

Board of Education Regular Meeting  
Monday, November 11, 2013 7:00 PM  
Shelby-Rising City School Distance Learning  
Room  
650 N. Walnut  
Shelby, NE 68662-0218

1. Call to Order
2. Pledge of Allegiance
3. Announce Open Meeting Act Posting and Location
4. Recognition of Visitors  
During this time visitors may request to the board the opportunity to speak at the appropriate time. The Board will amend the agenda to include Public Comments. Each speaker will be limited to 5 minutes during that time.
5. Approval of Agenda
6. Consent Agenda
  - 6.1. Minutes
  - 6.2. Treasurer's Report
7. District Audit - Pekny and Associates
8. Administrative Reports
  - 8.1. Athletic Director/Activities Director Report
  - 8.2. Elementary Principals Report
  - 8.3. Middle School Principals Report
  - 8.4. High School Principals Report
  - 8.5. Superintendents Report
    - 8.5.1. PTC Survey
    - 8.5.2. Calendar/Staff Development

8.5.3. Safety Audit - Dr.Thoms

8.5.4. Pre-School Playground Fence

Bid was won by Shelby Lumber for \$4,700 for vinyl coated chain-link, includes installation.

9. Board Committee Reports

10. Old Business

10.1. Feasibility Study

Participate in the joint information Board Meeting at Osceola scheduled for Wednesday, January 22nd

11. New Business

11.1. Approve Superintendent Evaluation Instrument

11.2. Technology Director

12. Set Dates

13. Executive Session

The Board may enter into closed session at any time to discuss any matter for which a closed session is lawful and appropriate.

We have legal matters that need to be handled in closed session.

Before the Board can enter closed session, a motion must be made in agreement with Statute 84-1410 by the Board to discuss topics such as personnel, negotiations, and legal matters.

14. Return to Regular Session

15. Adjournment

## Notice of Meeting

Notice is hereby given that a meeting of the Board of Education of the School District of Shelby-Rising City, in the Counties of Polk and Butler, in the State of Nebraska, Shelby-Rising City School District No. 32 of Polk County, Nebraska, will be held at 7:00 p.m. on the

11th day of November, 2013, at Shelby-Rising City

Distant Learning Room #209, which meeting will be open to the public. An agenda for such meeting, kept continuously current, is available for public inspection at the office of the Superintendent.

**Chip Kay, Superintendent**

**Board of Education Regular Meeting**  
Shelby-Rising City School Library

DRAFT OF MEETING MINUTES FOR October 15, 2013 SCHOOL BOARD MEETING

**Attendance Taken at 8:00 PM:**

Present Board Members:

Roy Houdersheldt  
Jason Ingalls  
Jeff Kuhnel  
Geoffrey Ruth  
Heath Vrbka  
Chris Whitmore

**I. Call to Order**

**Motion Passed:** Call the Meeting to Order @ 8:00PM passed with a motion by Jeff Kuhnel and a second by Geoffrey Ruth. Aye 6, Nay 0

**II. Pledge of Allegiance**

**III. Announce Open Meeting Act Posting and Location**

**IV. Recognition of Visitors**

Discussion:

Melinda Cromer, Jim Hendrickson, Mary Gillespie, Deb Doehling, Terry Chadek, Troy Holmberg, Bill Curry, Jerry Ehlers

**V. Approval of Agenda**

**Motion Passed:** Motion to approve agenda as presented passed with a motion by Geoffrey Ruth and a second by Chris Whitmore. Aye 6, Nay 0

**VI. Consent Agenda**

**Motion Passed:** Motion to approve Consent Agenda passed with a motion by Jason Ingalls and a second by Heath Vrbka. Aye 6, Nay 0

**VI.A. September Minutes**

**VI.B. Treasurer's Report**

**VII. Jerry Ehlers Q & A on the Feasibility Study**

Discussion:

Mr. Ehlers explained how the feasibility study would take place and informed the board that a joint meeting between Osceola, Cross County and the Shelby/Rising City School Boards will take place in January.

**VIII. Administrative Reports**

**VIII.A. Athletic Director/Activities Director Report**

Discussion:

CRC Volleyball Tournament will be Oct. 19-24 @ York City Auditorium.  
A new scorers table has been ordered for the west gym.  
A lighted Backboard will be installed in the West gym in Memorial of Dean White.

**VIII.B. Elementary Principals Report**

**VIII.C. Middle School Principals Report**

**VIII.D. High School Principals Report**

**VIII.E. Superintendent Report**

**VIII.E.1. NESAs/NePAS Data / MAP Testing**

**VIII.E.2. Staffing Update**

**VIII.E.3. Lunch Fund/Federal Reimbursements**

**VIII.E.4. Nebraska Whole Child Project (NCSA/NASB)**

**IX. Board and Committee Reports**

**IX.A. 2013-2014 Board Goals**

Discussion:

Review Goals

**IX.B. Negotiations**

**IX.C. NASB State Conference**

**X. Old Business**

**X.A. 1:1 Computer Initiative**

**Motion Passed:** Approve the 1:1 Computer Initiative passed with a motion by Roy Houdersheldt and a second by Geoffrey Ruth. Aye 6, Nay 0

**XI. New Business**

**XI.A. Discussion on whether to go 11-man or 8-man for the 2014 and 2015 football seasons**

**Motion Passed:** Motion to move to an 11-man schedule for the 2014 and 2015 Football Seasons. passed with a motion by Heath Vrbka and a second by Jason Ingalls. Aye 6, Nay 0

**XI.B. 1989 Blue Ford Lift Van to surplus**

**Motion Passed:** Motion to move 1989 Blue Ford Lift Van to Surplus passed with a motion by Chris Whitmore and a second by Roy Houdersheldt. Aye 6, Nay 0

**XI.C. ELL Guidelines and Policies**

**Motion Passed:** Motion to approve the guidelines and policies for the District ELL program passed with a motion by Jason Ingalls and a second by Chris Whitmore. Aye 6, Nay 0

**XI.D. Red bus barn on Shelby site as surplus**

**Motion Passed:** Motion to make the red bus barn on the Shelby site surplus property for removal or demolition passed with a motion by Heath Vrbka and a second by Geoffrey Ruth. Aye 6, Nay 0

**XI.E. High School Wrestling**

**Motion Passed:** Motion to add High School Wrestling for the 2014-2015 Season with an option to revisit motion in April 2014 pending student interest. passed with a motion by Geoffrey Ruth and a second by Heath Vrbka. Aye 6, Nay 0

**XI.F. Safety and Security Plan**

**Motion Passed:** Approve the Safety and Security Plan as presented passed with a motion by Geoffrey Ruth and a second by Chris Whitmore. Aye 6, Nay 0

**XII. Set Dates**

Discussion:

Next Meeting: November 11th, @ 7:00PM

**XIII. Executive Session**

**XIV. Adjournment**

**Motion Passed:** Motion to adjourn @ 10:20PM passed with a motion by Jeff Kuhnel and a second by Chris Whitmore. Aye 6, Nay 0

**GEOFF RUTH**

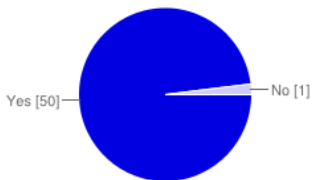
School Board Secretary

# 52 responses

[View all responses](#) [Publish analytics](#)

## Summary

### Did you like the two day PTC schedule we used this year?

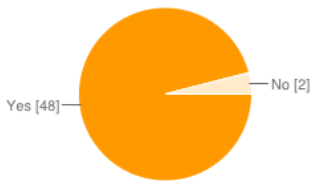


Yes **50** 98%  
No **1** 2%

### Why did you choose the answer above?

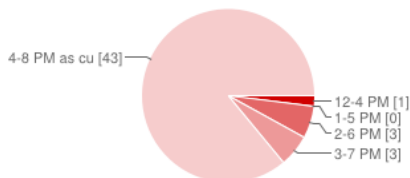
Because if you are not able to make it on one of the days you could go on the other Less of a rush! We get a longer break Nice and easy. Worked good for our schedule It gives parents more time to go to the parent-teacher conferences more flexibility Easier to get to both buildings. It gave us the opportunity to pick our night. It is the best to visit all of childrens teachers. more convenient and flexible I work Wednesday nights and have always had to go in late to work to fit all the conferences in. Easier for us to have family watch kids so we can go without kids Either way we do PTC is fine for me; I personally like to get done in one day easier to get a time that works. We had a choice of days to go. It really didn't matter to me Convenient Time worked good for us. ease of getting to the conferences I felt like I had more options. More access to teachers It was better for our schedule Enjoyed two day evening option more convenient Because its not as busy, you can talk to the teacher sooner. And you can choose from two nights. So if you cant go one night you can go the next. More of a choice given my busy schedule. It worked in my schedule better over two afternoons I like the hours. It was convenient. Wendsday we CCD It fit my schedule Hour were convenient It was easier on work schedules. convenient more times available not so chaotic

### Were the hours of 4-8 PM convenient for you?



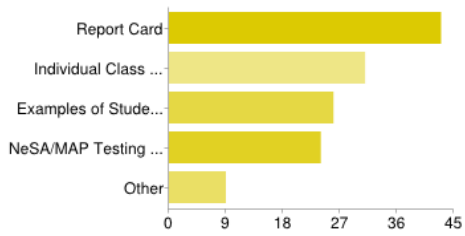
Yes **48** 96%  
No **2** 4%

### What time frame would you suggest?



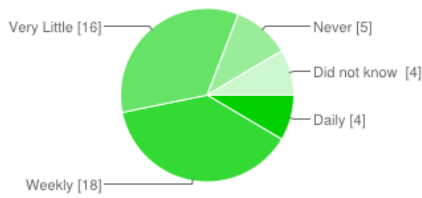
12-4 PM	<b>1</b>	2%
1-5 PM	<b>0</b>	0%
2-6 PM	<b>3</b>	6%
3-7 PM	<b>3</b>	6%
4-8 PM as currently scheduled.	<b>43</b>	86%

### What information would you like to receive at P-T Conferences?



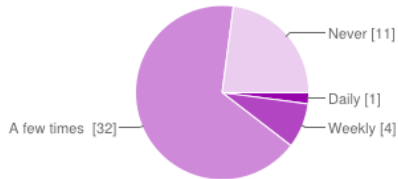
Report Card	<b>43</b>	32%
Individual Class Grade Sheet	<b>31</b>	23%
Examples of Student Work	<b>26</b>	20%
NeSA/MAP Testing Results & Explanation	<b>24</b>	18%
Other	<b>9</b>	7%

### How often do you check your students grades on-line using ParentPlus



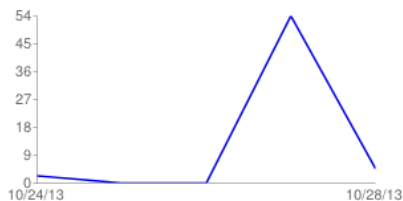
Daily	<b>4</b>	9%
Weekly	<b>18</b>	38%
Very Little	<b>16</b>	34%
Never	<b>5</b>	11%
Did not know we could	<b>4</b>	9%

### How often do you communicate with your students teacher by phone or e-mail?



Daily	<b>1</b>	2%
Weekly	<b>4</b>	8%
A few times as needed	<b>32</b>	67%
Never	<b>11</b>	23%

### Number of daily responses





Elementary/High School  
650 N. Walnut  
Shelby, NE 68662  
PH 402-527-5946  
FX 402-527-5133

Middle School  
400 E. Spruce St.  
Rising City, NE 68658  
PH 402-542-2216

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***DISTRICT TECHNOLOGY STAFF DEVELOPMENT DAY***  
***November 6, 2013***

7:50 - 8:15 Staff Report/Brief Meeting/Rolls-Coffee

8:15 Session I

A - Promethean Board (HS) - Deanne Bishop -> Rm 207  
B - Promethean Board (EL) - Jill Richmond -> Art Room  
C - Interwrite Board (MS) - David LaDay (@ Rising City)

9:30 Session II

A - Teaching 1:1 (Sites, Resources, Ext. Promethean) - Deanne Bishop -> Rm 207  
B - Doceri for iPad (Teaching Wireless) - Jill Richmond -> Art Room

10:30 Session III

A- Angel LMS - Beth Kabes -> Rm 207  
B- Google (Docs/Drive) - Otis Pierce -> Art Room

11:30 Lunch —> Staff is on their own.

12:15 Session IV

A- Online Resources - Beth Kabes (Gale/Cengage online databases, Online WorldBook, Visual Thesaurus, video resources) -> Rm 207  
B- Google II (Creating a Class Site) - Otis Pierce -> Art Room

1:15 Session V

A- Hippo Campus/Noodle Tools (6-12) - Beth Kabes -> Rm 207  
B- Google III (Advanced Uses for the Classroom) - Otis Pierce -> Art Room

2:15 Session VI

A - CIP Meeting - Mr. Holmberg -> Rm 203  
B - Blendspace (Develop online lesson) - Mr. Gabel/ Mrs. Wilton -> Rm 207  
C - Teaching with iPads - Kathy Lundstrom -> Art Room

3:30 (or upon completion of the sessions) Staff is dismissed for the day.

From the Desk of  
**Paul Toms, Ed.D.**  
1515 Meadow Lane  
York, NE 68467  
402-362-3646  
[ptoms@neb.rr.com](mailto:ptoms@neb.rr.com)

October 20, 2013

On April 29, 2013, I e-mailed Superintendent Stick to determine if he wanted me to conduct the safety and security audit for the Shelby-Rising City Public Schools for the 2013-2014 school year. He indicated that he was retiring at the end of this school year and that he would inform Mr. Chip Kay that he was planning on having me conduct the review. Mr. Kay contacted me in September to determine when I might be doing the review. I indicated that I would be there in two to three weeks. I contacted him on October 11, 2013, and set a time and a date for my visit. I have reviewed the district's safety and security plan for each of the past eleven years. Prior to my visit, I have again reviewed the district's plan to determine if it is in compliance with NDE Rule 10, Sections 011.01A-011.01E.

On Wednesday, October 16, 2013, I conducted an on-site, walk-through inspection of the facilities of the Shelby-Rising City Public Schools. Following my walk-through inspection of the facilities and my review of the "Plan", it is my opinion that the "Plan" and facilities meet the requirements as specified in Rule 10. I do make the following recommendations and comments to the superintendent and the district's safety and security committee:

- I arrived at the school in Shelby at 11:15. Mr. Kay was not in the building. He was at Rising City. I asked the secretaries to contact Ron, the custodian, so he could take me on a tour of the building prior to my traveling to Rising City. Ron arrived after a period of time and we went on a tour of the building and looked at any areas where there were any significant changes or modifications since my last review. Ron indicated to me that they had changed the classroom door locks so that doors could be locked from the inside. This is a change that many schools are making since the school killings in Connecticut. Ron and I went to the industrial technology shop to view the venting project that is under way in that area. We also talked about

the possibility of putting numbers on all exterior exits and providing a schematic of the building showing the exit numbers for first responders.

- Following my visit to the building in Shelby, I drove to Rising City. Mr. Kay met me shortly after I checked in at the office and he and I went to a room on the second floor and visited for about 45 minutes. I was impressed with his knowledge of safety and security components a school should have. I feel confident that he will continue to move the district in the direction of a more comprehensive "Plan".
- The "Safety and Security Management Plan has been updated and improved. I will make a few comments regarding that document later in this report. I did not see the safety and security file that I have suggested in the past. I would recommend that the district establish a safety and security file. The file should include a copy of the district's current safety and security plan that I discussed in the previous section, and a copy of the board of education minutes showing when the board first approved the plan and any subsequent changes in the plan. The file should also include a list of the current members of the safety and security committee and the populations they represent. The agendas and minutes of the safety and security committee should be included showing that the committee has met at least annually. Such a file will provide the documentation needed to show that the district is meeting the requirements of NDE Rule 10, Sections 011.01B and 11.01C.
- This is the third year of the district operating as a merger of the Shelby and the Rising City districts. The elementary and high school programs are operated in Shelby and the middle school is in Rising City. At Shelby, the exterior doors are all locked. They have installed a buzzer/speaker system at the main door in the elementary/high school building. The door is unlocked magnetically by a person in the office. A doorbell has been installed for the door by the preschool so parents and students can be let in that door. That same arrangement has been made for the kitchen so it can be opened for deliveries. There is going to be a buzzer/speaker system installed for the door that enters the elementary/high school building from the library.
- The HS/Elem building continues to have 22 security cameras. There are seven outside and fifteen inside. There are two cameras at Rising City. One is on the main entrance from the inside and one is in the main hallway. Each of the administrators has the capacity to observe the views of these cameras

in their office and also from their homes. There is also a monitor in the outer office at the HS/Elem building.

- The district does use a badge identification system.
- Neither of the buildings has a security alarm system.
- The district has conducted lockdown drills. I recommend that they do one early in the school year each year, preferably in September.
- The district does have a functioning “Workplace Safety Consultation Program” (L.B. 757) in place. I would suggest that the district review the statutory requirements for this committee, including the makeup and meeting requirements. This would assure that the “Program” is operating properly.
- Each of the buildings has an alternative evacuation site(s). These sites are identified in the “Plan”. With the proximity of the railroad tracks to the buildings, some thought about evacuation sites further from the identified sites might need to be considered. A derailment with a chemical spill might require a site further away.
- The district does have a “Safe Pupil Transportation Plan” as prescribed in Rule 91. It is referenced in the “Plan”.
- The district does have the appropriate policies concerning the “Emergency Response to Life-Threatening Asthma or Systemic Allergic Reaction” protocol as required by law. This protocol should be included in the district’s “Plan”.
- The district does have a dating violence policy as required by law. That policy should be included in the “Plan”.
- The building at Shelby uses the area in the basement, including hallways, classrooms, and locker rooms as their storm shelter area. The building at Rising City has substantial below ground space in the area of the cafeteria to use as a shelter.
- None of the buildings are sprinkled for fire suppression.

- The district has a bomb threat procedure. This is exactly the same plan that has been in the previous “Plans” of the Shelby district. Rather than identifying the various areas of inconsistency and conflict in this procedure, I will provide the superintendent with a sample procedure that the district may want to consider.
- The district does not have a locker/drug search policy/procedure in the “Plan”. It is my understanding that the school does a search every couple of years. I would recommend that the district add a policy/procedure concerning these searches to their “Plan”.
- The district uses One Source to do background checks when hiring new non-certificated staff. One Source in turn checks E-Verify. I would recommend that the district include this procedure in the “Plan”.
- The high school science area at Shelby has a fire blanket, an eyewash, no shower, no master gas shut-off, and three chemical storage cabinets. They have an “Acid” cabinet, a “Corrosive” cabinet, and a “Flammable” cabinet. There is no science area at Rising City that uses gas or hazardous chemicals.
- The art room at the high school does not have a kiln in the room. There is one located in the basement in a storage room off the 5<sup>th</sup> grade classroom. It is vented with an electrical shut-off. There is no kiln at Rising City.
- The industrial tech room at Shelby is in the process of installing a venting system over the welding bays. There are curtains on the welding bays. The project is nearly done. There is an eyewash in the room and a first aid kit. The shop bay at Rising City is not used for instruction. Mr. Kay told me that they have disposed of most of the equipment that was in that room. Some of the equipment from that room was moved to Shelby last year.
- The playground area at Shelby has been renovated with a sandy material under the equipment. The area that was a playground at Rising City is not used for that purpose now.
- At Shelby, buses load and unload on the west side of the building where there is also a parking lot. Parents unload and pick up their students in the same area. The buses tend to unload on the north half of that area and the

parents use the south portion. I would like to see the areas for loading and unloading buses and the area for parent drop-off and pick-up more clearly marked and signed so there is a separation in order that students do not cross the traffic. In Rising City, the buses load and unload on the west side of the building and parents use the south side.

I want to thank Ron for his help again at Shelby and I appreciate the opportunity to meet with Superintendent Kay. The district continues to make progress toward providing a safe and secure educational facility for their students.

A handwritten signature in cursive script, appearing to read "Paul Toms".

Paul Toms, Ed.D.

From the Desk of  
**Paul Toms, Ed.D.**  
1515 Meadow Lane  
York, NE 68467  
402-362-3646  
ptoms@neb.rr.com

School Safety and Security Review

October 19, 2013

School District Shelby-Rising City Public Schools

Date of on site review October 16, 2013

Contract cost \$220.00

Expenses

Travel (Shared) 51.4 @ \$0.565 = \$29.04

Lunch (Shared) \$2.49

Total \$251.53

Signed 