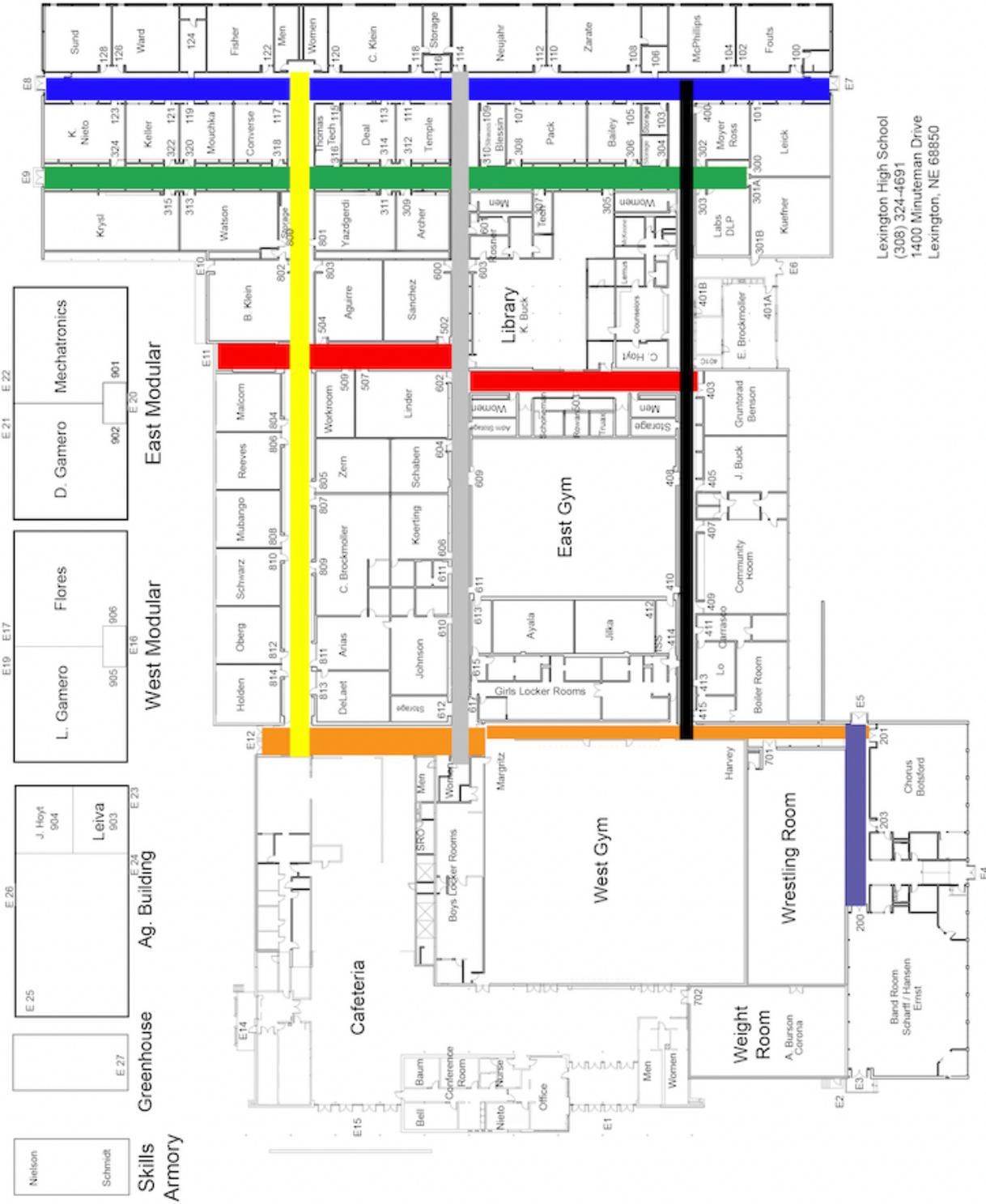
1. **Classroom & exterior doors should be locked and closed at all times during the school day.**
2. **No clutter in classrooms!** This does not mean you must get rid of teaching/project items. Make sure to scan for an unidentified object so that we can see everything. Unnecessary papers, boxes, etc. will not be tolerated.

# FIRE DRILL PROCEDURES

1. Fire drills will be conducted monthly at random hours and days of the month.
2. The fire alarm is a loud, continuous claxon sound with an announcement. Upon hearing this sound, teachers and students are to evacuate the building following the routes listed on the following page. **Teachers should be the first out the door.**
3. Teachers and assistants (paraprofessionals) will take control to ensure that the students evacuate quickly and quietly, and that they may be stopped, turned, or directed as needed. Teachers will instill in each student an attitude of calmness and intentional purpose while evacuating the building.
4. Teachers will ensure that classroom windows, fans, and lights are shut off and that the last person out of the room closes the doors. The last student leaving the building through that door will shut the school exit doors.
5. Teachers will take class roll upon reaching a safe distance from the building. The administration/office staff will be notified immediately if a student is missing that was present.
6. Teachers will have a green card and a red card.
  - a. If all students are present, raise the green card
  - b. If a student is missing that was present, raise the red card.
  - c. If you have extra students, hold red & green cards.
7. Designated teachers and assistants will make a search of restrooms, supply rooms and study rooms.
8. Until the all clear is given, teachers will maintain constant supervision of their classes while outside.
9. If classes are under the supervision of a teacher other than the classroom teacher, the classroom teacher will meet his/her class and take attendance ASAP.
10. All rooms have assigned exit routes. Please follow assigned routes unless blocked by fire or other hazards. In such a scenario, use your discretion in selecting the safest exit route.
11. In the event of a fire, the principal, assistant principals, or secretaries will call the fire department while the building is being evacuated.

<b>FIRE EXIT ROUTES</b>			
<b>STAFF</b>		<b>ROOM #</b>	<b>EXIT DOOR #</b>
<b>Activities Office</b>			DOOR #6
<b>Administrative Office/Nurse</b>			DOOR #1
<b>Administrative Storage Room</b>		304	DOOR #6
<b>Aguirre</b>	<b>Maria</b>	504	DOOR #11
<b>Archer</b>	<b>Becky</b>	309	DOOR #9
<b>Arias</b>	<b>Daniel</b>	811	DOOR #12
<b>Ayala</b>	<b>Josue</b>	613	DOOR #15
<b>Bailey</b>	<b>Curtis</b>	105	DOOR #7
<b>Benson</b>	<b>Abbie</b>	403	DOOR #6
<b>Botsford</b>	<b>Brian</b>	201	DOOR #5
<b>Brockmoller</b>	<b>Cole</b>	809	DOOR #12
<b>Brockmoller</b>	<b>Erica</b>	401	DOOR #6
<b>Buck</b>	<b>Jerry</b>	405	DOOR #5
<b>Buck</b>	<b>Kelly</b>	603	DOOR #11
<b>Burson</b>	<b>Amber</b>	619/Girls locker room	DOOR #15
<b>Cafeteria</b>			DOOR #15
<b>Community Room</b>		407	DOOR #5
<b>Converse</b>	<b>Carly</b>	117	DOOR #8
<b>Corona</b>	<b>Oracio</b>	Boys Locker Room	DOOR #1
<b>Counseling Staff</b>			DOOR #6
<b>Deal</b>	<b>Amanda</b>	113	DOOR #9
<b>DeLaet</b>	<b>Adam</b>	813	DOOR #12
<b>Dickman (ISS CLASSROOM)</b>	<b>Danielle</b>	414	DOOR #5
<b>DLP</b>		303	DOOR #6
<b>East Gymnasium</b>			DOOR #5
<b>Ernst</b>	<b>Sarah</b>	Band Room	DOOR #3
<b>Fisher</b>	<b>Peg</b>	122	DOOR #8
<b>Flores</b>	<b>Vicente</b>	906	DOOR #16
<b>Fouts/STARS</b>	<b>Tara</b>	102	DOOR #7
<b>Gamero</b>	<b>Diego</b>	902	DOOR #20
<b>Gamero</b>	<b>Luis</b>	905	DOOR #16
<b>Gruntorad</b>	<b>Jessica</b>	403	DOOR #6
<b>Hansen</b>	<b>Spencer</b>	Band Room	DOOR #3
<b>Harvey</b>	<b>Jake</b>	Boys Locker Room	DOOR #1
<b>Holden</b>	<b>Joshua</b>	814	DOOR #12
<b>Hoyt</b>	<b>Jim</b>	AG BLDG - 904	DOOR #23
<b>Jilka</b>	<b>Sam</b>	412	DOOR #5
<b>Johnson</b>	<b>Steve</b>	610	DOOR #15
<b>Keller</b>	<b>Shannon</b>	121	DOOR #8

<b>Kitchen Staff</b>			DOOR #14
<b>Klein</b>	<b>Ben</b>	802	DOOR #10
<b>Klein</b>	<b>Crystal</b>	120	DOOR #8
<b>Koerting</b>	<b>Robb</b>	606	DOOR #15
<b>Krysl</b>	<b>Emma</b>	315	DOOR #9
<b>Kuefner</b>	<b>Amy</b>	301	DOOR #6
<b>Labs</b>	<b>Kiley</b>	303	DOOR #6
<b>Leick</b>	<b>Maxine</b>	101	DOOR #7
<b>Leiva</b>	<b>Marlon</b>	Ag Bldg 903	DOOR #23
<b>Linder</b>	<b>Alexis</b>	602	DOOR #11
<b>Lo</b>	<b>Kobe</b>	413	DOOR #5
<b>Malcom</b>	<b>Norma</b>	804	DOOR #11
<b>Margritz</b>	<b>Dana</b>	201/Band room	DOOR #3
<b>McPhillips</b>	<b>Isaac</b>	104	DOOR #7
<b>Mouchka</b>	<b>Abygayl</b>	119	DOOR #8
<b>Moyer</b>	<b>Zion</b>	302	DOOR # 6
<b>Mubango</b>	<b>Sophia</b>	808	DOOR #11
<b>Neujahr</b>	<b>Jeff</b>	114	DOOR #7
<b>Nieto</b>	<b>Kristen</b>	123	DOOR #8
<b>Oberg</b>	<b>Holli</b>	812	DOOR #12
<b>Pack</b>	<b>Paul</b>	107	DOOR #7
<b>Reeves</b>	<b>Georgia</b>	806	DOOR #11
<b>Rosner</b>	<b>Lindsay</b>	605	DOOR #11
<b>Ross</b>	<b>John</b>	302	DOOR #7
<b>Rowan</b>	<b>Jeff</b>	Activities Office	DOOR #6
<b>Sanchez</b>	<b>Kathy</b>	502	DOOR #11
<b>Schaben</b>	<b>Daniel</b>	604	DOOR #11
<b>Scharff</b>	<b>Chad</b>	Band Room	DOOR #3
<b>Schwarz</b>	<b>KayLee</b>	810	DOOR #12
<b>Special Services</b>	<b>Blessin/Strauss</b>	109	DOOR #9
<b>Sund</b>	<b>Cassandra</b>	128	DOOR #8
<b>Technology Office</b>		115	DOOR #9
<b>Temple</b>	<b>Angela</b>	111	DOOR #8
<b>Training Room</b>		413	DOOR #5
<b>Ward</b>	<b>Tom</b>	126	DOOR #8
<b>Watson</b>	<b>CJ</b>	313	DOOR #9
<b>Weight Room</b>			DOOR #2
<b>West Gymnasium</b>			DOOR #1/15
<b>Workroom</b>		509	Door #11
<b>Wrestling Room</b>		701	DOOR #5
<b>Yazdgerdi</b>	<b>Comron</b>	311	Door #9
<b>Zarate</b>	<b>Mike</b>	110	Door #7
<b>Zern</b>	<b>Cristal</b>	805	DOOR #11



Lexington High School  
 (308) 324-4691  
 1400 Minuteman Drive  
 Lexington, NE 68850

# The following staff members will check the following areas during a fire drill/evacuation at Lexington High School

- |                                       |                                  |
|---------------------------------------|----------------------------------|
| • Bathrooms in the <b>100</b> Hallway | J. Thomas/C. Klein               |
| • Bathrooms in the <b>200</b> Hallway | B. Botsford/S. Hansen/C. Scharff |
| • Bathrooms in the <b>400</b> Hallway | A. Kuefner                       |
| • Bathrooms in the <b>500</b> Hallway | B. Rascon                        |
| • Bathrooms in the <b>600</b> Hallway | L. Rosner                        |
| • Bathrooms in the Cafeteria          | R. Koerting & D. Margritz        |
| • Bathrooms in Entryway               | Administrative Office Staff      |
| • South Parking Lot                   | C. Hoyt                          |
| • North Parking Lot/Ag Bldg           | C. Baum/L. Rosner                |
| • Northeast Doors (8 & 9)             | J. Lemus/M. McKeone              |
| • West Front Area                     | E. Bell/C. Salem                 |
| • Southwest Parking Lot               | L. Nieto                         |

# TORNADO DRILL PROCEDURES

1. Tornado Drills will be conducted each semester at random hours and days of the month.
2. The tornado alarm is an all call over the phone system. ***“Shelter! Evacuate to shelter area.”*** Upon hearing this announcement, teachers and students are to immediately go to their designated areas in the building.
3. If power is lost, the tornado alarm is short blasts of a whistle or bull horn. A person will be dispatched to alert the modular and the agriculture building of the situation.
4. Teachers and assistants (paraprofessionals) will take control to ensure that the students move quickly and quietly, and that they may be stopped, turned, or directed as needed. Teachers will instill in each student an attitude of calmness and intentional purpose while within the building.
5. Teachers will take class roll upon reaching their designated area. If a student is missing that was present, document it on attendance sheet and attempt to notify the administration/office staff immediately or leave a message.

## TORNADO/SHELTER DESIGNATED ROOMS

STAFF		ROOM #	DESIGNATED LOCATION
<b>Activities Office</b>			STAY IN OFFICE
<b>Administrative Office/Nurse</b>			SRO'S OFFICE
<b>Administrative Storage Room</b>		304	HALLWAY IN COUNSELORS OFFICE
<b>Aguirre</b>	<b>Maria</b>	504	STAY IN CLASSROOM
<b>Archer</b>	<b>Becky</b>	309	STAY IN CLASSROOM
<b>Arias</b>	<b>Daniel</b>	811	STAY IN CLASSROOM
<b>Ayala</b>	<b>Josue</b>	610	ROOM 606 (KOERTING)
<b>Bailey</b>	<b>Curtis</b>	105	STAY IN CLASSROOM
<b>Benson</b>	<b>Abbie</b>	403	ROOM 414 (ISS CLASSROOM)
<b>Botsford</b>	<b>Brian</b>	201	ROOM 610 - (JOHNSON)
<b>Brockmoller</b>	<b>Cole</b>	809	STAY IN CLASSROOM
<b>Brockmoller</b>	<b>Erica</b>	401	ROOM 414 (ISS CLASSROOM)
<b>Buck</b>	<b>Jerry</b>	405	ROOM 414 (ISS CLASSROOM)
<b>Buck</b>	<b>Kelly</b>	603	WOMEN'S RESTROOM - 500 HALLWAY
<b>Burson</b>	<b>Amber</b>	Girls Locker	WEST BOY'S LOCKER ROOM
<b>Cafeteria</b>			ANY DESIGNATED SHELTER IN BLDG
<b>Community Room</b>			ROOM 414 (ISS CLASSROOM)
<b>Converse</b>	<b>Carly</b>	117	STAY IN CLASSROOM
<b>Corona</b>	<b>Oracio</b>	Boys Locker	WEST BOY'S LOCKER ROOM
<b>Counseling Staff</b>			HALLWAY IN COUNSELOR'S OFFICE
<b>Deal</b>	<b>Amanda</b>	113	ROOM 107 (PACK)
<b>DeLaet</b>	<b>Adam</b>	813	STAY IN CLASSROOM
<b>Dickman/ISS</b>	<b>Danielle</b>	414	STAY IN CLASSROOM
<b>DLP</b>		303	ROOM 414 (ISS CLASSROOM)
<b>East Gymnasium</b>			WEST BOYS LOCKER ROOM
<b>Ernst</b>	<b>Sarah</b>	BAND ROOM	WEST BOYS LOCKER ROOM
<b>Fisher</b>	<b>Peg</b>	122	ROOM 311 (YAZDGERDI)
<b>Flores</b>	<b>Vicente</b>	906	ROOM 813 (DELAET)
<b>Fouts</b>	<b>Tara</b>	102	ROOM 105 (BAILEY)
<b>Gamero</b>	<b>Diego</b>	902	ROOM 606 (KOERTING)
<b>Gamero</b>	<b>Luis</b>	905	ROOM 811 (ARIAS)
<b>Gruntorad</b>	<b>Jessica</b>	403	ROOM 414 (ISS CLASSROOM)
<b>Hansen</b>	<b>Spencer</b>	BAND ROOM	WEST BOY'S LOCKER ROOM
<b>Harvey</b>	<b>Jake</b>	700	WEST BOY'S LOCKER ROOM
<b>Holden</b>	<b>Joshua</b>	814	ROOM 813 (DELAET)
<b>Hoyt</b>	<b>Jim</b>	Ag Bldg - 904	ROOM 610 (JOHNSON)
<b>ISS Classroom</b>			STAY IN CLASSROOM
<b>Jilka</b>	<b>Sam</b>	412	ROOM 414 (ISS CLASSROOM)
<b>Johnson</b>	<b>Steve</b>	610	STAY IN CLASSROOM
<b>Keller</b>	<b>Shannon</b>	121	STAY IN CLASSROOM

<b>Kitchen Staff</b>			PANTRY AREA IN KITCHEN
<b>Klein</b>	<b>Ben</b>	802	ROOM 504 (AGUIRRE)
<b>Klein</b>	<b>Crystal</b>	120	ROOM 117 (CONVERSE)
<b>Koerting</b>	<b>Robb</b>	606	STAY IN CLASSROOM
<b>Krysl</b>	<b>Emma</b>	315	ROOM 504 (AGUIRRE)
<b>Kuefner</b>	<b>Amy</b>	301	ROOM 414 (ISS CLASSROOM)
<b>Labs</b>	<b>Kiley</b>	303	ROOM 414 (ISS CLASSROOM)
<b>Leick</b>	<b>Maxine</b>	101	WOMEN'S RESTROOM- 400 HALLWAY
<b>Leiva</b>	<b>Marlon</b>	Ag Bldg 903	ROOM 610 (JOHNSON)
<b>Linder</b>	<b>Alexis</b>	602	WOMEN'S RESTROOM – 500 HALLWAY
<b>Lo</b>	<b>Kobe</b>	413	ROOM 414 (ISS CLASSROOM)
<b>Malcom</b>	<b>Norma</b>	804	ROOM 805 (ZERN)
<b>Margritz</b>	<b>Dana</b>	Choir/Band room	WRESTLING LOCKER ROOM
<b>McPhillips</b>	<b>Isaac</b>	104	ROOM 107 (PACK)
<b>Mouchka</b>	<b>Abygayl</b>	119	STAY IN CLASSROOM
<b>Moyer</b>	<b>Zion</b>	302	ROOM 414 (ISS CLASSROOM)
<b>Mubango</b>	<b>Sophia</b>	808	ROOM 809 (C. BROCKMOLLER)
<b>Neujahr</b>	<b>Jeff</b>	114	MEN'S RESTROOM 600 HALLWAY
<b>Nieto</b>	<b>Kristen</b>	123	ROOM 119 (MOUCHKA)
<b>Oberg</b>	<b>Holli</b>	812	ROOM 811 (ARIAS)
<b>Pack</b>	<b>Paul</b>	107	STAY IN CLASSROOM
<b>Reeves</b>	<b>Georgia</b>	806	ROOM 805 (ZERN)
<b>Rosner</b>	<b>Lindsay</b>	605	WOMEN'S RESTROOM – 500 HALLWAY
<b>Ross</b>	<b>John</b>	302	ROOM 414 (ISS CLASSROOM)
<b>Rowan</b>	<b>Jeff</b>		STAY IN OFFICE
<b>Sanchez</b>	<b>Kathy</b>	502	ROOM 504 (AGUIRRE)
<b>Schaben</b>	<b>Daniel</b>	604	STAY IN CLASSROOM
<b>Scharff</b>	<b>Chad</b>	Band Room	WEST BOY'S LOCKER ROOM
<b>Schwarz</b>	<b>KayLee</b>	810	ROOM 809 (C. BROCKMOLLER)
<b>Special Services</b>	<b>Blessin/Strauss</b>	109	ROOM 107 (PACK)
<b>Sund</b>	<b>Cassandra</b>	128	ROOM 121 (KELLER)
<b>Technology</b>	<b>Office</b>	115	STAY IN OFFICE
<b>Temple</b>	<b>Angela</b>	111	ROOM 107 (PACK)
<b>Training Room</b>		413	ROOM 414 (ISS CLASSROOM)
<b>Ward</b>	<b>Tom</b>	126	ROOM 309 (ARCHER)
<b>Watson</b>	<b>Cathy</b>	313	ROOM 504 (AGUIRRE)
<b>Weight Room</b>			WEST BOYS LOCKER ROOM
<b>West Gymnasium</b>			WEST BOYS LOCKER ROOM
<b>Work Room</b>		509	ROOM 504 (AGUIRRE)
<b>Wrestling Room</b>		701	WEST BOYS LOCKER ROOM
<b>Yazdgerdi</b>	<b>Comron</b>	311	STAY IN CLASSROOM
<b>Zarate</b>	<b>Mike</b>	110	ROOM 107 (PACK)
<b>Zern</b>	<b>Cristal</b>	805	STAY IN CLASSROOM



# BUILDING EVACUATION PLAN

In the event of a situation that requires the teachers and students to evacuate Lexington High School (i.e. bomb threats, train derailment, etc.) the following procedure will be followed:

1. The announcement, "Teachers at this time please evacuate the building," will be given over the intercom.
  - a. *Teachers in an evacuation situation, you may not be allowed back into the building for an extended period of time, so take any valuables, purses, etc. with you.*
2. Our reunification location during an evacuation is the **Parkview Baptist Church, 803 W 18<sup>th</sup> Street**. Each classroom will take their classes to the church location exiting doors used during a fire drill proceeding north to the church.
3. When at Parkview Baptist Church, please follow the plan outlined in Reunification Plan.
4. Mr. Bell and Mr. Nieto will report to Parkview Baptist Church. Ms. Baum will stay at LHS.
5. Teachers, please take attendance immediately after arriving.
6. Mr. Nieto will report attendance to Ms. Baum at the high school.
7. When all students are accounted for, Ms. Baum will drive to the church.

# BOMB THREAT

## (Keep Checklist by each phone)

1. Upon the receipt of a bomb threat, the person receiving the call will make every attempt to:
  - a. Prolong the conversation. Do not hang up the phone. (Use another phone to call authorities.)
  - b. Identify background noises and any distinguishing voice characteristics.
  - c. Ask the caller for a description of the bomb, where it is, and when it is due to explode.
2. The person receiving the threat will notify the principal.
3. The principal will call 911.
4. The principal will, in consulting with 911, decide whether to make a preliminary search or to evacuate the building.
5. The principal will notify the superintendent's office.
6. Inform staff and students of the bomb threat and any immediate directions, for example, remain in their rooms until an all-clear is given or directions to evacuate.
7. Ask staff to make a visual observation of their classrooms/work areas and inform them not to open cabinets, doors, or move objects. If anything suspicious is found, do NOT touch it! The bomb can be almost anything from a bundle of dynamite to concealed or ordinary objects (briefcase, toolbox, or pieces of pipe). You will be searching for something that doesn't belong in the classroom/work area.
8. Check the absentee list in the front office at the time the threat was received. Teachers are to check for missing students from their classroom. Account for all students, check halls and restrooms.
9. Ask for volunteers to participate in the search with the police/fire department.
10. Meet with the police/fire department and search team to decide on the procedure for checking the building.
11. If at any time the threat is determined to be valid, use standard fire drill procedures with any necessary modifications to evacuate the building. Evacuate at least 300 feet from the building. Plan for an alternate location if needed due to a prolonged search or inclement weather.

***Evacuation location for Lexington High School is:  
Parkview Baptist Church  
803 W 18<sup>th</sup> Street  
(308) 324-4410***

12. When the building is reported to be safe, assume whatever schedule is needed and debrief staff and students.

13. If a written threat is received, copy the contents and protect the original message (plastic or other covering) to preserve fingerprints and other identifying marks.

14. Use the Bomb Threat Checklist to gather helpful information.

15. Should a threat include the possibility that a bomb has been placed in a district vehicle, the Director of Buildings, Grounds, and Transportation shall be contacted to secure all vehicles and coordinate a search with law enforcement.

***School time will be made up if school is dismissed for a bomb threat.***

## Bomb Threat Checklist

DATE \_\_\_\_\_ TIME \_\_\_\_\_

**Do Not Hang Up!** Use another phone to call police.

Record the exact words used by the called:

---

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---

---

**Ask:**

**What time is the bomb set for?**

---

**Where is the bomb?**

---

**What does the bomb look like?**

---

**Why are you doing this?**

---

**Who are you?**

---

---

**Evaluate the voice of the caller:**

_____ Man	_____ Accent
_____ Woman	_____ Speech
Impediment _____	
_____ Child	_____ Intoxicated
_____ Age (approximate)	_____ Other

**Background Noise:**

_____ Music	
_____ Conversation	
_____ Children	_____ Machine Noise
_____ Typing	_____ Traffic
_____ Airplanes	_____ Other

Person receiving threat will immediately notify the principal.

Call Received by: \_\_\_\_\_

# REVERSE EVACUATION PROCEDURES

## (Getting Students Into The Building As Soon As Possible)

1. Any teacher on duty who goes outside for class WILL carry their cell phone.
2. In the event of an emergency outside, students outside of the building will go immediately to their classroom. The P.E. & Band classes outside will go to the area under the football stadium.
3. Follow SECURE procedures.
4. In the event the emergency occurs before or after school students will be instructed to go to their focus/FOL period classrooms.
5. If students are offsite for classes (Cadet & Business Intern Students), should remain at their school or jobsite. The Cadet & Business Intern supervisor and office staff, will contact the respective schools and businesses.

# CHEMICAL SPILL/TOXIC FUMES

## **1. If spill/fumes occur outside the school building:**

- Keep students inside.
- Close windows.
- Contact police, fire and health department.
- Contact superintendent's office.
- Be prepared to evacuate the building.
- Don't step in spilled material.
- If students are outside, move upwind.

## **2. If a spill occurs inside:**

- Remove students from contaminated area.
- Don't step in spilled material.
- Contact police, fire and health department.
- Contact superintendent's office.
- Students exposed to the chemical should be taken a locker room or other designated area within the building to have necessary clothing removed and exposed skin washed.
- Be prepared to evacuate the building.

# LOCKDOWN PROTOCOL

SRP Protocol should be followed (poster attached below)

All open doors need to be closed (they should already be locked).

Contact Bo Berry or Mark Burson to lock all doors via electronic system.

# Alternative Education Safety Plan

Fire Exit Route: Exit out Main Entry

Tornado Shelter: Kitchen

Evacuation Site: Lexington Public Library

Mrs. Tolliver or Mrs. Hammond will call Mr. Bell or Dr. Hakonson if the Alternative Education students and staff must evacuate the building.

# IN AN EMERGENCY TAKE ACTION



## **HOLD! In your room or area. Clear the halls.**

### **STUDENTS**

Clear the hallways and remain in room or area until the "All Clear" is announced  
Do business as usual

### **ADULTS**

Close and lock the door  
Account for students and adults  
Do business as usual



## **SECURE! Get inside. Lock outside doors.**

### **STUDENTS**

Return to inside of building  
Do business as usual

### **ADULTS**

Bring everyone indoors  
Lock outside doors  
Increase situational awareness  
Account for students and adults  
Do business as usual



## **LOCKDOWN! Locks, lights, out of sight.**

### **STUDENTS**

Move away from sight  
Maintain silence  
Do not open the door

### **ADULTS**

Recover students from hallway if possible  
Lock the classroom door  
Turn out the lights  
Move away from sight  
Maintain silence  
Do not open the door  
Prepare to evade or defend



## **EVACUATE! (A location may be specified)**

### **STUDENTS**

Leave stuff behind if required to  
If possible, bring your phone  
Follow instructions

### **ADULTS**

Lead students to Evacuation location  
Account for students and adults  
Notify if missing, extra or injured students or adults



## **SHELTER! Hazard and safety strategy.**

### **STUDENTS**

Use appropriate safety strategy for the hazard

#### **Hazard**

Tornado  
Hazmat  
Earthquake  
Tsunami

#### **Safety Strategy**

Evacuate to shelter area  
Seal the room  
Drop, cover and hold  
Get to high ground

### **ADULTS**

Lead safety strategy  
Account for students and adults  
Notify if missing, extra or injured students or adults

# LEXINGTON HIGH SCHOOL REUNIFICATION PLAN

## Relocation Site – Parkview Baptist Church

Address: 803 W 18<sup>th</sup> Street

Phone: 324-4410

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**LAW ENFORCEMENT NOTIFIED (911)** - Call for help in regard to crowd/traffic control. See list of possibilities.

**TRAFFIC/CROWD CONTROL** - CO & Maintenance Staff and Crisis Team members from other buildings, If available.

**ITEMS TO TAKE** - The office staff will take the following: To Go Kit, cellphones, walkie-talkies, megaphones laptops/ipads for usage at the main table (if internet is available at church; depends on situation).

**STAFF** - Please take CURRENT class roster, Reunification plan, laptop/ipad, purse.

- Students will move with the class/teacher they are currently assigned to during the evacuation. Upon arrival at **Parkview Baptist Church**, teachers will immediately take attendance, which will be recorded on designated attendance sheets. Those sheets will be picked up by **Kelly Buck and Lindsay Rosner**. Each will get that information to the front table and the administration will make the final determination as to who is missing. They will keep that list for later use.
- Once attendance is taken by each teacher upon arriving at the church the **9th graders** will be assigned to the smaller rooms on the east side of the church (**they will be supervised by FOL staff**), while **10<sup>th</sup> - 12<sup>th</sup>** graders will be assigned to the sanctuary area and be **supervised by remaining staff not assigned to another duty**.
- The following individuals will be **MONITORING THE MAIN ENTRANCE AT PARKVIEW**, not allowing anyone to enter the building: **Mike Zarate, Ben Klein, Kobe Lo, and Josh Holden**.

**GREETERS** - Will meet parents as they arrive. They will inform parents that they need identification and if parents have proper ID, these individuals will be given a reunification card to fill out and will start the process for reunification. **Greeters will be located in the South Parking Lot area.**

**GREETERS INCLUDE** - Emily Barron, Vicente Flores, Luis Gamero, Diego Gamero, Oracio Corona & Jim Hoyt. Holli Oberg & Cassondra Sund will cover D. Gamero & Corona's classrooms. Kiley Labs will cover L. Gamero's classroom. Flores's students will go with Malcom. Alma Becerra, Barre Hassan and Hardy Moreno will come from the Central Office to assist.

**CHECKERS** - Kathy Kester. (A-G), Luz Carrasco (H-M) Mariluz Baez (N – R), and Nikki Moats (S-Z)

Parents will take their completed Reunification card to one of the **CHECKERS** based on last name. **CHECKERS (located at the end of the Main Sidewalk)** will ensure all information is complete and then take parents to accountants.

**ACCOUNTANTS** - Will be **located in front of the Main Entrance** to the building. They will verify information from sheets completed by parents with information listed on PowerSchool.

**ACCOUNTANTS:** Joanna Pinedo (A – G)    Brenda Pinedo (H – M)    Lisa Nava (N – R)    Maria Casillas (S – Z)

- **Accountants** will give the top half of the sheet to **Kelly Buck and Lindsay Rosner**. The bottom half of the sheet will be given to the **Reunifiers** who will take a parent to be reunited with their student once cleared by the **Accountant**.

**REUNIFIERS** - Will go to the **East Door of the church** which will be monitored by **Jeff Rowan, Zion Moyer, Jerry Buck and Jeff Neujahr**. Parents will remain outside until the reunifier returns with their student. **Jeff Rowan, Zion Moyer, Jerry Buck and Jeff Neujahr** will direct parents to leave the Reunification Site (heading east) once reunited with their student. The reunifier will return the sheet back to **Kelly Buck and Lindsay Rosner** who will keep all cards of released students.

**REUNIFIERS** - **Amber Burson, Erica Brockmoller, Amy Kuefner, Dana Margritz, Josue Ayala, Crystal Klein, Jake Harvey & Robb Koerting**. **Amber Burson and Crystal Klein** will organize Reunifiers.

**MAIN DOOR/MAIN TABLE SUPERVISION** - **Phil Truax, Scott Schoneman and Chris Salem**

**OVERALL SUPERVISION** - **Eric Bell, Luis Nieto & Cindy Baum**

**SUPERVISION WHERE NEEDED** - **Eric Bell, Luis Nieto & Cindy Baum**

**TECHNOLOGY SUPPORT** - **Jeremy Thomas**

**SPOKESPERSON WITH THE MEDIA** - **Mr. Bell or Dr. Hakonson**

**COUNSELORS** - Will be available to take parents whose student is not in the assembly area to a separate room (**classrooms on the NW corner of the church**). **Josey Blessin, Torri McCracken and Abbie Benson** may help if needed. If counselor's are not needed in this capacity, they will help to monitor students in the sanctuary area's or assist as Greeters/Reunifiers.

**EXTRA HELP** - **Parkview Baptist Staff, Maria Vargas and the Kitchen Staff**

**CROWD/TRAFFIC CONTROL** - **LPS maintenance staff and Fire Department (Will need to contact Bo Berry to activate groups)**

**ANSWERING PHONE AT LHS** - **Mrs. Rascon** will be assigned to the front office to answer the phone (if individuals are allowed to stay in the building). She will be given a written statement to read. Spanish speaking para, **Guadalupe Pinela**, will stay to help Mrs. Rascon. The written statement will be given to Mrs. Rascon, CO, etc. **Erica Brockmoller and Amber Burson** will write the statement under the direction of the administration.

### **THINGS TO DO UPON IMMEDIATE ARRIVAL AT PARKVIEW BAPTIST CHURCH**

1. Set up Tables for Accountants ( **Phil Truax, Scott Schoneman, Chris Salem**)
2. Signs put up with instructions (**Jeff Rowan, Jeff Neujahr, John Ross, and Jerry Buck**)
3. Rope off certain areas for crowd control (**Kobe Lo, Jake Harvey, Mike Zarate, Ben Klein**)

The above listed staff members will need to have a plan in place with a fellow teacher to "hand over" their class list for attendance to be taken.

### **THINGS TO KEEP IN MIND -**

- Law Enforcement may not be at your site immediately depending on the circumstances that led to the evacuation
- Loss of internet and/or cell phone usage
- Parents will be anxious, upset, angry
- Students may only leave with **parents and/or emergency contact** through the process

**STUDENTS FROM STARS CLASSROOM** – These students will be transported in the van (if possible). Staff involved would be: **Fouts, Underwood, Aguilar, and Lozano.**

**GREETERS** - **Your job is to manage the initial intake of parents.** Explaining the process and answering questions that may arise. Distribute cards & pens to parents as they arrive and instruct on use. Direct parents to the check-in table with identification in hand. Only answer questions about the forms they are filling out. Otherwise direct questions to the administration.

**CHECKERS** - **Your job is to verify the ID of the parent or guardian.** Confirm all information is provided on the Reunification card. Indicate on card if ID is confirmed and parent/guardian is authorized for student release.

**ACCOUNTANTS** - **Your job is to confirm both student and staff roster verifications** before form is given to **Mrs. Buck & Mrs. Rosner** who will then give form to reunifiers.

**REUNIFIERS** - **Your job is to reunify students with parents.** You will take the reunification slip from the parent and then bring the student named on the slip to the parent. Direct parent where to exit from site. Initial slip and give to the Accountant. If a student is unavailable, report information to the main table.

## **SAMPLE STATEMENT FOR REUNIFICATION**

There has been a ( \_\_\_\_\_ ) situation at Lexington High School.

To be reunified with your child, parents or individuals listed on emergency contacts  
Are REQUIRED to bring some sort of identification.

Parents are to come to Parkview Baptist Church located at 803 W 18th Street starting  
At (Time).

Please do not call the school.

Your child will only be released to you or the emergency contact listed on your  
Student's school information.

Thank You!

**LEXINGTON PUBLIC SCHOOLS**

**EMERGENCY ACTION  
PLAN**

**FOR**

**LEXINGTON HIGH SCHOOL  
SPORTS MEDICINE**

**UPDATED AUGUST 2024**

## **I. Introduction**

The purpose of this plan is to prepare the athletic training staff and students, along with athletic personnel such as coaches in responding to and providing care in emergency situations. Emergency situations may arise at any time during athletic events. Expedient action must be taken in order to provide the best possible care to the student athlete in the event of an emergency and/or life-threatening condition. A serious injury is any condition whereby the student-athletes life may be in danger or risks of permanent impairment. These injuries include but are not limited to: Cervical Spine Injuries, Head Injuries, Loss of Limb, Serious Bleeding, Shock, Serious Fractures, Heat Stress and Cardiovascular Arrest. The development and implementation of an emergency action plan will help ensure the best care will be provided. The EAP will be rehearsed on an annual basis with each team's coaching staffs before their sports season begins with the Athletic Training Staff.

These emergency procedures are applicable at the following locations at Lexington High School; Ray Ehler's Stadium (football field), Football/Soccer Practice Field, Tennis Courts, Lexington Racquet Center, West Gym, East Gym, Wrestling Room, Softball Complex, Soccer Complex, Golf Course, Weight Room and Training Room.

## **II. Components of the Emergency Plan**

These are the basic components of this plan: Emergency Personnel, Emergency Communication, Emergency Equipment, Role of the First Responder, Emergency Transportation, Venue Directions with Map, Non-Medical Emergency, and Notification of Specific Individuals.

**Emergency Personnel:** A NATA Certified and Nebraska Licensed Athletic Trainer is accessible from the athletic training room (located in the High School) and many times is on site for official and supervised practices and competitions. Team physicians are on site for football contests and the remainder of the time are on call. EMS is available by calling 911.

The Athletic Training staff is certified by the American Red Cross or the American Heart Association in Emergency Response (CPR & AED) on a bi-yearly basis.

**Lexington High School Athletic Training Staff:** must be aware of any emergency that has occurred within the athletic department and its members.

### **Athletic Training Full-Time Staff**

Kobe Lo, MS, ATC

### **Athletic Training Part-Time Staff**

Amber Burson, MS, ATC

**Emergency Communication:** To reach the Athletic Training Room for help from an Athletic Trainer, dial 2413 from within the school or call the High School Office at 308-324-4691 and ask for the Athletic Training Room. You may also call their cell phones: Kobe: 308-651-1118 or Amber: 308-631-2925. Activate the EMS System by dialing 9-

911 (9 first to get an outside line, and then the number) if calling from a school phone or 911 if calling from a cell phone. The main athletic training room phone is located on the north wall next to the east door. In the event of a cell tower malfunction or a prolonged disruption of cellular service, find the closest landline to your location to make your call.

- When providing information for EMS:
  - Name and title of caller
  - Location of emergency
  - Nature of emergency, whether medical or non-medical
  - Condition of Student-Athlete
  - First Aid treatment initiated by first responder
  - Specific directions as needed to respond to the emergency scene (“come to the practice football field north of the high school”)
  - Other information as requested by dispatcher

## **EMERGENCY PHONE NUMBERS**

**EMS:** 911

**Athletic Trainer:** 2413 (within school) or Kobe (cell): 308-651-1118 or Amber (cell): 308-631-2925

**Lexington Regional Health Center:** 308-324-5651

**Plum Creek Medical Group:** 308-324-6386

**Emergency Action Procedure:** Each team must have a determined emergency action protocol:

- 1 Coach/Athletic Trainer assesses the situation and determines a need for the EMS to be activated and stays with the injured athlete
- 1 Coach should bring a cell phone to practice at all times and is responsible for placing the 911 call
- 1 Coach is in charge of crowd/team control – Remove team or crowd from the situation
- 1 Coach/Athlete waits at the door/field entry to help direct the EMS

**Emergency Equipment:** Emergency equipment such as the AED (in the hallway outside the training room) and crutches are located in the athletic training room in the High School. An annual check of the equipment is performed each fall before the school year begins to ensure the equipment is working properly. The following equipment is available at each venue:

- **RAY EHLER’S STADIUM:**
  - EMT’s are present with all emergency equipment for all home football games, 7<sup>th</sup> – 12<sup>th</sup> grade. A Polar Life Pod is available on the sideline for heat exertional illness for all 9<sup>th</sup> – 12<sup>th</sup> grade games.

**Emergency Equipment:** continued

- **FOOTBALL/SOCCER PRACTICE FIELDS:**
  - An AED is available in the Industrial Arts classroom and can be accessed through door E23.
  -
- **WEST GYM/EAST GYM/WRESTLING ROOM/WEIGHT ROOM/ATHLETIC TRAINING ROOM:**
  - An AED is available in the hallway directly outside the Athletic Training room. Another AED and an Epi-Pen with a nebulizer can be found in the Athletic Training Room under the first taping table by the double doors.
  -
- **TENNIS COURTS:**
  - **Plum Creek Park:** An AED is available outside the Athletic Training room in the hallway.
  - **Memorial Park:** An AED is not available.
- **LEXINGTON RACQUET CENTER:**
  - An AED is located next to the restroom entrance.
- **LEXINGTON OPTIMIST RECREATION COMPLEX:**
  - During the softball season only, an AED can be located upstairs in the crowd's nest facing the baseball field on the west side of the building directly in front of the stairs.
- **LEXINGTON SOCCER COMPLEX:**
  - During the soccer season only, an AED can be located on top of the med kit, which is located in the garage area.
- **LAKESIDE COUNTRY CLUB:**
  - An AED is not available at Lakeside Country Club. Call 911 if an emergency occurs, and give your location.
- **OVERTON GOLF CLUB:**
  - An AED is not available at Overton Country Club. Call 911 if an emergency occurs, and give your location.

**Role of the First Responder:**

- Check ABCs, for severe bleeding, and level of consciousness
- Activate EMS if necessary & summons the Head Athletic Trainer if not present at the time of the emergency
- Begin CPR if needed or necessary, and continue until EMS arrives
- Maintain cervical stability if cervical injury is suspected
- Calm and reassure the student-athlete if necessary

**Emergency Transportation:** EMS should be contacted for transportation of

any emergency or life-threatening conditions. Athletic Trainers and coaches should not transport unstable injuries. EMS will transport all injuries to Lexington Regional Health Center in Lexington, Nebraska.

**Venue Directions:** (see map)

- **RAY EHLER'S STADIUM:**
  - EMS will access the stadium through the northwest gate
  
- **FOOTBALL/SOCCER PRACTICE FIELDS:**
  - EMS will access these fields on the north side of the high school, 15<sup>th</sup> St., possibly using the Plum Creek Care Center driveway that allows access to the field
  
- **WEST GYM:**
  - EMS will access the west gym through door number E1, on the west side of the school
  
- **EAST GYM:**
  - EMS will access the east gym through door number E5, on the south side of the school.
  
- **TENNIS COURTS:**
  - **Plum Creek Park:** EMS will access the tennis courts on 13<sup>th</sup> St., directly across from Ray Ehler's Stadium
  - **Memorial Park:** EMS will access the tennis courts on 10<sup>th</sup> and Monroe, next to the swimming pool
  
- **LEXINGTON RACQUET CENTER:**
  - EMS will report to 1110 Park Street and access the racquet center through the main entrance on the North side.
  
- **LEXINGTON OPTIMIST RECREATION COMPLEX:**
  - EMS will access the softball complex through the southeast gate, which will allow EMS access to all 4 fields from the center of the complex.
  
- **LEXINGTON SOCCER COMPLEX:**
  - EMS will access the soccer field through the west entrance off of north Airport Rd (Rd 432)
  
- **WRESTLING ROOM:**
  - EMS will access the wrestling room from door number E5 on the front side of the building

**Venue Directions:** (continued)

- **WEIGHT ROOM:**
  - EMS will access the weight room from either door number E1 on the west side of the building
- **TRAINING ROOM:**
  - EMS will access the training room from door number E5 on the front side of the building
- **LAKESIDE COUNTRY CLUB:**
  - Lakeside CC is located approximately 11 miles south of Lexington on Hwy 283. Address: 74839 Highway 283; Elwood, NE 68937
- **OVERTON GOLF CLUB:**
  - Overton Golf Club is located approximately 10 miles east of Lexington on Hwy 30. Address: 75314 Rd 441; Overton, Ne 68863

### **Preventing Sudden Death – Exertional Heat Stroke**

1. Preventing exertional heat stroke is the number one goal of the Lexington High School Athletic Department. When practicing in extreme heat conditions, coaches will provide extra water/rest breaks and will make every effort to remove athletes from the sun/heat whenever possible.
  - a. Wet Bulb Globe Temperature
    - i. When the Ambient Temperature exceeds 80 the WBGT will be used
    - ii. The first WBGT will be measured at least 30 min. prior to the start of practice, subsequent WBGT will be gathered every 30 min. after that time.
    - iii. Readings will continue to be taken every 30 min. until the ambient temperature is lower than 80.
    - iv. If the WBGT reading indicates activity modification, those modifications will be communicated with coaches ASAP via text or face/face
2. During all football practices in the high heat months, a cold immersion tub will be available onsite at all times.
3. In the event that an athlete has a suspected exertional heat stroke, the following procedure will be followed:
  - a. All extra athletic gear (undergarments must remain on) will be removed from the athlete as quickly as possible and the athlete will be immersed in cold water.
  - b. Athletes will not be removed from the cold-water immersion to be transported to a healthcare facility until their core body temperature is less than 102 degrees Fahrenheit. This measurement will be taken rectally by an Athletic Trainer or an EMT responding to the emergency.

4. Here is the link for the 2024 updated WBGT chart: <https://nsaa-static.s3.amazonaws.com/textfile/spmeds/wbgtchart.pdf>

## **Non-Medical Emergency**

### **- LIGHTNING**

1. To provide safety for the Lexington High School student-athlete and sports staff, the National Athletic Trainers' Association Position Statement: Lightning Safety for Athletics and Recreation will be followed. Practice/Competition will be suspended at the first sight of lightning and/or the first sound of thunder. Practice/competition will remain suspended and the all-clear signal will not be given until 30 minutes after the last strike of lightning is seen and after the last sound of thunder is heard. This 30-minute clock restarts for each lightning flashes within 5 nautical miles (nmi) and each time thunder is heard. Teams will be required to follow the inclement weather evacuation plan during the suspension of practice/competition. All athletes must remain indoors during the suspension time. Spectators must be notified by the administration supervising the competition when situations occur during athletic competitions.
  - a. During athletic practices, the head coach of each program is responsible for making decisions on suspension of outdoor practices and evacuation to a safe facility.
  - b. During competitions, the Athletic Director and an Athletic Trainer will monitor the weather conditions together and determine the suspension/resumption of play.
  - c. Weather will be monitored using the National Oceanic and Atmospheric Administration (NOAA) and the National Weather Service.

## **Inclement Weather Evacuation Plan**

- Non-immediate Evacuation – Evacuation from the facility is necessary but it is determined that teams/coaches have time to get to their choice of shelter in less than 5 minutes. (ex. Lightening)
  - **RAY EHLER'S STADIUM** – Teams/Coaches evacuate to their designated locker rooms in the High School.
  - **FOOTBALL/SOCCER PRACTICE FIELDS** – Teams/Coaches evacuate to their designated locker rooms in the high school.
  - **LEXINGTON OPTIMIST RECREATION COMPLEX** – Teams/Coaches (opposing teams included) evacuate to the hitting complex.
  - **SOCCER GAME FIELDS** – Teams/Coaches (opposing teams included) evacuate to the concession/bathroom building.
  - **LAKESIDE COUNTRY CLUB** – Golfers/Coaches evacuate to the club house.
  - **OVERTON GOLF CLUB**- Golfers/Coaches evacuate to the club house.

**Inclement Weather Evacuation Plan:** (continued)

- **TENNIS COURTS**
  - **Plum Creek Park** – Athletes/Coaches (opposing teams included) evacuate to the high school.
  - **Memorial Park** – Athletes/Coaches (opposing teams included) evacuate to the storage shed.

**Immediate Evacuation:** Evacuation from the facility must be done immediately. (ex. Tornado)

- **RAY EHLER'S STADIUM** – Teams/Coaches (opposing teams included) evacuate under the stadium.
- **FOOTBALL/SOCCER PRACTICE FIELDS** – Teams/Coaches evacuate to the Ag building.
- **LEXINGTON OPTIMIST RECREATION COMPLEX** – Teams/Coaches (opposing teams included) evacuate to the hitting complex.
- **SOCCER GAME FIELDS** – Teams/Coaches (opposing teams included) evacuate to the concession/bathroom building.
- **LAKESIDE COUNTRY CLUB** – Golfers/Coaches evacuate to the clubhouse.
- **OVERTON GOLF CLUB**- Golfers/Coaches evacuate to the clubhouse
- **TENNIS COURTS**
  - **Plum Creek Park** – Athletes/Coaches (opposing teams included) evacuate to the high school.
  - **Memorial Park** – Athletes/Coaches (opposing teams included) evacuate to the storage shed.

**Active Shooter Evacuation:** In the event that there is an active shooter in the facility/building, immediate evacuation from the playing area is necessary. School administrators will usher teams and coaches to predetermined lockdown zones. An Emergency Action Plan and announcement will be made over the PA system.

- **RAY EHLERS STADIUM:** Athletes and Coaches will be ushered through the north team entrance/exit gate toward the direction of the school. Fans in the East Stadium stands will be instructed to exit the stadium through the main south admissions gate. Fans in the west stadium stands will exit through the gate located next to the EMT station, travel across the playing field, and exit through either the north or south gate. Administrators on duty will be responsible for unlocking gates (if needed) and directing all individuals to the main school building. The following designations of been made: Mrs. Audrey Downey- Main south admissions gate, Mr. Al Shirley- North Team entrance gate, Mr. Phil Truax- West stadium gate, and Mrs. Cindy Baum- Main entrance of school building
- **WEST GYMNASIUM:** Phil Truax will open varsity Boy's locker room for both the home and visiting teams to enter, and ensure it is locked upon entry. Other

administrators on duty will help direct fans and spectators out of the building through the closest available exit.

**Active Shooter Evacuation:** (continued)

- **EAST GYMNASIUM:** Administrator on duty will usher teams to the nearest classroom, and ensure the door is locked upon entry. If teams are ushered out of the gym via the north exit, Mr. Koerting's room will be used. If teams are ushered out of the gym via the south exit, the community room will be used.
- **CITY SOFTBALL COMPLEX:** Administrator on duty will usher teams into the concessions building, and lock the doors upon entry. Concessions building is located in the middle of the complex, an equal distance from all fields.
- **SOCCER GAME FIELDS -** Administrator on duty will usher teams into the field house, via the door on the north side of the building.
- **YMCA:** Players and teams will be instructed to exit around the dividing curtain, and out of the building through the YMCA front doors. Administrator on duty will assist with the flow of people out of the building.
- **MEMORIAL PARK:** Teams and coaches will take shelter in the building located between the two sets of tennis courts.
- **PLUM CREEK PARK TENNIS COURTS:** Teams and coaches will head north across 13th street, and take shelter under the football stadium on the east end of Ray Ehlers Stadium.
- **LAKESIDE GOLF COURSE:** Athletes and coaches are advised to seek shelter in the clubhouse, or the closest possible cart shed or maintenance building.
- **OVERTON GOLF COURSE-** Athletes and coaches are advised to seek shelter in the clubhouse, or the closest possible cart shed or maintenance building.

**Notification of Specific Individuals when an Emergency Occurs**

- **Athletic Trainer:** Notified by the Head Coach
- **Parents/Guardians:** Notified by either the Coach, Athletic Trainer or Activities Director
- **Activities Director:** Notified by an Athletic Trainer
- **Superintendent of Schools:** Notified by the Activities Director

**QUOTE NO:** D21557  
**DATE:** 7/17/2024

**Total Rep**  
 Brendan Wittry  
 bwittry@totaltechnology.com

**Organization Information**

Lexington Public Schools  
 300 South Washington St  
 Lexington, NE 68850  
 United States  
 Mark Burson  
 mark.burson@lexschools.org  
 (308) 324 - 1212

Quantity	Description	Unit Rate	Total
1,601	MYL92LLA-A-32GB 2020 Apple iPad 8 10.2" Display 32GB Storage WiFi Only MYL92LL/A - Space Gray	\$175.00	\$280,175.00
1	MD101LLA-A-I525-4-H500 2012 Apple MacBook Pro 13.3" Core i5 2.5GHz 4GB RAM 500GB HDD MD101LL/A	\$10.00	\$10.00
1	MC705LLA-A-16GB 2012 Apple iPad 3 9.7" Display 16GB Storage WiFi Only MC705LL/A - Black	\$3.00	\$3.00
1	MD528LLA-A-16GB 2012 Apple iPad Mini 7.9" Display 16GB Storage WiFi Only MD528LL/A - Black	\$7.00	\$7.00
1	MJLQ2LLA-A-I722-16-S256 Apple MacBook Pro A1398 MJLQ2LL/A Mid-2015 15.4" Laptop w/Core i7-4770HQ 2.2GHz 16GB 256GB SSD	\$100.00	\$100.00
1	MLH32LLA-A-I726-16-S512 2016 Apple MacBook Pro 15.4" Core i7 2.6GHz 16GB RAM 512GB SSD MLH32LL/A	\$160.00	\$160.00
1	MLMP2LLA-A-32GB 2016 Apple iPad Pro 9.7 9.7" Display 32GB Storage WiFi Only MLMP2LL/A - Silver	\$60.00	\$60.00
1	MNE92LLA-A-I534-16-S240H1000 2017 Apple iMac 27" Core i5 3.4GHz 16GB RAM 1TB Fusion MNE92LL/A	\$100.00	\$100.00
5	MQD32LLA-A-I518-8-S128 2017 Apple MacBook Air 13.3" Core i5 1.8GHz 8GB RAM 128GB SSD MQD32LL/A	\$120.00	\$600.00
1	Z0UU1LLA-A-I722-8-S256 Apple MacBook Air 13.3" Laptop Intel Core i7 2.20GHz 8GB RAM 256GB SSD Z0UU1LL/A	\$125.00	\$125.00
4	MQDW2LLA-A-64GB 2017 Apple iPad Pro 10.5 10.5" Display 64GB Storage WiFi Only MQDW2LL/A - Silver	\$100.00	\$400.00
6	MR7G2LLA-A-32GB 2018 Apple iPad 6 9.7" Display 32GB Storage WiFi Only MR7G2LL/A - Silver	\$100.00	\$600.00
1	MTXV2LLA-A-1TB 2018 Apple iPad Pro 11 11" Display 1000GB Storage WiFi Only MTXV2LL/A - Space Gray	\$340.00	\$340.00
1	MTXT2LLA-A-512GB 2018 Apple iPad Pro 11 11" Display 512GB Storage WiFi Only MTXT2LL/A - Space Gray	\$300.00	\$300.00
223	MW742LLA-A-32GB 2019 Apple iPad 7 10.2" Display 32GB Storage WiFi Only MW742LL/A - Space Gray	\$145.00	\$32,335.00

**Est. Total \$315,315.00**

## Offer Description

Valid Through: 8/16/2024

Type: Sort & Settle

Expected Release Date: 8/19/2024

A minimum guarantee of 72% is agreed to based on the Terms and Conditions on Page 2 of this agreement.

Complimentary white glove pick up service.

## Deductions Schedule

Quote is for Grade A Material.

- Charger deduction waived.
- Deductions may be applied for defective items and cosmetic flaws.
- Deductions: A Grade-0%, B Grade-15%, C Grade-30%, D Grade-60%, F Grade-95%.

This service agreement with Total Technology is effective upon Lexington Public Schools's, hereafter referred to as the "Seller", acceptance of the terms and conditions specified below and acts as a legally binding agreement between Total Technology and the Seller. To accept the terms of this service agreement, sign and date this agreement and email a copy to your account executive.

## Terms and Conditions

- Total Technology in partnership with the Seller shall provide a buyback for IT assets listed on page one of this agreement.
- D21557 is valid through 8/16/2024 with an expected device release date of 8/19/2024.
- The quoted value is based on the product being in grade-A condition, meaning fully functional and free of cosmetic flaws.
- The deduction schedule is as described on page one of the quote.
- The Total Technology Grading Scale will be provided to the Seller on request.
- Additional deductions will be assessed as described below for missing accessories, engravings, and locked devices unless otherwise agreed to on page one of the quote.
- If noted on page one of the quote, Total Technology will provide prepaid shipping labels and customized packaging equipment to ensure secure shipping at no cost to the seller.
- If noted on page one of the quote, Total Technology will provide white glove pick-up service where Total Technology arrives on-site to remove devices, provides all necessary materials to package and palletize on-site, and coordinates logistics back to Total Technology at no cost to the seller.
- Total Technology reserves the right to return revenue for buyback products based on the value determined exclusively by the audit report performed by Total Technology.
- Total Technology will provide a progress report at any time during the audit process at the seller's request.
- Total Technology will provide a detailed line-item audit report with serial numbers, grade per device, and descriptions of any cosmetic deductions that were made during final grading.
- A Total Technology Representative will review the audit report with the seller's contact prior to mailing the audit report and reconciliation. The seller will have 7 business days after the report has been electronically delivered to formally respond to the report. If after 7 days the seller has not responded, Total Technology will close the report and proceed with the payment.
- Misrepresentation of devices by the Seller can result in deductions from the original buyback quote and will be depicted in the audit report and reconciliation.
- The product must be received at the Total Technology facility within 30 days of the expected device release date unless otherwise agreed upon by Total Technology and the Seller. Delays outside of Total Technology's control will result in a 2% deduction in Grade-A pricing for every 30 days effective immediately after the 30-day mark.
- Any device received in addition to the quoted devices will be applied a fair-market-value grade determined by current market value.

## Guaranteed Minimum Terms and Conditions

If Total Technology agreed to a minimum guarantee on page one of the quote:

- If the audit results in a higher value than the guaranteed minimum, Total Technology will pay the higher value.
- Minimum guarantees are based on the entire device fleet containing no more than 5% of devices deemed "F Grade". Any F Grade devices in excess of 5% will not be counted towards the minimum guarantee and instead be paid out at 5% of A-Grade value.
- Guaranteed minimums for devices are based on devices being removed from locked status prior to the scheduled audit start date. If devices are still locked at the time audit start date, the guarantee will be subject to change.
- Guaranteed minimums are based solely on devices. Missing accessory deductions will be applied after the settlement percentage has been calculated.

## Non-OEM/Defective Accessory Deduction

The following deductions will be applied for faulty accessories unless otherwise agreed upon by the seller and Total Technology and notated on quote. Faulty accessories consist of yellow and frayed cords unusable for resale and cosmetically damaged AC adapters beyond economic repair.

- iPad/iPhone AC Adapter - \$6
- Laptop Power Adapter - \$10-\$25 depending on model
- Apple Laptop Battery - \$30-\$50 depending on model
- iMac power cord - \$10
- iMac Keyboard - \$25 (wireless) / \$15 (wired)
- Apple MacBook Power Adapter - \$30
- Non-Apple Laptop Battery - \$40
- iMac Mouse - \$25 (wireless) / \$15 (wired)

## Deduction for engraving removal

- Apple Engraving - \$5
- 3rd Party Etching - \$20

## Locked Devices

Locked devices cause delays in the audit and payment timeline. Ensuring devices have been released before the start of the audit expedites the process.

- The seller will be granted a 1% increase to the final reconciliation percentage if there are no locked issues and applicable passwords are provided.
- If the seller needs a pre-audit serial number list to release devices from their MDM, a \$5 per device service fee will apply.
- Seller is given a 15-day grace period from the time the serial number list is provided to release devices. If devices remain locked during the audit, our team will be forced to set them aside and re-audit devices.
- Any device not released within the allotted grace period will be deemed an F grade or assessed with a new Grade-A value and reconciled separately.
- A \$10 audit fee per locked device will apply if devices remain locked after the grace period and audit start date.
- If the seller cannot release the device after 3 audit attempts, devices will be deemed F-Grades.
- All devices still locked 30 days after the grace period ends will be subject to a 10% decrease in the offer amount with an additional 10% deduction each subsequent month.

## CUSTOMER RESPONSIBILITIES

To optimize the overall customer experience, we require a few deliverables from our customers.

- Completion of device checklist form before scheduling pickup.
- Completion and review of Pick up from questionnaire before pick-up. This can be completed over the phone with your account executive.
- Devices must be removed from Google Enterprise Enrollment, MDM, ASM, and Apple ID Activation Locks. Failure to do so will result in additional deductions. See Locked Devices above.

## DATA SECURITY

Total Technology will remove all proprietary data from products purchased through this agreement before resale. Removal of proprietary data includes erasing hard drives, removing asset tags, and any engravings that represent the organization from which the product was purchased. The data security provided is compliant with NIST 800-88 standards. Data-bearing devices will be sanitized or physically destroyed in-house based on the type of device. If we do not have the in-house capability to sanitize or destroy, data-bearing devices will be securely shipped to an approved vendor vetted to R2v3 requirements.

## PAYMENT

Payments are mailed no later than 30 days after the conclusion of the audit. Checks will be addressed and sent to the person, company, or institution listed as the legal owner of the product specified by the seller. Please confirm your acceptance of this quote by signing this document and emailing this form to your account executive at [bwittry@totaltechnology.com](mailto:bwittry@totaltechnology.com).

I am authorized to sign and wish to enter into this agreement on behalf of Lexington Public Schools.

---

**Print Name**                      **Title**                      **Signature**                      **Date**

**INTERLOCAL COOPERATION AGREEMENT  
AND MEMORANDUM OF UNDERSTANDING BETWEEN  
THE CITY OF LEXINGTON, NEBRASKA AND  
DAWSON COUNTY SCHOOL DISTRICT 24-0001**

This Interlocal Cooperation agreement and Memorandum of Understanding ("MOU") is made and entered as of the date fully executed below, by and between the **City of Lexington, Nebraska, a Municipal Corporation** ("LPD") and the Dawson County School District 24-0001, also known as Lexington Public Schools ("School District").

**WHEREAS**, the School District and the LPD share the goal of promoting school safety and a positive school climate;

**WHEREAS**, all parties acknowledge that crime prevention is most effective when the School District, LPD, parents, behavioral health professionals, and the community are working in a positive and collaborative manner;

**WHEREAS**, the School District and the LPD agree it is important to create a school environment in which conflicts are deescalated and students are provided developmentally appropriate and fair consequences for misbehavior that address the root causes of their misbehavior, while minimizing the loss of instruction time;

**WHEREAS**, the School District staff should generally not involve the LPD's School Resource Officer(s) ("SRO"), in enforcement of the School District's discipline policies;

**WHEREAS**, the School District and LPD recognize that student contact with LPD's SROs and the School District staff builds positive relationships leading to better student outcomes; and

**WHEREAS**, the School District and the LPD agree that student discipline practices and referrals to the juvenile justice system need to be closely monitored for fair and equitable treatment for all School District students.

NOW, THEREFORE, the School District and the LPD agree as follows:

**Section 1. Purpose - Employment of the School Resource Officer**

1. LPD agrees to employ and provide two full-time police officers to be assigned to the School District during the school year as an SRO pursuant to the terms of this MOU. It is clearly understood, acknowledged, and agreed to by the parties that the SRO is an employee of LPD, subject to the administration, supervision, and control of LPD.
2. LPD will furnish training, uniforms, equipment, and schedule of deployment required under Nebraska law or that is needed for the operation of this MOU. The School District shall coordinate with LPD to also provide the SRO with applicable training, supplies, and equipment needed for the operation of this MOU.
3. The SRO shall be subject to all personnel policies and practices of LPD, except as such policies or practices may be modified by the terms and conditions of this MOU.
4. LPD, in its sole discretion, shall have the power and authority to hire, replace and rotate, discharge, and discipline the SRO.
5. As an employee of LPD, the SRO will be subject to the chain of command of LPD.

6. If the School District Superintendent is dissatisfied with the SRO who has been assigned to the school, then the School District Superintendent may request that LPD assign a different law enforcement officer as the SRO for the school. Unless the nature of the concerns warrant immediate replacement, such a request should normally occur after the Superintendent has met with LPD to discuss concerns and allow a reasonable amount of time for LPD to remediate the issues. If mutually agreed by LPD and School District, LPD shall assign a new SRO to the school. LPD reserves the right to remove/re-assign any SRO along with notification given to the Superintendent and the school board.

## **Section 2. Term**

This MOU shall begin on January 1, 2024 and end December 31, 2026. This MOU may be renewed for additional one-year periods upon mutual written agreement of the Parties.

## **Section 3. Contact Persons**

The principal(s) at each participating school building shall be the School District's on-site contact person for any SRO assigned to that school building. In addition, the SRO Program liaison for the School District shall be the Superintendent, and for LPD shall be the City Manager.

## **Section 4. School Discipline and Law Enforcement Program Goals**

The parties seek to:

1. Create a common understanding that (a) school administrators and teachers are ultimately responsible for school discipline and culture; (b) SROs should not be involved in the enforcement of school rules; and (c) a clear delineation of the roles and responsibilities of SROs as to student discipline is essential, and should include a regular review by all stakeholders;
2. Minimize student discipline issues so they do not become school-based to the juvenile justice system;
3. Promote effectiveness and accountability;
4. Provide training as available and appropriate to SROs and School District staff on effective strategies to work with students that align with program goals;
5. Employ accepted industry standards so that all students are treated impartially and without bias by LPD's SROs and the policies of LPD, and also by the School District staff in alignment with rules and procedures applicable to the School District's equity policies; and
6. Utilize accepted industry standards for training and oversight with the goal of reducing any existing disproportionality

## **Section 5. Roles and Responsibilities regarding School Discipline**

1. Disciplining students is the responsibility and authority of the School District. Law enforcement is the responsibility of LPD. The School District and LPD shall follow the principles in this MOU regarding the division between school discipline and law enforcement.
2. LPD can provide assistance when: (a) required by law under NEB. REV. STAT. §§ 79-262 and 79-293 or other state or City/County/Security Agency law; (b) there is a

- threat to the safety of students, teachers, or public safety personnel; (c) to assist with victims of crime, missing persons, and persons in mental health crisis; (d) in an attempt to prevent criminal activity from occurring; (e) it is required as part of emergency management response; or (f) it is required or allowed by this MOU.
3. The SRO and school administrators will coordinate to differentiate between school disciplinary issues (school administrator responsibility) and criminal issues (SRO responsibility) and respond appropriately, deescalating school-based incidents whenever possible.
  4. The SRO should not act as a school disciplinarian. The School District staff should not involve the SRO in disputes that are related to issues of school discipline. However, the SRO may serve as a complement to school staff, provide education, or act in the role of a mentor, counselor, or trusted adult as herein provided. The SRO will be involved in school discipline when it pertains to certain criminal matters and preventing a disruption that would, if ignored, place students, school personnel, and others at risk of harm, so the SRO will resolve the problem to preserve the safe school climate. In all other cases, disciplining students for policy violations is a school responsibility.
  5. The SRO shall confer with school administrators for student offenses that constitute a minor violation of the law. After consultation, a determination will be made as to whether such matters will be best handled by school administration or the SRO.
  6. The SRO shall confer with school administrators on issues that do not involve a real and immediate threat to persons or to the public safety, such as public order offenses, including disorderly conduct, disturbance/disruption of schools or public assembly, trespass, loitering, and fighting that does not involve physical injury or a weapon. After consultation, a determination will be made as to whether such matters will be best handled by school administration or the SRO.
  7. The SRO should not interview students or collect evidence for solely School District disciplinary purposes.
  8. The LPD policy that addresses when a parent or guardian will be notified or present, if a student is subjected to questioning or interrogation by a School Resource Officer or other employee of LPD is PR-O 2307. The School District's policy that addresses when a parent or guardian will be notified or present if a student is subjected to questioning or interrogation by a school official or by an SRO in conjunction with a school official is Policy 5022. The School District will make this information available to all parents or guardians in a language that such parent or guardian understands.
  9. The LPD policy that addresses under what circumstances a student will be advised of constitutional rights prior to being questioned or interrogated by an SRO or other employee of LPD is PR-O 2307. The School District policy or regulation addressing students being advised of constitutional rights prior to being question or interrogated by a school official or by a SRO in conjunction with a school official is Policy 3055 – School Resource Officers.
  10. The School District policy required by NEB. REV. STAT. § 79-262 that addresses the type or category of student conduct or actions that will be referred to law enforcement for prosecution and the type of student conduct or actions that will be resolved as a disciplinary matter by a school official and not subject to referral to law enforcement is Policy 5035 – Student Discipline.
  11. LPD shall keep records on each student referral by an SRO for prosecution in response to an incident occurring at school, on school grounds, or at a school-sponsored event and ensure that such records allow for analysis of related data and

- delineate: (a) The reason for such referral; and (b) Federally identified demographic characteristics of such student.
12. School Resource Officers of LPD will maintain confidentiality of all matters regarding the School District, staff, and student information as required by law or applicable policy.

## **Section 6. Duties of the School Resource Officer**

1. The purpose of the SRO is to provide for and maintain a safe, healthy, and productive learning environment, emphasizing the use of restorative approaches to address negative behavior, while acting as a positive role model for students by working in a cooperative, proactive, problem-solving manner between LPD and the School District.
2. The SRO must build relationships, enhance community-policing activities, identify safety concerns within the schools, develop problem solving strategies with school administrators and staff, and collaboratively develop a comprehensive school safety plan with school administrators and staff.
3. The SRO shall attend and participate in applicable school meetings and to communicate and coordinate with the school principals, superintendent, and other appropriate school personnel concerning the needs of the school and its students.
4. In coordination with school administrators, the SRO may provide presentations to the school in safety, crime prevention, bullying, sexting, digital citizenship, etc., and may also provide additional services to the school if requested.
5. LPD and the SRO will work closely with School District officials to improve the social and behavioral skills of students in order to maximize their ability to achieve academically and become successful, contributing citizens. Issues to be addressed may include substance abuse, violence reduction, social skills, problem-solving skills, and other areas of School District and community concern.
6. LPD and School District understand that the SRO may use measures to secure school property as followed through established protocols of LPD's Police Department and the School District in the event of an emergency situation that requires the activation of emergency response procedures (i.e., critical incident protocols such as "lock down" and "secure").
7. The SRO will be a visible, active law enforcement figure dealing with the school's law enforcement matters at school and at school activities and events.
8. The SRO shall initiate positive interaction with students in the classroom and general areas of the school campus to promote the profession of police officers and be a positive role model, while increasing the visibility and accessibility of police to the school community.
9. The SRO will share information with the school's administrators about persons and conditions pertaining to school campus safety concerns to the extent allowed by law and LPD's Police Department policies.
10. The SRO may assist with resolving law enforcement issues that affect the students, the school, the School District, or the broader community. However, matters that are not of a significant or urgent nature or do not directly relate to the students, the school, the School District, or to issues concerning child abuse or neglect, but only concern the broader community, should first be coordinated between school administration and law enforcement before being conducted at the school in order

- to minimize the effect on student education and the school environment. Outside law enforcement agencies shall first coordinate with school administration.
11. The SRO shall notify school administration upon removing a student from the school campus.
  12. The SRO shall notify a parent as soon as possible when minor students are issued a criminal citation or arrested.
  13. If a student arrest is warranted, the SRO shall use the least disruptive and the least obtrusive manner reasonably available to conduct the arrest of the student. The SRO should be accompanied by a school principal or other School District administrator, if available, when arresting a student unless exigent circumstances require otherwise for the safety of the student, the SRO, and/or others.
  14. The SRO shall not use physical force or restraints on a student, including handcuffs, Tasers, mace, or other physical or chemical restraints unless a student's actions pose a threat or they are subject to arrest.
  15. The SRO shall question students in a manner and a time when it has the least impact on the student's education so long as the delay in questioning does not interfere with the effectiveness of an investigation, the disappearance or unavailability of a criminal suspect or evidence, or risk public safety or significant damage to property.
  16. The SRO shall become familiar with School District's student conduct and discipline policies.
  17. LPD and School District may coordinate and jointly fund other beneficial training opportunities for the SRO and school administrators.

## **Section 7. Duties of School Administrators**

1. School administrators shall provide the LPD with appropriate school administrator names and contact information to facilitate communication.
2. School administrators shall provide an office/storage or workspace for the SRO's materials and personal effects.
3. School administrators shall provide a classroom, equipment, and supplies for classes or other training as discussed in this MOU provided by the SRO, if any.
4. School administrators will arrange meetings with the SRO as needed by the school administration.
5. School Administrators and the SRO will coordinate to differentiate between school disciplinary issues (school administrator responsibility) and criminal issues (SRO responsibility) and respond appropriately, deescalating school-based incidents whenever possible.
6. School administrators shall confer with the SRO for student offenses that constitute a minor violation of the law. After consultation, a determination will be made as to whether such matters will be best handled by school administration or the SRO.
7. School administrators shall confer with the SRO on issues that do not involve a real and immediate threat to persons or to the public safety, such as public order offenses, including disorderly conduct, disturbance/disruption of schools or public assembly, trespass, loitering, and fighting that does not involve physical injury or a weapon. After consultation, a determination will be made as to whether such matters will be best handled by school administration or the SRO.

8. School administrators will make an effort to handle routine student conduct and disciplinary matters without involving the SRO in a law enforcement capacity, unless it is absolutely necessary or required by law.
9. School administrators will facilitate SRO-initiated investigations and actions.
10. School administrators will provide ongoing feedback to the LPD for SRO evaluation purposes.
11. School administrators should notify the SRO responding to a school-based infraction if any student involved has a disability with an accompanying Individualized Education Program ("IEP"), Section 504 Plan, or Health Care Plan, and who therefore may require special treatment or accommodations to the extent such notice is permitted by law.
12. The School District acknowledges that the SRO is required by LPD policies and procedures to attend mandatory trainings and/or meetings.
13. If applicable and deemed necessary, school administrators will provide opportunities for the SRO and school administration to meet with parents and community members during the school year.
14. LPD and School District may coordinate and jointly fund and provide other beneficial training opportunities for the SRO and school administrators.

## **Section 8. Student Rights**

### SRO Search and Seizure

1. The SRO may conduct or participate in a search of a student's person, school locker, personal belongings, electronic devices, or vehicle only where there is at least "reasonable suspicion" to believe that the search will turn up evidence that the student has committed or is committing a criminal offense.
2. It is recommended that in addition to having reasonable suspicion, the SRO should follow state and federal law and the LPD policies and procedures when conducting searches of persons and property which may require a search warrant.
3. Except in the event of exigent circumstances, the SRO shall inform school administrators prior to conducting a "reasonable suspicion" search where practicable.
4. The SRO shall not ask school administrators to search a student's person, school locker, personal belongings, electronic devices, or vehicle in an effort to circumvent the student's legal rights and protections.

### School Administrators Search and Seizure

1. A school administrator may conduct a search of a student's person, personal belongings, electronic devices, or vehicle in accordance with the "reasonable suspicion" legal standards.
2. Absent a real and immediate threat to any person or to the public safety, a school administrator shall not ask the SRO to be present or participate in a search when no reasonable suspicion has been established.
3. Strip searches of students by school administrators are prohibited.

### Student Questioning

1. SRO. The SRO may question a student as provided in School District policy 3055 – School Resource Officers and/or 5022 – Investigations, Arrests, and Other Student Contact by Law Enforcement and Health and Human Services.
2. School Administrators – Student Interviews and Questioning. School administrators are free to communicate, interview, and question students for any academic and non-academic matters, including, but not limited to, issues relating to school and student safety, policy compliance and violations, student discipline, etc.

#### Access to Education Records

1. School administrators shall allow the SRO to inspect and copy any public records, including student “directory information,” maintained by the school to the extent allowed by state and federal law and School District policy.
2. If some information in a student’s educational record is needed in an emergency to protect the health or safety of the student or others, school administrators shall disclose to the SRO the information that is needed to respond to the emergency situation based on: (i) the seriousness of the threat to the health or safety of an individual; (ii) the need of the information to meet the emergency situation; and (iii) the extent to which time is of the essence.
3. If the SRO needs confidential student educational record information, but no emergency situation exists, the information may be disclosed only as allowed by applicable state and federal law.
4. Notwithstanding any provision to the contrary within this Agreement, the Parties shall fully comply with the requirements of NEB. REV. STAT. § 79-2,104 or any other state or federal law or regulation, including Family Educational Rights and Privacy Act of 1974 (FERPA) (20 U.S.C. 1232g), and its implementing regulations (34 C.F.R. Part 99), regarding the confidentiality of student information and records. All LPD requests for student records made to the School District shall be in compliance with this provision. LPD represents, warrants, and agrees that it will: (1) hold the student records in strict confidence and will not use or disclose student records except as (a) permitted or required by this Agreement, (b) required by law, or (c) otherwise authorized by the School District in writing. At the request of the School District, LPD agrees to provide the School District with a written report of the student records and information disclosed to third parties if allowed by state statute regarding juvenile records and sealed case files. A breach of these confidentiality requirements shall constitute grounds for the immediate termination of this MOU.

#### **Section 9. Training**

1. Within six months of being assigned as SROs to the School District, each SRO shall have completed a minimum of twenty hours of training focused on school-based law enforcement, including but not limited to, coursework focused on school law, student rights, understanding special needs of students and students with disabilities, conflict de-escalation techniques, ethics for school resource officers, teenage brain development, adolescent behavior, implicit bias training, diversity and cultural awareness, trauma-informed responses, and preventing violence in school settings. Assignments as an SRO that do not meet the definition of “school resource officer” found at NEB. REV. STAT. § 79-2702 are not subject to the

requirements of this MOU, but the use of such assignments should not be used to circumvent the training requirements set forth in in this paragraph.

2. Within six months of an SRO being assigned to a school building, a minimum of one administrator in each elementary and secondary school building will have completed a minimum of twenty hours of training, excluding previous college coursework, focused on school-based law enforcement, including, but not limited to course work focused on school law, student rights, understanding special needs of students and students with disabilities, conflict de-escalation techniques, ethics, teenage brain development, adolescent behavior, implicit bias training, diversity and cultural awareness, trauma-informed responses, restorative justice, and preventing violence in school settings.

### **Section 10. Program Review**

1. The LPD student and parent complaint process or policy to express a concern or file a complaint about an SRO and the practice of the SRO with the LPD is 2006 – Complaint Procedure. The School District’s student and parent complaint policy to express a concern or file a complaint about an SRO and the practice of the SRO with the LPD is Policy PR-M 1214.
2. The School District, in collaboration with the LPD, shall conduct an annual review of the program and shall: (a) make modifications as necessary to accomplish stated program goals; and (b) create a report of the review to be provided to both parties and, to the extent permitted by law, made available online. The parties will establish an evaluation process, to include community stakeholders, as part of the regular review of program goals and relevant data, including the specific measures, data points, and metrics included in the report. The first of the annual report will be for the first full school year following the formation of this MOU.

### **Section 11. Community Partnerships**

The School District and LPD shall continue to collaborate with community and governmental agencies to further program goals, support strategies to divert students from the criminal justice system, and access additional support services for students.

### **Section 12. Payment**

The costs for SRO is attached as exhibit A. LPD shall invoice the School District for SRO services rendered under this MOU semi-annually as indicated in Exhibit A. The School District shall make payment for SRO services within thirty (30) days of its receipt of an invoice from LPD.

### **Section 13. Body-Worn Cameras (BWCs)**

All parties agree that any use of BWCs by SROs must be subject to and in compliance with federal, state, and local laws and regulations regarding their use and operation. LPD shall use its best efforts to notify the School District at least two weeks before its officers assigned to the School District are to begin use of BWCs, and it will provide written information and training to the building principals and superintendent of the schools in which the officers may enter. Training shall include the objectives and procedures for the use of BWCs in public and in schools. Every SRO equipped with a BWC shall be trained in the operation of the equipment prior to its use. To maximize the effectiveness of the BWC

and the integrity of the video documentation, SROs shall adhere to the objectives and procedures outlined in this MOU and LPD's general operations orders or similar policies or procedures when they utilize BWCs. LPD may, if not otherwise prohibited by law, provide to the School District copies of any such filming of students, parents, employees, or others upon school property, upon request for such copies by the School District, as a law enforcement record. In the event that LPD receives advice that providing a copy of such video is prohibited, LPD agrees to utilize its best efforts to facilitate the availability of its officer(s) that made the video to testify, upon request by the School District, in any school disciplinary hearing concerning his/her/their knowledge of the facts and circumstances of the videoed incident. Any such film or video taken by, and kept in the possession of LPD may be considered law enforcement records under the Family Educational Rights and Privacy Act (FERPA), 20 U.S.C. sec. 1232g and 34 C.F.R. Sec. 99.8. Any copy of such film or video, if permitted by law to be provided to the School District, may become an educational record of the District. LPD's officers shall at all times recognize and comply with the confidentiality of student and education records and may only seek such records in accordance with the requirements of School District policy and state and federal law.

#### **Section 14. Nondiscrimination**

The Parties shall not discriminate against any employee or applicant who is to be employed for performance of this MOU with respect to his or her hire, tenure, terms, conditions, or privileges of employment, because of his race, color, religion, sex, disability, or national origin.

#### **Section 15. Employment Eligibility Verification**

The Parties shall use a federal immigration verification system to determine the work eligibility status of employees hired on or after October 1, 2009 and who are physically performing services within the State of Nebraska. If a party employs or contracts with any subcontractor in connection with this MOU, the contracting party shall include a provision in the contract requiring the subcontractor to use a federal immigration verification system to determine the work eligibility status of new employees physically performing services within the State of Nebraska.

#### **Section 16. Termination**

Either party may terminate this MOU for any or no reason and at any time by giving the other party at least one-hundred eighty (180) days prior written notice of the same. Any joint funds or property in possession of the Parties as a result of this MOU shall be divided and distributed to the party that contributed it or funded its purchases.

#### **Section 17. Appropriation of Funds**

The Parties' obligations under this MOU are expressly subject to the appropriation of funds by the School District's Board of Education and LPD's governing authority. Further, in the event that funds are not appropriated in whole or in part sufficient for performance of the obligations under this MOU, the parties may terminate this MOU.

## **Section 18. Default**

A party shall be in default under this MOU if it breaches, defaults on or otherwise fails to perform or satisfy any agreement, obligation, term, covenant, condition or provision set forth herein or arising hereunder, and such breach, default or failure to perform continues for a period of thirty (30) days after the party receives written notice of such breach or failure to perform from the other party; or, if such breach cannot reasonably be cured within such 30-day period, and the breaching party fails to commence to cure such breach within such thirty (30) days after notice from the non-breaching party or fails to proceed diligently to cure such breach within a reasonable time thereafter. Upon default by a party, the remaining parties may pursue any remedy provided by law.

## **Section 19. Liability Insurance**

Each party shall obtain and pay for its own liability insurance coverage for their participation in this MOU. The minimum coverage under such insurance shall be \$1,000,000 for one accident and \$5,000,000 in the aggregate.

## **Section 20. Notice**

Each Party giving any Notice ("Notice") under this MOU must give written Notice by personal delivery, registered or certified mail (in each case, return receipt requested and postage prepaid), or electronic mail to the School District's superintendent at the e-mail address on file with the Nebraska Department of Education and to LPD at 406 East 7<sup>th</sup> Lexington, NE. Notice is effective only if the party giving the Notice has complied with this section.

## **Section 21. Indemnification**

To the extent permitted by applicable law, but without waiving any rights under any applicable state governmental immunity act or constitutional provision, each party agrees to indemnify, defend, and hold harmless the other party from and against any loss, cost, or damage of any kind (including reasonable outside attorneys' fees) to the extent arising out of its breach of this Agreement, and/or its negligence or willful misconduct.

## **Section 22. No Third-Party Beneficiaries**

This MOU does not and is not intended to confer any rights or remedies upon any person other than the Parties.

## **Section 23. Independent Contractor**

The Parties to this agreement shall at all times be acting in the capacity of independent contractors and not as an officer, employee or agent of one another. Neither party nor its respective agents, employees, subcontractors, or assignees shall represent to others that it has the authority to bind the other party unless specifically authorized in writing to do so. LPD shall at all times be responsible for all aspects of the employment, control, and direction of SROs assigned under this MOU. Nothing within this MOU is intended to create an agency or employment relationship between the School District and any officer assigned by LPD to participate in the SRO Program. All compensation, wages, salaries,

benefits and other emoluments of employment payable to the SROs shall be the sole responsibility of LPD. No right to School District retirement, leave benefits, or any other benefits of School District employees shall exist as a result of the performance of any duties or responsibilities under this MOU. The School District shall not be responsible for social security, withholding taxes, contributions to unemployment compensation funds, or insurance for LPD's officers, employees, agents, subcontractors, or assignees.

#### **Section 24. Amendments and Modifications**

The Parties may amend or modify this MOU only by a signed, written unanimous agreement that identifies itself as an amendment or modification to this MOU. No other alterations in the terms of this agreement shall be valid or binding.

#### **Section 25. Severability**

If any provision of this MOU is determined to be unenforceable, the remaining provisions of this MOU remain in full force, if the essential terms and conditions of this MOU for each party remain enforceable.

#### **Section 26. Counterparts**

The Parties may execute this MOU in multiple counterparts, each of which constitutes an original, and all of which, collectively, constitute only one agreement. The signatures of all of the Parties need not appear on the same counterpart, and delivery of an executed counterpart signature page by facsimile or other electronic means is as effective as executing and delivering this MOU in the presence of the other Parties to this MOU. This MOU is effective upon delivery of one executed counterpart from each party to the other party. In proving this MOU, a party must produce or account only for the executed counterpart of the party to be charged.

#### **Section 27. Assignment**

The Parties shall not assign or otherwise dispose of this MOU or any duty, right, or responsibility contemplated in this MOU to any other person or entity without the previous written consent of the other Parties.

#### **Section 28. Publication and Posting**

Within three months of the adoption of this MOU, the School District's Superintendent shall provide a copy of it to the Nebraska Department of Education and post it on the School District's website. If any change is made to this MOU, the School District's Superintendent shall provide an updated copy of the MOU to the Nebraska Department of Education and post a copy on the School District's website no later than January 1<sup>st</sup> of the following year.

**Section 29. No Separate Legal Entity.** This Agreement does not establish a separate legal or joint entity.

**Section 30. Administration.** The School District's Superintendent and LPD's City Manager ("Administrators") shall be responsible for jointly administering the cooperative

undertaking described in this Agreement. The Administrators may take any action authorized, either explicitly or implicitly, by the Interlocal Cooperation Act, including any action that may be necessary to perform the duties and functions as provided in this Agreement.

**Section 31. Manner of Acquiring, Holding, and Disposing of Real and Personal Property.** The Parties do not anticipate a need to acquire, hold, or dispose of real or personal property to accomplish the purposes of this Agreement. The Parties' respective governing boards shall determine the manner of acquiring, holding, or disposing of real or personal property in the event that such a need arises.

**Section 32. Financing and Budgeting.** Each party will budget separately to pay the costs and expenses that it will reasonably and necessarily incur to fulfill its obligations under this agreement.

**Section 33. Taxes.** This Agreement does not grant the school districts any authority to levy, collect, or account for any tax authorized under sections 13-318 through 13-326 or 13-2813 through 13-2816.

**Section 34. Reservation of Rights.** Each party reserves the right to enforce its own rights, obligations, or benefits of this Agreement.

**Section 35. Entire MOU**

The MOU is the complete and exclusive expression of the Parties' agreement on the matters contained in this MOU. All prior and contemporaneous negotiations and agreements between the Parties on the matters contained in this MOU are expressly merged into and superseded by this MOU.

**DAWSON COUNTY SCHOOL DISTRICT 24-0001,  
A/K/A LEXINGTON PUBLIC SCHOOLS**

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

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

**CITY OF LEXINGTON, NEBRASKA**

By: 

Name: Joe Peppelitzsch

Title: City Manager

Date: 8-10-2024

Exhibit A  
Annual Cost Reimbursement

<u>Time Period:</u>	<u>Fee:</u>
January 1, 2024 thru June 30, 2024	\$48,130
July 1, 2024 thru December 31, 2024	\$48,130
January 1, 2025 thru June 30, 2025	\$49,575
July 1, 2025 thru December 31, 2025	\$49,575
January 1, 2026 thru June 30, 2026	\$51,065
July 1, 2026 thru December 31, 2026	\$51,065

\*The fees listed above correspond to the specific semi-annual periods and are intended to cover the cost of two SRO positions for the term of the agreement.

# Out-of State and/or Overnight Travel Request Form

Out-of-state and/or overnight travel requests must be approved by the AD or building principal and the school board prior to departure.

To ensure ample time for processing, please submit this form to your respective administrator 40 days prior to the departure date.

Name of School Group:		Lexington Powerlifting	
Number of Students Attending:		20+	
Name of Event:		USAPL High School National Powerlifting Tourney	
Date(s) of Travel:		March 18-25	
Location (City, State):		Appleton, WI	
Name of Hotel, if applicable:			
Location of Hotel (City, State):		Appleton, WI	
School Vehicle(s) Needed:	Type	Number	Name of Driver(s)
	Bus	1	District-arranged
	Van		
	Car		
Name of Group Sponsor(s):		Erica Brockmoller, Amber Bursan, Jim Hoyt, Oracio Corona, Zion Moyer & maybe 1 more	
Names of Additional Chaperones*: *must be background-checked if not a school employee		Dan Perry	
How is the Trip Being Funded and How Much Will It Cost?		Funding Source	Estimated Cost
	Meals	X	??
	Entry Fees		
	Hotels	X	??
Administrator Approval		[Signature]	
Administrator name:			
Administrator signature:			
Date:			
Date of Board approval:			

## 4043

### **Professional Boundaries and Appropriate Relationships Between Employees and Students**

School district employees and student teachers or interns (“employees”) are responsible for conducting themselves professionally and for teaching and modeling high standards of behavior and civic values, both at and away from school. Employees are required to establish and maintain professional boundaries with students and must have appropriate relationships with students. They may be friendly with students, but they are the students’ teachers, not their friends, and they must take care to see that this line does not become blurred. This applies to employees’ conduct and interactions with students and to material they post on personal web sites and other social networking sites including, but not limited to, Instagram, Facebook, and Twitter. The posting or publication of messages or pictures or other images that diminish an employee’s professionalism or ability to maintain the respect of students and parents may impair his or her ability to be an effective employee. Employees are expected to behave at all times in a manner supportive of the best interests of students.

**Sexual Relationships Prohibited.** Employees are prohibited from engaging in any relationship that involves sexual contact or sexual penetration with a student while the student is a current student and for a minimum of one year after the date of the student's graduation or the date the student otherwise ceases enrollment. Sexual contact has the same meaning as in section 28-318, and sexual penetration has the same meaning as in section 28-318.

**Grooming Prohibited.** Employees are prohibited from engaging in grooming with students. Grooming means building trust with a student and individuals close to the student in an effort to gain access to and time alone with the student, with the ultimate goal of engaging in sexual contact or sexual penetration with the student, regardless of when in the student’s life the sexual contact or sexual penetration would take place.

Unless an employee can clearly and convincingly demonstrate a legitimate educational purpose, grooming behaviors and related conduct that are a violation of this policy include, but are not limited to:

- Communicating about sex when the discussion is not required by a specific aspect of the curriculum.
- Joking about matters involving sex, using double entendre or making suggestive remarks of a sexual nature.

- Displaying sexually inappropriate material or objects.
- Making any sexual advance, whether written, verbal, or physical or engaging in any activity of a sexual or romantic nature.
- Kissing of any kind.
- Dating a student or a former student within one year of the student graduating or otherwise leaving the district.
- Intruding on a student's personal space (e.g. by touching unnecessarily, moving too close, staring at a portion of the student's body, or engaging in other behavior that makes the student uncomfortable).
- Initiating unwanted physical contact with a student.
- Communicating electronically (e.g. by e-mail, text messaging, or through social media) on a matter that does not pertain to school.
- Playing favorites or permitting a specific student to engage in conduct that is not tolerated from other students.
- Discussing the employee's personal issues or problems that should normally be discussed with adults.
- Giving a student a gift of a personal nature.
- Giving a student a ride in the employee's vehicle without first obtaining the express permission of the student's parents or a school administrator.
- Taking a student on an outing without first obtaining the express permission of the student's parents or a school administrator.
- Inviting a student to the employee's residence without first obtaining the express permission of the student's parents and a school administrator.
- Going to a student's home when the student's parent or a proper chaperone is not present.
- Repeatedly seeking to be alone with a student.
- Being alone in a room with an individual student at school with the door closed.
- Any after-school hours activity with only one student.
- Any other behavior which exploits the special position of trust and authority between an employee and student.

This list is not exhaustive. Any behavior which exploits a student is unacceptable. If in doubt, ask yourself, "Would I be doing this if my family or colleagues were standing next to me?"

**Communication Between Employees and Students.** The preferred methods for employees to communicate with students are in person and through school e-mail accounts. Employees may use the following personal communication systems to communicate with students: SeeSaw, Google

classroom, [TalkingPoints](#) and Zoom. A personal communication system is a device or software that provides for communication between two or more parties and is capable of receiving, displaying, or transmitting communication. Personal communication system includes, but is not limited to, a mobile or cellular telephone, an email service, or a social media platform.

Employee communications with students through a communication system generally are to be sent simultaneously to multiple recipients and not just to one student. The burden to demonstrate the appropriateness of a communication with a student only shall rest with the employee.

**Reporting a Policy Violation.** Anyone may report suspected grooming, other unacceptable employee conduct, or any violation of this policy as follows:

School District. Reports may be made to a principal, the superintendent, or the Title IX Coordinator in person, by mail, by telephone, or email.

Nebraska Department of Education. Reports may be made at: Nebraska Department of Education, Attn: Certification Investigations' Office, P.O. Box 94933, Lincoln NE 68509 or [Nde.investigations@nebraska.gov](mailto:Nde.investigations@nebraska.gov).

Nebraska Department of Health and Human Services. Reports may be made by calling the Child Abuse and Neglect Hotline at (800) 652-1999.

Law Enforcement. Reports may be made to the local police department by calling (308) 324-2317, the county sheriff at (308) 324-3011, or the Nebraska State Patrol at (308) 535-8047.

An employee is required to make a report to a principal or the superintendent if the employee reasonably believes that another employee has violated or may have violated this policy. Minor concerns or violations shall be reported within 24 hours. Major concerns or violations shall be reported immediately. Violations committed by or concerns about the superintendent shall be reported to the school board president.

A student who feels his or her boundaries have been violated should directly inform the offender that the conduct or communication is offensive and must stop. If the student does not wish to communicate directly with the offender or if direct communication has been ineffective, the student should report the conduct or communication to a teacher, administrator, counselor,

the Title IX coordinator, or other school employee with whom she or he feels comfortable.

**Retaliation Prohibited.** Retaliation for good faith reports or complaints made as a result of this policy is prohibited. Individuals who knowingly and intentionally make a false report shall be subject to discipline as provided by district policy and state law.

**Policy Violations.** Any violation of this policy by an employee may result in disciplinary action up to and including dismissal from employment and/or referral to the Nebraska Department of Education, which may result in the suspension or revocation of the employee's certificate. Any violation involving sexual or other abuse will result in referral to the Nebraska Department of Health and Human Services, law enforcement, or both.

**Policy Verification.** Employees shall verify that they have received, reviewed, and understood this policy by signing an acknowledgment document indicating the same.

**No Limits on Reports to NDE.** Nothing in this policy shall be construed to limit any certificated employee's duty to report any known violation of the standards of professional practices (Title 92, Nebraska Administrative Code, Chapter 27, commonly known as Rule 27) adopted by the Nebraska Board of Education.

Adopted on: November 11, 2013

Revised on: January 8, 2018

Revised on: October 12, 2020

Revised on: August 12, 2024

## **Five-Year Board Goals**

August 2023

Update 3.11.2024

Reviewed by Board 8.12.2024

### **Financial**

- Maintain a minimum of 3 months of expenditures in cash reserve at fiscal year end to ensure adequate cash flow and protection for economic downturns.

2022-2023 Audit – Finished fiscal year with a General Fund balance of \$11,034,182 or 3.14 months of expenditures in cash reserve.

- Maintain sufficient funding of Depreciation and Special Building Funds to meet projected technology, curriculum, activities, and facility replacement cycle demands.

The Depreciation Fund had a balance of \$1,150,396 as of February 2024. With recent iPad and other technology-related leases or purchases, additional funds will need to be transferred at FYE 2024. No major curriculum purchases are anticipated this current year.

### **School Improvement (CIP)**

- Develop post-graduate surveys to obtain feedback on district strengths and areas for improvement in meeting post-secondary education and workforce needs of LPS graduates.

The survey has been developed and a plan is in place to collect email addresses in order to complete the survey by Spring 2026 for the 2025 graduating class.

- All students will improve in reading as measured by district approved reading assessments and measures.

School improvement goal for reading has changed to: At LPS, Improvement will be defined as growth and/or maintaining proficiency over time. Each building is working to set their own specific goals.

As of Middle-of-Year testing 2024:

54% of Elementary students were at or above benchmark on DIBELS

48% of Middle School students scored above the 41% on NWEA MAP

- Develop and implement surveys to key stakeholders related to school improvement.

Surveys of parents, instructional staff, non-instructional staff and 6-12 students were given during the month of February. Building CIP chairs analyzed the results during their February 28 meeting.

- LPS will implement a strategic plan to increase family involvement and engagement measured by attendance, family participation, and surveys by 2026.

Buildings have worked this year to increase the opportunities for parents to be involved in the school. Talking Points and See Saw have been used to communicate with parents. The migrant program is currently working with a group of parents and we may use this same model to expand parent engagement in the future. Principals have additionally been tasked with identifying current efforts and identifying new ones for each of their buildings.

- 80% of LPS students will demonstrate at least typical ratings in the development of targeted SEL competencies as measured by the DESSA and those identified as at risk will receive additional support through direct service or intervention by 2026.

The 2024 winter screen of the DESSA showed 96% of students are scoring at or above the typical rating. >90% of students considered at risk are receiving additional supports through the MTSS framework. Of those students referred for Tier 3 clinical therapy, 100% are served.

- Special Education: 4th grade students with IEPs will increase their reading proficiency 1-2% as measured by state testing by the end of 2026.

In 2022-2023, proficiency rates increased by 7%.

### **Technology**

- Increase employee awareness of cybersecurity risks and preventative measures to protect district information systems.

Staff were required to watch SafeSchools videos on cybersecurity this year. New staff were given security training during new teacher orientation week. Staff have been encouraged to contact our technology department if they receive suspicious correspondence. We have not had any serious issues this year.

### **Facilities and Transportation**

- Study and develop fiscal and construction plans to address identified facility needs.

Property acquisition has emerged as a board priority this year with two real estate purchases on the same block as LMS and the YMCA for possible future expansion. Additionally, the district is in negotiations for acquisition of property juxtaposing LHS to address parking needs. The District Administration Building has been recently recarpeted, painted, and refurbished. The board's buildings and grounds committee has discussed a possible streamlined facility study to assist in prioritization of future needs, but action has not been taken.

The District acquired several new buses with American Rescue Plan funds over the past three years. Acquisition of additional school vans will need to be considered in the near future.

**Staff Recruitment and Retention**

- Study and consider means and methods of assisting selected LPS non-certificated staff to obtain teaching certificates to address the teaching shortage.

A contract has been developed for and offered to selected classified staff that provides tuition assistance in exchange for future employment. No employee has been hired thus far with this new recruitment tool, but it will continue to be considered as other positions become available.

- Expand the applicant marketplace and hiring timeframe for all positions including student teaching applicants and other unconventional candidate pools.

The district paid student-teachers during the 2023-2024 and was able to secure an unprecedented number of 38 UNK students between the two semesters. We have hired seven of them as LPS teachers thus far for the 2024-2025 school year. We have additionally sent district representatives to numerous teacher recruitment fairs including UNK, UNL, Wayne State College, and newly added South Dakota. We have advertised for positions earlier than the normal window particularly for special education positions. We continue to advertise locally, regionally, statewide, and nationally depending on the position.

Special education positions have continued to be the most difficult to fill.

- Create promotional hiring materials that help to inform and attract candidates.

An informational and promotional brochure was developed and has been distributed at teacher recruitment fairs this year.

**Professional Development**

- Continue to provide staff support and training on emotional health, English Learners (EL), and technology.

Opportunities this year are identified in the following chart:

	Emotional Health	English Learners	Technology
August 7-8	Youth Mental Health First Aid  Behavioral Strategies- Heather Robbins		

September 5	Zones of Regulation and Second Step for elementary  Youth Mental Health First Aid		Technology training by building core teams
October 23	Human Trafficking presentation		
January 15		EL Strategies- Anne Hubbel, NDE  Digging into EL Data and application- instructional coaches  Paras- -ELL General Understanding -ELL Avoid Common Pitfalls -ELL Strategies and Techniques	
February 19	Youth Mental Health First Aid for classified staff  Paras- -Mental Health- Providing Positive Behavioral Health Support for Individual Students -Avoid 5 Mistakes when Chronic Trauma is present	Academic Conversations for EL HS/ MS  Scaffolds for EL students- MS  Paras- -Scaffolding for EL -ELL Fostering a Positive and Productive Classroom Environment	Technology by core teams  IXL- Elem/MS

### **Advocacy**

- Continue efforts to educate senators, Nebraska Department of Education officials, and other local, state, and federal representatives of the district's unique needs and challenges.
  - The District has invited new NDE Commissioner Brian Maher and other NDE representatives for a facilities tour and briefing of district challenges. No visit has yet been scheduled.
  - District representatives presented this year at the NASB/NCSA State Education Conference on district challenges and program highlights with positive reception from those in attendance.
  - The District has hosted visits this year from staff from Broken Bow, Elwood, Fremont, Gothenburg, and York Public Schools showcasing the new special education facilities at Sandoz and our English Learner programming. We also

provided a tour of various district programs to Buffett Early Childhood Institute representatives.

- District demographic information was shared this year with Nebraska State Board of Education President Elizabeth Tegtmeier at her request. We have also shared our most recent district report card with Elizabeth Tegtmeier and Senator Teresa Ibach.
- Larry Steinburger and John Hakonson attended the 2024 NASB Federal Advocacy Fly-In in Washington, D.C. from April 28-May 1 to advocate for the district at the federal level.

[https://lexch.com/news/local/lexington-high-senior-burton-runner-up-at-national-fccla-competition/article\\_58a95ffa-42b6-11ef-bc0b-434f0490eb9f.html](https://lexch.com/news/local/lexington-high-senior-burton-runner-up-at-national-fccla-competition/article_58a95ffa-42b6-11ef-bc0b-434f0490eb9f.html)

FEATURED

TOP STORY

# Lexington High senior Burton runner-up at national FCCLA competition

**Jose Perez**

Jul 16, 2024



Jose Perez

**C**hristian Burton, a soon-to-be-senior at Lexington High School, secured the runner-up position in the national Family, Career and Community Leaders of America STAR competition.

Held in Seattle, the event attracted high school students competing in various categories, including job interview skills, public policy advocacy and fashion construction.

Burton's journey to the national stage began at the Nebraska FCCLA state competition, qualifying for the national meet in Professional Presentation, Level 3. Competing against about 50 students from across the United States, Burton finished second, narrowly trailing behind a competitor from Kentucky.

During the weeklong event, Burton also participated in leadership training sessions and networked with over 8,000 FCCLA members from around the country.

This was the inaugural year for FCCLA as an extracurricular activity at LHS, spearheaded by family and consumer science instructor Emma Krysl.

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“Emma Krysl was the one that motivated me to join the organization since it was very similar to other activities I’ve done, like speech and one-act,” Burton said. “She told me

that if I joined FCCLA and I did well, there was a chance I would travel to Seattle, and I didn't want to pass up on that opportunity.”

Burton said the preparation process varied for each FCCLA member, depending on their chosen event.

“It really depends on what you sign up for. For example, one of my friends had to sew a dress, and that required different skills and preparation compared to what I did. For me, I had to create boards for my presentation and prepare a big speech that needed to be memorized,” Burton said.

Reflecting on the initial experience in Seattle, Burton said, “I was a little bit nervous, because I've never been to a city that big before and I've never seen so many people at once. But then after a couple days, I got used to it and had an overall cool experience.

“I had the chance to meet so many different people from FCCLA that were from Alaska, Puerto Rico and all different types of states and territories.”

In addition to the competition, Burton explored Seattle. Burton enjoyed dining at seafood restaurants, riding a Ferris wheel and visiting the famous Gum Wall in downtown Seattle.

For the professional presentation, Burton focused on long-term care reform, a topic he had previously addressed in speech competitions.

“I spoke about how we can improve our assisted living facilities and our nursing homes for our staff and for residents,” Burton said.

“My presentation also consisted of how people can change their perception of how we view the elderly. I believe in Western cultures, some people view our elderly community as burdens. Whereas in other cultures, elderly community members are more respected and are viewed as higher-ups.”

Burton’s passion for the elderly community is influenced by working at Ridgeway Senior Living, where Burton has developed a deep respect for the residents.

When announced as the runner-up in his category, Burton experienced a mix of emotions.

“Part of me was in complete shock, but the other part of me wasn’t surprised,” he said. “Respectfully, I had been working hard on my speech for a long time, and I felt like my placement was well deserved.”

Despite initial nerves, Burton found confidence by focusing on the people he was advocating for.

“My main strategy is thinking back to who I’m advocating for. I’m not speaking for myself. I’m speaking for my residents for change for them. So when I think about that, it helps me calm down and realize that I need to get it together,” Burton said.

Burton expressed gratitude for Krysl’s support, noting that her open-mindedness has been a significant influence.

Burton also shared valuable advice he learned during leadership training sessions, particularly about working with diverse groups of people.

Burton extended thanks to TL Sund Construction, Plum Creek Medical Group and Holdrege Irrigation for their financial support, which made his trip to Seattle possible.

“I can’t even put into words how grateful I am for them,” he said. “If they wouldn’t have donated the money, I wouldn’t have been able to go to Seattle at all. I’m very grateful they had the generosity in their heart to support myself and Krysl to attend the trip.”

Burton also expressed gratitude to family members and the residents at Ridgeway Senior Living for their support and encouragement. He urged others to take the time to engage with their grandparents and visit care homes, highlighting the importance of intergenerational connections.

Looking ahead to senior year, Burton is eager to continue his community service and volunteering efforts. He plans to maintain his weekly visits to Ridgeway Senior Living and hopes to foster connections between younger and older generations.

Burton encouraged other students to join FCCLA, emphasizing the opportunities for personal growth and leadership development.

“It’s an amazing opportunity to meet new people and it helps grow your leadership skills and build your self-esteem,” Burton said.

For those aiming to succeed in competitions, Burton advised, “You’ve got to be a little stubborn. If someone tells me I can’t do something, I try to prove them wrong when I’ve stuck to my guns. You also have to be passionate about what you’re presenting, otherwise you won’t go very far.”