

**Regular Monthly Meeting of the Kearney Public Schools Board of Education**  
**Kearney Public Schools Board of Education**  
**Monday, October 14, 2024 at 5:30 PM**  
**2nd Floor Staff Development Room, Administration Building**  
**320 W 24th Street**  
**Kearney, NE 68845**

**1. Routine Business**

**1.A. Call to Order**

President Gaasch called the meeting to order at 5:30 PM.

**1.B. Open Meetings Act Announcement**

This is an open, public meeting of the Kearney Public Schools Board of Education, and a copy of the Open Meetings Act is posted in this room.

**1.C. Board Meeting Decorum Expectations**

**1.D. Pledge of Allegiance**

**1.E. Roll Call**

Attendance Taken at 5:32 PM.

Amy Barth: Present

Drew Blessing: Present

Steve Gaasch: Present

Kathy Gifford: Present

Paul Hazard: Present

John Icenogle: Present

1.E.I. Excuse Absent Board Member

**1.F. Approval of the Agenda**

Move to approve the agenda for the meeting, as presented. This motion, made by Kathy Gifford and seconded by Drew Blessing, Passed.

Amy Barth: Yea, Drew Blessing: Yea, Steve Gaasch: Yea, Kathy Gifford: Yea, Paul

Hazard: Yea, John Icenogle: Yea

Yea: 6, Nay: 0

**2. Recognitions**

2.A. Recognition of Amber Lewis, Principal at Horizon Middle School, for being Named the Region IV Principal of the Year and the Outstanding New Principal of the Year by the Nebraska Association of Secondary School Principals (NASSP)

- Mr. Clint Edwards, Director of 6-12 Education, introduced Amber Lewis, highlighting her dedication as one of the reasons Horizon Middle School received an excellent rating in the state accreditation system last year. He noted that it was nice to see the state and Region IV recognizing Amber for the work that she is doing in our school system.
- Mrs. Lewis thanked the Board and administration for the opportunity to work for KPS and expressed her gratitude for her children being able to grow up in the Kearney Public School system as well.

### 3. **Presentations**

#### 3.A. Presentation by Dustin Mitchell, Bryant Elementary Principal, on the "Top Dog" Program

- Mr. Mitchell gave a presentation on the "Top Dog" Program at Bryant Elementary School. It is a positive behavior incentive program that awards students for regularly doing the right thing. Students can apply at each quarter, and, if approved, they are able to take advantage of the privileges that go along with the title, such as use of the computer lab before school, first in line for lunch and helper in the cafeteria, to name a few.

#### 3.B. Construction Update

- Kent Cordes of BD Construction gave a presentation on various construction projects throughout the district. Projects continue to trend under budget.

#### 3.C. K-12 Financial Literacy Presentation

- Sara Paider, PK-5 Education Director, and Clint Edwards, 6-12 Education Director, gave their annual K-12 financial literacy status report. Finance is taught primarily through Junior Achievement in the elementary and middle schools. At the high school, a 5 credit personal finance course is required for graduation.
- It was noted that even though Nebraska ranks at the top for financial literacy education, maybe KPS should consider raising the personal finance requirement to 10 credits, citing the importance of this information for students after high school.

### 4. **Public Participation/Comment**

### 5. **Board Reports**

### 6. **Consent Agenda**

Move to approve the items on the Consent Agenda, as presented. This motion, made by Kathy Gifford and seconded by Paul Hazard, Passed.

Amy Barth: Yea, Drew Blessing: Yea, Steve Gaasch: Yea, Kathy Gifford: Yea, Paul Hazard: Yea, John Icenogle: Yea

Yea: 6, Nay: 0

6.A. Approval of Minutes of the September 9, 2024 Regular Meeting, the September 16, 2024 Public Hearing and Special Budget Meeting, and the October 9, 2024

Board Committee of the Whole Meeting, of the Board of Education

- 6.B. Approval of the October 2024 Claims
  - 6.C. Approval of the October 2024 Financial Reports
  - 6.D. Acceptance of the Bryant Elementary Parent Advisory Committee Annual Self-Audit Report for the 2023-2024 School Year
  - 6.E. Acceptance of the Meadowlark Elementary Parent Advisory Committee Annual Self-Audit Report for the 2023-2024 School Year
  - 6.F. Acceptance of the Kearney High School Theater Boosters Annual Self-Audit Report for the 2023-2024 School Year
  - 6.G. Approval of the FFA LCCC Steel Days Welding Scholarship Contest Trip, October 16-18, 2024 to Cheyenne, Wyoming (*with no direct costs incurred by the school district*)
  - 6.H. Approval of the KHS Orchestra Trip, May 29–June 1, 2025 to Denver, Colorado (*with no direct costs incurred by the school district*)
  - 6.I. Approval of the KHS DECA International Career and Development Conference Trip, April 26-30, 2025 to Orlando, Florida (*with no direct costs incurred by the school district*)
  - 6.J. Approval of the Kearney Public Schools Substitute Handbook for the 2024-2025 School Year
  - 6.K. Second and Final Reading and Approval of Revised Board Policy 7300 Naming Facilities, for Fundraising/Naming Rights of Facilities
  - 6.L. Approval of Paul Hazard to Serve as the Kearney Public Schools NASB Voting Delegate for the 2024 State Education Conference
- 7. Regular Agenda - Personnel**
- 7.A. Acceptance of Retirement Resignations
  - Teresa Schoor's dedication to education, KPS, and most specifically, Central Elementary, was acknowledged and appreciated by all.
    - Move to accept, with regret, the retirement resignation of Teresa Schnoor as presented. This motion, made by Drew Blessing and seconded by Kathy Gifford, Passed.
    - Amy Barth: Yea, Drew Blessing: Yea, Steve Gaasch: Yea, Kathy Gifford: Yea, Paul

Hazard: Yea, John Icenogle: Yea

Yea: 6, Nay: 0

7.B. Approval of the Employment of Certificated Staff

- It was noted that this student teacher is being hired to fill a late vacancy from last spring, and will start in January 2025.

Move to employ the certificated staff at Kearney Public Schools, as presented. This motion, made by Amy Barth and seconded by Kathy Gifford, Passed.

Amy Barth: Yea, Drew Blessing: Yea, Steve Gaasch: Yea, Kathy Gifford: Yea, Paul

Hazard: Yea, John Icenogle: Yea

Yea: 6, Nay: 0

8. **Regular Agenda - Business**

8.A. Approval of the Request to Purchase Two Ford F150 Trucks as Maintenance/Facilities Vehicles Through the State Purchasing Contract at a Total Cost of \$84,720

- It was noted that purchasing these vehicles through the state purchasing contract will save the district money. The typical savings are in the range of \$10,000 to \$12,000.

Move to approve the purchase of two Ford F150 trucks as presented. This motion, made by Drew Blessing and seconded by Paul Hazard, Passed.

Amy Barth: Yea, Drew Blessing: Yea, Steve Gaasch: Yea, Kathy Gifford: Yea, Paul

Hazard: Yea, John Icenogle: Yea

Yea: 6, Nay: 0

9. **Regular Agenda - Miscellaneous**

9.A. Adoption of the Kearney Public Schools Option Enrollment Resolution for the 2025-2026 School Year

- Jeff Schwartz, Director of Student Services and Safety, reviewed current and projected enrollment numbers.

Move to adopt the KPS Option Enrollment Resolution for the 2025-2026 school year as presented. This motion, made by Kathy Gifford and seconded by John Icenogle, Passed.

Amy Barth: Yea, Drew Blessing: Yea, Steve Gaasch: Yea, Kathy Gifford: Yea, Paul

Hazard: Yea, John Icenogle: Yea

Yea: 6, Nay: 0

10. **Closed Session**

- The Board moved to closed session for negotiation and strategy discussion with respect to the 2025-2026 collective bargaining at 6:20 PM.

Move to closed session for negotiation and strategy discussion with respect to the 2025-2026 collective bargaining. This motion, made by Kathy Gifford and seconded by Drew Blessing, Passed.

Amy Barth: Yea, Drew Blessing: Yea, Steve Gaasch: Yea, Kathy Gifford: Yea, Paul

Hazard: Yea, John Icenogle: Yea  
Yea: 6, Nay: 0

**11. Return to Open Session**

- The Board returned to open session at 7:12 PM.  
Move to return to open session. This motion, made by Drew Blessing and seconded by Kathy Gifford, Passed.  
Amy Barth: Yea, Drew Blessing: Yea, Steve Gaasch: Yea, Kathy Gifford: Yea, Paul Hazard: Yea, John Icenogle: Yea  
Yea: 6, Nay: 0

**12. Next Meeting**

- The next regular meeting of the Kearney Public Schools Board of Education will be held on November 11, 2024 at 5:30 P.M. in the Staff Development Room in the Administration Building at 320 West 24th St, Kearney, NE 68845.

**13. Adjournment**

- Meeting was adjourned at 7:15 PM.  
Move to adjourn the meeting. This motion, made by Drew Blessing and seconded by Kathy Gifford, Passed.  
Amy Barth: Yea, Drew Blessing: Yea, Steve Gaasch: Yea, Kathy Gifford: Yea, Paul Hazard: Yea, John Icenogle: Yea  
Yea: 6, Nay: 0

Notice of Meeting

This meeting was publicized in the Kearney Hub on October 10, 2024; radio stations KGFW and KKPR; and KSNB and KHGI T.V.

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Drew Blessing, Secretary

**Regular Monthly Meeting of the Kearney Public Schools Board of Education**  
**Kearney Public Schools Board of Education**  
**Monday, September 9, 2024 at 5:30 PM**  
**2nd Floor Staff Development Room, Administration Building**  
**320 W 24th Street**  
**Kearney, NE 68845**

**1. Routine Business**

**1.A. Call to Order**

President Gaasch called the meeting to order at 5:30 PM.

**1.B. Open Meetings Act Announcement**

This is an open, public meeting of the Kearney Public Schools Board of Education, and a copy of the Open Meetings Act is posted in this room.

**1.C. Board Meeting Decorum Expectations**

**1.D. Pledge of Allegiance**

**1.E. Roll Call**

Attendance Taken at 5:32 PM.

Amy Barth: Present

Drew Blessing: Present

Steve Gaasch: Present

Kathy Gifford: Present

Paul Hazard: Present

John Icenogle: Present

1.E.I. Excuse Absent Board Member

**1.F. Approval of the Agenda**

Move to approve the agenda for the meeting, as presented. This motion, made by Kathy Gifford and seconded by Drew Blessing, Passed.

Amy Barth: Yea, Drew Blessing: Yea, Steve Gaasch: Yea, Kathy Gifford: Yea, Paul Hazard:

Yea, John Icenogle: Yea

Yea: 6, Nay: 0

**2. Recognitions**

2.A. Recognition of Coach Scott Steinbrook and the KHS Boys Soccer Team for Team Academic Award

- Mr. Jeff Ganz, Kearney High School Principal, thanked the Board for the invitation to recognize Coach Scott Steinbrook, his coaching staff, and the KHS boys soccer team for the time and effort that they put into earning this award.
- Coach Steinbrook thanked his coaching staff and acknowledged their collective diligence in checking in on the soccer team to make sure that they were keeping up with their school work. He noted that last year's team was made up of 40 student athletes, stating that they were good kids and that 36 will be returning for this season.

2.B. Recognition of Amber Taylor, Assistant Principal at Northeast Elementary, for Being Named the Region IV Outstanding New Principal of the Year by the Nebraska Association of Elementary School Principals (NAESP)

- Mrs. Sara Paider, Director of PK-5 Education, introduced Amber Taylor, stating that she is a great assistant principal, leader, and person who is very deserving of this award.
- Amber Taylor, whose career began in Kearney, thanked those who nominated her and noted that she loves her job and doing what she does every day.

2.C. Recognition of Chance Waggoner, Principal at Park Elementary, for Being Named the Region IV Distinguished Principal of the Year by the Nebraska Association of Elementary School Principals (NAESP)

- Mrs. Sara Paider, Director of PK-5 Education, introduced Chance Waggoner, stating that he is a fantastic principal for Kearney Public Schools and is very deserving of this award. This nomination will qualify him for possible selection as the principal of the year for the state of Nebraska, and from there, if chosen, he will represent Nebraska in Washington, DC.
- Mr. Waggoner noted that he has had the privilege of working with many great people throughout his career, which began in Kearney, and stated their collective efforts in helping him win this award.

**3. Presentations**

3.A. SRO Annual Report

- Sergeant JC Small presented the Annual School Safety/SRO Report.

3.B. Presentation by Jason Calahan, Windy Hills Principal, on the Transition of Windy Hills to Buffalo Hills for the 2024-2025 School Year

- Mr. Jason Calahan did a presentation on how school is going for both Windy Hills and Buffalo Hills, as two schools inhabit the same building for the 2023-2024 school year. He reviewed drop-off/pickup procedures, bussing, and lunch schedules and showed pictures of various rooms throughout the building. Overall, it's going very well.

3.C. Presentation of District Transportation Update

- Dr. Jason Sutton presented transportation requirements by state statute, current registration procedures, and some challenges and recommendations as KPS moves forward to fulfill district transportation needs.

3.D. Construction Update

- Kent Cordes of BD Construction gave a presentation on various construction projects throughout the district, noting that overall, things are trending under budget.

### 3.E. Presentation of Proposed 2024-2025 Construction Projects at KHS and Central Elementary

- Mr. Mundorf spoke about the implementation of the JROTC program, which brought with it various facility requirements. One being storage, another an air rifle range, and finally a space for drill practice. In addition to this, there is an existing need for a girls wrestling room and more practice space for various activities.
- Mr. Jacob Sertich, Architect of Wilkins Architecture Design Planning, presented the design proposal for the Central Elementary entrance and the KHS addition, with projected completion dates of August 2025 for the Central project and April 2026 for the KHS project.

### 4. Public Participation/Comment

### 5. Board Reports

### 6. Consent Agenda

Move to approve the items on the Consent Agenda, as presented. This motion, made by Kathy Gifford and seconded by John Icenogle, Passed.

Amy Barth: Yea, Drew Blessing: Yea, Steve Gaasch: Yea, Kathy Gifford: Yea, Paul Hazard: Yea, John Icenogle: Yea

Yea: 6, Nay: 0

6.A. Approval of Minutes of the August 12, 2024 Regular Meeting, the August 28, 2024 Special Budget Retreat Meeting, and the September 4, 2024 Board Committee of the Whole Meeting, of the Board of Education

6.B. Approval of the September 2024 Claims

6.C. Approval of the September 2024 Financial Reports

6.D. Approval of Professional Advancements for Teaching Staff for the 2024-2025 School Year

6.E. Acceptance of the Glenwood Community Organization Annual Self-Audit Report for the 2023-2024 School Year

6.F. Acceptance of the Northeast Elementary School PTO Annual Self-Audit Report for the 2023-2024 School Year

6.G. Approval of the FBLA National Fall Leadership Conference Trip, November 7-10, 2024 to Columbus, Ohio *(with no direct costs incurred by the school district)*

6.H. Approval of the FCCLA National Leadership Conference Trip, July 4-10, 2025 to Orlando, Florida *(with no direct costs incurred by the school district)*

6.I. Approval of the Quad State Marching Band Contest Trip, October 19, 2024 to Vermillion, South Dakota *(with no direct costs incurred by the school district)*

6.J. Approval of the National FFA Convention Trip, October 22-27, 2024 to Indianapolis, Indiana *(with no direct costs incurred by the school district)*

6.K. Approval of the National DECA Power Trip, November 14-17, 2024 to Charlotte, North Carolina (*with no direct costs incurred by the school district*)

6.L. Approval of the Memorandum of Understanding Between Kearney Public Schools and Kearney Catholic High School for a Swimming/Diving & Baseball Co-op Agreement

6.M. Second and Final Reading and Approval of Rescission of Board Policy 6225 High Ability Learners

6.N. Second and Final Reading and Approval of the Suspension of Board Policy 1130 (a-b) Addressing the Board

6.O. Approval of the Second and Final Reading of Revised Board Policy 5006 Option Enrollment

## 7. Regular Agenda - Personnel

## 8. Regular Agenda - Business

8.A. Consider a Resolution to Approve One or More Lease-Purchase Agreements with a Bank or Banks Related to a New Addition to the High School Facility

- Mr. Mundorf reviewed the resolution and documents related to the lease-purchase agreement for the funding of the KHS addition, which would be paid off in seven years or less with no penalty.
- Considerations about this project and the planning behind it were discussed. Some highlights included:
  - Need for facilities for the JROTC program, which have been known since the approval of implementation and before.
  - Existing needs for other programs and activities at KHS, providing more space and a safer environment for practices.
  - As more opportunities are provided to get students involved, the need for appropriate facilities grows.
  - Building now is essential as costs will only increase.
  - KPS Administration has done their homework to ensure that this project will not put undue stress on the budget and can be handled in the short term, in seven years or less.
- *The Central Elementary project will be financed through the KPS special building fund.*

Move to approve the resolution for one or more lease-purchase agreements with a bank or banks related to a new addition to the high school facility as presented. This motion, made by John Icenogle and seconded by Paul Hazard, Passed.

Amy Barth: Yea, Drew Blessing: Yea, Steve Gaasch: Yea, Kathy Gifford: Yea, Paul Hazard: Yea, John Icenogle: Yea  
Yea: 6, Nay: 0

8.B. Approve Trent Bosard, KPS Director of Facilities, to Initiate a Request for Qualifications (RFQ) Process to Identify a Construction Manager at Risk (CM@R) for Both the KHS South Addition and Central Elementary South Entrance Construction Projects

- Mr. Mundorf discussed the benefit of having a CM@R to oversee both projects in identifying the best subcontractors and getting the best rates.

Move to approve Trent Bosard, KPS Director of Facilities, to initiate a Request for Qualifications (RFQ) process to identify a Construction Manager at Risk (CM@R) for both the KHS south addition and Central Elementary south entrance construction projects. This motion, made by Amy Barth and seconded by Drew Blessing, Passed.

Amy Barth: Yea, Drew Blessing: Yea, Steve Gaasch: Yea, Kathy Gifford: Yea, Paul Hazard: Yea, John Icenogle: Yea

Yea: 6, Nay: 0

#### 8.C. Approval of the Purchase of Two Passenger Vans to be Added to the KPS Transportation Fleet in the Amount of \$122,260

- Funding was previously allocated and approved for the purchase of these two vans, just moving forward with the purchase.

Move to approve the purchase of two passenger vans to be added to the KPS Transportation Fleet in the amount of \$122,260 as presented. This motion, made by John Icenogle and seconded by Paul Hazard, Passed.

Amy Barth: Yea, Drew Blessing: Yea, Steve Gaasch: Yea, Kathy Gifford: Yea, Paul Hazard: Yea, John Icenogle: Yea

Yea: 6, Nay: 0

### 9. Regular Agenda - Miscellaneous

#### 9.A. Approval of the First Reading of Revised Board Policy 7300 Naming Facilities, for Fundraising/Naming Rights of Facilities

- Mr. Mundorf discussed the possible need for the revision of this policy due in part to pending construction projects in the district. The importance of having this policy with guidelines for future Boards as well as to acknowledge donors was discussed.

Move to approve the first reading of revised Board Policy 7300 Naming Facilities as presented. This motion, made by Kathy Gifford and seconded by Drew Blessing, Passed.

Amy Barth: Yea, Drew Blessing: Yea, Steve Gaasch: Yea, Kathy Gifford: Yea, Paul Hazard: Yea, John Icenogle: Yea

Yea: 6, Nay: 0

### 10. Next Meeting

- The next regular meeting of the Kearney Public Schools Board of Education will be held on October 14, 2024 at 5:30 P.M. in the Staff Development Room in the Administration Building at 320 West 24th St, Kearney, NE 68845.
- *There will be a public hearing and special budget meeting of the Kearney Public Schools Board of Education on Monday, September 16, 2024 at 5:30 P.M. in the Staff Development Room in the Administration Building at 320 West 24th St, Kearney, NE 68845.*

## 11. Adjournment

- Meeting was adjourned at 7:37 PM.

Move to adjourn the meeting. This motion, made by John Icenogle and seconded by Paul Hazard, Passed.

Amy Barth: Yea, Drew Blessing: Yea, Steve Gaasch: Yea, Kathy Gifford: Yea, Paul Hazard: Yea, John Icenogle: Yea  
Yea: 6, Nay: 0

### Notice of Meeting

This meeting was publicized in the Kearney Hub on September 5, 2024; radio stations KGFW and KKPR; and KSNB and KHGI T.V.

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Kathy Gifford, Secretary

**Public Hearing and Special Meeting  
Kearney Public Schools Board of Education  
Monday, September 16, 2024 at 5:30 PM  
2nd Floor Staff Development Room, Administration Building  
320 W 24th Street  
Kearney, NE 68845**

**1. Annual Budget Hearing**

1.A. Convene Hearing

- Hearing convened at 5:31 PM.

1.B. Discussion and Public Input

- Dr. Chris Loofe, Associate Superintendent and Finance Director, presented the proposed budget for the 2024-2025 school year: Kearney Public Schools General Fund Budget in the amount of \$82,822,585; the Special Building Fund Budget in the amount of \$19,361,897; the Bond Fund Budget in the amount of \$17,801,474; the Depreciation Fund Budget in the amount of \$525,000; the Employee Benefit Fund Budget in the amount of \$42,354; the Activity Fund Budget in the amount of \$4,062,641; the School Nutrition Fund Budget in the amount of \$4,941,540; the Student Fee Fund Budget in the amount of \$457,399; the Cooperative Fund Budget in the amount of \$914,960; and the Qualifying Capital Purpose Undertaking Fund Budget in the amount of \$12,564,466.
- There was discussion about the changing demographics within KPS and the impact that this will have on the budget.
- Clarification was requested as to where the motor vehicle tax was designated on the anticipated income slide. It is included in the local receipts category and not in property tax.
- It was noted that this year's budget includes a cushion for the possibility of paying off some debts (possibly QCPUF) from cash reserves, should the Board decide to do so.
- This proposed budget includes a 5 cent reduction in the levy from \$1.193 for 2023-2024 to \$1.14254 for 2024-2025.
- A brief discussion took place regarding potential products for enhancing security measures in the buildings, along with associated costs, given for consideration to the Board as possible future expenses.
- It was noted that KPS is the 7th lowest spending school district in the state per formula student.
- Mr. Blessing suggested that the compensation information be broken down to show our new senator the real impact that the 3% cap will have on our community.

1.C. Close Hearing

**2. Final Property Tax Request Hearing**

2.A. Convene Hearing

## 2.B. Discussion and Public Input

- Dr. Chris Loofe, Associate Superintendent and Finance Director, presented the property tax request proposal for the 2024-2025 school year: Kearney Public Schools General Fund be set at \$43,356,559; the Bond Fund be set at \$7,448,348; the Special Building Fund be set at \$5,490,334 and the Qualified Capital Purpose Undertaking Fund be set at \$1,494,949 with the total property tax request to be set at \$57,790,190.

## 2.C. Close Hearing

### 3. Routine Business

#### 3.A. Call to Order

- President Gaasch called the meeting to order at 6:23 PM.

#### 3.B. Open Meetings Act Announcement

#### 3.C. Board Meeting Decorum Expectations

#### 3.D. Pledge of Allegiance

#### 3.E. Roll Call

Attendance Taken at 6:24 PM.

John Icenogle: Absent  
Amy Barth: Present  
Drew Blessing: Present  
Steve Gaasch: Present  
Kathy Gifford: Present  
Paul Hazard: Present

- John Icenogle joined the meeting via zoom.

#### 3.E.I. Excuse Absent Board Member

Move to excuse absent Board member John Icenogle from the meeting. This motion, made by Kathy Gifford and seconded by Amy Barth, Passed.

John Icenogle: Absent, Amy Barth: Yea, Drew Blessing: Yea, Steve Gaasch: Yea, Kathy Gifford: Yea, Paul Hazard: Yea  
Yea: 5, Nay: 0, Absent: 1

#### 3.F. Approval of the Agenda

Move to approve the agenda for the meeting, as presented. This motion, made by Kathy Gifford and seconded by Drew Blessing, Passed.

John Icenogle: Absent, Amy Barth: Yea, Drew Blessing: Yea, Steve Gaasch: Yea, Kathy Gifford: Yea, Paul Hazard: Yea  
Yea: 5, Nay: 0, Absent: 1

### 4. Public Participation/Comment

## 5. Agenda

5.A. Adoption of Budgets for the Kearney Public Schools for the 2024-2025 School Year  
Move to adopt the Kearney Public Schools proposed budget for the 2024-2025 school year as presented. This motion, made by Drew Blessing and seconded by Kathy Gifford, Passed.  
John Icenogle: Absent, Amy Barth: Yea, Drew Blessing: Yea, Steve Gaasch: Yea, Kathy Gifford: Yea, Paul Hazard: Yea  
Yea: 5, Nay: 0, Absent: 1

5.B. Approval of Property Tax Requests for the 2024-2025 School Year  
Move to approve the proposed Resolution to set the property tax request for the 2024-2025 school year as presented. This motion, made by Kathy Gifford and seconded by Drew Blessing, Passed.  
John Icenogle: Absent, Amy Barth: Yea, Drew Blessing: Yea, Steve Gaasch: Yea, Kathy Gifford: Yea, Paul Hazard: Yea  
Yea: 5, Nay: 0, Absent: 1

## 6. Adjournment

- Meeting was adjourned at 6:33 PM.

Move to adjourn the meeting. This motion, made by Kathy Gifford and seconded by Paul Hazard, Passed.  
John Icenogle: Absent, Amy Barth: Yea, Drew Blessing: Yea, Steve Gaasch: Yea, Kathy Gifford: Yea, Paul Hazard: Yea  
Yea: 5, Nay: 0, Absent: 1

### Notice of Meeting

This meeting was publicized in the Kearney Hub on September 10, 2024; radio stations KGFW and KKPR; and KSNB and KHGI T.V.

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Kathy Gifford, Secretary

**Special Committee of the Whole Meeting of the Kearney Public Schools Board of Education**  
**Kearney Public Schools Board of Education**  
**Wednesday, October 9, 2024 at 5:00 PM**  
**2nd Floor Staff Development Room, Administration Building**  
**320 W 24th Street**  
**Kearney, NE 68845**

**1. Call to Order**

President Gaasch called the meeting to order at 5:02 PM.

**2. Open Meetings Act Announcement**

This is an open, public meeting of the Kearney Public Schools Board of Education, and a copy of the Open Meetings Act is posted in this room.

**3. Board Meeting Decorum Expectations**

**4. Roll Call**

Attendance Taken at 5:04 PM.

John Icenogle: Absent

Amy Barth: Present

Drew Blessing: Present

Steve Gaasch: Present

Kathy Gifford: Present

Paul Hazard: Present

**4.A. Excuse Absent Board Member**

Move to excuse absent Board member John Icenogle from the meeting. This motion, made by Drew Blessing and seconded by Amy Barth, Passed.

John Icenogle: Absent, Amy Barth: Yea, Drew Blessing: Yea, Steve Gaasch: Yea, Kathy Gifford: Yea, Paul Hazard: Yea

Yea: 5, Nay: 0, Absent: 1

**5. Approval of Agenda**

Move to approve the agenda of the meeting, as presented. This motion, made by Amy Barth and seconded by Paul Hazard, Passed.

John Icenogle: Absent, Amy Barth: Yea, Drew Blessing: Yea, Steve Gaasch: Yea, Kathy Gifford: Yea, Paul Hazard: Yea

Yea: 5, Nay: 0, Absent: 1

**6. Public Participation/Comment**

- Patrons addressed the Board.

**7. Agenda**

7.A. Preview of the October 14, 2024 Regular Meeting Agenda

7.A.I. Recognition of Amber Lewis, Principal at Horizon Middle School, for being Named the Region IV Principal of the Year and the Outstanding New Principal of the Year by the Nebraska Association of Secondary School Principals (NASSP)

7.A.II. Presentation by Bryant Elementary School on the "Top Dog" Program

7.A.III. Construction Update

7.A.IV. K-12 Financial Literacy Presentation

7.A.V. Acceptance of the Bryant Elementary Parent Advisory Committee Annual Self-Audit Report for the 2023-2024 School Year

7.A.VI. Acceptance of the Meadowlark Elementary Parent Advisory Committee Annual Self-Audit Report for the 2023-2024 School Year

7.A.VII. Acceptance of the Kearney High School Theater Boosters Annual Self-Audit Report for the 2023-2024 School Year

7.A.VIII. Approval of the FFA LCCC Steel Days Welding Scholarship Contest Trip, October 16-18, 2024 to Cheyenne, Wyoming (*with no direct costs incurred by the school district*)

7.A.IX. Approval of the KHS Orchestra Trip, May 29–June 1, 2025 to Denver, Colorado (*with no direct costs incurred by the school district*)

7.A.X. Approval of the Kearney Public Schools Substitute Handbook for the 2024-2025 School Year

7.A.XI. Second and Final Reading and Approval of Revised Board Policy 7300 Naming Facilities, for Fundraising/Naming Rights of Facilities

7.A.XII. Approval of Paul Hazard to Serve as the Kearney Public Schools NASB Voting Delegate for the 2024 State Education Conference

7.A.XIII. Acceptance of the Retirement Resignation of Teresa Schnoor

7.A.XIV. Approval of the Employment of Certificated Staff - Sharon Argueta-Gonzalez

7.A.XV. Approval of the Request to Purchase Two Ford F150 Trucks as Maintenance/Facilities Vehicles Through the State Purchasing Contract at a Total Cost of \$84,720

7.A.XVI. Adoption of the Kearney Public Schools Option Enrollment Resolution for the 2025-2026 School Year

7.A.XVII. Closed Session for Negotiation and Strategy Discussion with Respect to the 2025-2026 Collective Bargaining

7.B. Centegix Presentation

7.C. Discuss the Potential of Glenwood Elementary as a K-5 Alternative Education Site for 2026-27 and Beyond

- This item was moved up on the agenda to accommodate the public in attendance.

- 7.D. Threat Assessment Responses
- 7.E. KCLC Programming
- 7.F. New Construction CM@Risk Timelines/Dates
- 7.G. Lease Purchase Financing Update
- 7.H. MONA/Central Elementary Art MOU Discussion
- 7.I. Board Meetings at the UNK Regional Engagement Center
- 7.J. KHS South Construction - Naming Suggestion

#### **8. Adjournment**

Move to adjourn the meeting. This motion, made by Amy Barth and seconded by Paul Hazard, Passed.

John Icenogle: Absent, Amy Barth: Yea, Drew Blessing: Yea, Steve Gaasch: Yea, Kathy Gifford: Yea, Paul Hazard: Yea  
Yea: 5, Nay: 0, Absent: 1

#### Notice of Meeting

This meeting was publicized in the Kearney Hub on October 5, 2024; radio stations KGFW and KKPR; and KSNB and KHGI T.V.

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Kathy Gifford, Secretary

**KEARNEY PUBLIC SCHOOLS DISTRICT #7****CLAIMS TO BE PAID IN OCTOBER 2024****PUBLICATION OF CHECKS**

<b>VENDOR</b>	<b>DESCRIPTION</b>	<b>AMOUNT</b>
Aaron Drews	Professional Services	\$ 140.00
Adventure Enterprises LLC	Transportation Charges	\$ 1,446.00
Adventure Enterprises LLC	Transportation Charges	\$ 2,420.00
Adventure Enterprises LLC	Transportation Charges	\$ 1,210.00
Adventure Enterprises LLC	Transportation Charges	\$ 1,210.00
Adventure Enterprises LLC	Transportation Charges	\$ 3,176.00
Adventure Enterprises LLC	Transportation Charges	\$ 2,420.00
Adventure Enterprises LLC	Transportation Charges	\$ 2,420.00
AGParts Worldwide, Inc.	Repairs & Maintenance Services	\$ 131.40
AGParts Worldwide, Inc.	Repairs & Maintenance Services	\$ 167.40
Alexis Thiel	Supplies Regular Instruction	\$ 33.56
All City Garage Door LLC	Supplies Maintenance of Buildings	\$ 96.00
All Makes	Furniture and Fixtures Care & Upkeep of Grounds	\$ 73,702.52
All Makes	Miscellaneous Expenditure	\$ 762.00
All Makes Auto Supply	Supplies Care and Upkeep of Grounds	\$ 37.97
All Makes Auto Supply	Vehicle Repair Non Student Vehicles	\$ 22.98
All Makes Auto Supply	Tires and Parts Non Student Vehicles	\$ 52.76
All Makes Auto Supply	Vehicle Gasoline Regular Education Transportatio	\$ 304.54
All Makes Auto Supply	Vehicle Gasoline School Age Sped Transportation	\$ 30.45
All Makes Auto Supply	Tires and Parts Reg. Ed. Transp. Maintenance	\$ 171.35
All Makes Auto Supply	Tires and Parts Sped Transportation Maintenance	\$ 30.58
Alyssa Clay	Travel Coordinator	\$ 72.36
Amanda Swift	Miscellaneous Expenditure	\$ 151.30
Amax Contracting Inc	Supplies Maintenance of Buildings	\$ 281.60
Amazon Capital Services	Supplies Regular Instruction	\$ 879.63
Amazon Capital Services	Supplies Regular Instruction	\$ 144.74
Amazon Capital Services	Supplies Regular Instruction	\$ 1,203.27
Amazon Capital Services	Supplies Regular Instruction	\$ 1,068.73
Amazon Capital Services	Supplies Regular Instruction	\$ 681.03
Amazon Capital Services	Supplies Regular Instruction	\$ 226.01
Amazon Capital Services	Supplies Regular Instruction	\$ 35.00
Amazon Capital Services	Supplies Regular Instruction	\$ 7.59
Amazon Capital Services	Supplies Regular Instruction	\$ 25.00
Amazon Capital Services	Supplies Regular Instruction	\$ 250.91
Amazon Capital Services	Supplies Regular Instruction	\$ 43.59
Amazon Capital Services	Supplies Regular Instruction	\$ 267.36
Amazon Capital Services	Supplies Regular Instruction	\$ 769.25
Amazon Capital Services	Supplies Regular Instruction	\$ 419.49
Amazon Capital Services	Supplies Regular Instruction	\$ 301.23
Amazon Capital Services	Supplies Regular Instruction	\$ 2,166.27
Amazon Capital Services	Supplies Regular Instruction	\$ 779.55
Amazon Capital Services	Supplies Regular Instruction	\$ 247.42
Amazon Capital Services	Textbooks Supplementals Regular Instruction	\$ 202.21
Amazon Capital Services	Explore Regular Instruction	\$ 138.94
Amazon Capital Services	Supplies PE	\$ 238.32

Amazon Capital Services	Supplies Art	\$	810.68
Amazon Capital Services	Supplies Wood Shop	\$	188.09
Amazon Capital Services	Supplies Vocational AE	\$	131.97
Amazon Capital Services	Supplies Early Childhood	\$	270.02
Amazon Capital Services	Supplies Coordinator	\$	81.60
Amazon Capital Services	Supplies Resource	\$	123.05
Amazon Capital Services	Supplies Behavior Disorder	\$	128.18
Amazon Capital Services	Supplies Health Services	\$	85.36
Amazon Capital Services	Supplies Library	\$	65.39
Amazon Capital Services	Library References Library	\$	70.96
Amazon Capital Services	Library References Library	\$	99.85
Amazon Capital Services	Library References Library	\$	26.22
Amazon Capital Services	Supplies AudioVisual	\$	97.44
Amazon Capital Services	TechnologyRelated Hardware Technology	\$	64.56
Amazon Capital Services	Supplies Office of the Principal	\$	25.77
Amazon Capital Services	Supplies Operations of Buildings	\$	98.00
Amazon Capital Services	Supplies Maintenance of Buildings	\$	119.85
Amazon Capital Services	Supplies Care and Upkeep of Grounds	\$	79.54
Amazon Capital Services	Supplies State Early Childhood	\$	1,205.21
Amazon Capital Services	Supplies Sixpence Home 1	\$	2,561.20
Amazon Capital Services	Supplies Sixpence Community Grant	\$	1,759.05
Amazon Capital Services	2324 CTE Grant	\$	417.23
Amazon Capital Services	Supplies Fed Vocational&Applied Tech Ed(Perkins)	\$	314.49
Amazon Capital Services	Miscellaneous Expenditure	\$	953.63
Amazon Capital Services	Supplies Cross Country Boys	\$	37.98
Amazon Capital Services	Uniforms	\$	7.96
Amazon Capital Services	Miscellaneous Expenditure	\$	230.50
Amazon Capital Services	Miscellaneous Expenditure	\$	44.97
Amazon Capital Services	Miscellaneous Expenditure	\$	313.86
Amazon Capital Services	Miscellaneous Expenditure	\$	92.40
Amazon Capital Services	Miscellaneous Expenditure	\$	149.97
Amazon Capital Services	Miscellaneous Expenditure	\$	31.67
Amazon Capital Services	Miscellaneous Expenditure	\$	493.99
Amazon Capital Services	Miscellaneous Expenditure	\$	700.45
Amazon Capital Services	Miscellaneous Expenditure	\$	4,567.85
Amazon Capital Services	Miscellaneous Expenditure	\$	15.99
Amazon Capital Services	Miscellaneous Expenditure	\$	30.62
Amazon Capital Services	Miscellaneous Expenditure	\$	438.70
Amazon Capital Services	Miscellaneous Expenditure	\$	313.89
Amazon Capital Services	Miscellaneous Expenditure	\$	56.99
Amazon Capital Services	Miscellaneous Expenditure	\$	278.12
Amazon Capital Services	Miscellaneous Expenditure	\$	620.54
Amazon Capital Services	Miscellaneous Expenditure	\$	110.40
Amazon Capital Services	Miscellaneous Expenditure	\$	1,725.28
Amazon Capital Services	Miscellaneous Expenditure	\$	280.72
Amazon Capital Services	Miscellaneous Expenditure	\$	214.55
Amazon Capital Services	Miscellaneous Expenditure	\$	29.99
Amazon Capital Services	Supplies	\$	927.24
Amazon Capital Services	Supplies	\$	41.55
Amazon Capital Services	Miscellaneous Expenditure	\$	196.51

Amazon Capital Services	Miscellaneous Expenditure	\$	198.88
Amber Benson	Miscellaneous Expenditure	\$	219.18
Amber Swartz	Supplies Regular Instruction	\$	138.00
American Floor Mats	Miscellaneous Expenditure	\$	1,862.78
American Floor Mats	Miscellaneous Expenditure	\$	291.94
American Red Cross Health & Safety Svcs	Employee Training & Development Services Health	\$	325.80
Amplify Education Inc	Supplies Regular Instruction	\$	2,027.20
Amplify Education Inc	Textbooks Regular Instruction	\$	2,027.20
Amy Cope	Supplies Athletic Admin Pass Thru	\$	33.59
Amy Haskett	Travel OT Related Services	\$	81.88
Amy Haskett	Travel IDEA Base & E/P	\$	152.29
Amy Otto	Travel IDEA Base & E/P	\$	36.25
Amy Otto	Travel IDEA Base & E/P	\$	4.76
Amy Springer	Travel IDEA Base & E/P	\$	122.88
Amy Springer	Travel IDEA Base & E/P	\$	58.42
Angela Green	Travel Resource	\$	43.42
Angie Runnells	Professional Services Sixpence Community Grant	\$	90.00
Apple Market	Food FCS	\$	316.89
Arnold Motor Supply	Tires and Parts Non Student Vehicles	\$	87.14
Art Canas	Professional Services	\$	100.00
Ashley Bush	Miscellaneous Expenditure	\$	235.70
Ashley Markwardt	Miscellaneous Expenditure	\$	195.15
Ashton Rudeen	Professional Services	\$	505.00
AUCA Chicago Lockbox	Uniforms Operations of Buildings	\$	1,675.41
AUCA Chicago Lockbox	Uniforms Regular Education Transportation	\$	119.45
Awards Unlimited	Miscellaneous Expenditure	\$	78.68
Awards Unlimited	Miscellaneous Expenditure	\$	30.40
Awards Unlimited	Miscellaneous Expenditure	\$	574.46
Awards Unlimited	Miscellaneous Expenditure	\$	514.35
Awards Unlimited	Miscellaneous Expenditure	\$	500.60
Ballard & Tighe Publishers	Textbooks ELL	\$	1,913.50
BD Construction	Construction Services Building Improvements	\$	12,329.54
BD Construction	Building Acquisitions and Improvements Building Im	\$	1,078.62
Best Western Plus Lincoln Inn & Suites	Travel Softball	\$	872.00
Best Western Plus Lincoln Inn & Suites	Travel	\$	1,207.00
Bethany Ernst	Professional Services	\$	100.00
Black Hills Energy	Natural Gas Operations of Buildings	\$	83.00
Black Hills Energy	Natural Gas IDEA Base & E/P	\$	0.17
Blick Art Materials II	Supplies Art	\$	1,658.91
Blick Art Materials II	Supplies Art	\$	645.33
Blick Art Materials II	Miscellaneous Expenditure	\$	2,144.59
BluePath Finance Inc	Building Acquisitions and Improvements Building Im	\$	45,644.84
Bob Nutt	Professional Services	\$	195.00
Bob Nutt	Professional Services	\$	260.00
Bob Nutt	Professional Services	\$	150.00
Boogaarts Food Store	Food FCS	\$	25.22
Boogaarts Food Store	Supplies Health Science	\$	5.58
Bouncyband LLC	Miscellaneous Expenditure	\$	101.94
Brennin Leach	Professional Services	\$	300.00
Brian Wiles	Professional Services	\$	140.00

Briana Hovie	Supplies Vocal Music	\$	75.00
Brightly Software Inc	Professional Services Regular Education Transpor	\$	2,429.46
Broadfoot's Sand & Gravel Incorporated	Supplies Care and Upkeep of Grounds	\$	304.16
Brookes Publishing	Miscellaneous Expenditure	\$	499.95
Bruce Brooks	Professional Services	\$	390.00
Bryce Abbey	Professional Services	\$	70.00
Bryce Abbey	Professional Services	\$	70.00
Bryce Abbey	Professional Services	\$	95.00
Bryce Abbey	Supplies Football	\$	95.00
Bryson Holsten	Professional Services	\$	70.00
Bryson Holsten	Professional Services	\$	70.00
BSN Sports, LLC	Miscellaneous Expenditure	\$	2,194.20
BSN Sports, LLC	Miscellaneous Expenditure	\$	5,505.38
BSN Sports, LLC	Miscellaneous Expenditure	\$	40.75
BSN Sports, LLC	Miscellaneous Expenditure	\$	1,258.37
BSN Sports, LLC	Miscellaneous Expenditure	\$	1,414.80
BSN Sports, LLC	Miscellaneous Expenditure	\$	3,205.44
BSN Sports, LLC	Miscellaneous Expenditure	\$	7,439.57
BSN Sports, LLC	Miscellaneous Expenditure	\$	499.50
BSN Sports, LLC	Miscellaneous Expenditure	\$	57.63
BSN Sports, LLC	Miscellaneous Expenditure	\$	4,339.75
BSN Sports, LLC	Supplies Tennis Boys	\$	228.56
BSN Sports, LLC	Miscellaneous Expenditure	\$	1,241.12
BSN Sports, LLC	Uniforms	\$	5,774.51
BSN Sports, LLC	Miscellaneous Expenditure	\$	4,683.12
BSN Sports, LLC	Miscellaneous Expenditure	\$	5,632.64
BSN Sports, LLC	Supplies Tennis Girls	\$	223.00
BSN Sports, LLC	Miscellaneous Expenditure	\$	660.80
BSN Sports, LLC	Miscellaneous Expenditure	\$	78.25
BSN Sports, LLC	Miscellaneous Expenditure	\$	862.71
BSN Sports, LLC	Miscellaneous Expenditure	\$	3,272.22
Buffalo County Community Health Partners	Miscellaneous Expenditure	\$	4,867.41
Buffalo County Community Health Partners	Miscellaneous Expenditure ARP Homeless Children	\$	2,999.46
Builders HowTo Warehouse	Miscellaneous Expenditure	\$	5,145.36
Builders HowTo Warehouse	Supplies Industrial Art	\$	251.20
Builders HowTo Warehouse	Supplies Industrial Art	\$	457.80
Builders HowTo Warehouse	Supplies Machine Shop	\$	189.55
Builders HowTo Warehouse	Supplies Care and Upkeep of Grounds	\$	434.44
Builders HowTo Warehouse	Tires and Parts Reg. Ed. Transp. Maintenance	\$	52.82
Cara Coon	Miscellaneous Expenditure	\$	75.00
Cari Callan	Professional Services	\$	195.00
Carol Kenton	Travel IDEA Base & E/P	\$	65.79
Carol Kenton	Travel IDEA Base & E/P	\$	41.88
Carrie Westerbuhr	Miscellaneous Expenditure	\$	201.45
Cash from NebraskaLand National Bank	Library Referances	\$	75.00
Cash from NebraskaLand National Bank	Dues and Fees	\$	129.08
Cash from NebraskaLand National Bank	Miscellaneous Expenditure	\$	338.00
CashWa Distributing	Food	\$	198,565.70
Cathy Coble	Professional Services	\$	390.00
Central Restaurant Products	Supplies	\$	644.85

Central States Safety & Driver Trng LLC	Professional Services Regular Education Transpor	\$	600.00
Charter Communications	Supplies Regular Instruction	\$	41.78
Charter Communications	Other Communication Technology	\$	15,849.91
Charter Communications	Supplies Office of the Principal	\$	23.27
Charter Communications	Other Communication Regular Education Transporta	\$	28.55
Chelsie Palu	Supplies Guidance Services	\$	17.98
Cherish Ohlman	Miscellaneous Expenditure	\$	8.19
Chesterman Co.	Supplies Concessions	\$	870.45
Chesterman Co.	Miscellaneous Expenditure	\$	92.10
Chesterman Co.	Food	\$	6,448.35
Cindy Miller	Professional Services	\$	155.00
Cindy Pawloski	Travel Regular Instruction	\$	73.70
Cinthia Arredondo	Miscellaneous Expenditure	\$	75.00
City Of Kearney Fuel Dept.	Travel Instruction & Curriculum Development	\$	-
City Of Kearney Fuel Dept.	Travel AudioVisual	\$	-
City Of Kearney Fuel Dept.	Vehicle Gasoline Non Student Vehicles	\$	3,955.00
City Of Kearney Fuel Dept.	Vehicle Gasoline Regular Education Transportatio	\$	2,807.24
City Of Kearney Fuel Dept.	Vehicle Gasoline School Age Sped Transportation	\$	345.75
City Of Kearney Fuel Dept.	Vehicle Gasoline School Age Sped Transportation	\$	-
City Of Kearney Fuel Dept.	Vehicle Gasoline School Age Sped Transportation	\$	-
City Of Kearney Fuel Dept.	Vehicle Gasoline School Age Sped Transportation	\$	-
City Of Kearney Fuel Dept.	Vehicle Gasoline School Age Sped Transportation	\$	275.15
City Of Kearney Fuel Dept.	Vehicle Gasoline School Age Sped Transportation	\$	-
City Of Kearney Fuel Dept.	Vehicle Gasoline School Age Sped Transportation	\$	206.12
City Of Kearney Fuel Dept.	Vehicle Gasoline School Age Sped Transportation	\$	176.02
City Of Kearney Fuel Dept.	Vehicle Gasoline School Age Sped Transportation	\$	236.13
City Of Kearney Fuel Dept.	Vehicle Gasoline School Age Sped Transportation	\$	-
City Of Kearney Fuel Dept.	Vehicle Gasoline School Age Sped Transportation	\$	-
City Of Kearney Fuel Dept.	Vehicle Gasoline School Age Sped Transportation	\$	-
City Of Kearney Fuel Dept.	Vehicle Gasoline School Age Sped Transportation	\$	-
City Of Kearney Fuel Dept.	Vehicle Gasoline	\$	-
City Of Kearney Fuel Dept.	Vehicle Gasoline	\$	207.83
City Of Kearney Fuel Dept.	Transportation Charges	\$	-
City Of Kearney Fuel Dept.	Transportation Charges	\$	-
City of Kearney Park and Recreation	Supplies Regular Instruction	\$	225.00
City of Kearney Park and Recreation	Dues and Fees	\$	3,162.00
City of Kearney School Resource Office	Security Officer Security	\$	13,333.34
City of KearneyWater, Sanitn, Sewer Dept	Garbage	\$	9,260.95
Clean Air PCI LLC	Supplies Fed Vocational&Applied Tech Ed(Perkins)	\$	38,450.92
Coach Master's Inc	Vehicle Repair Sped Transportation Maintenance	\$	196.90
Cody Dvorak	Miscellaneous Expenditure	\$	300.00
Cody Dvorak	Miscellaneous Expenditure	\$	216.00
Cody Dvorak	Miscellaneous Expenditure	\$	203.00
Cody Dvorak	Miscellaneous Expenditure	\$	940.00
Columbus High School	Dues and Fees	\$	140.00
Columbus High School	Dues and Fees Band	\$	150.00
Column Software PBC	Advertising Fiscal Services	\$	1,085.23
Comfy Bowl Inc	Miscellaneous Expenditure	\$	42.00
Community Products LLC	Supplies State Early Childhood	\$	216.00
Community Products LLC	Supplies Sixpence Community Grant	\$	856.00

COMPanion Corporation	Technology Software Regular Instruction	\$	790.00
Coni Park	Professional Services	\$	130.00
Conjuguemos	Supplies World Language	\$	70.00
Construction Rental Kearney	Rentals of Equipment and Vehicles Maintenance of	\$	467.50
Construction Rental Kearney	Supplies Regular Education Transportation	\$	51.00
Cooperative Producers Inc	Vehicle Gasoline Regular Education Transportatio	\$	3,588.23
Copycat Printing Inc	Miscellaneous Expenditure	\$	15.00
Copycat Printing Inc	Miscellaneous Expenditure	\$	40.00
Copycat Printing Inc	Miscellaneous Expenditure	\$	26.93
Copycat Printing Inc	Miscellaneous Expenditure	\$	415.00
Copycat Printing Inc	Supplies Regular Instruction	\$	225.50
Copycat Printing Inc	Textbooks Regular Instruction	\$	131.64
Cora Asp	Professional Services	\$	130.00
Corey's Complete Detailing	Vehicle Repair	\$	40.00
Cornhusker Cleaning Supply.	Supplies Regular Education Transportation	\$	61.11
Corporate Edge I	Miscellaneous Expenditure	\$	6,730.75
Cottonmill Enterprises, Inc	Miscellaneous Expenditure	\$	300.00
Country Meats	Supplies Concessions	\$	354.00
CPI	Supplies IDEA Base & E/P	\$	1,239.60
CPI	Dues and Fees IDEA Base & E/P	\$	400.00
Craig Mason	Professional Services Band	\$	3,000.00
Culligan Of Kearney	Supplies	\$	44.00
Culligan Of Kearney	Supplies Office of the Principal	\$	69.47
Culligan Of Kearney	Supplies Care and Upkeep of Grounds	\$	611.17
Cummins Central Power LLC	Vehicle Repair Reg. Ed. Transp. Maintenance	\$	2,107.21
Cunningham's Journal	Miscellaneous Expenditure	\$	720.00
Cunningham's Journal	Miscellaneous Expenditure	\$	480.00
Curtis Tomasevicz	Professional Services	\$	140.00
Dan Bentzinger	Professional Services	\$	140.00
Dan Schuldt	Professional Services	\$	300.00
Danielle Burkett	Professional Services Sixpence Community Grant	\$	180.00
Dan's Sanitation Inc	Garbage Operations of Buildings	\$	132.47
Dan's Sanitation Inc	Garbage IDEA Base & E/P	\$	0.28
Darwin Rohde	Professional Services	\$	480.00
DAS State Accounting Central Finance	Purchased Service Telephone Technology	\$	292.87
Dave Behle	Professional Services	\$	70.00
David Griek	Supplies Football	\$	95.00
Dean Chamberlin	Professional Services	\$	195.00
Deborah Merz	Miscellaneous Expenditure	\$	27.16
Demco Inc	Miscellaneous Expenditure	\$	139.20
Demco Inc	Supplies Regular Instruction	\$	127.95
Demco Inc	Supplies Library	\$	285.29
Desiree John	Travel IDEA Base & E/P	\$	41.14
Desiree John	Travel IDEA Base & E/P	\$	113.23
DHHS Licensure Unit	Supplies	\$	2,380.00
Discount School Supply	Supplies State Early Childhood	\$	169.96
Discount School Supply	Supplies Sixpence Community Grant	\$	183.72
Divas at Kearney Floral Co.	Supplies Agriculture	\$	1,655.35
Domino's Pizza	Supplies Concessions	\$	389.50
Domino's Pizza	Food	\$	4,437.00

Donald D Koller	Supplies Vocal Music	\$ 240.75
Doug Wyatt	Professional Services	\$ 140.00
Eakes Office Solutions	Copier & Printing Usage Regular Instruction	\$ 449.90
Eakes Office Solutions	Copier & Printing Usage Regular Instruction	\$ 899.80
Eakes Office Solutions	Supplies Regular Instruction	\$ 2,561.31
Eakes Office Solutions	Supplies Regular Instruction	\$ 60.42
Eakes Office Solutions	Supplies Regular Instruction	\$ 10,498.10
Eakes Office Solutions	Supplies Regular Instruction	\$ 75.60
Eakes Office Solutions	Supplies Regular Instruction	\$ 18.30
Eakes Office Solutions	Supplies Regular Instruction	\$ 11.88
Eakes Office Solutions	Supplies Regular Instruction	\$ 1,799.60
Eakes Office Solutions	Supplies Regular Instruction	\$ 178.57
Eakes Office Solutions	Supplies FCS	\$ 105.98
Eakes Office Solutions	Supplies Industrial Art	\$ 743.23
Eakes Office Solutions	Supplies Art	\$ 397.84
Eakes Office Solutions	Supplies Vocal Music	\$ 48.03
Eakes Office Solutions	Supplies Orchestra	\$ 23.30
Eakes Office Solutions	Supplies Library	\$ 13.68
Eakes Office Solutions	Supplies Fiscal Services	\$ 249.99
Eakes Office Solutions	Supplies Human Resources	\$ 30.00
Eakes Office Solutions	Supplies Operations of Buildings	\$ 15.62
Eakes Office Solutions	Supplies Sixpence Community Grant	\$ 43.16
Echo Group Inc.	Supplies Maintenance of Buildings	\$ 4,267.90
Ed Broadfoot & Sons Sand & Gravel	Miscellaneous Expenditure	\$ 3,276.00
Eddie Walters	Professional Services	\$ 390.00
Edupoint Educational Systems	Technology Software Technology	\$ 97,626.00
Eileen's Colossal Cookies	Miscellaneous Expenditure	\$ 73.00
Eileen's Colossal Cookies	Miscellaneous Expenditure	\$ 56.75
Eileen's Colossal Cookies	Food	\$ 86.40
Eli O'Dey	Supplies Football	\$ 95.00
Elica Toni Rieker	Professional Services	\$ 155.00
Elizabeth Lindner	Supplies Math	\$ 49.00
Elizabeth Lopez	Travel Psychologist	\$ 21.85
Embassy SuitesLincoln	Travel Supervision	\$ 298.00
Embassy SuitesLincoln	Travel Board of Education	\$ 171.00
Embassy SuitesLincoln	Travel Fiscal Services	\$ 149.00
Embassy SuitesLincoln	Travel Human Resources	\$ 149.00
Emily Knust	Travel OT Related Services	\$ 14.61
Emily Knust	Travel IDEA Base & E/P	\$ 9.98
Erik Sutterfield	Miscellaneous Expenditure	\$ 227.89
Erin Small	Travel Sixpence Community Grant	\$ 113.36
ESU 10	Sped Tuition/Agencies Supervision	\$ 344.33
ESU 10	Travel Resource	\$ 80.00
ESU 10	Travel Behavior Behavior Disorder	\$ 130.00
ESU 10	Sped Tuition/Agencies Contracted Services	\$ 2,076.87
ESU 10	Travel Speech Pathology & Audiology	\$ 80.00
ESU 10	Sped Tuition/Agencies Speech Pathology & Audiolo	\$ 3,307.72
ESU 10	Sped Tuition/Agencies PT Related Services	\$ 6,310.68
ESU 10	Sped Tuition/Agencies Visually Handicapped	\$ 5,853.24
ESU 10	Dues and Fees Instruction & Curriculum Developme	\$ 100.00

ESU 10	Dues and Fees Instruction & Curriculum Developme	\$	100.00
ESU 10	Technology Software Technology	\$	11,775.00
ESU 10	Dues and Fees High Ability Learners	\$	1,000.00
ESU 10	Sped Tuition/Agencies IDEA Base & E/P	\$	1,202.31
ESU 10	Sped Tuition/Agencies IDEA Base & E/P	\$	3,079.93
ESU 11	Textbooks Regular Instruction	\$	16,450.00
ESU 9	Dues and Fees Instruction & Curriculum Developme	\$	25.00
ESUCC	Technology Software Technology	\$	875.00
Ethan Kovalek	Professional Services	\$	95.00
Ethan Kovalek	Supplies Football	\$	95.00
Exhaust Pros	Repairs & Maintenance Services Non Student Vehic	\$	576.75
Farmers Union Coop Assn	Vehicle Gasoline School Age Sped Transportation	\$	593.64
FBLA PBL Inc	Miscellaneous Expenditure	\$	225.00
Fearless Ink Custom Apparel, Inc	Miscellaneous Expenditure	\$	3,242.00
FFA Convention TourNebraska Group	Miscellaneous Expenditure	\$	645.00
First Book	Supplies Sixpence Community Grant	\$	496.40
Flinn Scientific Inc	Supplies Science	\$	349.32
Follett Content Solutions LLC	Supplies Regular Instruction	\$	487.03
Follett Content Solutions LLC	Supplies Library	\$	991.76
Follett Content Solutions LLC	Periodicals Library	\$	789.84
Follett School Solutions Inc	Library References Library	\$	2,057.86
Frontier	Professional Services Regular Instruction	\$	219.78
Frontier	Professional Services Regular Instruction	\$	12.21
Frontier	Professional Services Regular Instruction	\$	12.21
Frontier	Purchased Service Telephone Fiscal Services	\$	1,936.52
Frontier Home Medical Inc	Supplies Resource	\$	169.85
Gartner & Associates Co Inc	Supplies Maintenance of Buildings	\$	424.00
Gartner & Associates Co Inc	Supplies Care and Upkeep of Grounds	\$	8,065.00
Gary Arnold	Professional Services	\$	140.00
Gary Stubbs	Professional Services	\$	70.00
Gary Stubbs	Professional Services	\$	140.00
Glass Doctor of Central Nebraska	Vehicle Repair Reg. Ed. Transp. Maintenance	\$	419.77
Glendale Parade Store LLC	Supplies	\$	188.40
GNSA Greater Nebraska Schools Assoc.	Dues and Fees Executive Administration	\$	4,250.00
Grace Rosenau	Travel Regular Instruction	\$	29.61
Graczyk Lawn & Landscape	Lawn Services Care & Upkeep of Grounds	\$	12,690.00
Grand Island High School	Dues and Fees	\$	100.00
Grand Island High School	Dues and Fees	\$	165.00
Great Minds LLC	Textbooks Regular Instruction	\$	666.40
Great Minds LLC	Textbooks Consumables Regular Instruction	\$	254.62
Gustave A Larson Company	Supplies Maintenance of Buildings	\$	44.90
Haley Sanchez	Professional Services Sixpence Community Grant	\$	120.00
Hampton Inn Omaha West Dodge Rd Old Mill	Travel Cross Country Boys	\$	435.00
Hands of Heartland , LLC	Pupil Services Contracted Services	\$	12,780.48
Hastings High School	Miscellaneous Expenditure	\$	175.00
Hastings High School	Dues and Fees	\$	100.00
Hastings Middle School	Supplies	\$	100.00
Health Management Systems Inc	Professional Services Guidance Services	\$	18,531.50
Heather Swanson	Miscellaneous Expenditure	\$	75.00
Heritage Water Services Inc.	Professional Services Care & Upkeep of Grounds	\$	1,910.00

Heritage Water Services Inc.	Supplies Care and Upkeep of Grounds	\$ 2,943.65
High Plains Pizza Hut, Inc	Food	\$ 4,385.35
Hiland Dairy Foods	Food	\$ 34,950.94
Hiland Dairy Foods	Food	\$ 119.36
Hobby Lobby Stores Inc	Supplies FCS	\$ 144.58
Hobby Lobby Stores Inc	Supplies FCS	\$ 910.99
Hobby Lobby Stores Inc	Supplies Agriculture	\$ 760.80
Hoehner Turf Irrigation	Lawn Services Care & Upkeep of Grounds	\$ 1,119.55
Holden O'Dey	Professional Services	\$ 140.00
Holdrege High School	Dues and Fees	\$ 100.00
Holmes Plumbing & Htg	Supplies Maintenance of Buildings	\$ 4,313.96
Hometown Leasing	Rentals of Equipment and Vehicles Regular Instru	\$ 9,142.53
Houchen Bindery Ltd	Miscellaneous Expenditure	\$ 117.75
Houghton Mifflin Harcourt Publishing Co.	Textbooks Regular Instruction	\$ 28,682.95
Houghton Mifflin Harcourt Publishing Co.	Supplies Resource	\$ 823.60
Humanex Ventures LLC	Professional Services Pro Development Human Re	\$ 22,300.00
HyVee Accounts Receivable	Supplies FCS	\$ 79.56
HyVee Accounts Receivable	Food FCS	\$ 94.42
HyVee Accounts Receivable	Supplies	\$ 34.72
HyVee Accounts Receivable	Supplies	\$ 87.10
HyVee Accounts Receivable	Food	\$ 424.24
Imagine Learning, Inc.	Textbooks Regular Instruction	\$ 1,100.00
Imagine Learning, Inc.	Curriculum Materials Implementation of Standards	\$ 745.07
Integrated Security Solutions LLC	Professional Services Care & Upkeep of Grounds	\$ 670.43
Intellicom	Professional Services Technology	\$ 11,986.75
Intellicom	TechnologyRelated Hardware Technology	\$ 24,647.00
Intellicom	Technology Software Technology	\$ 1,690.00
Isabelle Robinson	Professional Services Sixpence Community Grant	\$ 150.00
IXL Learning	Technology Software Regular Instruction	\$ 2,550.00
J Spot Services LLC	Professional Services Care & Upkeep of Grounds	\$ 1,335.00
J W Pepper & Son Inc	Miscellaneous Expenditure	\$ 71.60
J W Pepper & Son Inc	Miscellaneous Expenditure	\$ 71.60
J W Pepper & Son Inc	Supplies Vocal Music	\$ 72.09
J W Pepper & Son Inc	Supplies Vocal Music	\$ 142.64
J W Pepper & Son Inc	Supplies Orchestra	\$ 780.98
J W Pepper & Son Inc	Supplies Band	\$ 349.85
James Bewley	Dues and Fees	\$ 130.00
Jana Seier	Travel IDEA Base & E/P	\$ 69.81
Janelle Pittz	Professional Services Sixpence Community Grant	\$ 180.00
Janis Rowe	Mileage Paid to Parents School Age Sped Transpor	\$ 43.55
January Peabody	Miscellaneous Expenditure	\$ 115.00
Jason Mundorf	Travel Executive Administration	\$ 180.90
Jayden Blake	Supplies Regular Instruction	\$ 58.32
JB Junction Childcare Inc	Professional Services Sixpence Community Grant	\$ 90.00
Jeana Peterson	Travel Regular Instruction	\$ 170.92
Jeff Pappas	Professional Services	\$ 140.00
Jenae Loeffelholz	Miscellaneous Expenditure	\$ 58.58
Jenny Nelson	Family Sales	\$ 17.15
Jerry Jenner	Professional Services	\$ 425.00
Jersie Hermanson	Professional Services	\$ 130.00

Jersie Hermanson	Supplies Volleyball	\$	125.00
Jessica Grasz	Travel Poverty	\$	29.21
Jessica Grasz	Travel Poverty	\$	29.21
Jill Bauer	Travel Speech Pathology & Audiology	\$	52.33
Jim Langin	Supplies Football	\$	95.00
JJ Wagner	Professional Services	\$	390.00
Joel Ferebee	Professional Services	\$	140.00
Joel Ferebee	Professional Services	\$	70.00
Joel Ferebee	Professional Services	\$	140.00
Joel Ferebee	Professional Services	\$	95.00
Joel Ferebee	Supplies Football	\$	95.00
Johnstone Supply	Supplies Maintenance of Buildings	\$	3,992.75
Jordan Squiers	Professional Services	\$	130.00
JourneyEd.com Inc	Technology Software Technology	\$	12,245.00
Kaplan Early Learning Company	Supplies Early Childhood	\$	422.96
Kaplan Early Learning Company	Supplies Sixpence Community Grant	\$	1,565.02
Karl Boutwell	Professional Services	\$	260.00
Karlie Sines	Professional Services	\$	155.00
Karlie Sines	Professional Services	\$	390.00
Kat Mundorf	Supplies Regular Instruction	\$	20.00
Kate Murphy	Travel	\$	94.74
Kathrin Sindt	Travel IDEA Base & E/P	\$	2.95
Kearney Ace Hardware	Supplies Care and Upkeep of Grounds	\$	102.85
Kearney Ag & Auto Repair Inc	Vehicle Repair Non Student Vehicles	\$	1,592.39
Kearney Ag & Auto Repair Inc	Vehicle Repair Reg. Ed. Transp. Maintenance	\$	137.38
Kearney Area Children's Museum	Dues and Fees	\$	500.00
Kearney Area Solid Landfill City Of Kear	Professional Services Care & Upkeep of Grounds	\$	1,039.70
Kearney Country Club	Miscellaneous Expenditure	\$	915.31
Kearney Pub SchFoundation	Professional Services	\$	18,154.72
Kearney Public Library	Library References Library	\$	3,393.50
Kearney Quality Sew & Vac	Repairs & Maintenance Services FCS	\$	166.93
Kearney Tire & Auto Service Co	Repairs & Maintenance Services Non Student Vehic	\$	36.90
Kearney Tire & Auto Service Co	Vehicle Repair Non Student Vehicles	\$	194.66
Kearney Tire & Auto Service Co	Tires and Parts Non Student Vehicles	\$	2,470.63
Kearney Tire & Auto Service Co	Vehicle Repair Reg. Ed. Transp. Maintenance	\$	55.54
Kearney Tire & Auto Service Co	Vehicle Repair Sped Transportation Maintenance	\$	85.28
Kearney Tire & Auto Service Co	Tires and Parts Sped Transportation Maintenance	\$	653.48
Kearney Winlectric Co	Supplies Maintenance of Buildings	\$	636.53
Kearney Winnelson	Supplies Maintenance of Buildings	\$	4,064.89
Kelly Supply Co	Supplies Maintenance of Buildings	\$	283.26
Kelly Supply Co	Supplies Care and Upkeep of Grounds	\$	74.91
Kent Washington	Professional Services	\$	70.00
Kent Washington	Professional Services	\$	70.00
Kevin Dill	Professional Services	\$	155.00
Kidwell	Professional Services Technology	\$	101.25
Kidwell	TechnologyRelated Hardware Technology	\$	8,557.50
Kidwell	Professional Services Maintenance of Buildings	\$	852.88
Kilee Ackles	Professional Services	\$	300.00
Kim Henry	Professional Services	\$	390.00
KPS Foundation	Miscellaneous Expenditure	\$	500.00

KPS Foundation	Miscellaneous Expenditure	\$	100.00
Krisa Howland	Miscellaneous Expenditure	\$	75.00
Kylee Rasmussen	Supplies Regular Instruction	\$	10.79
Lacey Ahrens	Professional Services Sixpence Community Grant	\$	90.00
Lakeshore Lrng Materials	Supplies Early Childhood	\$	128.21
Lakeshore Lrng Materials	Supplies State Early Childhood	\$	8,216.45
Lakeshore Lrng Materials	Supplies Sixpence Community Grant	\$	1,654.56
Laminator.com Inc	Supplies Regular Instruction	\$	150.46
Laminator.com Inc	Supplies Early Childhood	\$	137.66
Laminator.com Inc	Library References Library	\$	126.06
Laminator.com Inc	Supplies Sixpence Home 1	\$	133.17
Laminator.com Inc	Supplies Sixpence Community Grant	\$	133.17
Laminator.com Inc	Miscellaneous Expenditure	\$	133.16
Landmark Implement Inc Kearney	Supplies Care and Upkeep of Grounds	\$	1,779.98
Language Line Services Inc	Contracted Educational Resource	\$	23.80
Larry Rutar	Professional Services	\$	130.00
Learning AZ	Supplies Regular Instruction	\$	135.00
Learning AZ	Supplies Resource	\$	676.23
Learning AZ	Supplies Behavior Disorder	\$	135.41
Learning AZ	Supplies IDEA Part B Proportionate Share	\$	135.00
Lexington High School	Dues and Fees	\$	40.00
Lexington High School	Dues and Fees	\$	85.00
Lexington Middle School	Supplies	\$	100.00
Libbi Harsh	Professional Services Sixpence Community Grant	\$	77.85
Liberty Hardwoods Inc	Miscellaneous Expenditure	\$	3,936.60
Lincoln East High School	Dues and Fees	\$	275.00
Lincoln East High School	Dues and Fees	\$	160.00
Lincoln High School	Dues and Fees	\$	160.00
Lincoln Journal Star	Advertising	\$	1,497.55
Lincoln Southeast High School	Dues and Fees	\$	175.00
Lincoln Southeast High School	Dues and Fees	\$	160.00
Lincoln Southwest High School	Dues and Fees	\$	135.00
Lincoln Southwest High School	Dues and Fees	\$	125.00
Little Johnny LLC	Contracted Educational Contracted Services	\$	7,150.00
Liz Janssen	Professional Services	\$	475.00
Loper Legacy Fund	Miscellaneous Expenditure	\$	5,000.00
Lori Keller	Travel Speech Pathology & Audiology	\$	9.92
Luke Sutherland	Travel Resource	\$	89.78
Lura Townsend	Contracted Educational Hearing Handicapped	\$	90.00
Macmillan Holdings LLC	Textbooks Regular Instruction	\$	1,650.00
Macmillan Holdings LLC	Technology Software Regular Instruction	\$	1,925.00
Mailgun Technologies Inc	Technology Software Technology	\$	325.00
Mallory Dougherty	Travel Regular Instruction	\$	47.05
Marchmaster, Inc	Miscellaneous Expenditure	\$	195.95
Marci Ochsner	Travel Fiscal Services	\$	50.92
Marisa Dixon	Professional Services	\$	130.00
Masters True Value	Miscellaneous Expenditure	\$	51.74
Masters True Value	Supplies Operations of Buildings	\$	6.17
Masters True Value	Supplies Care and Upkeep of Grounds	\$	555.72
Matheson TriGas Inc	Supplies Machine Shop	\$	2,626.38

Matheson TriGas Inc	Rentals of Equipment and Vehicles Maintenance of	\$	361.28
Matheson TriGas Inc	Supplies Care and Upkeep of Grounds	\$	2,305.52
Matt Waugh	Miscellaneous Expenditure	\$	40.00
Matt Waugh	Family Sales	\$	25.00
McGraw Hill School Education Holdings LL	Supplies Regular Instruction	\$	882.48
McGraw Hill School Education Holdings LL	Curriculum Materials Implementation of Standards	\$	51,867.14
McGraw Hill School Education Holdings LL	Supplies IDEA Base & E/P	\$	1,066.18
Mead Lumber Co	Miscellaneous Expenditure	\$	10,381.40
Mechanical Sales Parts Inc	Professional Services Maintenance of Buildings	\$	5,327.57
Medco Supply	Miscellaneous Expenditure	\$	135.35
Mel Nutt	Professional Services	\$	400.00
Mel Nutt	Professional Services	\$	300.00
Mel Nutt	Professional Services	\$	150.00
Melisa Dobish	Travel Supervision	\$	211.50
Melissa Buss	Professional Services	\$	155.00
Menards Kearney	Miscellaneous Expenditure	\$	1,381.62
Menards Kearney	Miscellaneous Expenditure	\$	756.53
Menards Kearney	Supplies Care and Upkeep of Grounds	\$	25.09
Menards Kearney	Supplies Industrial Art	\$	645.97
Menards Kearney	Supplies Industrial Art	\$	648.08
Menards Kearney	Supplies Agriculture	\$	56.31
Menards Kearney	Supplies Wood Shop	\$	309.40
Menards Kearney	Supplies Machine Shop	\$	426.87
Menards Kearney	Supplies Operations of Buildings	\$	560.64
Menards Kearney	Supplies Maintenance of Buildings	\$	1,312.16
Menards Kearney	Professional Services Care & Upkeep of Grounds	\$	13.98
Menards Kearney	Supplies Care and Upkeep of Grounds	\$	915.40
Menards Kearney	Supplies Regular Education Transportation	\$	183.02
Menards Kearney	Miscellaneous Expenditure	\$	393.64
Menards Kearney	Miscellaneous Expenditure	\$	103.09
Menards Kearney	Miscellaneous Expenditure	\$	903.75
Menards Kearney	Miscellaneous Expenditure	\$	186.95
Menards Kearney	Miscellaneous Expenditure	\$	37.92
Menards Kearney	Miscellaneous Expenditure	\$	187.47
Metal Doors & Hardware Co	Supplies Maintenance of Buildings	\$	6,040.98
MidNebraska Digging Inc	Miscellaneous Expenditure	\$	2,515.00
Midwest Connect	Miscellaneous Expenditure	\$	144.76
Midwest Connect	Postage Regular Instruction	\$	15.25
Midwest Connect	Postage Regular Instruction	\$	2.62
Midwest Connect	Supplies Regular Instruction	\$	90.76
Midwest Connect	Supplies Regular Instruction	\$	0.73
Midwest Connect	Supplies Regular Instruction	\$	0.73
Midwest Connect	Supplies Regular Instruction	\$	0.73
Midwest Connect	Postage Early Childhood	\$	1.46
Midwest Connect	Postage Supervision	\$	77.59
Midwest Connect	Postage Office of the Principal	\$	112.08
Midwest Connect	Postage Office of the Principal	\$	57.93
Midwest Connect	Postage Office of the Principal	\$	1.46
Midwest Connect	Postage Office of the Principal	\$	0.73
Midwest Connect	Postage Office of the Principal	\$	0.73

Midwest Connect	Postage Office of the Principal	\$	0.73
Midwest Connect	Postage Office of the Principal	\$	36.26
Midwest Connect	Postage Fiscal Services	\$	215.25
Midwest Connect	Postage Human Resources	\$	3.20
Midwest Connect	Postage Maintenance of Buildings	\$	3.93
Midwest Connect	Postage Regular Education Transportation	\$	0.73
Midwest Connect	Postage	\$	135.78
Midwest Connect	Postage	\$	2.40
Midwest Grads	Commencement Expense Support Services Student	\$	5,413.95
Midwest Special Instruments	Supplies Health Services	\$	72.23
Midwest Turf & Irrigation	Tires and Parts Non Student Vehicles	\$	456.14
Misko Sports	Miscellaneous Expenditure	\$	320.00
Misko Sports	Miscellaneous Expenditure	\$	1,915.00
Misko Sports	Miscellaneous Expenditure	\$	885.00
Misko Sports	Miscellaneous Expenditure	\$	885.00
Mitch Ivey	Professional Services	\$	70.00
Mitch Ivey	Professional Services	\$	95.00
Moonlight Embroidery & Screen Print	Miscellaneous Expenditure	\$	120.00
Moonlight Embroidery & Screen Print	Miscellaneous Expenditure	\$	30.00
Moonlight Embroidery & Screen Print	Miscellaneous Expenditure	\$	90.00
Moonlight Embroidery & Screen Print	Miscellaneous Expenditure	\$	3,018.00
Moonlight Embroidery & Screen Print	Miscellaneous Expenditure	\$	72.00
Moonlight Embroidery & Screen Print	Miscellaneous Expenditure	\$	1,232.00
Moonlight Embroidery & Screen Print	Miscellaneous Expenditure	\$	475.00
Morgan Walker	Travel Behavior Behavior Disorder	\$	76.38
Morris Press & Office Supplies	Miscellaneous Expenditure	\$	76.33
Morris Press & Office Supplies	Miscellaneous Expenditure	\$	723.45
Nancy McKillip	Professional Services Sixpence Community Grant	\$	240.00
NASBNE Association of School Boards	Travel Board of Education	\$	178.00
NASBNE Association of School Boards	Travel Executive Administration	\$	89.00
NASBNE Association of School Boards	Dues and Fees Executive Administration	\$	40.00
NASCO	Repairs & Maintenance Services FCS	\$	85.79
NASSP	Dues and Fees Fiscal Services	\$	80.00
National FFA Organization	Miscellaneous Expenditure	\$	142.00
National Insurance Marketing Brokers LLC	Professional Services Pro Development Human Re	\$	2,494.50
NCDA Singing Around NE	Miscellaneous Expenditure	\$	210.00
NCHSE	2324 CTE Grant	\$	750.00
NCS Pearson Inc	Supplies Psychologist	\$	6,751.35
NCS Pearson Inc	Supplies OT Related Services	\$	109.10
NCSANebraska Council of School Admin	Dues and Fees	\$	660.00
NCSANebraska Council of School Admin	Supplies Regular Instruction	\$	220.00
NCSANebraska Council of School Admin	Dues and Fees Regular Instruction	\$	290.00
NCSANebraska Council of School Admin	Travel Supervision	\$	250.00
NCSANebraska Council of School Admin	Travel Principal Office of the Principal	\$	401.00
NCSANebraska Council of School Admin	Dues and Fees Office of the Principal	\$	145.00
NCSANebraska Council of School Admin	Dues and Fees Office of the Principal	\$	225.00
Nebraska Central Equipment Co	Vehicle Repair Reg. Ed. Transp. Maintenance	\$	5,622.71
Nebraska Central Equipment Co	Tires and Parts Reg. Ed. Transp. Maintenance	\$	163.01
Nebraska Central Equipment Co	Vehicle Repair Sped Transportation Maintenance	\$	65.40
Nebraska Central Equipment Co	Tires and Parts Sped Transportation Maintenance	\$	110.65

Nebraska Coaches Association	Supplies	\$	50.00
Nebraska Department of Ed NEMTSS	Supplies Vocal Music	\$	125.00
Nebraska FBLA	Miscellaneous Expenditure	\$	330.00
Nebraska FCCLA	Dues and Fees	\$	90.00
Nebraska HOSA	Dues and Fees	\$	80.00
Nebraska Public Power District	Electricity	\$	78,612.55
Nebraska Public Power District	Miscellaneous Expenditure	\$	36.37
Nebraska Safety Center	Professional Services Regular Education Transpor	\$	200.00
Nebraska Schoolmasters Club	Dues and Fees Executive Administration	\$	90.00
Nebraska Society of Range Mgt	Miscellaneous Expenditure	\$	100.00
NebraskaLand Bank	Supplies	\$	2,575.08
Nicole Peterson	Travel Poverty	\$	66.38
Nimco Inc	Supplies Regular Instruction	\$	230.52
Noah Fader	Professional Services	\$	155.00
Noah Fader	Professional Services	\$	390.00
Northwestern Energy	Natural Gas	\$	1,848.24
Novus Windshield Repair	Vehicle Repair Reg. Ed. Transp. Maintenance	\$	110.00
NSLHA NE Speech Lang Hrg Assn	Travel Speech Pathology & Audiology	\$	250.00
Off Duty Management, Inc	Professional Services	\$	345.00
Off Duty Management, Inc	Professional Services	\$	359.38
Omaha World Herald	Supplies Regular Instruction	\$	191.40
One Call Concepts Inc	Professional Services Care & Upkeep of Grounds	\$	9.98
One Less Thing	2324 CTE Grant	\$	1,100.00
One Source	Professional Services Pro Development Human Re	\$	2,046.40
One Source	Dues and Fees	\$	96.00
Pablo Lucero	Professional Services	\$	260.00
Paige Garringer	Travel Adaptive PE	\$	149.41
PANOGOLD Baking Co.	Food	\$	7,805.28
Papillion La Vista High School	Dues and Fees	\$	350.00
Patrick Moore	Professional Services	\$	140.00
Patrick Moore	Professional Services	\$	150.00
Patrick Moore	Professional Services	\$	150.00
PEP CO, Inc.	Professional Services Care & Upkeep of Grounds	\$	2,140.00
Perry Guthery Haasa & Gessford PC LLO	Contracted Legal Services Legal Services	\$	1,449.50
Perry Swarm	Professional Services	\$	95.00
Perry Swarm	Supplies Football	\$	95.00
Platinum Awards & Gifts	Supplies ELL	\$	63.70
Platte Valley Communications	Repairs & Maintenance Services Maintenance Of Bu	\$	118.75
Platte Valley Communications	Professional Services Care & Upkeep of Grounds	\$	186.15
Prairie View Roofing & Development LLC	Repairs & Maintenance Services Maintenance Of Bu	\$	7,477.75
ProEd Inc.	Supplies IDEA Base & E/P	\$	344.30
ProTint	Professional Services Maintenance of Buildings	\$	23,581.50
Quill Corporation	Supplies Regular Instruction	\$	758.75
Quill Corporation	Supplies Regular Instruction	\$	61.19
Quill Corporation	Supplies Fiscal Services	\$	596.15
Rachel O'Connor	Travel Resource	\$	6.03
Raven Stewart	Travel ELL	\$	319.32
Really Good Stuff Inc	Supplies Regular Instruction	\$	79.98
Really Good Stuff Inc	Supplies Regular Instruction	\$	73.98
Rebecca Kraenow	Professional Services	\$	130.00

Rebekah Andersen	Miscellaneous Expenditure	\$	263.97
Region IV Elementary Principals	Miscellaneous Expenditure	\$	120.00
Renaissance Learning Inc	Miscellaneous Expenditure	\$	1,189.50
Rhonda Moseley	Travel OT Related Services	\$	44.35
Riddell All Amercian Sports	Miscellaneous Expenditure	\$	155.15
Riley Rose	Professional Services	\$	270.00
Robyn Favinger	Travel Health Services	\$	118.46
Rochester 100 Inc	Supplies Regular Instruction	\$	449.50
Roland C Whitney	Rentals of Equipment and Vehicles Maintenance of	\$	585.00
Ruby Jeannette Baker	Professional Services Sixpence Community Grant	\$	180.00
Rudis	Uniforms	\$	1,621.80
Russell's Appliances	Supplies Resource	\$	149.00
Russell's Appliances	Miscellaneous Expenditure	\$	1,500.00
Rutt's Heating & Air Conditioning Inc	Professional Services Care & Upkeep of Grounds	\$	1,093.75
Sadie Uhing	Travel Regular Instruction	\$	145.86
Sam Matticks	Miscellaneous Expenditure	\$	95.92
Samantha Mauch	Professional Services	\$	130.00
Sara Langan	Travel IDEA Base & E/P	\$	51.32
Sara Langan	Travel IDEA Base & E/P	\$	48.58
Sarah Volquardsen	Miscellaneous Expenditure	\$	75.00
Sayler Screenprinting	Miscellaneous Expenditure	\$	58.50
Sayler Screenprinting	Miscellaneous Expenditure	\$	406.80
Sayler Screenprinting	Miscellaneous Expenditure	\$	108.00
Sayler Screenprinting	Miscellaneous Expenditure	\$	72.00
Sayler Screenprinting	Miscellaneous Expenditure	\$	692.50
Sayler Screenprinting	Supplies Regular Instruction	\$	105.00
Scholastic Book Fairs	Miscellaneous Expenditure	\$	1,158.93
Scholastic Book Fairs	Miscellaneous Expenditure	\$	619.96
Scholastic Inc.	Supplies Regular Instruction	\$	343.76
School Health Corporation	Supplies Health Services	\$	208.20
School Social Wk Assoc Of Ne SSWAN	Miscellaneous Expenditure	\$	75.00
School Social Work Association of Ne	Supplies Guidance Services	\$	75.00
School Social Work Association of Ne	Dues and Fees Guidance Services	\$	75.00
School Social Work Association of Ne	Supplies Office of the Principal	\$	75.00
School Specialty Inc	Supplies Regular Instruction	\$	166.26
SCHOOLSin	Supplies State Early Childhood	\$	473.73
Scott Schukar	Professional Services	\$	70.00
Screencastify, LLC	Technology Software Regular Instruction	\$	4,000.00
Select Sprayers & Equipment LLC	Tires and Parts Non Student Vehicles	\$	334.76
Shanna Schulte	Travel Instruction & Curriculum Development	\$	17.15
SherwinWilliams	Supplies Maintenance of Buildings	\$	103.95
SherwinWilliams	Supplies Care and Upkeep of Grounds	\$	111.75
Shredding Solutions	Supplies Office of the Principal	\$	65.53
Sierra Wilson	Travel Pyschologist	\$	31.16
Sign Center Inc.	Supplies Care and Upkeep of Grounds	\$	918.00
SignGlasses LLC	Contracted Educational Hearing Handicapped	\$	15,528.00
Smiling Faces Academy, Inc.	Professional Services Sixpence Community Grant	\$	2,738.00
Social Thinking	Supplies Resource	\$	144.17
Social Thinking	Supplies IDEA Base & E/P	\$	120.00
Sonshine World	Professional Services Sixpence Community Grant	\$	87.00

SpartanNash Family Fresh	Supplies FCS	\$	257.71
SpartanNash Family Fresh	Food	\$	44.12
Spracklin Chiropractic	Physicals Regular Education Transportation	\$	270.00
Standing O Marching	Supplies Band	\$	2,000.00
Stefanie Green	Miscellaneous Expenditure	\$	14.99
Stelling Brass & Winds	Professional Services	\$	6,573.70
Stelling Brass & Winds	Miscellaneous Expenditure	\$	6,180.00
Stelling Brass & Winds	Supplies Vocal Music	\$	395.50
Stelling Brass & Winds	Miscellaneous Expenditure	\$	7,265.50
Stephanie Flint	Supplies Regular Instruction	\$	120.00
Sterling Computers	Technology Software Technology	\$	6,212.16
Stuart Moore	Professional Services	\$	70.00
Stuart Moore	Professional Services	\$	190.00
SupplyWorks	Supplies Operations of Buildings	\$	14,716.21
SupplyWorks	Supplies ESSER III Grant	\$	61,239.24
SupplyWorks	Machinery ESSER III Grant	\$	77,233.36
Sysco Lincoln	Food	\$	776.80
TAESE/USU Technical Assist Excell Sped	Travel Coordinator	\$	590.00
TAESE/USU Technical Assist Excell Sped	Travel Supervision	\$	295.00
TAESE/USU Technical Assist Excell Sped	Travel Pyschologist	\$	255.00
Tara Abdallah	Supplies Regular Instruction	\$	60.00
Taylor Peters	Miscellaneous Expenditure	\$	28.75
Taylor Wyatt	Professional Services	\$	140.00
Teachtown	Supplies IDEA Base & E/P	\$	9,750.00
Terry McMillan	Dues and Fees	\$	100.00
The Filter Shop Inc	Supplies Maintenance of Buildings	\$	741.60
The Lockmobile	Supplies Care and Upkeep of Grounds	\$	167.00
The New York Times Company	AudioVisual Materials AudioVisual	\$	1,440.40
The Webstaurant Store, LLC	Supplies Fed Vocational&Applied Tech Ed(Perkins)	\$	914.66
Tiffany Weiss	Supplies Sixpence Home 1	\$	44.77
Tim Valleau	Professional Services	\$	320.00
Tim Valleau	Professional Services	\$	95.00
TK Elevator Corporation	Professional Services Maintenance of Buildings	\$	574.14
Todd Lanham	Professional Services	\$	140.00
Trade Well Pallet Inc.	Supplies Care and Upkeep of Grounds	\$	1,870.00
Trane	Professional Services Maintenance of Buildings	\$	377.68
Trane	Building Acquisitions and Improvements Building Im	\$	111,266.78
Treianne Patterson	Professional Services	\$	130.00
Trevor Altwine	Professional Services	\$	100.00
Tricia Kasper	Professional Services	\$	155.00
Tricia Kasper	Professional Services	\$	390.00
Tyler Slechta	Professional Services	\$	140.00
Tyler Technologies Inc	Technology Software Fiscal Services	\$	1,160.00
ULINE	Supplies	\$	490.54
Unite Private Networks LLC	Other Communication Technology	\$	6,206.83
United Seating and Mobility, LLC	Supplies Resource	\$	750.00
University of NebraskaLincoln	Miscellaneous Expenditure	\$	75.00
UNK	Dues and Fees	\$	20,000.00
UNL Scholarship	Miscellaneous Expenditure	\$	250.00
US Bank Cardmember Service	Supplies Regular Instruction	\$	59.88

US Bank Cardmember Service	Textbooks Supplementals Regular Instruction	\$	62.55
US Bank Cardmember Service	Technology Software Regular Instruction	\$	852.00
US Bank Cardmember Service	Technology Software Regular Instruction	\$	275.00
US Bank Cardmember Service	Dues and Fees Regular Instruction	\$	100.00
US Bank Cardmember Service	Supplies World Language	\$	63.98
US Bank Cardmember Service	Supplies Science	\$	50.64
US Bank Cardmember Service	Supplies Art	\$	76.09
US Bank Cardmember Service	Dues and Fees Vocal Music	\$	142.00
US Bank Cardmember Service	Supplies Orchestra	\$	333.54
US Bank Cardmember Service	Supplies Orchestra	\$	237.70
US Bank Cardmember Service	Dues and Fees Band	\$	200.00
US Bank Cardmember Service	Supplies Resource	\$	73.21
US Bank Cardmember Service	Dues and Fees Guidance Services	\$	656.00
US Bank Cardmember Service	Travel Pyschologist	\$	475.24
US Bank Cardmember Service	Travel Speech Pathology & Audiology	\$	415.24
US Bank Cardmember Service	Supplies Visually Handicapped	\$	60.91
US Bank Cardmember Service	Licenses and Fees Instruction & Curriculum Devel	\$	198.00
US Bank Cardmember Service	Supplies Instruction & Curriculum Development	\$	46.56
US Bank Cardmember Service	Technology Software Technology	\$	46.55
US Bank Cardmember Service	Travel Board of Education	\$	100.71
US Bank Cardmember Service	Advertising Communications	\$	144.65
US Bank Cardmember Service	Travel Communications	\$	50.60
US Bank Cardmember Service	Professional Services Pro Development Human Re	\$	184.00
US Bank Cardmember Service	Dues and Fees Human Resources	\$	70.00
US Bank Cardmember Service	Rentals of Equipment and Vehicles Maintenance of	\$	180.00
US Bank Cardmember Service	Driver License/Criminal History Regular Educatio	\$	90.00
US Bank Cardmember Service	Professional Services Sixpence Community Grant	\$	160.00
US Bank Cardmember Service	Supplies Sixpence Community Grant	\$	880.00
US Bank Cardmember Service	Supplies Fed Vocational&Applied Tech Ed(Perkins)	\$	3,749.00
US Bank Cardmember Service	Supplies McKinneyVeto Homeless	\$	191.37
US Bank Cardmember Service	Miscellaneous Expenditure	\$	21.39
US Bank Cardmember Service	Miscellaneous Expenditure	\$	216.75
US Bank Cardmember Service	Miscellaneous Expenditure	\$	125.00
US Bank Cardmember Service	Miscellaneous Expenditure	\$	41.70
US Bank Cardmember Service	Transportation Charges	\$	70.80
US Bank Cardmember Service	Miscellaneous Expenditure	\$	125.00
US Bank Cardmember Service	Miscellaneous Expenditure	\$	663.81
US Bank Cardmember Service	Miscellaneous Expenditure	\$	1,560.00
US Bank Cardmember Service	Professional Services	\$	295.00
US Bank Cardmember Service	Miscellaneous Expenditure	\$	652.58
US Bank Cardmember Service	Miscellaneous Expenditure	\$	2,408.22
US Bank Cardmember Service	Miscellaneous Expenditure	\$	333.00
US Bank Cardmember Service	Miscellaneous Expenditure	\$	719.50
US Bank Cardmember Service	Miscellaneous Expenditure	\$	265.20
US Bank Cardmember Service	Dues and Fees	\$	660.00
US Bank Cardmember Service	Miscellaneous Expenditure	\$	1,199.44
US Bank Cardmember Service	Miscellaneous Expenditure	\$	492.05
US Bank Cardmember Service	Miscellaneous Expenditure	\$	525.00
US Bank Cardmember Service	Miscellaneous Expenditure	\$	329.70
US Foods Inc	Food	\$	6,533.53

Varsity Spirit LLC	Miscellaneous Expenditure	\$ 4,096.35
Ventris Learning LLC	Miscellaneous Expenditure	\$ 301.00
Ventris Learning LLC	Curriculum Materials Implementation of Standards	\$ 903.00
Verizon Wireless	Purchased Service Telephone Poverty	\$ -
Verizon Wireless	Purchased Service Telephone Transition	\$ -
Verizon Wireless	Purchased Service Telephone Health Services	\$ -
Verizon Wireless	Purchased Service Telephone Health Services	\$ -
Verizon Wireless	Purchased Service Telephone Technology	\$ -
Verizon Wireless	Purchased Service Telephone Maintenance of Bui	\$ -
Verizon Wireless	Purchased Service Telephone SchoolAge SPED Tra	\$ -
Verizon Wireless	Purchased Service Telephone SchoolAge SPED Tra	\$ -
Verizon Wireless	Purchased Service Telephone SchoolAge SPED Tra	\$ -
Verizon Wireless	Purchased Service Telephone SchoolAge SPED Tra	\$ -
Verizon Wireless	Purchased Service Telephone SchoolAge SPED Tra	\$ -
Verizon Wireless	Purchased Service Telephone Sixpence Home 1	\$ -
Verizon Wireless	Miscellaneous Expenditure	\$ 30.04
Verizon Wireless	Purchased Service Telephone	\$ -
Vern Schulte	Professional Services	\$ 140.00
Vicky DeWald	Miscellaneous Expenditure	\$ 1,720.51
Village Cleaners Inc	Miscellaneous Expenditure ARP Homeless Children	\$ 500.00
Virco Inc	Furniture and Fixtures	\$ 720.00
Walmart Community BRC	Supplies	\$ 5,680.57
Walsworth Publishing Company	Miscellaneous Expenditure	\$ 8,669.76
Wendy Collins	Professional Services	\$ 130.00
Wenger Corporation	Furniture and Fixtures Regular Instruction	\$ 453.12
Wenger Corporation	Miscellaneous Expenditure	\$ 453.12
WILKINS ArchitectureDesignPlanning	Architect	\$ 78,326.60
WILKINS ArchitectureDesignPlanning	Architect	\$ 18,400.00
WILKINS ArchitectureDesignPlanning	Architect	\$ 3,221.95
William V MacGill & Co	Supplies Health Services	\$ 609.77
Wilson Alber	Professional Services	\$ 150.00
Wilson Alber	Professional Services	\$ 150.00
Winzer Franchise Company	Supplies Care and Upkeep of Grounds	\$ 226.35
WPS Western Psychological Services	Supplies Psychologist	\$ 50.00
Yandas Music	Miscellaneous Expenditure	\$ 222.13
Yandas Music	Miscellaneous Expenditure	\$ 99.00

**SPECIAL BUILDING FUND and QCPUF  
CLAIMS TO REPORT FOR OCTOBER 2024**

<b>VENDOR</b>	<b>DESCRIPTION</b>	<b>AMOUNT</b>
Bank Of Oklahoma	Other Debt Related Expenses	\$ 9.00
BD Construction	Construction Services	\$ 282,676.61
BD Construction	Construction Services	\$ 380,366.57
BD Construction	Construction Services	\$ 225,734.55
WILKINS ArchitectureDesignPlanning	Construction Services	\$ 3,461.68
WILKINS ArchitectureDesignPlanning	Construction Services	\$ 399.60
WILKINS ArchitectureDesignPlanning	Construction Services	\$ 705.63
WILKINS ArchitectureDesignPlanning	Construction Services	\$ 705.63
WILKINS ArchitectureDesignPlanning	Construction Services	\$ 2,264.15
WILKINS ArchitectureDesignPlanning	Construction Services	\$ 2,086.64

## TREASURER'S REPORT

### General Account - NebraskaLand National Bank Month Ending September 30, 2024

#### Per Bank

NebraskaLand Bank	September 30, 2024	\$	30,026,330.25
Less Outstanding Checks		\$	(33,360.51)
Less Outstanding Other Disbursements		\$	-
Plus Outstanding Deposits		\$	1,312,877.04
Adjustment		\$	-
Ending Balance		\$	<u>31,305,846.78</u>

#### Per Books

Beginning Balance	September 30, 2024	\$	24,756,109.17
Plus Receipts		\$	17,932,679.33
Less Expenditures		\$	(11,382,941.72)
Less Returned Checks			
Adjustment		\$	-
Voided Checks		\$	-
Ending Book Balance	September 30, 2024	\$	<u>31,305,846.78</u>

**Flex Spending Account Balance**

**\$59,140.42**

**School District 7**

**Fund Balances**

Fiscal Year: 2024-2025

Month: September  
 Year: 2024  
 Fund Type:

Include Cash Balance  
 FY End Report

<u>Fund</u>	<u>Description</u>	<u>Beginning Balance</u>	<u>Revenue</u>	<u>Expense</u>	<u>Transfers</u>	<u>Fund Balance</u>	<u>Cash Balance</u>	<u>Variance</u>
01	General Fund	\$41,535,020.96	\$15,875,718.84	(\$7,988,531.45)	\$0.00	\$49,422,208.35	\$25,376,197.55	\$24,046,010.80
02	Depreciation Fund	\$223,261.05	\$0.00	(\$289,359.56)	\$0.00	(\$66,098.51)	(\$66,098.51)	\$0.00
03	Employee Benefit Fund	\$48,081.40	\$0.00	\$0.00	\$0.00	\$48,081.40	\$48,081.40	\$0.00
05	Activities Fund	\$1,709,489.45	\$159,324.71	(\$280,600.20)	\$350,000.00	\$1,938,213.96	\$1,939,746.67	(\$1,532.71)
06	School Nutrition Fund	\$2,301,326.17	\$283,336.02	(\$409,104.59)	\$0.00	\$2,175,557.60	\$2,243,161.26	(\$67,603.66)
07	Bond Fund	\$12,592,895.72	\$1,994,132.30	\$0.00	\$0.00	\$14,587,028.02	\$10,571,890.58	\$4,015,137.44
08	Special Building Fund	\$2,148,018.73	\$271,735.07	(\$1,050,892.71)	\$0.00	\$1,368,861.09	\$1,000,098.25	\$368,762.84
09	Qualified Capital Fund	\$10,779,368.39	\$378,243.19	(\$1,713,011.20)	\$0.00	\$9,444,600.38	\$8,713,957.84	\$730,642.54
10	Coop Fund	\$1,386.53	\$88,376.00	(\$18,430.55)	\$0.00	\$71,331.98	\$74,735.71	(\$3,403.73)
12	Student Fee Fund	\$350,980.90	\$5,464.53	(\$22,049.82)	\$0.00	\$334,395.61	\$334,655.28	(\$259.67)
<b>Grand Total:</b>		<b>\$71,689,829.30</b>	<b>\$19,056,330.66</b>	<b>(\$11,771,980.08)</b>	<b>\$350,000.00</b>	<b>\$79,324,179.88</b>	<b>\$50,236,426.03</b>	<b>\$29,087,753.85</b>

**End of Report**

## FY 25 Kearney Public Schools Revenue Expense Reports Compared to Budget

DATE: Sept. 2024

	<u>FY 2025</u>	<u>TOTAL BUDGET</u>	<u>%</u>		<u>FY 2025</u>	<u>TOTAL BUDGET</u>	<u>%</u>
<b><u>GENERAL FUND</u></b>				<b><u>SCHOOL NUTRITION FUND</u></b>			
Income:	\$15,875,718.84	\$58,239,513.00	27%	Income:	\$283,336.02	\$2,640,214.00	11%
Expense:	<u>\$7,988,531.45</u>	\$82,822,585.00	10%	Expense:	<u>\$409,104.59</u>	\$4,941,540.00	8%
Net:	\$7,887,187.39			Net:	-\$125,768.57		
				<b><u>SNF SUMMARY</u></b>			
100 Supt.	\$99,922.44	\$250,000.00	40%		<b><u>TOTAL</u></b>	<b><u># OF DAYS</u></b>	<b><u>DAILY AVG.</u></b>
103 Comm	\$6,740.10	\$50,000.00	13%	Lunch	50555	12.02	4205.91
211 Dir PK-5	\$7,019.61	\$400,000.00	2%	Breakfast	12276	11.82	1038.58
220 Sped	\$40,654.00	\$620,000.00	7%	<b><u>BOND FUND</u></b>			
230 Media	\$0.00	\$29,000.00	0%	Income:	\$1,994,132.30	\$5,208,578.00	38%
240 Dir SS&S	\$27,323.69	\$140,000.00	20%	Expense:	<u>\$0.00</u>	\$17,801,474.00	0%
270 Dir 6-12	\$220,639.68	\$400,000.00	55%	Net:	\$1,994,132.30		
310 Personnel	\$76,047.67	\$275,000.00	28%	<b><u>BUILDING FUND</u></b>			
320 Technology	\$133,841.40	\$1,750,000.00	8%	Income:	\$271,735.07	\$17,213,878.00	2%
400 Principals	\$140,196.54	\$1,041,000.00	13%	Expense:	<u>\$1,050,892.71</u>	\$19,361,897.00	5%
510 Finance	\$975,977.97	\$7,190,522.83	14%	Net:	-\$779,157.64		
550 Facilities	\$400,097.27	\$3,020,000.00	13%	<b><u>QCPUF FUND</u></b>			
560 Utilities	\$83,439.82	\$1,000,000.00	8%	Income:	\$378,243.19	\$1,785,098.00	21%
570 Transport.	\$74,860.79	\$260,000.00	29%	Expense:	<u>\$1,713,011.20</u>	\$12,564,466.00	14%
910 Payroll	\$5,611,583.58	\$64,342,062.17	9%	Net:	-\$1,334,768.01		
931 Substitutes	\$85,558.85	\$2,000,000.00	4%	<b><u>COOP FUND</u></b>			
941 Overtime	<u>\$4,628.04</u>	<u>\$55,000.00</u>	8%	Income:	\$88,376.00	\$913,573.00	10%
	\$7,988,531.45	\$82,822,585.00	10%	Expense:	<u>\$18,430.55</u>	\$914,960.00	2%
<b><u>DEPRECIATION FUND</u></b>				Net:	\$69,945.45		
Income:	\$0.00	\$301,739.00	0%	<b><u>STUDENT FEE FUND</u></b>			
Expense:	<u>\$289,359.56</u>	\$525,000.00	55%	Income:	\$5,464.53	\$106,418.00	5%
Net:	-\$289,359.56			Expense:	<u>\$22,049.82</u>	\$457,399.00	5%
<b><u>ACTIVITIES FUND</u></b>				Net:	-\$16,585.29		
Income:	\$159,324.71	\$2,353,152.00	7%	<b><u>TOTAL REVENUE</u></b>			
Expense:	<u>\$280,600.20</u>	\$4,062,641.00	7%	\$19,056,330.66	\$88,804,517.00	21%	
Net:	-\$121,275.49			<b><u>TOTAL EXPENDITURES</u></b>			
<b><u>EMP. BENEFIT FUND</u></b>				\$11,771,980.08	\$143,494,316.00	8%	
Income:	\$0.00	\$42,354.00	0%				
Expense:	<u>\$0.00</u>	\$42,354.00	0%				
Net:	\$0.00						

## Bearcat Diner Financial Statement for Month Ending September 30 2024

<b>Receipts:</b>	<b>Budget</b>	<b>Month End</b>	<b>Year-to-Date</b>	<b>% of Budget</b>	<b>2023-2024%</b>
Federal Reimbursement	\$ 1,631,713.83	\$ 163,313.56	\$ 163,313.56	10.01%	9.34%
Sale of Lunches -Pupils	\$ 950,000.00	\$ 115,601.84	\$ 115,601.84	12.17%	8.97%
Other Income	\$ 38,500.00	\$ 4,420.62	\$ 4,420.62	11.48%	6.34%
District Support					
<b>Total:</b>	\$ 2,620,213.83	\$ 283,336.02	\$ 283,336.02	10.81%	9.13%
 <b>Expenditures:</b>					
Salaries/Fringe	\$ 2,262,628.92	\$ 208,690.10	\$ 208,690.10	9.22%	10.16%
	\$ 2,262,628.92	\$ 208,690.10	\$ 208,690.10	9.22%	10.16%
Food Items	\$ 2,323,911.08	\$ 186,488.71	\$ 186,488.71	8.02%	11.71%
Equipment	\$ 250,000.00	\$ 9,208.50	\$ 9,208.50	3.68%	4.05%
Supplies,Repairs and Other	\$ 105,000.00	\$ 4,717.28	\$ 4,717.28	4.49%	20.71%
<b>Total:</b>	\$ 4,941,540.00	\$ 409,104.59	\$ 409,104.59	8.28%	10.82%
<b>Revenue Over/Under Expenses</b>		\$ (125,768.57)	\$ (125,768.57)		
<b>Beginning Balance</b>	\$ 1,807,001.50		\$ 1,807,001.50		
<b>Ending Balance</b>	\$ 1,807,001.50		\$ 1,681,232.93		\$ 2,359,069.62
 <b>Federal Money Due</b>					
		\$ 232,158.67			
 <b>Accounts Receivable &lt; \$50.00</b>					
		\$ 5,898.94			
<b>Accounts Receivable &gt; \$50.00</b>					
		\$ 26,155.95			

# Annual Report

## Bryant Parent Advisory Committee (BPAC)

Report for the Year Ending July 31, 2024

### Per Bank Statement

Platte Valley #***026	August 1, 2022	17,402.51
Plus Deposits		14,261.00
Less Expenditures		(12,195.56)
Less Outstanding Checks		-
Statement Ending Balance	July 31, 2023	<u>19,467.95</u>

### Per Check Register

Beginning Balance on August 1, 2022 17,402.51

#### Revenue Collected August 1, 2023 through July 31, 2024

Fall Fundraiser	13,684.00	
Donation for P-T Meals	-	
T-Shirt & Decal Sales	-	
Family Fun Night	577.00	
<b>Total Deposits</b>		<u>14,261.00</u>

#### Disbursements made August 1, 2023 through July 31, 2024

##### Staff Appreciation

Junior Achievement Bowling Team	350.00	
Gift cards - starting school	40.00	
Teacher Appreciation coffee	225.40	
100 Day T-shirts	500.00	
Fall Conference Meals	934.55	
Spring Conference Meals	849.80	
		<u>2,899.75</u>

##### Student Appreciation

Sing Around Nebraska registration fees		
Honor Choir registration fees	30.00	
Open House cookies	180.00	
Kindergarten Round up cookies	62.00	
One Book, One School Jump A Roo	450.00	
Birthday & Christmas Books for all students	401.14	
Books for BINGO prizes during Family Fun Night	126.14	
Family Fun Night - Food, Bingo prizes, napkins, etc	975.98	
Jump A Roo for meeting Reading Goals	450.00	
Kearney Story Telling	350.00	
		<u>3,025.26</u>

##### Fundraising Events

Club's Choice Fall Fundraiser	5,820.65	
		<u>5,820.65</u>

##### Other Expenses

Banquet Tables	449.90	
		<u>449.90</u>

Total Disbursement 12,195.56

Ending Balance on July 31, 2024 19,467.95

Annual Board Report

Meadowlark Elementary Parent Advisory Committee Annual Report

Report as of Year Ending August 31, 2024

Per Bank Statement

First National Bank, August 31, 2023	10,687.57
Plus Deposits	25,973.43
Less Expenditures	-24,637.20
Less Outstanding Checks	
Statement Ending Balance, August 31, 2024	12,023.80

Per Check Register

Balance of September 1, 2023	10,687.57
------------------------------	-----------

Revenue Collected September 1, 2023 to August 31, 2024

Fundraising:

Dance-A-Thon	23,670.27
Playground Donation	300

5th Grade Graduation:

Donations for Graduation	1170.16
--------------------------	---------

Donations to PAC:

Parent Teacher Conference Meals	750
Thanksgiving Baskets	83

Total Deposits	25,973.43
----------------	-----------

Disbursements September 1, 2023 to August 31, 2024

Fundraiser Winner Prizes	300
Parent Teacher Conference Meals	682.27
Playground Refurbishment	1,399.96
Scholarship	1,500.00
Student Support	5,801.70
Teacher Support	12,950.56
5th Grade Graduation Items	2,002.71

Total Disbursement	24,637.20
--------------------	-----------

Ending Balance August 31, 2024	12,023.80
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## Annual Board Report KHS Theatre Boosters

Report as of Year Ending 2023 (Sept 1, 2023-Aug 31, 2024)

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### Per Bank Statement

First National Bank of Omaha	September 1, 2023	\$6,182.61
Plus Deposits		\$9,497.17
Plus Interest		\$0
Less Expenditures		\$4,320.97
Less Outstanding Checks		\$0
Statement Ending Balance	August 31, 2024	\$11,389.11

### Per Check Register

Balance of September 1, 2023 \$6,182.61

#### **Revenue Collected September 1, 2023 to August 31, 2024**

"Murder Comedy Murders" Cookie/Candy/flowers deposit \$719.00

Donation Deposit \$265.00

Knee Knocker Woods Fundraiser \$5,542.77

"Charlie and the Chocolate Factory" Cookie/Novelty/Candy Sale \$2,970.40

**Total Deposits** \$9,497.17

Disbursements September 1, 2023 to August 31, 2024

#### **"Musical Comedy Murders of 1940"**

Dress Rehearsal Supper \$156.89

Strike Supper \$254.64

Water & Cookies \$131.80

Photographs \$100.00

**Theater Booster Scholarships** \$500.00

**State One Act** \$390.35

**"Thespian Competition in Omaha"** \$1,640.00

**Give Where You Live** \$147.47

#### **"Charlie and the Chocolate Factory"**

Professional Pictures \$100.00

Dress Rehearsal Supper \$191.77

Advertising	\$327.34
Strike Supper	\$267.39
Cookies	\$83.02
<b>Total Disbursements</b>	<b>\$3,585.19</b>
Ending Balance August 31, 2024	<u><u>\$11,389.11</u></u>

**Instructions:** Please submit the original copy of the report to Dianne Lamb at Central Office one week prior to the Board Meeting, which is the second Monday of each month.



**KEARNEY**  
PUBLIC SCHOOLS  
OWN *Your* FUTURE

# **Substitute Teacher Employee Handbook**

Revised October 2024

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# 2024-2025 KPS CALENDAR

## OWN Your FUTURE

NO SCHOOL START/END BRIGHT FUTURES TEACHERS ONLY

### AUGUST

8&9 NEW TEACHER ORIENTATION  
12-14 TEACHER PRE-SERVICE DAYS

15 **FIRST DAY OF SCHOOL K-12**  
15&16 KINDERGARTEN 11:45 DISMISS  
19 BRIGHT FUTURES TODDLERS  
FIRST DAY OF SCHOOL  
22 BRIGHT FUTURES PRESCHOOL  
FIRST DAY OF SCHOOL

AUGUST 2024						
S	M	T	W	Th	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

SEPTEMBER 2024						
S	M	T	W	Th	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

### SEPTEMBER

2 **NO SCHOOL - LABOR DAY**  
6 BRIGHT FUTURES NO SCHOOL  
18&23 9-12 CONFERENCES 6:00-9:00  
PK-8 CONFERENCES 4:30-8:30  
25 **NO SCHOOL PK-12**  
KHS TEACHER PD 8:00-10:00  
KHS CONFERENCES 11:00-6:00  
PK-8 TEACHER PD 8:00-12:00  
PK-8 CONFERENCES 1:00-6:00  
26&27 **NO SCHOOL PK-12 COMP DAY**

### OCTOBER

4 BRIGHT FUTURES NO SCHOOL  
17 END OF FIRST QUARTER  
K-12: 42 DAYS  
18 **NO SCHOOL PK-12**  
PROFESSIONAL DEVELOPMENT DAY,  
WORK DAY, GRADING

OCTOBER 2024						
S	M	T	W	Th	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

NOVEMBER 2024						
S	M	T	W	Th	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

### NOVEMBER

1 BRIGHT FUTURES NO SCHOOL  
27-29 **NO SCHOOL**  
THANKSGIVING VACATION

### DECEMBER

6 BRIGHT FUTURES NO SCHOOL  
20 **EARLY DISMISSAL 2:00**  
END OF SECOND QUARTER  
K-12: 42 DAYS  
21- JANUARY 6 **NO SCHOOL**  
HOLIDAY BREAK

DECEMBER 2024						
S	M	T	W	Th	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

JANUARY 2025						
S	M	T	W	Th	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

### JANUARY

6 **NO SCHOOL PK-12**  
PROFESSIONAL DEVELOPMENT DAY,  
WORK DAY  
7 **SECOND SEMESTER BEGINS**  
10 BRIGHT FUTURES NO SCHOOL

### FEBRUARY

7 BRIGHT FUTURES NO SCHOOL  
12&17 9-12 CONFERENCES 6:00-9:00  
PK-8 CONFERENCES 4:30-8:30  
19 **NO SCHOOL**  
KHS TEACHER PD 8:00-10:00  
KHS CONFERENCES 11:00-6:00  
PK-8 TEACHER PD 8:00-12:00  
PK-8 CONFERENCES 1:00-6:00  
20&21 **NO SCHOOL**  
CONFERENCE COMP. DAYS

FEBRUARY 2025						
S	M	T	W	Th	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	

MARCH 2025						
S	M	T	W	Th	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

### MARCH

7 BRIGHT FUTURES NO SCHOOL  
14 END OF THIRD QUARTER  
K-12: 45 DAYS  
14 **NO SCHOOL PK-12**  
PROFESSIONAL DEVELOPMENT DAY,  
WORK DAY, GRADING  
24-28 **NO SCHOOL SPRING BREAK**

### APRIL

4 BRIGHT FUTURES NO SCHOOL  
18-21 **NO SCHOOL**  
HOLIDAY BREAK  
21 PROF DEV. WORK DAY

APRIL 2025						
S	M	T	W	Th	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

MAY 2025						
S	M	T	W	Th	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

### MAY

9 BRIGHT FUTURES LAST DAY  
18 **KHS GRADUATION**  
22 **LAST DAY OF SCHOOL K-12**  
EARLY DISMISSAL 2:00  
23 PROF DEV. WORK DAY  
23&26 BRIGHT FUTURES NO SCHOOL  
END FOURTH QUARTER K-12: 43 DAYS

### JUNE

KCLC & SUMMER LUNCH PROGRAM  
16 BRIGHT FUTURES TODDLERS  
NO SCHOOL

JUNE 2025						
S	M	T	W	Th	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

JULY 2025						
S	M	T	W	Th	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

### JULY

KCLC & SUMMER LUNCH PROGRAM  
4 BRIGHT FUTURES TODDLERS  
NO SCHOOL  
10 BRIGHT FUTURES TODDLERS  
LAST DAY  
K-12: 172 TOTAL DAYS  
TEACHER CONTRACT DAYS: 185

# **KEARNEY PUBLIC SCHOOLS DISTRICT INFORMATION**

Absence Management/Substitute Placement System

1-800-942-3767 or <https://login.frontlineeducation.com/sso/kearney>

Administration Central Office	308-698-8000	320 West 24 <sup>th</sup> Street
Human Resources	308-698-8013	<a href="mailto:dbosard@kearneycats.com">dbosard@kearneycats.com</a>
Bryant Elementary School	308-698-8190	1611 Avenue C
Dustin Mitchell	Principal	
Sarah Hawthorne	Asst. Principal	
Raelena Oblinger	Secretary	
Buffalo Hills Elementary School	308-698-8290	6110 11 <sup>th</sup> Avenue
Jenn True	Principal	
Kristin Furstenberg	Secretary	
Central Elementary School	308-698-8040	300 West 24 <sup>th</sup> Street
Teresa Schnoor	Principal	
Mikki Tye	Secretary	
Emerson Elementary School	308-698-8270	2705 Avenue E
Meredith Johnson	Principal	
Sarah Hawthorne	Asst. Principal	
Carrie Findley	Secretary	
Glenwood Elementary School	308-698-8240	8105 9 <sup>th</sup> Avenue
Tracy Schall	Principal	
Angie Holmes	Secretary	
Kearney Education Center	308-698-8050	1511 5 <sup>th</sup> Avenue
Principal Megan Schmidt	Secretary Julie Tye	
Bright Futures Preschool		
Rae Bonnes, Megan Chamberlain, Brandi Dorsey, Janelle Kowalek, Jordan Lawn, Amber Neban, Amber Sklenar and Lindsie Thiems		
Sixpence Toddler Room (18 months to 3 years old)		
Cheyenne Hester-DeVore, Holli Ourada and Krystal Reynolds		
Kenwood Elementary School	308-698-8200	915 16 <sup>th</sup> Avenue
Michelle Dutcher	Principal	
Saralyn Feddersen	Secretary	
Meadowlark Elementary School	308-698-8210	1010 East 53 <sup>rd</sup> Street
Mark Stute	Principal	
Lisa Rademacher	Secretary	
Northeast Elementary School	308-698-8230	910 East 34 <sup>th</sup> Street
Cathy Gundersen	Principal	
Amber Taylor	Asst. Principal	
Amy Hewitt	Secretary	

Park Elementary School Chance Waggoner Bridget Mahalek	308-698-8280 Principal Secretary	3000 7 <sup>th</sup> Avenue
Windy Hills Elementary School Jason Calahan Darcy Week	308-698-8220 Principal Secretary	4211 20 <sup>th</sup> Avenue
Horizon Middle School Amber Lewis Bill Schmidt Reesa Bebb	308-698-8120 Principal Asst. Principal Sub Coordination/Attendance Secretary	915 West 35 <sup>th</sup> Street
Sunrise Middle School Mark Johnson Erin Jones Shannon Rodehorst	308-698-8150 Principal Asst. Principal Sub Coordination/Attendance Secretary	4611 Avenue N
Kearney High School Jeff Ganz Chelsey Jacobitz Paloma Mena-Werth Hayley Mentzer Ty Swarm Ryan Hogue Lisa Cline	308-698-8060 Principal Asst. Principal Asst. Principal Asst. Principal Asst. Principal Asst. Principal/Director of Activities Sub Coordination/Secretary	2702 West 11 <sup>th</sup> Street
Hanny Arram Center for Success Jason Owens Amy Phye	Principal Secretary	

### School Hours

#### Preschool

Bright Futures Toddlers (18 months to 3 year olds)	8:20 am to 3:15 pm
Bright Futures Preschool (4-5 year olds)	8:30 am to 3:15 pm

#### Elementary

Bryant, Central, Meadowlark, Northeast	8:10 am to 3:30 pm
Buffalo Hills, Kenwood, Park, Windy Hills	8:05 am to 3:25 pm
Emerson, Glenwood	8:15 am to 3:35 pm

#### Kearney High School

Middle Schools	8:00 am to 3:41 pm 8:10 am to 3:35 pm
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### Report Times

Preschool	8:00 am to 3:45 pm
Elementary/Middle Schools	7:40 am to 3:45 pm
Kearney High School	7:40 am to 3:45 pm

### Substitute Report Times

\*Substitute report time refers to the time that the substitute is expected at the school when accepting a job in advance. When accepting a job the morning of or short notice please arrive as soon as possible.

# **CHAPTER 1 – Notice of Non-Discrimination and Designation of Coordinators**

**Section 1-A**  
**Section 1-B**

**NOTICE OF NON-DISCRIMINATION**  
**NOTICE OF DESIGNATION OF COORDINATORS**

## **Section 1-A NOTICE OF NON-DISCRIMINATION**

The Kearney Public School District hereby gives this statement of compliance and intends to comply with all state and federal laws prohibiting discrimination. This school district intends to take any necessary measures to assure compliance with such laws against any prohibited form of discrimination.

The Kearney Public School District does not discriminate on the basis of sex, disability, race (including skin color, hair texture and protective hairstyles), color, religion, veteran status, national or ethnic origin, age, marital status, pregnancy, childbirth or related medical condition, sexual orientation or gender identity, or other protected status in its programs and activities and provides equal access to the Boy Scouts and other designated youth groups. The following person has been designated to handle inquiries regarding the non-discrimination policies:

Title IX, Title II, Title VI & Section 504 –

Mrs. Melissa Herrmann, Director of Human Resources  
Kearney Public Schools  
320 West 24<sup>th</sup> Street  
Kearney, NE 68845  
308-698-8011  
[melherrmann@kearneycats.com](mailto:melherrmann@kearneycats.com)

Complaints or concerns involving discrimination or needs for accommodation or access should be addressed to the appropriate Coordinator. For further information about anti-discrimination laws and regulations, or to file a complaint of discrimination with the Office for Civil Rights in the U.S. Department of Education (OCR), please contact the OCR at One Petticoat Lane, 1010 Walnut Street, 3<sup>rd</sup> Floor, Suite 320, Kansas City, MO 64106, (816) 268-0550 (voice), Fax (816) 268-0599, (800) 877-8339 (telecommunications device for the deaf), or [ocr.kansascity@ed.gov](mailto:ocr.kansascity@ed.gov).

## **Section 1-B NOTICE OF DESIGNATION OF COORDINATOR**

The Superintendent of Kearney Public Schools has designated the following persons to handle inquiries regarding non-discrimination policies.

The Director of Human Resources is designated to coordinate Kearney Public School's compliance with, and handle inquiries regarding, Title VI and Title VII of the 1964 Civil Rights Act, Section 504 Rehabilitation Act of 1973, Americans with Disabilities Act of 1990, Age Discrimination Act of 1964, Equal Pay Act of 1964, Title IX of the 1972 Education Amendments, and the Nebraska Equal Education Opportunity Act.

Melissa Herrmann, Director of Human Resources  
320 West 24<sup>th</sup> Street  
Kearney, NE 68845  
308-698-8011  
[melherrmann@kearneycats.com](mailto:melherrmann@kearneycats.com)

For further information about anti-discrimination laws and regulations, or to file a complaint of discrimination with the Office for Civil Rights in the U.S. Department of Education, please contact: Office for Civil Rights, Kansas City Office, U.S. Department of Education at One Petticoat Lane, 1010 Walnut Street, Suite 320, Kansas City, MO 64106, Phone: (816) 268-0550, Fax: (816) 268-0559, Email: [OCR.KansasCity@ed.gov](mailto:OCR.KansasCity@ed.gov).

## **CHAPTER 2 – Certification**

All Substitute Teachers shall hold a valid Nebraska teaching certificate. Certification may be Local, Substitute, or Regular.

KPS requires that all Substitute Teachers provide Human Resources with their valid Nebraska Teaching certificate. The teaching certificate will be presented to the Superintendent of KPS to be signed and registered. A copy of the Teaching Certificate will be kept on file with the Human Resource Department during the term of the Substitute Teacher's employment. It is necessary that the certificate be registered and on file before substituting.

It is the substitute's responsibility to keep the certificate valid.

Although Substitute Teachers can substitute in all subjects, assignments will be made in the Substitute's endorsed area whenever possible.

# CHAPTER 3 – Performance Expectations

Kearney Public Schools Substitute Teachers are expected to exhibit a high degree of instructional skill and classroom management ability. The following list of expectations is not meant to be inclusive but merely to outline expectations. Substitute Teachers shall perform such duties as assigned by the administrator.

Substitute Teachers should report to the building office at the beginning of the teaching day. You may be asked to correct daily papers, workbooks, and assume supervision responsibilities as assigned by the building principal. Please leave the room in order and provide the teacher with a note highlighting the day's events. If you have any questions on procedures please contact the building principal.

1. Check in (beginning of your sub time) and out (end of your sub time) of the office with the secretary and by signing in and out of TimeClock.
2. Substitute jobs are generally scheduled in the Absence Management /Substitute Placement system from 7:45 am – 3:45 pm. However, substitutes are expected to arrive early to review lesson plans, etc. when the substitute job has been scheduled in advance. It is acceptable for the substitute to leave at 3:45 pm if his/her work is completed for the substitute assignment.

<u>Report Times</u>	<u>Substitute Report Times</u>
Kearney High School	7:40 am to 3:45 pm
Elementary/Middle Schools	7:40 am to 3:45 pm
Preschool	8:00 am to 3:45 pm

If the teacher's plan time is at the beginning or end of the day substitutes are still expected to be at the school during that time, in case additional coverage is needed in another classroom.

3. Supervise students during class time as well as transitional times. Check with fellow teachers for directions on how to transition students from their room to other classes or activities. Providing adequate supervision is a serious responsibility. This responsibility extends throughout the dismissal time.
4. Follow prescribed lesson plans. If you have completed your work and it is not yet 3:45 pm, check with your fellow teachers and offer to assist.
5. Please leave a note for the teacher highlighting the day's events. You may email this information to the teacher if you prefer.
6. Please be reminded that computers are for instructional purposes only. Personal communications, on-line personal browsing, personal shopping, selling, or trying to access inappropriate sites is strictly prohibited.
7. Do not use cell phones in the classroom or hallways. Cell phone use is to be limited to planning time and lunch time.
8. Substitute teachers are expected to be reliable employees. Reliability is exhibited by following through when a job is accepted and not cancelling at the last minute.
9. To maintain active status, accept one (1) job every thirty (30) days.

While we try to make our handbook and the list of expectations as complete as possible not every instance can be described. In summary, it is expected that Substitute Teachers will model professional behavior.

# CHAPTER 4 – Wages and Information

## Substitute Pay Rates

Rates effective August 6, 2023

### Rates per Full Day

- \$142 Local Certificate
- \$150 Entry Level
- \$155 Entry Level plus 100 Certified Sub Days worked in Kearney Public Schools
- \$170 Retired Teacher Level – 25 years or more teaching experience to be verified (If not KPS retired employee, it is the responsibility of the substitute to provide proof of years of service.
- \$175 Retired Teacher Level plus 100 Certified Sub Days worked in Kearney Public Schools
- \$206 Distinguished Level – 100 Sub Days previous school year with 75% of the days subbing for Certified staff.

Certified Substitute will qualify for the Distinguished pay level after subbing at least 100 days (75% Certified Teaching) in one (1) school year. The pay will go into effect for the next school year after subbing 100 or 100- plus days for KPS. To maintain this rate, the substitute must maintain 100 or 100-plus substitute days the following school year (75% subbing for a Certified Teacher each year for KPS).

Teacher Extended Leave 10 or More Consecutive Days – Certified Substitute Positions - \$26 will be added to the Distinguished Level and \$30 will be added to all other levels.

\*When there is a shortage for Certified Substitutes and a Certified Substitute is scheduled for a Para/Sped Para, the Certified Substitute will be moved to the Certified position. **Failure to move to the new assignment will result in the Certified Substitutes pay being reduce to Classified Substitute hourly pay.**

### Incentive Goal

Kearney Public Schools has a 75% incentive goal each pay period. This will give substitutes the opportunity to earn an additional \$150 per pay period September through April and an additional \$200 per pay period May and June or an additional \$1,600 for the school year.

If you substitute 75% of the days in a pay period you will receive an incentive stipend of \$150. Also, in our busiest sub pay periods of April (4.6 to 5.5) and May (5.6 to 6.5), the incentive will be \$200.

An additional year-end bonus of \$1,000 will be awarded for subbing over 100 days for the school year (75 days must be Certified sub days).

Pay Period	Possible Days	75% Days
SEPT - 8.6-9.5.2022	15	11.25
OCT - 9.6-10.5.2022	18	13.5
NOV - 10.6-11.5.2022	21	15.75
DEC - 11.6-12.5.2022	19	14.25
JAN - 12.6-1.5.2023	11	8.25

Pay Period	Possible Days	75% Days
FEB - 1.6-2.5.2023	22	16.5
MAR - 2.6-3.5.2023	17	12.75
APR - 3.6-4.5.2023	16	12
MAY - 4.6-5.5.2023	20	15
JUNE - 5.6-6.5.2023	13	9.75

### **Substitute Day Information**

Time will be rounded to the nearest quarter of an hour:

- 1.5 - 2.25 hours = .25 day's salary
- 2.5 - 4.5 hours = half day's salary
- 4.75 - 6 hours = .75 day's salary
- 6.25 - 8 hours = full day's salary

When a job is accepted on short notice and it is past the start time, it is understood that the substitute teacher will only be paid for the time worked. The substitute cannot be paid a full day when only a three-fourths day is worked, nor can the substitute be paid three-fourths of a day when only a half day is worked.

### **Guidelines for Covering an Additional Assignment**

On occasion it may become necessary for the principal to adjust the substitute teacher assignments. This may include covering a classroom during the planning time of the original assignment. KPS greatly appreciates your flexibility in these situations. Additional Assignments will be recorded in the building's Substitute Extra Period or Extra Block Log.

Elementary	1 Hour	\$31.27
Middle School	1 Period (48 minutes)	\$24.49
High School	1 Block (83 minutes)	\$43.25

1. High School substitutes are expected to be on duty from 7:40 a.m. to 3:45 p.m.
2. If a High School substitute takes another period or block and RETURNS to their original assignment, they will be paid the additional amount. If the substitute is completely reassigned and they do not return to the original assignment, they will not be paid the additional monies. They would be paid the daily rate.

### **Pay Period**

The pay period will run from the 6th of the month to the 5th of the following month with payment on 20<sup>th</sup> of the month (example: sub time for Sept. 6 - Oct 5 will be paid Oct. 20<sup>th</sup>). The board shall establish the compensation of the employees, and shall pay such compensation monthly on or before the (20<sup>th</sup>) of the month. If the 20<sup>th</sup> falls on a weekend, payment will occur on the Friday prior to the 20<sup>th</sup>.

At Kearney Public Schools, it is mandatory that paychecks be automatically deposited. Pay stubs are available on ivisions; see page 18 for directions on how to electronically access your pay stub. If you have questions regarding your paycheck, contact the Human Resources at 698-8013.

Please contact the Human Resource Department immediately with any change of address information.

### **Deductions**

Deductions for community charitable organizations that qualify as tax-exempt under Section 501© (3) of the Internal Revenue Code will be allowed with specific board approval. Deductions required to be made by law will be made without the need for specific approval of the Board of Education. Court-ordered garnishments must be honored as required by law.

## **Section: TAX SHELTERED ANNUITIES**

Kearney Public Schools offers employees the opportunity to contribute to a tax-sheltered annuity through the KPS 403(b) and 457(b) Plan. In response to the regulations governing the administrations of 403(b) and 457 (b) plans, the District has selected 403(b) and 457 (b) Plan Solutions offered by TSA Consulting Group (TSAG) to provide common remitting and Plan compliance services for our plan.

Employees who would like to start or stop a contribution should visit the website below. The handbooks are available at the Human Resources Office.

The website for the 403(b) information: <https://www.tsacg.com/>

- Select Plan Sponsor Pages
- Select State (Nebraska)
- Select Kearney Public Schools

All forms and the handbook are available at this website. Please visit the Human Resources Department for any additional information or assistance.

Below is a list of approved providers. This list is effective as of August 1, 2019.

Ameriprise Financial  
AXA Equitable Life Insurance Company  
AXA Equitable Life Insurance Company – Roth  
Horace Mann Insurance Company  
Horace Mann Insurance Company – Roth  
Modern Woodmen of America  
Invesco Oppenheimer Funds  
Invesco Oppenheimer Funds – Roth  
Security Benefit Group – 403(b)  
Security Benefit Group – 403(b) Roth  
Security Benefit Group – 457(b)  
Thrivent Financial  
Vanguard Investments  
Vanguard Investments – Roth  
Waddell & Reed, Inc.  
Waddell & Reed, Inc. – Roth

**Substitute Teachers participating in the 403(b)/457(b) Program may elect a percentage of their income rather than a flat dollar amount.** Monthly salary amounts will vary and a percentage approach would provide the needed flexibility to accommodate the deferral.

## **Section: WORKER'S COMPENSATION**

All KPS employees of the school district are covered by Worker's Compensation Insurance. To be eligible for Worker's Compensation, the injury to an employee must arise from and in the course of employment with KPS. Employees injured during the course of employment are required to report ALL accidents or injuries to their supervisor immediately. An Incident Report must be completed and forwarded to the Human Resource Department. Failure on the part of the employee to report an injury within twenty-four (24) hours may prejudice and defeat a claim for compensation. Employees who see a medical care provider following an injury at work are reminded to inform the provider that the injury was received at work.

## **Section: SHORT AND LONG TERM SUBSTITUTING**

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### **Short Term Substitutes 1 to 60 days**

Short-term Substitute Teachers may be employed to cover staff absences ranging from 1 day to 60 days.

As short-term substitute positions become available, the teacher and principal will notify Human Resources of their selection. The principal will make the final decision of who will be the short-term substitute. The Human Resource Department will then contact the short-term substitute.

### **Long-Term Substitutes 61 or More days in the Same Position**

Long-term substitute positions are created to cover Certified Teacher absences of sixty-one (61) days or more. Substitute teachers who are interested in long-term assignments complete the established Kearney Public Schools employment application process. The long-term substitute teacher is selected by the building principal. The long-term substitute will be issued a letter of employment stating the dates of required service. If at the conclusion of the long-term substitute year, the substitute is hired by the district as a regular certified staff member, the long-term substitute will be given credit on the salary schedule for the long-term substitute experience if they have served at least 50% (92.5 days) of the school year in the long-term substitute position. The time of service will not count for the purpose of service credit for the Nebraska Retirement System.

### **Tenure**

The State of Nebraska School Law 79-824 to 79-842 R.R.S. states that “a certified employee who has been hired to fill the duties of another certified employee who is on a leave of absence shall not acquire rights under 79-824 to 79-842 during the period that the employee is fulfilling such duties.” This indicates that substitute teaching does not earn the employee credit toward permanent employment status.

### **Salary**

**Short-Term Substitutes** - The salary for short-term Substitute Teachers shall be at a daily rate established by the Board of Education. (Rates listed on page 11)

**Long-Term Substitutes** - The salary for long-term Substitute Teachers substituting for a Certified staff member shall be at his or her degree and step indicated by their college transcript and experience up to Step 8. The long-term Substitute Teacher substituting for a Certified Teacher will be placed on the current salary schedule.

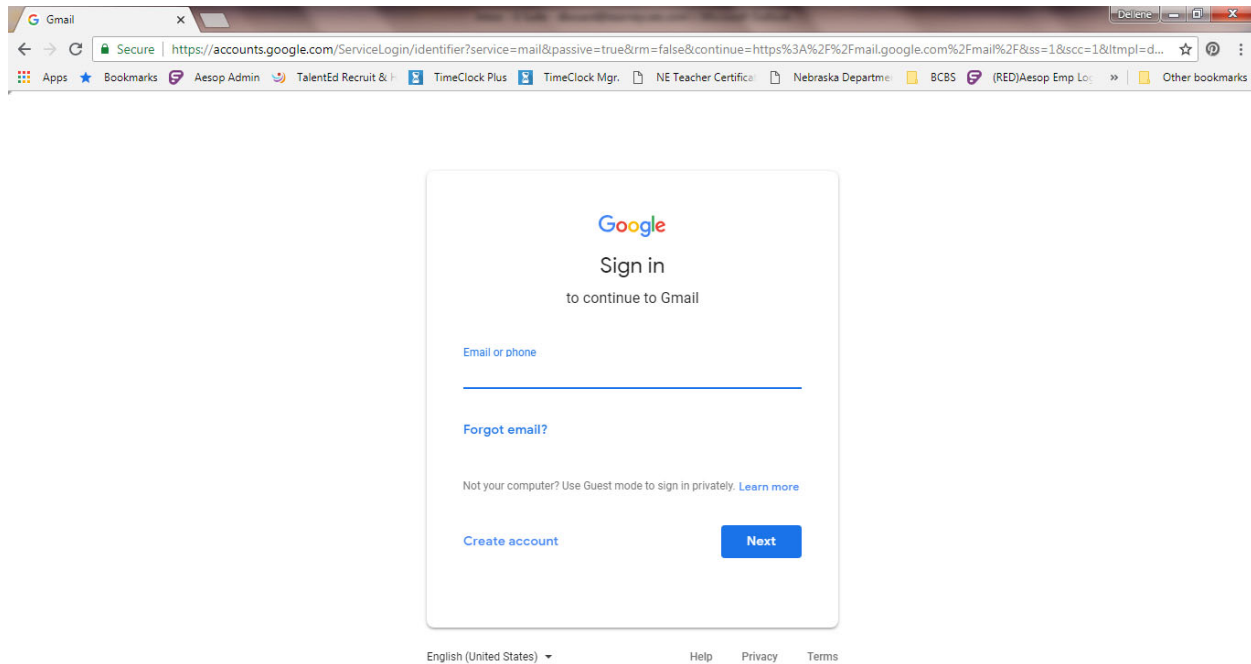
# CHAPTER 5 – Electronic Systems

## kearneycats Email login

Open Browser (Chrome, Firefox, Safari, etc.)

Go to KPS Homepage ([www.kearneypublicschools.org](http://www.kearneypublicschools.org)) Click on Staff →KearneyCats Email

Your email address is the first three (3) letters of your first name and all of your last name @kearneycats.com and your Password your district password.



## Absence Management/Substitute Placement System

Tools of the Absence Management/Substitute Placement System are the Absence Management/Substitute Placement System phone system and Absence Management/Substitute Placement System online. All data becomes instantly available, whether it is entered through Absence Management/Substitute Placement System online or by telephone. The online system allows access to the Absence Management/Substitute Placement System from any computer or smart phone.

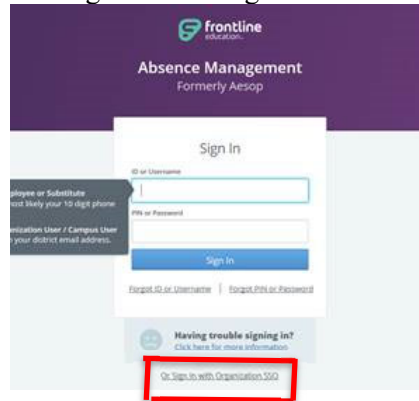
Using Absence Management /Substitute Placement System Online, Substitutes can quickly accomplish routine tasks such as checking Available Jobs and reviewing Current Jobs.

## System Access

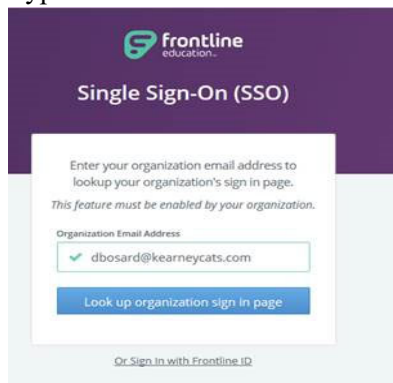
1. Open a browser window, go to Gmail and log into your kearneycats.com email (do not close)
2. Open an additional browser window and open Absence Management/Substitute Placement System Online, click on “Or Sign In with Organization SSO and then enter your KPS Email - (kearneycats.com) in the organization email field and your District Password (password for email, time clock, ivisions) in the password field.

Absence Management/Substitute Placement System Online: <https://login.frontlineeducation.com/sso/kearney> in your Internet Browser address line. Or link to Absence Management/Substitute Placement System Online on the Kearney Public Schools website ([www.kearneypublicschools.org](http://www.kearneypublicschools.org)) by clicking on “Staff” and then “Absence Management/Substitute Placement System”.

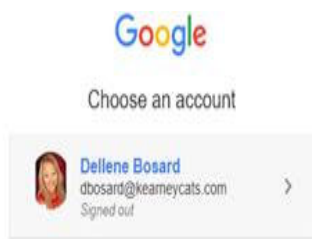
If you are on this page, click “Or Sign In with Organization SSO”



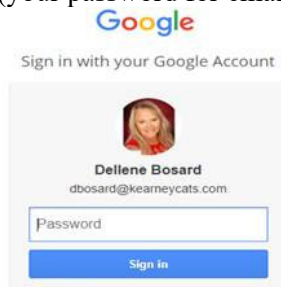
That will take you to this page Type in KPS email & click Look up organization sign in page



You will then see this page (with your email address)



Enter your district password (your password for email, time clock, & ivisions)



### **System Access Continued**

**Tip:** Bookmark the KPS Staff Link page – this will then allow you to click that bookmark, then click Absence Management/Substitute Placement System, it should then go to the Google Choose an account page, once you click the arrow (>) it will log you into the Absence Management/Substitute Placement System.

When using the phone system your ID is your phone number and you will use your employee number as your PIN.

### **Absence Management/Substitute Placement System Facts**

1. Absence Management/Substitute Placement System is an automated absence reporting and calling system.
2. Absence Management/Substitute Placement System is available on the web through Absence Management/Substitute Placement System Online.
3. The Absence Management/Substitute Placement System/Absence Management/Substitute Placement System Online is available 24 hours a day.
4. Absence Management/Substitute Placement System phone number is **1-800-942-3767**. The Human Resources number is 698-8013.

### **When Absence Management/Substitute Placement System Calls You**

1. The daily call out time is **5:45 a.m. to 1:00 p.m.** for jobs for that day only.
2. **If you receive a call during the daytime hours it is for a job for that day.**
3. The evening call out period is **5:00 p.m. to 10:15 p.m.** for future jobs.
4. The system only calls out for jobs within 48 hours of the start of the job.
5. When accepting the job, you must get the job number before hanging up. This will ensure that you are the person who accepted the job.
6. The Absence Management/Substitute Placement System will also notify you if a job has been canceled.
7. **If the start time of the job has passed or you cannot make it by the start time, you can still accept the job.**

### **Absence Management/Substitute Placement System Frequently Asked Questions:**

Q: Can an Employee “request” me for his/her absence?

A: Not exactly. Each teacher has a preference list and when they enter an absence, any substitute on the preference list may accept the job.

Q: A teacher told me they entered a job, why can't I see it?

A: The absence may require one or more levels of approval and/or you need to be on the teacher's preference list.

Q: A teacher told me they entered a job, why didn't I get it?

A: Possible reasons:  
Your building and availability preferences  
Multiple subs on the teacher's preference list  
Endorsement requirements for the position  
And/or the absence is waiting for approval

Q: Can I log on or call the system to “shop” for jobs?

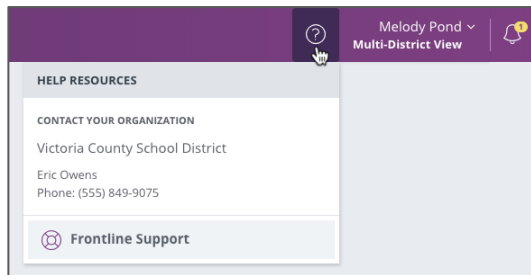
A: Absence Management/Substitute Placement System relies on substitutes logging on to shop/look for substitute jobs. It only calls out for a job when it is two (2) days or less before the start of the job.

Q: If I reject or cancel jobs, will I be automatically removed from the substitute list?

A: You will not be automatically removed for rejecting or canceling jobs. However, you must accept one job every thirty (30) school days to maintain your active status. Also, please remember Substitutes must maintain the expectation of reliability.

Q: Can I cancel a previously accepted job in the event of an emergency?

A: If you must cancel, the deadline is a minimum of 1 HOUR before the start of the job. If it is less than an hour before the job you will be instructed to call the Human Resource Office at 698-8013.



## GETTING HELP AND TRAINING

If you have questions, want to learn more about a certain feature, or want more information about a specific topic, click **Help Resources** and select **Frontline Support**. This opens a knowledge base of help and training materials.

## ACCESSING ABSENCE MANAGEMENT ON THE PHONE

In addition to web-based, system accessibility, you can also find and accept available jobs, manage personal information, change your PIN number, and more, all on the phone.

### When You Call into Absence Management

To call, dial **1-800-942-3767**. You'll be prompted to enter your ID number (followed by the # sign), then your PIN number (followed by the # sign).

When calling the Absence Management system, you can:

- Find available jobs – **Press 1**
- Review or cancel upcoming jobs – **Press 2**
- Review or cancel a specific job – **Press 3**
- Review or change your personal information – **Press 4**

### When the Absence Management System Calls You

If an available job has not been filled by another substitute two days before the absence is scheduled to start, the system will automatically begin to call substitutes and try to fill the job.

Keep in mind, when the system calls you, it will call about one job at a time, even if you're eligible for other jobs. You can always call in (see "When You Call into Absence Management" section above) to hear a list of all available jobs.

**Note:** When the system calls, be sure to say a loud and clear "Hello" after answering the call. This will ensure that the system knows you picked up the call.

When you receive a call, you can:

- Listen to available jobs – **Press 1**
- Prevent Absence Management from calling again today – **Press 2**
- Prevent Absence Management from ever calling again – **Press 9**

If you are interested in the available job, **Press 1**. You will be asked to enter your PIN number (followed by the # sign). The Absence Management system will list the job details, and you will have the opportunity to accept or reject the job.





## WebClock Essentials



08/10/2017  
8:31:05 AM

Select Company: Kearney Public Schools 1

External ID:

**CLOCK IN**      **CLOCK OUT**

**LOG ON TO DASHBOARD**

### Performing Quick Clock Operations

1. Navigate to **WebClock** (<https://kps-time.kearneypublic.org/app/webclock/#/EmployeeLogOn>).
2. Enter in your employee **ID**, then select either **Clock IN** or **Clock OUT**.
3. Enter your password
4. Follow all on-screen instructions until you receive a **Clock operation successful** message.

### Logging into WebClock

1. Navigate to **WebClock** (<https://kps-time.kearneypublic.org/app/webclock/#/EmployeeLogOn>).
2. Enter in your employee **ID**, then click on **Log On To Dashboard**.
3. Enter your password.

WebClock Essentials

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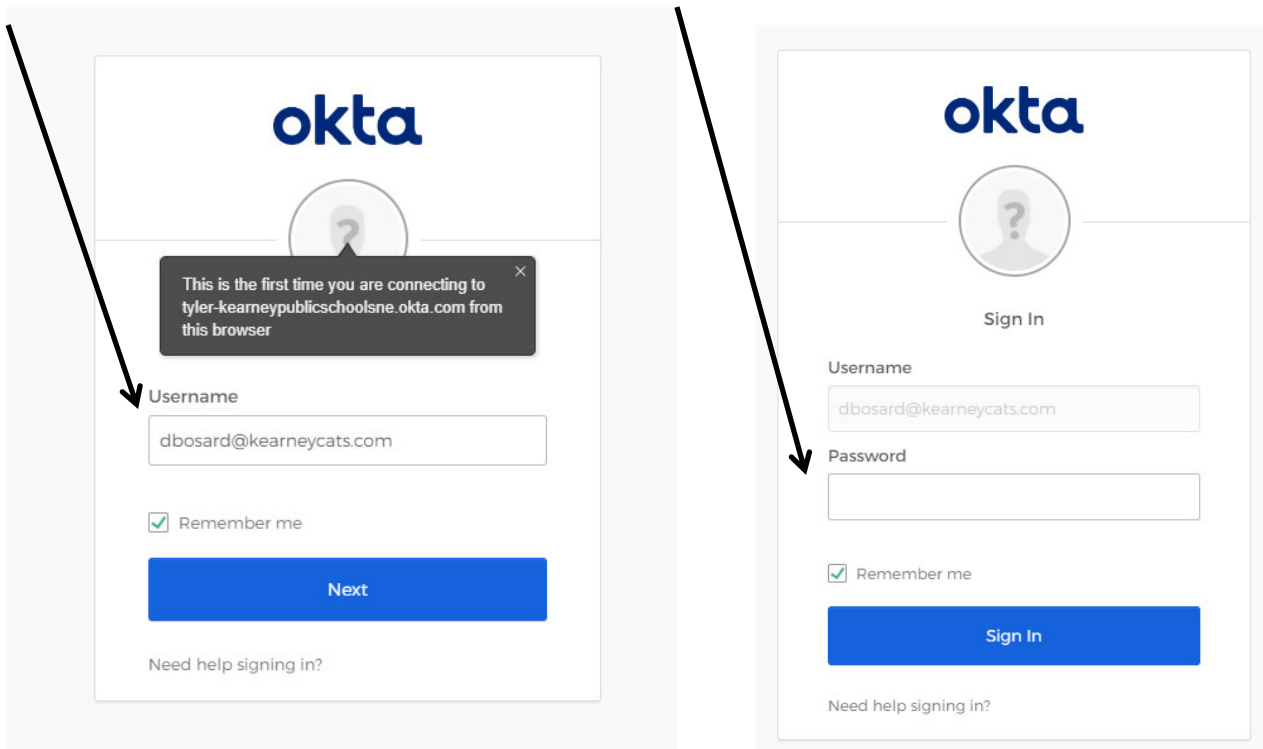
Rev. 1/14/2015

**Pay Advice/Pay Stub**

Open Browser (Chrome, Firefox, Safari, etc.)

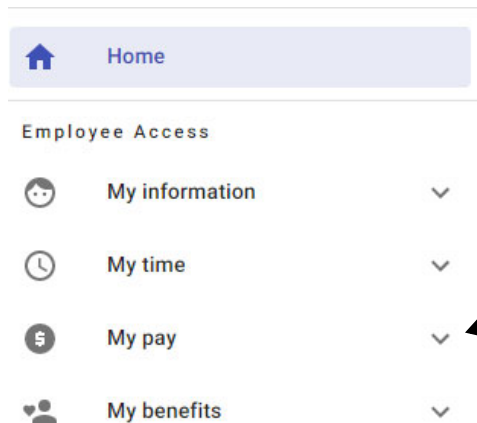
Go to KPS Homepage ([www.kearneypublicschools.org](http://www.kearneypublicschools.org)) Click on KPS Staff Links → iVisions

Login – your Username is your KPS email address. Your Password is your district password for your email, time clock, etc.



**To see your pay advice/copy of pay stub:** Click My Pay – Employee Pay

By default the most current pay advice/pay stub is displayed. From the Paycheck drop down, you may select other pay periods.



# **CHAPTER 6 – Employee Expectations**

Section	“AT WILL” EMPLOYEES
Section	CONDUCT
Section	EMPLOYEE BEHAVIOR AS A MODEL TO STUDENTS
Section	PROFESSIONAL BOUNDARIES BETWEEN EMPLOYEES AND STUDENTS
Section	REPORTING OF CHILD ABUSE/NEGLECT
Section	NOTIFICATION OF ARREST, CRIMINAL CHARGES, AND CERTIFICATE, LICENSE OR CHILD ABUSE COMPLAINTS
Section	PERSONAL APPEARANCE OF EMPLOYEES
Section	EMPLOYEES WITH TATTOOS AND/OR BODY PIERCINGS
Section	EMPLOYEE ID BADGES
Section	DISCIPLINARY PROCEDURES
Section	ATTENDANCE, PUNCTUALITY AND RELIABILITY
Section	PERSONAL CELL PHONE USAGE
Section	WORKPLACE THREATS & VIOLENCE
Section	ANTI-BULLYING
Section	DRUG FREE SCHOOLS, COMMUNITY & WORKPLACE
Section	TOBACCO-FREE ENVIRONMENT
Section	CONFLICT OF INTEREST
Section	SEARCH AND SEIZURE

## **Section: “AT WILL” EMPLOYEES**

All substitute employees and substitute assignments shall be employed on an "at will" basis. Substitute employees shall have no property right in continued employment and need not be accorded a hearing or any other procedural or substantive due process, prior to termination of their employment.

Nothing in board policy, administrative regulations or practices, employee handbooks, or in any evaluation instrument or in the appraisal process or program for substitute employees shall be or is intended to create or be a contract or part of a contract with a substitute employee which shall in any way be construed to be contrary to the "at will" employment of substitute employees. No administrator or other employee of the school district has any authority to enter into any agreement of employment with a substitute employee for any specific period of time or to make any agreement contrary to an at-will employment relationship.

## **Section: CONDUCT**

### **Employee Behavior**

Certain common courtesies, rules and regulations regarding employee behavior are necessary for the benefit and safety of all employees. Unacceptable conduct which interferes with the working environment, is offensive to fellow employees, students, or the general public will not be tolerated.

Employees are expected at all times to conduct themselves in a positive manner in order to promote the best interests of the district. Appropriate employee conduct includes:

1. Treating all visitors and co-workers in a courteous manner.
2. Refraining from behavior or conduct that is offensive or undesirable.
3. Reporting to administration suspicious, unethical, or illegal conduct.
4. Reporting to administration any threatening or potentially violent behavior by co-workers.
5. Complying with all district safety and security policies and procedures.
6. Wearing clothing appropriate for the work being performed.

7. Performing assigned tasks efficiently and in accord with established quality standards.
8. Reporting to work punctually as scheduled and being at the proper work station, ready for work, at the assigned start time and throughout the work day.
9. Giving proper advance notice whenever unable to work and reporting absence according to established procedures.
10. Adhering to the district-wide no tobacco restriction.
11. Maintaining cleanliness and order in the workplace.

The following conduct is prohibited, and individuals engaged in it will be subject to discipline up to and including termination:

1. Engaging in or threatening acts of workplace violence including, but not limited to:
  - a. Possessing firearms or other weapons on district property.
  - b. Fighting or assaulting a co-worker, visitor, or student.
  - c. Threatening or intimidating a co-worker, visitor, or student.
2. Engaging in any form of sexual or other harassment.
3. Reporting to work under the influence of alcohol, illegal drugs or narcotics, or using, selling, dispensing, or possession of alcohol, illegal drugs or narcotics on district property.
4. Disclosing confidential information.
5. Falsifying or altering any district record or report, such as an employment application, medical reports, time records, expense accounts, or absentee reports.
6. Stealing, destroying, defacing, or misusing district property or another employee or student's property.
7. Misusing district communications systems, including district mail, electronic mail, computers, Internet access and phones.
8. Refusing to follow administration's or management's instructions concerning a job-related matter, or being insubordinate.
9. Failing to wear assigned safety equipment or failing to abide by safety rules and policies.
10. Soliciting or distributing in violation of district policies.
11. Using tobacco on district property.
12. Using profanity or abusive language.

These examples of impermissible behavior are not intended to be an all-inclusive list. At administration/management's discretion, any violation of the district's policies or any conduct considered inappropriate or unsatisfactory may subject the employee to disciplinary action.

### **Section: EMPLOYEE BEHAVIOR AS A MODEL TO STUDENTS**

Employees are expected to conduct themselves as good role models to students. Employees are instructed to avoid situations where an employee's behavior could be open to allegations, such as being alone with a student behind closed doors, in bathrooms or locker rooms. Employees are advised and directed to conduct themselves above reproach when working with or around students. Employees are advised to conduct themselves as role models in the use of social media and cell phone cameras.

### **Section: PROFESSIONAL BOUNDARIES BETWEEN EMPLOYEES AND STUDENTS (Board Policy 4035.2)**

All employees are expected to observe and maintain professional boundaries between themselves and students. A violation of professional boundaries will be regarded as a form of misconduct and may result in disciplinary action.

The following non-exclusive list of actions will be regarded as a violation of the professional boundaries that employees are expected to maintain with a student:

- Using e-mail, text messaging, instant messaging or social networking sites to discuss with a student a matter that does not pertain to school-related activities, such as the student's homework, class

activity, school sport or club, or other school-sponsored activity. Electronic communications with students are to be sent simultaneously to multiple recipients, not to just one student, except where the communication is clearly school-related and inappropriate for persons other than the individual student to receive (for example, e-mailing a message about a student's grades).

- Engaging in social-networking friendships with a student on any networking site. Material that employees post on social networks that is publicly available to those in the school community must reflect the professional image applicable to the employee's position and not impair the employee's capacity to maintain the respect of students and parents or impair the employee's ability to serve as a role model for children.
- Engaging in sexual activity, a romantic relationship, or dating a student or a former student within one year of the student graduating or otherwise leaving the District.
- Making any sexual advance - verbal, written, or physical - towards a student.
- Showing sexually inappropriate materials or objects to a student.
- Discussing with a student sexual topics that are not related to a specific curriculum.
- Telling sexual jokes to a student.
- Invading a student's physical privacy (e.g., walking in on the student in a restroom).
- Hugging or other physical contact with a student that is initiated by the employee when the student does not seek or want this attention.
- Being overly "touchy" with a specific student.
- Allowing a specific student to get away with misconduct that is not tolerated from other students, except as appropriate for students with an IEP or 504 Plan.
- Discussing with the student the employee's problems that would normally be discussed with adults (e.g., marital problems).
- Giving a student a ride in the employee's personal vehicle without express permission of the student's parent or school administrator unless another adult is in the vehicle
- Taking a student on an outing without obtaining prior express permission of the student's parent or school administrator.
- Inviting a student to the employee's home without prior express permission of the student's parent and school administrator.
- Going to the student's home when the student's parent or a proper chaperone is not present.
- Giving gifts of a personal nature to a specific student.

Appropriate exceptions are permitted to the foregoing for legitimate health or educational purposes and for reasons of family relationships between employees and their children who are students in the District.

#### **Section: REPORTING OF CHILD ABUSE/NEGLECT (Board Policy 5402)**

The District and its employees will follow applicable state laws in the reporting of suspected cases of abuse or neglect. Any employee of the Kearney Public Schools who suspects that a child's physical or mental health or welfare may be adversely affected by abuse, including sexual abuse, or neglect shall promptly report such cases to the appropriate law enforcement agency and the principal. The principal will ensure that the report has been made to the proper law enforcement agency or other agency as required by law.

This requirement shall apply to all school employees, including coaches and volunteers participating in interstate amateur athletic competition.

The term "promptly" means "within a 24-hour period".

All staff members in the Kearney Public School District will adhere to the following procedures as directed by the Board Child Abuse and Neglect Policy and applicable laws of the State of Nebraska.

- A. When an employee has reasonable cause to believe that a child has been subjected to abuse or neglect, that employee shall promptly report it to local law enforcement and the principal. The term “promptly” means “within a 24-hour period”. The decision of whether to contact the local law enforcement or DHHS is dependent upon the severity and emergency nature of the suspected abuse/neglect. This information may be firsthand or hearsay. Local law enforcement or DHHS will contact the appropriate agency to complete the investigation. Abuse or neglect shall mean knowingly, intentionally, or negligently causing or permitting a minor child to be:
1. Placed in a situation that endangers his or her life or physical or mental health;
  2. Cruelly confined or cruelly punished;
  3. Deprived of necessary food, clothing, shelter or care;
  4. Left unattended in a motor vehicle if such a minor is six years or younger;
  5. Sexually abused; or
  6. Sexually exploited by allowing, encouraging or forcing such person to solicit for or engage in prostitution, debauchery, public indecency, or obscene or pornographic photography, films or depictions.
- B. Employees of the Kearney Public Schools are to make a reasonable effort to inform their administrator that they intend to make a report to the agencies of suspected child abuse/neglect. In the event an administrator cannot be found, employees shall make a report to one of the agencies and immediately inform the administrator thereafter that a report to one of the agencies has been made. Administrative staff, counselor or social worker may sometimes choose to make the report with an employee. Informing an administrator does not end the employee’s responsibility; employees are obligated to make certain a report was made to one of the agencies if they do not do it themselves. If the individual employee and the administrator disagree on the egregiousness of the purported abuse or neglect, it remains incumbent upon the employee to report the abuse or neglect to the proper law enforcement agency or the DHHS. If an employee encounters a situation where evidence could be destroyed, a child is in immediate danger or if a situation has the potential to escalate to the point the child could be harmed, the employee shall immediately contact one of the agencies and report the same to the administrator immediately after such a report is made.
- C. A written report, using district forms provided for this purpose, must be completed and kept on file at the building by the administrator. A copy of the written report shall be sent to the Superintendent.
- D. It is not the responsibility of the staff member or school district to investigate the incident. If the incident should result in court action, the employee should be prepared to testify as to his/her first-hand information regarding the suspected abuse or neglect. Anecdotal records can be very helpful in this situation. "First hand" information usually is what he/she observed or what the child said to him/her without any interpretation of what was said or seen. According to NEB. REV. STAT. § 28-716 the reporting person shall be immune from any civil or criminal liability, except maliciously false statements.
- E. When appropriate and needed, the school counselor or social worker may facilitate communication and services for students in the District.
- F. All board policies and state laws concerning confidentiality and privacy will be rigidly followed by all staff members.
- G. If an employee willfully neglects to report in the prescribed manner a suspected case of child abuse or neglect it may be as basis for discipline which could include termination or cancellation of employment relations with the School District.

**Section: NOTIFICATION OF ARREST, CRIMINAL CHARGES, AND CERTIFICATE, LICENSE OR CHILD ABUSE COMPLAINTS (Board Policy 4032)**

Employees must notify the Superintendent by the next working day after:

1. Arrest or Criminal Charges. The employee is arrested, ticketed, or issued a criminal charge where:
  - a. The maximum penalty for the crime equals or exceeds seven days of incarceration;
  - b. The crime relates to abuse, neglect or endangerment of a minor, a minor was allegedly a victim or a witness, or the crime involves alleged sexual misconduct;
  - c. The crime related to misuse of drugs, alcohol or controlled substances; or
  - d. Conviction would impact performance of employee's job responsibilities, including offenses that:
    - i. Would constitute a violation of NDE Standards of Conduct and Ethics, Chapter 27 as adopted by Kearney Public Schools;
    - ii. Would impact the employee's ability to operate a motor vehicle if the employee at times needs to travel during duty time or the employee at times drives our students, including on extracurricular activities; or
    - iii. Would impact the employee's Commercial Drivers' License if the employee's job requires that the employee have a CDL.
  - e. The crime relates to alleged violence, force, coercion, or sexual misconduct;
  - f. The arrest or the alleged criminal activity occurred while the employee was on duty, on school property or in a school owned or utilized vehicle, or at a school-supervised activity or school-sponsored function.
  - g. Employees must also promptly report to the Superintendent whenever the employee has been sentenced to be incarcerated for any period of time, even if the offense was not otherwise reportable.
2. Certificate or License. The employee becomes aware that a complaint has been filed against the employee that could affect a certificate or license required for the employee's position. This includes proceedings of the Nebraska Department of Education related to an alleged violation of the NDE Standards of Conduct and Ethics, Chapter 27, and proceedings of the Health and Human Services related to an alleged violation of the professional standards of conduct for the employee's position.
3. Child Abuse. The employee becomes aware that a report of child abuse or neglect has been made against the employee under the Child Protection Act.

Employees must give full disclosure of any investigation. Failure to notify as required under this policy may subject the employee to disciplinary action, up to and including the ending of employment.

**Section: PERSONAL APPEARANCE OF EMPLOYEES**

It is the expectation of the district that each employee's dress, grooming, and personal hygiene should be appropriate to the work setting and not detrimental to the education process.

If public health and safety conditions warrant, the district may require that staff wear appropriate face coverings on school grounds, while in school vehicles, and at school events.

**Section: EMPLOYEES WITH TATTOOS AND/OR BODY PIERCINGS**

While it is becoming more commonplace for employees to have tattoos, the expectation is that tattoos and/or body piercings be in good taste, do not cause a distraction in the workplace for other employees and students, and do not promote drugs, alcohol, or violence. It is preferable that the tattoo be covered whenever possible. The supervisor of the employee will determine the appropriateness of the tattoo and/ or body piercings. The employee is reminded that they are expected to be good role models for students.

**Section: EMPLOYEE ID BADGES**

All KPS employees are required to wear KPS identification badges. These ID badges help ensure that only authorized personnel have access to district buildings. ID badges need to be worn during work hours.

Visitors to buildings should be directed to the school office to obtain a visitor's badge. Having identified and authorized personnel in our buildings helps to protect staff and students. If an ID badge is damaged or lost, please contact the Human Resources Department at 698-8012 to obtain a replacement.

### **Section: DISCIPLINARY PROCEDURES**

When it becomes necessary to discipline an employee for unacceptable performance or behavior, the KPS Discipline Policy is designed to do so in a fair and consistent manner

### **Section: ATTENDANCE, PUNCTUALITY AND RELIABILITY**

It is the practice of the KPS school district to require employees to report for work punctually, and to work all scheduled hours. Excessive tardiness and poor attendance disrupt workflow and productivity, and will not be tolerated. Regular and dependable attendance is an essential function of each job.

#### **Maintaining Active Status**

In order for the KPS Substitute Teachers to be regarded as in "active" status it will be necessary to accept a job at least once every thirty (30) school days and at least 15 days per year.

If you are going to be away for an extended period of time, please inform the Human Resources Office at [dbosard@kearneycats.com](mailto:dbosard@kearneycats.com) or 698-8013.

#### **Reliability**

Substitute Teachers are expected to be reliable employees who follow through on their commitment to be part of the KPS Substitute Staff. Reliability is defined as making a commitment to serve as a substitute teacher on a regular and ongoing basis. Factors which would indicate unreliability would be not accepting jobs often enough to maintain active status, accepting and then cancelling jobs at the last minute, frequently asking to be placed on the Sub List and then asking to be removed.

The process of preparing Sub employee files for active service and the orientation requires significant time and work. It is counterproductive when substitutes move frequently in and out of active service. It is understandable when compelling circumstances cause a substitute to ask to be removed from the list for a period of time. What is not acceptable is when this change in status is requested frequently and without substantial reasons. KPS reserves the right to determine the degree to which a substitute employee has established a record of reliability.

#### **Failure to Report for an Assigned Job**

"No Show" Procedure: It is essential that Substitutes report for the jobs they have accepted. The following procedure will be used to deal with a failure to report for an assigned job and failure to notify the Human Resources office.

1. First "No Show" incident will result in a call to the Substitute Teacher to determine cause for not reporting for assigned work. If warranted, an Employee Discipline Form will be completed and a conference held with the employee.
2. Second "No Show" incident will result in a letter being sent to the Substitute to inform them they will be removed from the KPS substitute list until the end of the current school year.

### **Incident Weather**

The safety of the students and staff is very important to KPS. The notification of school closing due to weather is done by radio and TV broadcast, as well as the district calling system.

The Superintendent, or his/her designee, will decide if school is open or closed for the day. When the decision is made to close school, the district's calling system will be utilized. The call will go to your phone number and one other alternate phone number that you select. Phone numbers must be updated with the Human Resources department. If you believe school may be closed due to the weather but have not received a call, please tune into your local radio or television station for announcements.

### **Request to Remove a Substitute From the Building or Team Substitute List**

A Principal may determine that a particular Substitute teacher is not working well for their building. A request may be made that the Substitute teacher not be allowed to accept substitute jobs for that building or team. To notify the Substitute teacher of this decision, the form entitled "Administrator Request to Remove a Substitute From the Building or Team Substitute List" must be completed, and a conference held with the Substitute teacher. During the conference, the building principal will have the opportunity to discuss the issues with the Substitute teacher. The required form will provide documentation of the decision. *(See form included in the Appendix.)*

### **Section: PERSONAL CELL PHONE USAGE**

The employees of Kearney Public Schools are expected to manage their personal cell phone use in the workplace so that the phone is not a source of distraction and a cause to be off-task in their work responsibilities. The on-duty employee is expected to be working and not using work time to make or take calls, read text or take pictures. Supervisors have the responsibility to monitor employee cell phone use and to take disciplinary action should the employee exhibit excessive use which interferes with their work responsibilities. Employees are required to restrict personal calls during work time and are directed to use personal cell phones only during scheduled breaks or lunch periods. Employees are expected to inform family members of the restrictions on cell phone use so the employee is not interrupted at work. The district is not liable for the loss of personal cell phones brought into the workplace.

### **Section: WORKPLACE THREATS & VIOLENCE (Board Policy 4052)**

Nothing is more important to Kearney Public Schools than the safety and security of its employees. Threats, threatening behavior or acts of violence against employees, visitors, guests or other individuals by anyone on Kearney Public Schools property will not be tolerated. Violations of this policy will lead to disciplinary action, which may include dismissal, arrest and prosecution.

Any person who makes substantial threats, exhibits threatening behavior or engages in violent acts on Kearney Public Schools property shall be removed from the premises as quickly as safety permits and shall remain off Kearney Public Schools premises, pending the outcome of the investigation. Kearney Public Schools will initiate an appropriate response. This response may include, but is not limited to suspension and/or termination of any business relationship, reassignment of job duties, suspension or termination of employment, and/or criminal prosecution of the person or persons involved.

No existing Kearney Public Schools policy, practice or procedure should be interpreted to prohibit decisions designed to prevent a threat from being carried out, a violent act from occurring or a life-threatening situation from occurring.

All Kearney Public Schools personnel are responsible for reporting to the administration any threats, which they have witnessed, received, or have been told that another person has witnessed, which they regard as threatening or violent, when that behavior is job related or might be carried out on a district controlled site, or is connected to district employment.

Employees are responsible for making this report regardless of the relationship between the individual who initiated the threat or threatening behavior and the person or persons who were threatened or were the focus of the threatening behavior. If the administration is not available, personnel should report the threat to their supervisor.

#### Notice of Protection Orders

All individuals who apply for or obtain a protective or restraining order which lists district locations as being protected areas, must provide to the administration with a copy of the petition and declarations used to seek the order, a copy of any temporary protective or restraining order which is granted, and a copy of any protective or restraining order which is made permanent.

Kearney Public Schools understands the sensitivity of the information requested and has developed confidentiality procedures, which recognize and respect the privacy of the reporting employee(s).

#### **Section: ANTI-BULLYING (Board Policy 4036)**

One of the missions and obligations of the school district is to provide a physically safe and emotionally secure environment for all students and staff. Positive behaviors (non-violence, cooperation, teamwork, understanding, and acceptance of others) are to be encouraged in the educational program and are required of all staff. Inappropriate behaviors (bullying, intimidation, and harassment) will not be tolerated, and students and staff are required to avoid such behaviors. Strategies and practices are to be implemented to reinforce positive behaviors and to discourage and protect others from inappropriate behaviors. Bullying is defined as an ongoing pattern of physical, verbal, or electronic abuse on school grounds, in a vehicle owned, leased, or contracted by the school being used for a school purpose by a school employee or designee, or at school-sponsored activities or school-sponsored athletic events.

#### **Section: DRUG FREE SCHOOLS, COMMUNITY & WORKPLACE (Board Policy 4030)**

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

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

The rules of conduct for employees at this school district are as follows:

1. The manufacture, sale, distribution, possession, being under the influence (which means that a chemical has been consumed in an amount sufficient to have a detectable amount of the substance in his/her system) or use of illicit drugs or alcohol on school premises or as a part of any of the school's activities is prohibited.
2. The unlawful manufacture, sale, distribution, possession, being under the influence or unlawful use of illicit drugs or unlawful use of alcohol outside of the workplace shall be deemed unprofessional conduct and conduct which substantially interferes with the continued performance of duties.

## Definitions

1. The term “illicit drugs” or “alcohol” shall mean, but not be limited to the meaning of such terms as declared by the State of Nebraska or any other applicable law, or as the meaning of such terms are interpreted by the school district.
2. The term “school premises” shall mean any property, whether owned, leased, or in any other manner under the control of the Board of Education of the school district, or as the meaning of such term is interpreted by the school district.
3. The phrase “as a part of any of the school’s activities” shall mean any activity or enterprise carried out in whole or in part under the auspices of the district, or as the meaning of such phrase is interpreted by the school district.
4. The term “outside of the workplace” shall mean at all times other than on “school premises” or “as a part of the school activities”.
5. “Under the influence” means that a chemical has been consumed in an amount sufficient to have a detectible amount of the substance in his/her system.
6. For purpose of this policy and related regulations, “chemicals” (drugs) are defined as any substance that has a profound and rapid mood-altering or intoxicating effect on the central nervous system and includes those chemicals that are illegal as defined by state and federal laws, legal for adults but statutorily prohibited for those under the age of 21 (such as alcohol) or legal by physician’s prescription only, but obtained and/or used in non-prescribed ways.

## Procedures

1. All current employees and each new employee is charged with notice of all school policies and will receive and be charged with notice of this policy.
2. Each employee will sign a form acknowledging receipt of this policy and its prohibitions and acknowledging (a) that serious sanctions can and will be taken against an employee, including ending of employment and also referral for prosecution for any failure to comply; (b) that compliance is mandatory; (c) that this policy is adopted pursuant to applicable statutes and laws; and (d) that the failure of the school district to comply with any such federal requirements may put the school district’s receipt of federal funds in jeopardy. Acceptance or continuation of employment with the school district shall also constitute notice, receipt, and acknowledgment of the prohibitions set forth in this policy.
3. In the event the employee does not understand the requirements of this policy, it shall be the duty of the employee to ask for interpretation or clarification from the Superintendent or the designee. It is presumed that the employee understands and will abide by this policy and its interpretations if no questions are asked.
4. In the event of any non-compliance by any employee with this policy, the employee may be disciplined, which may include ending employment. In addition, the Superintendent or the designee may make available to any employee not in compliance information about any drug and alcohol counseling, rehabilitation, re-entry, or treatment services or programs that are available to employees within fifty (50) miles of the administrative offices of the district. If no such services or programs are available within fifty (50) miles, then such services or programs as may exist in the state shall be made known to such employee. The Superintendent or the designee shall maintain a list of such available services or programs and shall from time to time update such list. The cost for any such services or programs shall be the financial responsibility of the employee, whether mandated by the school district or not.
5. Disciplinary sanctions which may be taken against an employee for any non-compliance with this policy include, but are not limited to, one or more of the following: (Not listed in order of importance. Any non-compliance could result in ending employment.)
  - a. An oral reprimand
  - b. A written reprimand
  - c. Suspension with pay

- d. Suspension without pay
  - e. Termination of employment
  - f. Cancellation of employment
  - g. Non-renewal of employment
  - h. Referral to appropriate authorities for criminal prosecution
  - i. Voluntary or mandatory enrollment in in-patient care, training, or other programs or services relating to drug or alcohol use or abuse as a term and condition to any continuing employment by the district at the employee's cost.
6. Any disciplinary action, sought to be imposed by the Superintendent or the designee shall be carried out in accordance with policy and the law.
  7. As an alternative to discipline or as a concurrent requirement with discipline, the Superintendent or the designee may require the employee to successfully finish a drug or alcohol abuse service or program at the employee's cost. As used herein, the term "drug or alcohol abuse service or program" shall mean a drug or alcohol abuse service or program sponsored by an approved private or governmental institution. The Superintendent or the designee may require at any time the employee to provide documentation satisfactory to the Superintendent or the designee that the employee is enrolled, is appropriately pursuing, or has successfully completed the service or program. If aftercare is recommended by such institution, the Superintendent or the designee may require acceptable participation in the aftercare service or program at the employee's cost. Ongoing reporting of participation in any such service or program is a term and condition of continuing employment.
  8. Any employee of this school district who has been charged or convicted of any violation of law involving illicit drugs or alcohol, must immediately (within 24 hours) report such charge or conviction to the Superintendent or the designee. Failure to report may result in any disciplinary action as set forth in paragraph 5.

**Section: TOBACCO-FREE ENVIRONMENT (Board Policy 4031)**

It is the intent of the Board of Education of the Kearney Public Schools to create a tobacco-free environment within the Kearney Public Schools. Because we value our students and employees, the promotion of health, safety, and well-being is one of our utmost concerns.

Use of tobacco is linked to heart, lung, mouth, throat, gum, and respiratory diseases. Smoking is the major preventable cause of premature death today. Non-smokers can be harmed by passive smoke. Some employees already suffer from respiratory diseases, heart diseases, or allergies where they may be at risk when the smoke is present. Smokeless tobacco (chew or snuff) has been declared a cancer threat by the U.S. Surgeon General and World Health Organization. When rights of smokers and non-smokers conflict and accommodation is not possible, the rights of the non-smoker prevail, in accordance with this policy.

For purposes of this policy, tobacco means any tobacco product (including but not limited to cigarettes, cigars, and chewing tobacco), vapor products (such as e-cigarettes), electronic nicotine delivery systems, alternative nicotine products, tobacco product look-alikes, and products intended to replicate tobacco products either by appearance or effect.

A ban on all tobacco use will be the policy on all Kearney Public Schools property and in all school-owned vehicles. Tobacco use by the general public or adult employees will be prohibited, including, without limitation, the concession stands and bleachers at outdoor athletic fields and near the entry of school buildings.

All rules and regulations which deny student use of tobacco, both inside buildings and on school grounds, remain in force. Appropriate signs will be placed at the entrances of buildings and other appropriate locations, advising all persons that our buildings and grounds are a tobacco-free environment.

Employees and visitors are expected to honor the tobacco-free environment policy. The school district will provide information to employees concerning tobacco use cessation programs. All employees are responsible for monitoring compliance with the tobacco-free policy. This does not preclude adults from wearing non-visible nicotine patches or using nicotine gum without displaying the product container, as part of a smoking cessation program.

**Section: CONFLICT OF INTEREST (Board Policy 4033)**

Schools must at all times guard against any appearance of impropriety while carrying out their responsibilities. It is therefore essential, and the policy of this school district, that all employees of the Kearney Public Schools avoid any situation or endeavor which could or does interfere with, or which creates a conflict of interest, or the appearance of a conflict of interest in terms of fiscal or other responsibilities of employees, except as specifically authorized.

Any KPS employee who questions whether or not any conduct or activity creates a conflict of interest or violation of this policy, should direct any inquiry to the Superintendent, or his/her designee, for an official determination.

**Section: SEARCH AND SEIZURE (Board Policy 4035.3)**

School officials may search offices and storage devices provided to or used by employees where permitted by law, such as where reasonable grounds exist for suspecting that a search will turn up evidence that the employee has committed work-related misconduct, or that a search is necessary for a non-investigatory work-related purpose, such as to retrieve a file.

Searches of the District's computer system may be conducted at the discretion of the administration at any time.

When it is determined based on searches that a person violated a Board policy, administrative rule, building rule, personnel expectation, or the law, the person shall be subject to appropriate disciplinary action and a report to law enforcement.

Illegal items or other items reasonably determined to be a threat to the safety of others or a threat to educational purposes may be seized by school officials. Any illegal drugs, firearm or dangerous weapon shall be confiscated and delivered to law enforcement as soon as practicable.

The District is not responsible for the security or safety of personal property which employees, students, or other building users may bring to school.

# CHAPTER 7 – Complaint Procedure

## Introduction

It is the belief and practice of KPS that substitute employees should have the opportunity to present their work-related complaints for discussion and resolution. This process of resolving complaints can be completed in an Informal or Formal process.

## Informal Process

For routine complaints, using the Informal Process for resolution can be effective. In the Informal Process, employees are encouraged to discuss the problem with their supervisor. If the problem involves the supervisor, the employee should seek out the assistance of the department head. If the problem involves the department head, the employee should talk to the person at the next level of supervision. While it is important and necessary to proceed through the organizational structure, employees are always welcome to access the person whom they feel would be most effective in addressing their complaint. The Informal Approach is designed to resolve problems through discussion. In the informal process, the employee has the opportunity to make supervisors aware of the problem, give background information and discuss possible resolutions. It is in this informal discussion, that various points of view can be discussed and possible remedies identified.

## Formal Complaint

Sometimes complaints are too serious or complicated to be resolved by the informal process. Complaints of this type require the Formal Complaint Procedure for resolution.

## Examples of appropriate complaints for the Formal Complaint Procedure include:

1. A belief that district policies, practices, rules, regulations or procedures have been applied inconsistently to an employee.
2. Treatment considered unfair by an employee, such as coercion, reprisal, harassment (including sexual harassment) or intimidation.
3. Alleged discrimination because of race, color, sex, age, religion, national origin, marital status, disability or other protected conditions.
4. Improper or unfair administration of employee benefits or conditions of employment.

## Employees should notify the district in a timely fashion of any complaint considered appropriate for handling under the Formal Complaint Procedure

The Formal Complaint Procedure is the exclusive remedy for classified employees with appropriate complaints. As used in this procedure, the terms, "timely fashion," "reasonable time," and "promptly" generally will mean five (5) working days.

## Formal Complaint Procedure

Employees who feel they have an appropriate complaint that needs to be addressed by the Formal Complaint Procedure should proceed as follows:

1. Promptly bring the complaint to the attention of the immediate supervisor. If the complaint involves the supervisor, then the employee may proceed directly to the department head. If the problem involves the department head, the employee should move the matter to the Director of Human Resources. The complainant will complete a written Formal Complaint Form. The complainant will present the form to the supervisor, department head, or the Director of Human Resources.
2. The supervisor, department head or Director of Human Resources will investigate the complaint using the established investigatory procedures to determine the facts.
3. When investigation is complete, a decision will be made by the supervisor, department head or Director of Human Resources regarding a proposed resolution. The supervisor, department head or

Director of Human Resources will meet with the complainant to review a written report of the complaint investigation and the proposed resolution.

4. The complainant upon hearing the report and the resolution can decide if they accept the report and resolution or would like to take their complaint to the next level of supervision.
5. If the complainant decides to proceed to the next level of supervision, they complete a second Formal Complaint Form that will include a description of the work that has been completed in attempting to reach a resolution. This report will be filed with the department head or the Human Resources Director.
6. When the next level of review is completed, the complainant is given a written report of the investigatory findings and a proposed resolution.
7. If the complainant is accepting of the proposed resolution that decision is recorded in writing with a copy to the complainant. If the complainant is not accepting of the decision, they may proceed to file an additional Formal Complaint describing the attempts at resolution thus far.
8. When this level of review is completed, the complainant is given a written report of the investigatory findings and a proposed resolution. If the complainant is accepting of the proposed resolution, the matter is considered settled. If the complainant is not accepting of the decision, they may proceed to file their complaint with the Superintendent, or his/her designee.
9. Upon receiving the complaint, the Superintendent, or his/her designee, will complete the necessary steps to review past attempts at resolution and conduct an investigation of the complaint. The Superintendent, or his/her designee, will make a decision and meet with the complainant to review the findings. The resolution decision will be communicated in writing to the complainant.

#### Procedural Considerations in the Complaint Resolution Process

1. Information concerning an employee complaint should be confidential. Supervisors, department heads, or other administrators who investigate a complaint may discuss it only with those individuals who have a need to know or who are needed to supply necessary background information or advice.
2. Time spent by employees in complaint discussions with management during their normal working hours will be considered hours worked for pay purposes.
3. Employees will not be penalized for proper use of the complaint resolution procedure. However, it is not considered proper use if an employee raises complaints in bad faith or solely for the purposes of delay or harassment or repeatedly raises frivolous complaints.
4. Implementation of the Complaint Resolution Procedure by an employee does not limit the right of the district to proceed with any disciplinary action that is not in retaliation for the use of the Complaint Resolution Procedure. In addition, employees and supervisors are prohibited from retaliation against an employee who properly uses the Complaint Resolution Procedure.
5. The district may, at its discretion, refuse to proceed with any complaint it determines is improper under this procedure or state and federal laws. Further, this procedure does not alter the employment-at-will relationship in any way. KPS reserves the right to alter the complaint resolution process whenever necessary.

# CHAPTER 8 – Use of District Internet, Computer, and Email

Section	INTERNET SAFETY AND ACCEPTABLE USE POLICY
Section	E-MAIL/INTERNET ACCESS

**Section: INTERNET SAFETY AND ACCEPTABLE USE POLICY (Board Policy 4037)**

Internet Safety Policy

It is the policy of Kearney Public Schools to comply with the Children’s Internet Protection Act (CIPA) and Children’s Online Privacy Protection Act (COPPA). With respect to the District’s computer network, the District shall: (a) prevent user access to, or transmission of, inappropriate material via Internet, electronic mail, or other forms of direct electronic communications; (b) provide for the safety and security of minors when using electronic mail, chat rooms, and other forms of direct electronic communications; (c) prevent unauthorized access, including so-called “hacking,” and other unlawful activities online; (d) prevent unauthorized online disclosure, use, or dissemination of personal identification information of minors; (e) obtain verifiable parental consent before allowing third parties to collect personal information online from students; and (f) implement measures designed to restrict minors’ access to materials (visual or non-visual) that are harmful to minors.

Students (K-12) at Kearney Public Schools receive instruction on Internet Safety, which is embedded in a variety of curriculums and taught by the school librarians, technology instructors, elementary counselors, and business instructors. This curriculum includes materials related to personal safety on the Internet, appropriate use of social networking sites, cyber-bullying, and other topics that encourage digital citizenship. A copy of the scope and sequence for the KPS Internet Safety Curriculum may be found in the district Curriculum Office or District Media Office.

1. Definitions. Key terms are as defined in CIPA. “Inappropriate material” for purposes of this policy includes material that is obscene, child pornography, or harmful to minors. The term “harmful to minors” means any picture, image, graphic image file, or other visual depiction that: (1) taken as a whole and with respect to minors, appeals to a prurient interest in nudity, sex, or excretion; (2) depicts, describes, or represents, in a patently offensive way with respect to what is suitable for minors, an actual or simulated sexual act or sexual contact, actual or simulated normal or perverted sexual acts, or a lewd exhibition of the genitals; and (3) taken as a whole, lacks serious literary, artistic, political, or scientific value as to minors.
2. Access to Inappropriate Material. To the extent practical, technology protection measures (or “Internet filters”) shall be used to block or filter Internet, or other forms of electronic communications, access to inappropriate information. Specifically, as required by the CIPA, blocking shall be applied to visual depictions of material deemed obscene or child pornography, or to any material deemed harmful to minors. Subject to staff supervision, technology protection measures may be disabled or, in the case of minors, minimized only for bona fide research or other lawful purposes.
3. Inappropriate Network Usage. To the extent practical, steps shall be taken to promote the safety and security of users of the District’s online computer network when using electronic mail, chat rooms, instant messaging, and other forms of direct electronic communications. Specifically, as required by CIPA, prevention of inappropriate network usage includes: (a) unauthorized access, including so-called ‘hacking,’ and other unlawful activities; and (b) unauthorized disclosure, use, and dissemination of personal identification information regarding minors.

4. Supervision and Monitoring. It shall be the responsibility of all members of the District staff to supervise and monitor usage of the online computer network and access to the Internet in accordance with this policy and CIPA. Procedures for the disabling or otherwise modifying any technology protection measures shall be the responsibility of the Superintendent and the Superintendent's designees.
5. Social Networking. Students shall be educated about appropriate online behavior, including interacting with others on social networking websites and in chat rooms, and cyberbullying awareness and response. The plan shall be for all students to be provided education on these subjects. The Superintendent or the Superintendent's designee shall be responsible for identifying educational materials, lessons, and/or programs suitable for the age and maturity level of the students and for ensuring the delivery of such materials, lessons, and/or programs to students.
6. Parental Consent. The District shall obtain verifiable parental consent prior to students providing or otherwise disclosing personal information online.
7. Adoption. This Internet Safety Policy was adopted by the Board at a public meeting, following normal public notice.

#### Computer Acceptable Use Policy

This computer acceptable use policy is supplemental to the District's Internet Safety Policy.

1. Technology Subject to this Policy. This Computer Acceptable Use Policy applies to all technology resources of the District or made available by the District. Technology resources include, without limitation, computers and related technology equipment, all forms of e-mail and electronic communications, and the internet.
2. Access and User Agreements. Use of the District technology resources is a privilege and not a right. The Superintendent or designee shall develop appropriate user agreements and shall require that employees, students (and their parents or guardians), and others to sign such user agreements as a condition of access to the technology resources, as the Superintendent determines appropriate. Parents and guardians of students in programs operated by the District shall inform the Superintendent or designee in writing if they do not want their child to have access.

The Superintendent and designees are authorized and directed to establish and implement such other regulations, forms, procedures, guidelines, and standards to implement this Policy.

The technology resources are not a public forum. The District reserves the right to restrict any communications and to remove communications that have been posted.

3. Acceptable Uses. The technology resources are to be used for the limited purpose of advancing the District's mission. The technology resources are to be used, in general, for educational purposes, meaning activities that are integral, immediate, and proximate to the education of students as defined in the E-rate program regulations.
4. Unacceptable Uses.  
The following are unacceptable uses of the technology resources:
  - a. Personal Gain: Technology resources shall not be used, and no person shall authorize its use, for personal financial gain other than in accordance with prescribed constitutional, statutory, and regulatory procedures, other than compensation provided by law.

- b. Personal Matters: Technology resources shall not be used, and no person shall authorize its use, for personal matters unless the User has entered into a lease agreement or other similar agreement with the School District that makes such use permissible under law.

Occasional use that the Superintendent or designee determines to ultimately facilitate the mission of the District is not prohibited by this provision. Examples of occasional use that may be determined to ultimately facilitate the mission of the District: sending an e-mail to a minor child or spouse; sending an e-mail related to a community group in which an employee is a member where the membership in the community group facilitates the District's mission.

This occasional use exception does not permit use by employees contrary to the expectations of their position. For example, employees may not play games or surf the net for purposes not directly related to their job during duty time; nor may students do so during instructional time.

The occasional use exception also does not permit use of the technology resources for private business, such as searching for or ordering items on the internet for non-school use; or sending an e-mail related to one's own private consulting business.

- c. Campaigning: Technology resources shall not be used, and no person shall authorize its use, for the purpose of campaigning for or against the nomination or election of a candidate or the qualification, passage, or defeat of a ballot question.
- d. Technology-Related Limitations: Technology resources shall not be used in any manner which impairs its effective operations or the rights of other technology users. Without limitation,
  - 1. Users shall not use another person's name, log-on, password, or files for any reason, or allow another to use their password (except for authorized staff members).
  - 2. Users shall not erase, remake, or make unusable another person's computer, information, files, programs or disks.
  - 3. Users shall not access resources not specifically granted to the user or engage in electronic trespassing.
  - 4. Users shall not engage in "hacking" to gain unauthorized access to the operating system software or unauthorized access to the system of other users.
  - 5. Users shall not copy, change, or transfer any software without permission from the network administrators.
  - 6. Users shall not write, produce, generate, copy, propagate, or attempt to introduce any computer code designed to self-replicate, damage, or otherwise hinder the performance of any computer's memory, file system, or software. Such software is often called a bug, virus, worm, Trojan horse, or similar name.
  - 7. Users shall not engage in any form of vandalism of the technology resources.
  - 8. Users shall follow the generally accepted rules of network etiquette. The Superintendent or designees may further define such rules.
- e. Other Policies and Laws: Technology resources shall not be used for any purpose contrary to any District policy, any school rules to which a student user is subject, or any applicable law. Without limitation, this means that technology resources may not be used:
  - 1. To access any material contrary to the Internet Safety Policy; or to create or generate any such material.
  - 2. To engage in unlawful harassment or discrimination, such as sending e-mails that contain sexual jokes or images.
  - 3. To engage in violations of employee ethical standards and employee standards of performance, such as sending e-mails that are threatening or offensive or which

contain abusive language; use of end messages on e-mails that may imply that the District is supportive of a particular religion or religious belief system, a political candidate or issue, or a controversial issue; or sending e-mails that divulge protected confidential student information to unauthorized persons.

4. To engage in or promote violations of student conduct rules.
  5. To engage in illegal activity, such as gambling.
  6. In a manner contrary to copyright laws.
  7. In a manner contrary to software licenses.
5. Disclaimer. The technology resources are supplied on an “as is, as available” basis. The District does not imply or expressly warrant that any information accessed will be valuable or fit for a particular purpose or that the system will operate error free. The District is not responsible for the integrity of information accessed, or software downloaded from the Internet.
6. Filter. A technology protection measure is in place that blocks and/or filters access to prevent access to Internet sites that are not in accordance with policies and regulations. In addition to blocks and/or filters, the District may also use other technology protection measures or procedures as deemed appropriate.

Notwithstanding technology protection measures, some inappropriate material may be accessible by the Internet, including material that is illegal, defamatory, inaccurate, or potentially offensive to some people. Users accept the risk of access to such material and responsibility for promptly exiting any such material.

The technology protection measure that blocks and/or filters Internet access may be disabled only by an authorized staff member for bona fide research or educational purposes: (a) who has successfully completed District training on proper disabling circumstances and procedures, (b) with permission of the immediate supervisor of the staff member requesting said disabling, or (c) with the permission of the Superintendent. An authorized staff member may override the technology protection measure that blocks and/or filters Internet access for a minor to access a site for bona fide research or other lawful purposes provided the minor is monitored directly by an authorized staff member.

7. Monitoring. Use of the technology resources, including but not limited to internet sites visited and e-mail transmitted or received, is subject to monitoring by the administration and network administrators at any time to maintain the system and insure that users are using the system responsibly, without notice to the users. Users have no privacy rights or expectations of privacy with regard to use of the District’s computers or Internet system. All technology equipment shall be used under the supervision of the Superintendent and the Superintendent’s designees.
8. Sanctions. Violation of the policies and procedures concerning the use of the District technology resources may result in suspension or cancellation of the privilege to use the technology resources and disciplinary action, up to and including expulsion of students and termination of employees. Use that is unethical may be reported to the Commissioner of Education. Use that is unlawful will be reported to the law enforcement authorities. Users shall be responsible for damages caused and injuries sustained by improper or non-permitted use.

### **Section: E-MAIL/INTERNET ACCESS (Board Policy 4037)**

#### **“E-Mail”/Internet Access**

The District offers staff and students of the Kearney Public Schools access to the district computer network, including electronic mail (“e-mail”) and the Internet. To gain access to electronic mail (e-mail) and the Internet, all staff must sign and return the “Staff Agreement” form to the tech office. Likewise, to gain

access to e-mail and the Internet, all students attending the Kearney Public Schools, along with their parents/guardians, must sign a policy agreement form and return it to the school. Student access to e-mail will be provided as relevant to educational endeavors. In the event that individual student accounts are provided for online communication, students will be asked to treat them as “work” addresses for coursework and personal communications should be sent to a separate account.

Access to e-mail and the Internet will enable staff and students to explore thousands of libraries, data bases, and bulletin boards, while exchanging messages with Internet users throughout the world. Students and parents should be warned that some material accessible by the Internet may contain items that are illegal, defamatory, inaccurate, or potentially offensive to some people. While our intent is to make Internet access available to further educational goals and objectives, students may find ways to access other materials as well. We believe that the benefits to students from access to the Internet, in the form of information resources and opportunities for collaboration, exceed any disadvantages. But ultimately, parents and guardians of minors are responsible for setting and conveying the standards that their students should follow when using media and information resources. To that end, the Kearney Public Schools support and respect each family’s right to decide whether or not to apply for access.

### E-Mail and Internet Rules:

#### 1. General Rules

- a. The e-mail and Internet networks are provided to staff and students to conduct research and communicate with others. Access to network services is given to staff and students who have agreed to act in a responsible manner. Parental permission is required for student use. Access to e-mail and the Internet is a privilege, not a right.
- b. Individual users of the district computer networks are responsible for their behavior and communications over those networks. Users will comply with District standards and will honor the agreements they have signed. Beyond clarification of such standards, the district is not responsible for restricting, monitoring, or controlling the communications of individuals utilizing the network.
- c. Network storage areas and district-issued devices shall be treated like school lockers. Network administrators may review files and communications to maintain system integrity and insure that users are using the system responsibly. Users should not expect that files or any information stored or otherwise retained on district servers or in computers will be private.
- d. Users should not expect, and the District does not warrant, that files stored on district servers will always be private.
- e. The District will not be liable for purchases made by any user over the network. Users shall not make purchases of goods and/or services via the district’s network that are related to outside employment or may result in profit for the user.

#### 2. Policy for Acceptable Use of Computers and Networks

The following policy for acceptable use of computers and networks, including Internet, shall apply to all district administrators, faculty, staff and students. All technology equipment shall be used under the supervision of the site administrator.

- a. Users shall not erase, remake, or make unusable anyone else’s computer, information, files, programs or disks. In addition to any other disciplinary action or legal action that may occur, any user violating this rule shall be liable for any and all damages for the replacement of any damage to the computer, information, files, programs or disks.
- b. Users shall not let other persons use their name, log-on, password, or files for any reason (except for authorized staff members).
- c. Users shall not use or try to discover another user’s password.
- d. Users shall not use Kearney Public Schools computers or networks for non-instructional or non-administrative purposes (e.g., games or activities for personal profit).

- e. Users shall not use the computer for unlawful purposes, such as illegal copying or installation of unauthorized software.
- f. Users shall not copy, change, or transfer any software or documentation provided by the Kearney Public Schools District, teachers, or other students without permission from the network administrators.
- g. Users shall not write, produce, generate, copy, propagate, or attempt to introduce any computer code designed to self-replicate, damage, or otherwise hinder the performance of any computer's memory, file system, or software. Such software is often called a bug, virus, worm, Trojan horse, or similar name.
- h. Users shall not use the computer to annoy or harass others with language, images, or threats. Users shall not access or create any obscene or objectionable information, language, or images.
- i. Users shall not tamper with computers, networks, printers, or other associated equipment except as directed by the teacher or network administrator.
- j. Users shall not engage in "hacking" – altering software or hardware or manipulating or circumventing security systems to gain unauthorized access or direct use of the operating system software.
- k. Users shall not engage in harassment or nuisance actions – bothering another person or entity for no positive reason or creating an interference with another user's ability to make effective use of computing privileges.
- l. Users shall not access resources not specifically granted to the user – whether damage is done or not, such use constitutes electronic trespassing, and will not be tolerated. Damages incurred will be considered to constitute electronic vandalism.

### 3. Penalties for Violation of Rules

All of the policies and procedures for acceptable use of computers and networks are intended to make the computers and networks more reliable for users. They are also intended to minimize the burden of administrating the network so that more time can be spent enhancing services.

Use of the computer to access telecommunications resources is a privilege and not a right. Violation of the policies and procedures of the Kearney Public Schools concerning the use of computers and networks may result in disciplinary action up to, and including, suspension and/or expulsion of students and suspension, termination, nonrenewal or cancellation of the contract of an administrator, teacher or other school employee.

### Staff, Student and Parent Agreement

The Administrator Agreement, Faculty and Staff Agreement, and Student/Parent Agreement forms are available at school offices.

# CHAPTER 9 – Anti-Discrimination & Anti-Harassment

**Section ANTI-DISCRIMINATION, ANTI-HARASSMENT & ANTI-RETALIATION**  
**Section AMERICANS WITH DISABILITIES ACT (ADA)**

## Section: ANTI-DISCRIMINATION, ANTI-HARASSMENT & ANTI-RETALIATION

### Elimination of Discrimination.

The Kearney Public School District hereby gives this statement of compliance and intends to comply with all state and federal laws prohibiting discrimination. This school district intends to take any necessary measures to assure compliance with such laws against any prohibited form of discrimination.

The Kearney Public School District does not discriminate on the basis of sex, disability, race (including skin color, hair texture and protective hairstyles), color, religion, veteran status, national or ethnic origin, age, marital status, pregnancy, childbirth or related medical condition, sexual orientation or gender identity, or other protected status in its programs and activities and provides equal access to the Boy Scouts and other designated youth groups. The following person has been designated to handle inquiries regarding the non-discrimination policies.

### Title IX, Title II, Title VI & Section 504 –

Mrs. Melissa Herrmann, Director of Human Resources  
Kearney Public Schools  
320 West 24<sup>th</sup> Street  
Kearney, NE 68845  
308-698-8011  
melherrmann@kearneycats.com

Complaints or concerns involving discrimination or needs for accommodation or access should be addressed to the appropriate Coordinator. For further information about anti-discrimination laws and regulations, or to file a complaint of discrimination with the Office for Civil Rights in the U.S. Department of Education (OCR), please contact the OCR at One Petticoat Lane, 1010 Walnut Street, 3<sup>rd</sup> Floor, Suite 320, Kansas City, MO 64106, (816) 268-0550 (voice), Fax (816) 268-0599, (800) 877-8339 (telecommunications device for the deaf), or ocr.kansascity@ed.gov.

### Prohibited Harassment, Discrimination and Retaliation of Employees, Students and Others.

#### 1. Purpose:

Kearney Public Schools is committed to offering employment and educational opportunity to its employees and students, in a climate free of discrimination. Accordingly, unlawful discrimination, harassment or retaliation of any kind by District employees, including co-workers, non-employees (volunteers), third parties and others is strictly prohibited and will not be tolerated.

Harassment is a form of discrimination and includes verbal, non-verbal, written, graphic, or physical conduct relating to a person's sex, disability, race (including skin color, hair texture and protective hairstyles), color, religion, veteran status, national or ethnic origin, age, marital status, pregnancy, childbirth, or related medical condition, sexual orientation or gender identity, or other protected category, that is sufficiently serious to deny, interfere with, or limit a person's ability to participate in or benefit from an educational or work program or activity including, but not limited to:

- a. Conduct that is sufficiently severe or pervasive to create an intimidating, hostile, or abusive educational or work environment, or

- b. Requiring an individual to endure the offensive conduct as a condition of continued employment or educational programs or activities, including the receipt of aids, benefits, and services.

Educational programs and activities include all academic, educational, extracurricular, athletic, and other programs of the school, whether those programs take place in a school's facilities, on a school bus, at a class or training program sponsored by the school at another location, or elsewhere.

Discriminatory harassment because of a person's sex, disability, race (including skin color, hair texture and protective hairstyles), color, religion, veteran status, national or ethnic origin, age, marital status, pregnancy, childbirth or other related condition, sexual orientation or gender identify, or other protected category, may include, but is not limited to:

- a. Name-calling,
- b. Teasing or taunting,
- c. Insults, slurs, or derogatory names or remarks,
- d. Demeaning jokes,
- e. Inappropriate gestures,
- f. Graffiti or inappropriate written or electronic material,
- g. Visual displays, such as cartoons, posters, or electronic images,
- h. Threats or intimidating or hostile conduct,
- i. Physical acts of aggression, assault, or violence, or
- j. Criminal offenses

The following examples are additional or more specific examples of conduct that may constitute sexual harassment:

- a. Unwelcome sexual advances or propositions,
- b. Requests or pressure for sexual favors,
- c. Comments about an individual's body, sexual activity, or sexual attractiveness,
- d. Physical contact or touching of a sexual nature, including touching intimate body parts and inappropriate patting, pinching, rubbing, or brushing against another's body,
- e. Physical sexual acts of aggression, assault, or violence, including criminal offenses (such as rape, sexual assault or battery, and sexually motivated stalking), against a person's will or where a person is incapable of giving consent due to the victim's age, intellectual disability, or use of drugs or alcohol,
- f. Requiring sexual favors or contact in exchange for aids, benefits, or services, such as grades, awards, privileges, promotions, etc., or
- g. Gender-based harassment; acts of verbal, nonverbal, written, graphic, or physical conduct based on sex or sex-stereotyping, but not involving conduct of a sexual nature.

If the District knows or reasonably should know about possible harassment, including violence, the District will conduct a prompt, adequate, reliable, thorough, and impartial investigation to determine whether unlawful harassment occurred (see section entitled "Grievance Procedures," below), and take appropriate interim measures, if necessary. If the District determines that unlawful harassment occurred, the District will take prompt and effective action to eliminate the harassment, prevent its recurrence, and remedy its effects, if appropriate.

If harassment or violence that occurs off school property creates a hostile environment at school, the District will follow this policy and grievance procedure, within the scope of its authority.

All District employees are expected to take prompt and appropriate actions to report and prevent discrimination, harassment, and retaliation by others. Employees who witness or become aware of possible discrimination, including harassment and retaliation, must immediately report the conduct to his or her supervisor or the compliance coordinator designated to handle complaints of discrimination (designated compliance coordinator).

## 2. Anti-retaliation:

The District prohibits retaliation, intimidation, threats, coercion, or discrimination against any person for opposing discrimination, including harassment, or for participating in the District's discrimination complaint process or making a complaint, testifying, assisting, or participating in any manner, in an investigation, proceeding, or hearing. Retaliation is a form of discrimination.

The District will take immediate steps to stop retaliation and prevent its recurrence against the alleged victim and any person associated with the alleged victim. These steps will include, but are not limited to, notifying students, employees, and others, that they are protected from retaliation, ensuring that they know how to report future complaints, and initiating follow-up contact with the complainant to determine if any additional acts of discrimination, harassment, or retaliation have occurred. If retaliation occurs, the District will take prompt and strong responsive action, including possible discipline, including expulsion or termination, if applicable.

The District will not terminate or retaliate against any employee for inquiring about or sharing compensation information for the purpose of determining whether the District gives equal pay for equal work. However, an employee with authorized access to wage information as part of their job function who discloses the wages of other employees to those who do not have authorized access to other employees' compensation information, may be disciplined for such disclosure, up to and including termination, unless the disclosure is made in response to a complaint or investigation proceeding, hearing, or other similar action.

## 3. Grievance (or Complaint) Procedures:

Employees or students should initially report all instances of discrimination, harassment or retaliation to their immediate supervisor or teacher or to the compliance coordinator designated to handle complaints of discrimination (designated coordinator). If the employee or student is uncomfortable in presenting the problem to the supervisor or teacher, or if the supervisor or teacher is the problem, the employee or student may report the alleged discrimination, harassment or retaliation ("discrimination") to the designated coordinator, or in the case of students, to another staff person (such as a counselor or principal).

Other individuals may report alleged discrimination to the designated coordinator. If the designated coordinator is the person alleged to have committed the discriminatory act, then the complaint should be submitted to the Superintendent for assignment. A discrimination complaint form is attached to this grievance procedure and is available in the office of each District building, on the District's website, and from the designated coordinators.

Under no circumstances will a person filing a complaint or grievance involving discrimination be retaliated against for filing the complaint or grievance.

### *i. Level 1 (Investigation and Findings):*

Once the District receives a grievance, complaint or report alleging discrimination, harassment, or retaliation, or becomes aware of possible discriminatory conduct, the District will conduct a prompt, adequate, reliable, thorough, and impartial investigation to determine whether unlawful harassment occurred. If necessary, the District will take immediate, interim action or measures to protect the alleged victim and prevent further potential discrimination, harassment, or retaliation during the pending investigation. The alleged victim will be notified of his or her options to avoid contact with the alleged harasser, such as changing a class or prohibiting the alleged harasser from having any contact with the alleged victim pending the result of the District's investigation. The District will minimize any burden on the alleged victim when taking interim measures to protect the alleged victim.

The District will promptly investigate all complaints of discrimination, even if an outside entity or law enforcement agency is investigating a complaint involving the same facts and allegations. The District will

not wait for the conclusion or outcome of a criminal investigation or proceeding to begin an investigation required by this grievance procedure. If the allegation(s) involve possible criminal conduct, the District will notify the complainant of his or her right to file a criminal complaint, and District employees will not dissuade the complainant from filing a criminal complaint either during or after the District's investigation.

The District will aim to complete its investigation within ten (10) working days after receiving a complaint or report, unless extenuating circumstances exist. Extenuating circumstances may include the unavailability of witnesses due to illness or incapacitation, or additional time needed because of the complexity of the investigation, the need for outside experts to evaluate the evidence (such as forensic evidence), or multiple complainants or victims. If extenuating circumstances exist, the extended timeframe to complete the investigation will not exceed ten (10) additional working days without the consent of the complainant, unless the alleged victim agrees to a longer timeline. Periodic status updates will be given to the parties, when appropriate.

The District's investigation will include, but is not limited to:

- a. Providing the parties with the opportunity to present witnesses and provide evidence.
- b. An evaluation of all relevant information and documentation relating to the alleged discriminatory conduct.
- c. For allegations involving harassment, some of the factors the District will consider include: 1) the nature of the conduct and whether the conduct was unwelcome, 2) the surrounding circumstances, expectations, and relationships, 3) the degree to which the conduct affected one or more students' education, 4) the type, frequency, and duration of the conduct, 5) the identity of and relationship between the alleged harasser and the suspect or suspects of the harassment, 6) the number of individuals involved, 7) the age (and sex, if applicable) of the alleged harasser and the alleged victim(s) of the harassment, 8) the location of the incidents and the context in which they occurred, 9) the totality of the circumstances, and 10) other relevant evidence.
- d. A review of the evidence using a "preponderance of the evidence" standard (based on the evidence, is it more likely than not that discrimination, harassment, or retaliation occurred?)

The designated compliance coordinator (or designated investigator) will complete an investigative report, which will include:

- a. A summary of the facts,
- b. Findings regarding whether discrimination, harassment or other inappropriate conduct occurred, and
- c. If a finding is made that discrimination, harassment or other inappropriate conduct occurred, the recommended remedy or remedies necessary to eliminate such discrimination, harassment or other inappropriate conduct.

If someone other than the designated compliance coordinator conducted the investigation, the compliance coordinator will review, approve, and sign the investigative report. The District will ensure that prompt, appropriate, and effective remedies are provided if a finding of discrimination, harassment, or retaliation is made. The District will maintain relevant documentation obtained during the investigation and documentation supportive of the findings and any subsequent determinations, including the investigative report, witness statements, interview summaries, and any transcripts or audio recordings, pertaining to the investigative and appeal proceedings.

The District will send concurrently to the parties written notification of the decision (findings and any remedy) regarding the complaint within one (1) working day after the investigation is completed. The Family Educational Rights and Privacy Act (FERPA), 20 U.S.C. § 11232g; 34 C.F.R. Part 99, permits the district to disclose relevant information to a student who was discriminated against or harassed.

*ii. Level 2 (Appeal to the Superintendent):*

If a party is not satisfied with the findings or remedies (or both) set forth in the decision, he or she may file an appeal in writing with the Superintendent within five (5) working days after receiving the decision. The Superintendent will review the appeal and the investigative documentation and decision, conduct additional investigation, if necessary, and issue a written determination about the appeal within ten (10) working days after receiving the appeal. The party who filed the appeal will be sent the Superintendent's determination at the time it is issued, and a copy will be sent to the designated compliance coordinator. [If the Superintendent is the subject of the complaint, the party will file the appeal directly with the Board.]

*iii. Level 3 (Appeal to the Board):*

If the party is not satisfied with the Superintendent's determination, he or she may file an appeal in writing with the Board of Education within five (5) working days after receiving the Superintendent's determination. The Board of Education will review the appeal, the Superintendent's determination, the investigative documentation and decision, and allow the party to address the Board at a Board meeting to present his or her appeal. The party will be allowed to address the Board at the Board's next regularly scheduled Board meeting (unless the Board receives the appeal within one week of the next regularly scheduled Board meeting) or at a time and date agreed to by the Board, designated compliance officer, and the party. The Board will issue a written determination about the appeal within thirty (30) days after the party addresses the Board. The party who filed the appeal will be sent the Board's determination at the time it is issued, and a copy will be sent to the designated compliance coordinator. The Board's determination, and any actions taken, will be final on behalf of the District.

**4. Confidentiality:**

The identity of the complainant will be kept confidential to the extent permitted by state and federal law. The District will notify the complainant of the anti-retaliation provisions of applicable laws and that the District will take steps to prevent retaliation and will take prompt and strong responsive actions if retaliation occurs.

If a complainant requests confidentiality or asks that the complaint not be pursued, the District will take all reasonable steps to investigate and respond to the complaint consistent with the request for confidentiality or the request not to pursue an investigation, as long as doing so does not prevent the District from responding effectively to the harassment and preventing harassment of other students. If a complainant insists that his or her name or other identifiable information not be disclosed to the alleged perpetrator, the District will inform the complainant that its ability to respond may be limited. Even if the District cannot take disciplinary action against the alleged harasser, the District will pursue other steps to limit the effects of the alleged harassment and prevent its recurrence, if warranted.

**5. Training:**

The District will ensure that relevant District employees, are adequately trained so they understand and know how to identify acts of discrimination, harassment, and retaliation, and how to report it to appropriate District officials or employees.

In addition, the District shall ensure that employees designated to address or investigate discrimination, harassment, and retaliation, including designated compliance coordinators, receive additional specific training to promptly and effectively investigate and respond to complaints and reports of discrimination, and to know the District's grievance procedures and the applicable confidentiality requirements.

**6. Designated Compliance Coordinators:**

Designated compliance coordinators will be responsible for:

- a. Coordinating efforts to comply with anti-discrimination, anti-harassment, and anti-retaliation laws and regulations.

- b. Coordinating and implementing training for students and employees pertaining to anti-discrimination, anti-harassment and anti-retaliation laws and regulations, including the training areas listed above.
- c. Investigating complaints of discrimination (unless the coordinator designates other trained individuals to investigate).
- d. Monitoring substantiated complaints or reports of discrimination, as needed (and with the assistance of other District employees, if necessary), to ensure discrimination or harassment does not recur, and that retaliation conduct does not occur or recur.
- e. Overseeing discrimination complaints, including identifying and addressing any patterns or systemic problems, and reporting such patterns or systemic problems to the Superintendent and the Board of Education.
- f. Communicating regularly with the District's law enforcement unit investigating cases and providing current information to them pertaining to anti-discrimination, anti-harassment, and anti-retaliation standards and compliance requirements.
- g. Reviewing all evidence in harassment or violence cases brought before the District's disciplinary committee or administrator to determine whether the complainants are entitled to a remedy under anti-discrimination laws and regulations that was not available in the disciplinary process.
- h. Ensuring that investigations address whether other students or employees may have been subjected to discrimination, including harassment and retaliation.
- i. Determining whether District employees with knowledge of allegations of discrimination, including harassment and retaliation, failed to carry out their duties in reporting the allegations to the designated compliance coordinator and responding to the allegations.
- j. Recommending changes to this policy and grievance procedure.
- k. Performing other duties as assigned.

The designated compliance coordinators will not have other job responsibilities that may create a conflict of interest with their coordinator responsibilities.

#### 7. Preventive Measures:

The District will publish and widely distribute on an ongoing basis a notice of nondiscrimination (notice) in electronic and printed formats, including prominently displaying the notice on the District's website and posting the notice at each building in the District. The District also will designate an employee to coordinate compliance with anti-discrimination laws (see Designated Compliance Coordinator section, above, for further information on compliance coordinator), and widely publish and disseminate this grievance procedure, including prominently posting it on the District's website, at each building in the District, reprinting it in District publications, such as handbooks, and sending it electronically to members of the school community.

The District also may distribute specific harassment and violence materials (such as sexual violence), including a summary of the District's anti-discrimination, anti-harassment, and anti-retaliation policy and grievance procedure, and a list of victim resources, during events such as school assemblies and back to school nights, if recent incidents or allegations warrant additional education to the school community.

### **Section: AMERICANS WITH DISABILITIES ACT (ADA) (Board Policy 4003)**

#### **Designation of ADA and 504 Coordinator**

Kearney Public Schools does not discriminate on the basis of disability in the admission or access to, or treatment or employment in, its programs or activities.

The Superintendent shall either coordinate or designate one or more persons to coordinate Kearney Public School's compliance with the requirements of the Americans with Disabilities Act of 1990 and Section 504 of the Rehabilitation Act of 1973, as amended (ADA and Section 504).

The Coordinator shall take such actions as required to maintain compliance with such laws; to provide information concerning such laws and their applicability to the services, programs, or activities of the District; and to resolve any complaints or grievances related to alleged non-compliance by the District with such laws.

In the event an employee has a disability and is in need of a reasonable accommodation to perform the employee's duties or to otherwise receive benefits and privileges of employment equal to those enjoyed by similarly-situated employees without a disability, the employee is to inform their supervisor and request a meeting with the ADA Coordinator to discuss the provision of reasonable accommodations.

In the event a student has a disability and needs or is believed to need special education or related services, the 504 Coordinator shall initiate the 504 evaluation and accommodation process.

The Board of Education has adopted a plan regarding the accessibility requirements of persons with disabilities who use school facilities as required by the ADA and Section 504. Members of the public may review the accessibility plan by contacting the Superintendent at the school's administrative offices. Comments or complaints regarding the accessibility of district facilities shall be made to the Superintendent for resolution.

#### ADA and Section 504 Grievance Procedure

The following grievance procedure shall be used for resolution of complaints of alleged violations of the Americans with Disabilities Act of 1990 (ADA) or Section 504 of the Rehabilitation Act of 1973:

1. Complaints shall be filed with the ADA and Section 504 Coordinator. Complaints shall be made in writing, unless the Complainant's disability prevents such, in which event the Complaint can be made verbally.
2. Complaints shall set forth: (a) the name of the Complainant, (b) the address and telephone number or other such information sufficient to enable the Coordinator to contact the Complainant, (c) a brief description of the alleged violation, and (d) the relief requested by the Complainant.
3. Complaints shall be investigated by the Coordinator or the Coordinator's designee. Investigations shall be thorough, but informal, and the Complainant shall be given a full opportunity to submit evidence relevant to the complaint.
4. The Coordinator shall make a decision on the Complaint within thirty (30) days of the filing of the Complaint, unless such time period is extended by agreement with the Complainant or a longer period is reasonably necessitated by the circumstances. The decision shall be made in writing, shall set forth the Coordinator's proposed resolution of the Complaint, and shall be forwarded to the Complainant.
5. The Complainant shall have ten (10) days from the date the Coordinator's decision is sent to the Complainant to accept or reject the Coordinator's proposed resolution. The Complainant shall be deemed to have accepted the proposed resolution unless the Complainant rejects the proposed resolution within such time period.
6. In the event the Complainant rejects the proposed resolution, the Complainant shall be given the opportunity to file a request for reconsideration within ten (10) days from the date the Coordinator's decision is sent to the Complainant. The request for reconsideration shall be filed with the Coordinator. Upon receipt of the request for reconsideration, the Coordinator shall promptly forward the request for reconsideration and all evidence received by the Coordinator in connection with the Complaint to a third person for review (either an administrator or other employee of the District, or members of the Board of Education or Committee of the Board).
7. A decision on the request for reconsideration shall be made within ten (10) days after the request for reconsideration was filed unless the Board or Committee of the Board is the reviewer, in which event the decision shall be made within thirty (30) days of the filing of the request for reconsideration, unless such time period is extended by agreement with the Complainant or a longer period is reasonably necessitated by the circumstances.



## RECEIPT OF SUBSTITUTE TEACHER EMPLOYEE HANDBOOK OF KEARNEY PUBLIC SCHOOLS

This signed receipt acknowledges that I am aware of and have reviewed a digital copy of the Substitute Teacher Employee Handbook of Kearney Public Schools. I acknowledge receipt of the Handbook in a satisfactory manner via electronic communication. This receipt acknowledges that I understand that I am to read and be familiar with the handbook, that I understand the handbook contains a disclaimer of contract, that I understand that the handbook includes the District's policies of non-discrimination and equity, and that specific complaint and grievance procedures exist in the handbook which should be used for responding to harassment or discrimination.

Date: \_\_\_\_\_

\_\_\_\_\_  
Employee's Signature

\_\_\_\_\_  
Employee's Printed Name

Return to the Human Resources Office

## APPENDIX

46-52

Substitute Employee Discipline Form	47-48
Administrator Request to Remove a Substitute from the Building or Team Substitute List	49-50
Substitute Teacher Termination Form	51-52



## SUBSTITUTE TEACHER EMPLOYEE DISCIPLINE FORM

Employee: \_\_\_\_\_

Position: \_\_\_\_\_ School/Department: \_\_\_\_\_

Date of Incident: \_\_\_\_\_ Time of Incident: \_\_\_\_\_

Nature of Incident: \_\_\_\_\_

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

Reason for Notice: \_\_\_\_\_

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

**Specific Problem:**

_____ Tardy	_____ Violation of Safety Procedures
_____ Failure to Report for Assigned Job	_____ Conflict of Interest
_____ Failure to Supervise Students Properly	_____ Discourteous Behavior to Other Employees
_____ Insubordination	_____ Discourteous Behavior to Students
_____ Harassment	_____ Damage to District Property
_____ Not Performing Work	_____ Substandard Work
_____ Improper Work Attire	_____ Violation of District Policy
_____ Other (specify) _____	

**Disciplinary Action: (List Dates)**

\_\_\_\_\_ Verbal Warning \_\_\_\_\_ 1<sup>st</sup> \_\_\_\_\_ 2<sup>nd</sup> \_\_\_\_\_ 3<sup>rd</sup>  
\_\_\_\_\_ Written Warning \_\_\_\_\_ 1<sup>st</sup> \_\_\_\_\_ 2<sup>nd</sup> \_\_\_\_\_ 3<sup>rd</sup>  
\_\_\_\_\_ Termination

*OVER*

Corrective Action Needed: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Consequence of Failure to Improve:     \_\_\_\_\_ Discipline up to and including Termination  
  \_\_\_\_\_ Immediate Termination

Principal's/Supervisor's Comments: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Employee's Comments: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Principal's/Supervisor Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Human Resources Signature

\_\_\_\_\_  
Date

***Attach supporting documents as applicable.***

Copies:			
_____	Employee	_____	Human Resources
_____	Principal/Supervisor	_____	File



**ADMINISTRATOR REQUEST FOR REMOVING A SUBSTITUTE FROM THE BUILDING OR TEAM SUBSTITUTE LIST FORM**

Substitute: \_\_\_\_\_

Request for Removal Made By: \_\_\_\_\_

Block From Team/Teachers: \_\_\_\_\_ OR Block from Building: \_\_\_\_\_

Date of Incident: \_\_\_\_\_ Time of Incident: \_\_\_\_\_

Reason for Notice: \_\_\_\_\_

\_\_\_\_\_

Substituting For: \_\_\_\_\_ Building: \_\_\_\_\_

Date of Incident: \_\_\_\_\_ Time of Incident: \_\_\_\_\_

Nature of Incident: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Specific Problem:**

- |  |  |
|--|--|
| _____ Tardy                                  | _____ Violation of Safety Procedures           |
| _____ Failure to Report for Assigned Job     | _____ Conflict of Interest                     |
| _____ Failure to Supervise Students Properly | _____ Discourteous Behavior to Other Employees |
| _____ Insubordination                        | _____ Discourteous Behavior to Students        |
| _____ Harassment                             | _____ Damage to District Property              |
| _____ Not Performing Work                    | _____ Substandard Work                         |
| _____ Improper Work Attire                   | _____ Other (specify) _____                    |
| _____ Violation of District Policy           | _____  |

\_\_\_\_\_

Corrective Action Needed: \_\_\_\_\_

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Principal's/Supervisor's Comments: \_\_\_\_\_

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Substitute's Comments: \_\_\_\_\_

---

---

---

\_\_\_\_\_  
Substitute's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Principal's/Supervisor's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Human Resources Director's Signature

\_\_\_\_\_  
Date

***Attach supporting documents as applicable.***

Copies:

\_\_\_\_\_ Substitute Employee  
\_\_\_\_\_ Principal/Supervisor

\_\_\_\_\_ Human Resources Substitute File



**SUBSTITUTE TEACHER  
TERMINATION CONFERENCE**

Employee: \_\_\_\_\_ Department: \_\_\_\_\_

Position: \_\_\_\_\_ Building: \_\_\_\_\_

Date of Incident: \_\_\_\_\_ Time of Incident: \_\_\_\_\_

**Reason for Termination:** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Specific Problem:**

- |                                  |  |
|----------------------------------|--|
| _____ Excessive Tardiness        | _____ Violation of Safety Procedures           |
| _____ Unexcused Absences         | _____ Conflict of Interest                     |
| _____ Excessive Absences         | _____ Discourteous Behavior to Other Employees |
| _____ Insubordination            | _____ Discourteous Behavior to Students        |
| _____ Harassment                 | _____ Damage to District Property              |
| _____ Not Performing Work        | _____ Substandard Work                         |
| _____ Violation of School Policy | _____ Improper Work Attire                     |
- \_\_\_\_\_ Other (specify) \_\_\_\_\_  
\_\_\_\_\_

**Disciplinary Action History:** *(Supply Dates)*

**Verbal Warning:** \_\_\_\_\_ 1<sup>st</sup> \_\_\_\_\_ 2<sup>nd</sup> \_\_\_\_\_ 3<sup>rd</sup>

**Written Warning:** \_\_\_\_\_ 1<sup>st</sup> \_\_\_\_\_ 2<sup>nd</sup> \_\_\_\_\_ 3<sup>rd</sup>

OVER

**Supervisor's Comments:** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Employee's Comments:** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Employee's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Principal's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Human Resources

\_\_\_\_\_  
Date

***Please attach supporting documents as applicable (warning notices, etc.) to this form.***

<b>Copies:</b>	
_____ Employee	_____ Human Resources
_____ Principal/Supervisor	_____ File

### Naming Facilities

The board shall have the authority to name all school district facilities or property.

### Naming Criteria

The district may name facilities or property for an individual, family, or entity meeting at least one of the following criteria:

1. A faculty member, staff member, board member, alumni, volunteer, or other community member who has made an outstanding contribution to education, humanity, or community; or have displayed outstanding leadership; or be a person of historical significance; or
2. Financial donors who make a significant financial contribution to the school generally or to a specific school activity or program; or
3. Financial donors who make a significant financial contribution toward the construction of a new facility/property or facility/property renovation.

The district will not grant a naming right without the informed consent of the named party or their representative. The board shall enter into a written agreement with the named party or their representative. Provisions of the agreement will be guided by this policy. However, the board retains the authority to negotiate the agreement to be mutually beneficial to the named party and the district.

### Due Diligence

The board or its designee shall conduct a due diligence review of any proposed facility or property name to consider whether it is and will continue to be a positive and appropriate reflection on the school, whether the name conforms with the purpose and mission of the school, and whether there are any conflict of interest issues. The board or its designee shall also consult with district legal counsel to ensure that any proposed name complies with applicable policies, laws, and regulations and to determine if any proposed name would have an adverse impact on existing or future tax-exempt bond issues.

### Renaming Facilities

Facilities that currently exist and are named after an individual generally will not be rededicated or renamed unless the facility is relocated to a new site or a different purpose is designed for an existing facility. Other compelling reasons to rename facilities include, but are not limited to, the person or entity or any of its officers, agents, or employees committing any act or doing anything which might tend to bring the person or entity or any of its officers, agents, or employees into public disrepute, contempt, scandal, or ridicule, or which might tend to reflect unfavorably on the district or if the continued use of the name is contrary to the educational mission of the district.

The named party may, without refund of any consideration paid or provided, terminate acceptance of the naming rights prior to the scheduled termination date. If the request is granted, the party shall be solely responsible for all costs of removal of the name.

**OCT 2024**

**ARGUETA-GONZALEZ, SHARON**

**BA/ Step 3**

**MathTeacher**

**Kearney High School**

Sharon Argueta-Gonzalez will earn her BA in December from UNK with endorsements in Math 5-9 and ESL. She student taught at Lexington Public Schools. Sharon will be a Math teacher at Kearney High School starting January 2025.