

Isanti Community School  
Board of Education Regular Meeting  
Monday, March 26, 2018

{{Name: Agenda Item}}

- I. CALL THE MEETING TO ORDER - ROLL CALL
  
- II. PUBLIC COMMENT ON AGENDA ITEMS
  
- III. BUSINESS AFFAIRS - CONSENT AGENDA
  - III.A. Approve minutes of the January regular and special board meetings
  
  - III.B. Treasurer Report
  
  - III.C. Outstanding Payables
  
- IV. REPORTS
  - IV.A. Superintendent- 1. Priority Plan 2. WIT team
    - IV.A.1. Principal
  
  - IV.B. Committee Reports
  
- V. ACTION ITEMS
  - V.A. Approve Mid-term graduate
  
  - V.B. Approve Elvis LaPlante Memorial Basketball Tournament
  
  - V.C. Classified Leave
  
  - V.D. Appoint Board Committees

V.E. Legal representation

V.F. Approve resignation-Kemp

V.G. Approve 2018-2019 ESU 1 Contract

V.H. Approve Parent and Family Involvement Policy

V.I. Approve Pregnant and Parenting Students Policy

V.J. Approve Jacki Bird Presentation and Materials

V.K. Approve Laserfiche Proposal

V.L. 2017-2018 Teacher Contract Days/Calendar Changes

V.M. Business Manager Contract

V.N. Principal Contracts

V.O. Superintendent Contract

## VI. DISCUSSION ITEMS

## VII. COMING EVENTS

VII.A. April Board Meeting-April 10

VII.B. NAFIS-March 17-21

VII.C. National JOM Conference-April 9-11

VIII. ADJOURN

Santee Community School  
Board of Education Committee of the Whole Meeting  
Thursday, March 15, 2018

I. CALL THE MEETING TO ORDER - ROLL CALL

II. DISCUSSION ITEMS

II.A. Teacher Presentation

II.B. Mid-term Graduate

II.C. Elvis LaPlante Memorial Tournament

II.D. Classified Leave

II.E. Staffing Proposal for 2018-2019

II.F. Building Project

II.G. Jacki Bird Presentation

II.H. 2018-2019 ESU 1 Contract

II.I. 2018-2019 Calendar Presentation

II.J. Board Retreat

II.K. Pregnant and Parenting Students Policy

II.L. Parent and Family Involvement Policy Review

II.M. Presentation on Laserfiche

II.N. Hiring Process

II.O. Open Gym

II.P. 2017-2018 Teacher Contract Days/Calendar Changes

II.Q. Business Manager Contract

II.R. Principal Contracts

II.S. Superintendent Contract

III. ADJOURN

## Santee Community School

Stacy Johnson: Absent  
Steve Moose: Absent  
Don Pike: Present  
DeWayne Wabasha: Present  
Cindy Whipple: Present  
Rosella Whipple: Present

Present: 4, Absent: 2.

### I. CALL THE MEETING TO ORDER - ROLL CALL

### II. ACTION ITEMS

#### II.A. February Consent Agenda

It was moved by Cindy Whipple and seconded by Don Pike to approve the consent agenda presented for the February regular board meeting including minutes and outstanding payables.

Roll call vote: Passed

Stacy Johnson: Absent, Steve Moose: Absent, Don Pike: Yea, DeWayne Wabasha: Yea, Cindy Whipple:

Yea, Rosella Whipple: Yea

Yea: 4, Nay: 0, Absent: 2

#### II.B. Elvis LaPlante Tournament

The item was added late so no motion was made. The Board directed the Superintendent to give permission to Chris Swalley to host the Elvis LaPante basketball tournament March 16-18. The tournament will be officially approved at the March Board meeting. The Board would still like Chris Swalley to attend the March board meeting to present.

### III. ADJOURN

It was moved by Cindy Whipple and seconded by DeWayne Wabasha to adjourn at 1:18 PM.

Roll call vote: Passed

Stacy Johnson: Absent, Steve Moose: Absent, Don Pike: Yea, DeWayne Wabasha: Yea, Cindy Whipple: Yea,  
Rosella Whipple: Yea

Yea: 4, Nay: 0, Absent: 2

**Santee Community School  
March 2018 Outstanding Payables**

Brenda Leader	Science supplies	Gen. Supplies Sec.	\$ 59.31
Brenda Leader	Science activity	Gen. Supplies Sec.	\$ 54.30
Brenda Leader	Christmas Science activity	Gen. Supplies Sec.	\$ 36.76
Brenda Leader	Science complete grow station	Travel Secondary	\$ 170.04
Lifetouch	17-18 Yearbook deposit	Activity Supplies	\$ 1,179.75
Stephanie Lowery	Sub 2/28	Travel Elementary	\$ 16.35
Stephanle Lowery	Sub 2/16, 2/20-27	Travel Elementary	\$ 114.45
Mastercard Service Center	DPI Dance Pop	Activity Supplies	\$ 44.65
Mastercard Service Center	DPI Dance food	Activity Supplies	\$ 170.40
Mastercard Service Center	Nebraska Reading Membership	Inservice Training	\$ 525.00
Mastercard Service Center	Fuel	Gas And Oil	\$ 43.27
Mastercard Service Center	Job fair	Travel Expenses	\$ 139.85
Mastercard Service Center	Late Fee	Board Dues and Fees	\$ 126.87
Mastercard Service Center	Quickbooks	Accounting & Auditing Service	\$ 13.95
Mastercard Service Center	Auto flush assembly	Repairmen	\$ 666.52
Mastercard Service Center	MRSA Room Sanitizer	Technical Service	\$ 3,995.00
Mastercard Service Center	Tech Ipad repairs	Computer Hardware	\$ 130.00
Menards-Yankton	Cleaner, tools, maintenance su	Custodial Supplies	\$ 489.77
NE Association Of School Board	Dues	NASB	\$ 4,190.00
North Central Public Power	Electricity	Electricity	\$ 3,492.84
NE Dept. of Health & Human Services	Commodities	Food	\$ 518.18
Northeast Community College	Heartsaver CPR	Nurse Supplies	\$ 42.00
Ohiya Casino & Bingo	DPI breakfast	Travel-Activlites	\$ 578.76
Oriental Trading Co	Dr. Seuss supplies	Gen. Supplies Elem.	\$ 291.27
Perry, Guthery, Haase & Gessford, P.C., L.L.O	Legal on buidling project	Legal Service	\$ 75.00
Purchase Power	Postage	Postage	\$ 198.92
Quill Corporation	Office supplies	Supplies	\$ 440.47
Santee Community School-Activity Account	Jr Class concessions	Activity Supplies	\$ 50.50
School Health Corporation	Nurse Supplies	Nurse Supplies	\$ 587.23
Petty Cash Fund	Seed Growth Station-Science	Gen. Supplies Sec.	\$ 225.00
Santee Community School Petty Cash Account	Bus Proctor	Bus Drlver Pay	\$ 100.00
Mary Snowdon	Sub 2/27-2/28	Travel Elementary	\$ 42.80
Mary Snowdon	Sub 2/15	Travel Elementary	\$ 21.40
Santee Sioux Nation Grocery Store	Balance as of 3/1/18	Food	\$ 1,366.56
Stadium Sports	Track Uniforms	Activity Supplies	\$ 1,977.00
Thompson Company Inc	Food	Food	\$ 7,039.57
Thompson Company Inc	Janitorial Supplies	Custodial Supplies	\$ 1,608.72
Thompson Company Inc	FFVP	FFVP	\$ 901.47
Thompson Company Inc	SLSP	Food	\$ 2,510.60
United Group Programs, Inc.	LTD	Liability Insurance	\$ 975.42
Wells Fargo	Fuel	Gas And Oil	\$ 46.03
Wells Fargo	Lit Conference Meals	Travel Elementary	\$ 456.98
Wells Fargo	Purchases charge	Board Dues and Fees	\$ 4.89
Wells Fargo	FCS-DPI food	Activity Supplies	\$ 173.40
Wells Fargo	Purchases charge	Board Dues and Fees	\$ 8.28
Wells Fargo	Subscription on amazon	Periodicals Elementary	\$ 15.77
Wells Fargo Equipment Finance	Copier Lease	Rentals And Leases	\$ 249.57
Winnelson	Filters	Custodial Supplies	\$ 190.25
		<b>Total Outstanding Supplies</b>	<b>\$ 105,318.42</b>

**EXHIBIT "A"**  
**2018-19**

**SCHOOL** Santee Public School

**DATE** February 8, 2018

<b>Services</b>	<b>Rate</b>	<b>F.T.E.</b>	<b>Hours</b>	<b>Total</b>
Vision/O&M Teacher	115.00			0.00
Paraeducator	33,200.00			0.00
Speech Therapy	96,650.00	1.00		96,650.00
Deaf Educator	116.50			0.00
Audiologist	115.00		12.00	1,380.00
Psychologist	97,500.00	1.00		97,500.00
Physical Therapy	123.00		4.00	492.00
Occupational Therapy	122.00		78.00	9,516.00
Transition	113,000.00	0.05		5,650.00
Nursing Services	82,000.00			0.00
In-service	50.00		10	500.00
Program Supervision (8%)				16,935.04
PSP/ Early Intervention	115.00		550.00	63,250.00
ECSE Allen				
ECSE Winnebago				
ECSE Paraeducator	33,200.00			0.00
<b>Subtotal</b>				<b>291,873.04</b>

Tower School	33,150.00	3.00		99,450.00
Nonreimbursable	2,900.00			8,700.00
<b>Subtotal</b>				<b>108,150.00</b>

Other Services:  
 .....  
 .....  
 .....

**TOTAL CONTRACT** **\$400,023.04**

Page 2  
Kari Garwood-Daniels  
February 13, 2018

4. Brevity is always a desirable feature; it has been condensed.

So the Board may either:

- 1) Go with the existing Policy, but correct the Legal Authority

- - or - -

- 2) Consider and adopt the attached Policy.

Very truly yours,

*Mezour Lukij Priefert* on behalf of  
Charles M. Bressman, Jr.

CMB/kkh

Attachment

- a. Timely information about programs under this Policy;
  - b. A description and explanation of:
    - i. The School's Curriculum;
    - ii. The forms of academic assessment used to measure student progress;
    - iii. The achievement levels of State academic standards; and
    - iv. Assistance, opportunities, and/or materials and training to help parents work with their children to improve their children's academic achievement in a format and wording that parents can readily understand.
5. **Annual Evaluation.** With parent and family involvement, conduct an annual Evaluation of the content and effectiveness of the Parent and Family Engagement Policy. The Evaluation will be used to determine strategies for more effective parental involvement, and to revise the Parent and Family Engagement Policy, if desirable.
6. **Annual Meeting.** Ensure parents are involved in the planning, review, evaluation and improvement of the Title I Program, Parent and Family Engagement Policy, and the School-Parent Compact at an annual parent meeting scheduled at a convenient time. This would include the planning and implementation of effective parent and family involvement activities.
7. **Coordination and Technical Assistance.** Provide the coordination, technical assistance, and other support necessary to assist and build the capacity of all participating schools.

## Pregnant and Parenting Students

Students who are pregnant or parenting may expect the following rights:

### A. Attendance and Leave of Absence

1. Pregnant and parenting students will be allowed to attend their own, and their child's, medical care appointments, or other pregnancy or parenting related appointments. These absences will be treated like other students who are excused for medical reasons.
2. Absences due to pregnancy, pregnancy related conditions, or to care for an ill child will not violate compulsory attendance requirements.
3. Students will be permitted to take a leave of absence for pregnancy, child birth, pre-natal and post-natal needs, and for recovery following child birth deemed medically necessary by the student's medical care provider.
4. Pregnant and parenting students will be allowed to participate in all activities, including extracurricular activities, during and after pregnancy. The School may request a health care provider's certificate addressing safe participation, if a certificate addressing safe participation is required of other students with other conditions requiring attention of a licensed health care provider. A certificate will mean a written document signed and dated by a licensed health care provider.
5. At the conclusion of a leave of absence, the student will be immediately enrolled in that student's school of record in the same grade and status as when the leave began.

### B. Course Work

1. Pregnant and parenting students will be provided with all assignments, class work, and any additional support needed to ensure that the student may keep up with class work.
2. Pregnant and parenting students will be allowed to attend regular classes and complete their coursework.
3. There will be an alternative to regular classes available to pregnant and parenting students to complete their coursework if classroom work is not an option due to pregnancy or parenting. The alternatives are voluntary with the student being the one authorized to decide whether to participate in an alternative method of instruction.

### C. Lactation Room

1. Any lactating student will be provided reasonable time and space to express (pump) breast milk or breastfeed during the school day.
2. The lactation room will not be a bathroom or closet, and will be private, clean, reasonably accessible, and include an electrical outlet and chair.

Laserfiche Cost Calculator  
 ESU 1 / 9 School Districts

Description	Quantity	Per Unit	One-time Costs	One-time Totals	Annual (year 2 and beyond)
Number of Users:	2	\$ 900.00	\$ 1,800.00		
Annual support		\$ 216.00	\$ 432.00		\$ 432.00
Installation		\$ 216.00	\$ 432.00		
Per district hosting	1	\$ 300.00	\$ 300.00		\$ 300.00
<b>Billed by ESU</b>				<b>\$ 2,964.00</b>	<b>\$ 732.00</b>
HR Module*	1	\$ 1,125.00	\$ 1,125.00		
Accounts Payable*	1	\$ 1,125.00	\$ 1,125.00		
Student Records*	1	\$ 1,125.00	\$ 1,125.00		
Board Meetings*		\$ 1,125.00	\$ -		
<b>Billed by Bishop Business</b>				<b>\$ 3,375.00</b>	<b>\$ -</b>
* \$1125 discounted from \$1500 per module for implementation agreement by May 1, 2018					
Fujitsu fi-7160	1	\$ 900.00	\$ 900.00		
<b>Total equipment</b>				<b>\$ 900.00</b>	<b>\$ -</b>
<b>Grand Total</b>				<b>\$ 7,239.00</b>	<b>\$ 732.00</b>

SECTION VIII. COMPENSATION UPON TERMINATION: Upon termination of this agreement for just cause the compensation paid hereunder shall be an amount which bears the same ratio to the annual salary specified as the number of days or fraction thereof to the date of such termination occurs. Any portion of the salary paid but not earned prior to the date of termination of this agreement shall be refunded by the Business Manager. The Business Manager shall not be entitled to compensation for unused sick leave or personal leave.

SECTION IX. GOVERNING LAWS: The parties shall be governed by all applicable state laws, federal laws, and Santee Board of Education rules and regulation in the performance of respective duties and obligations under this agreement.

SECTION X. AMENDMENTS TO BE IN WRITING: This agreement may be modified or amended only by written documentation duly authorized and executed by the Business Manager and Board.

SECTION XI. SEVERABILITY: If any portion of this agreement shall be declared invalid and unenforceable by a court of competent jurisdiction such declaration shall not affect the validity or enforceability of the remaining provisions of this agreement.

SECTION XII. The entire agreement is contingent upon the Santee Community School obtaining operating funds for any school year during the term of this agreement. In any event there are inadequate funds to either commence or to complete any school year under this agreement this agreement shall be null and void.

EXECUTED BY THE BOARD THIS \_\_\_\_\_ DAY OF \_\_\_\_\_, 2015.

\_\_\_\_\_  
Secretary, Board of Education

\_\_\_\_\_  
President, Board of Education

EXECUTED BY THE BUSINESS MANAGER THIS \_\_\_\_\_ DAY OF \_\_\_\_\_, 2015.

\_\_\_\_\_  
Business Manager of School

**Administrator's Contract:**  
**Secondary Principal**

1. **Parties.** The parties to this Contract are:

- A. Santee Community School ("School"); and
- B. Tony Hoffman ("Principal").

2. **Term.** The term of this Contract will be one year during the 2017-18 School Year. It is a 220 day Contract. The Superintendent will select the start date after discussing the start date with the Principal. The Contract will automatically renew if the Principal is not notified before April 15<sup>th</sup>, in writing, of its termination.

3. **Principal's Duties, Compensation, and Fringe Benefits.**

A. **Duties.** In consideration of the Principal's salary and fringe benefits, the Principal agrees to:

- ▶ Faithfully perform the duties of a Principal under the laws of the State of Nebraska;
- ▶ Carry out the responsibilities described in the Santee School Board Policies;
- ▶ Perform the duties and responsibilities contained in this Contract; and
- ▶ Complete, in timely fashion, those tasks given by the Superintendent and the School Board.

leave during working days each year. Personal days will not accrue, and will therefore not be banked. For purposes of this Contract, "working days" exclude Saturdays, Sundays, and Legal Holidays. If the Principal is terminated for cause or resigns, all unused sick and personal leave days are forfeited. If the Principal is placed on long-term disability, the Principal will be paid the personal leave days.

4. **Duty of Loyalty.** During the term of this Contract, the Principal affirms and agrees that the Principal is not, and will not be, under a contractual obligation with another School District or any other person or business which would interfere with the timely performance of the Principal's duties. The Principal will be under a duty of loyalty to the School, and will devote the Principal's full time attention and employment efforts for the good of the School. The Principal also affirms that throughout the term of this Contract, the Principal will hold a valid and appropriate Certificate.

5. **Residency.** Residency on school property or in the District is not a requirement of the Contract.

6. **Duties and Responsibilities; Duty Days.**

A. **Duties.** The specific duties and responsibilities that the Board and Superintendent requires are described in the attached and incorporated Exhibit "A". These duties and responsibilities are subject to change by the Superintendent or the Board. The amount of time allocated to each area is to serve as a guideline.

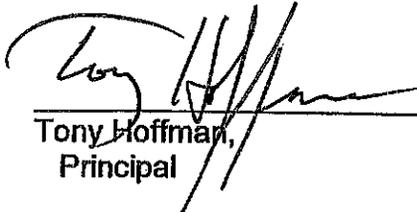
8. Annual Evaluation. Probationary Principals will be observed and evaluated at least one time each Semester. Permanent Principals will be observed and evaluated at least one time each School Year. Observations and evaluations of greater frequency or number than required may be conducted and made at the request of the Principal or at the discretion of the appraiser. The appraisal process is the responsibility of the Principal and the Principal's immediate Supervisor.

9. Compensation at Termination. On the termination of this Contract for cause, resignation, or long-term disability, the Principal's compensation will be prorated to the date of termination, resignation, or long-term disability. Any portion of the salary paid but not earned prior to the date of termination of this Contract will be paid back to the School.

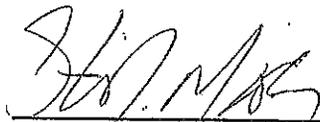
10. Amendments. With the exception of the Principal's Duties and Responsibilities and the School Calendar, this Contract may only be modified or amended by a written document signed and dated by both parties.

Signatures

Date: June \_\_\_\_, 2017

  
\_\_\_\_\_  
Tony Hoffman,  
Principal

Date: June 13, 2017

  
\_\_\_\_\_  
Board Member,  
Santee Community School

- Supervises and evaluates the performance of the Grades 7-12 school staff through observation formulas derived for the state of Nebraska and discusses teachers'/staff performance with teachers within 24 hours after the observation
- Seeks to upgrade own professional knowledge and skills

#### **Implements the Priority School Progress Plan (11-15%)**

- Meets with the Superintendent weekly and the Continuous Improvement Steering Committee at least monthly to review, monitor and communicate progress toward attainment of the Priority School Progress Plan goals and action steps
- Participates in at least quarterly school quality reviews with Nebraska Department of Education (NDE) representatives and ensures results are reviewed with the teachers and addressed in the classroom

#### **Serves as the liaison and communicates with all stakeholders (11-15%)**

- Communicates the vision, mission, and cardinal virtues of Santee Community Schools with stakeholders in order to establish a shared commitment to improving student achievement
- Initiates and maintains ongoing and effective communication with other school administrators, teaching and classified staff, local school board members, community programs/directors, parents/guardians, all relatives, elders, and tribal council community regarding student achievement and school programs
- Maintains weekly inter-school communication and seeks assistance from stakeholders to improve performance of the school
- Maintains professional and supportive relationships with students, staff, parents/guardians, and the community
- Supports school-based parent outreach programs and strategies to engage parents in student learning
- Acts as an advocate for the Santee Community Schools
- Oversees the management and response to parent complaints and participates in parent meetings
- Participates in all Board of Education meetings
- Promotes and maintains open communications, positive student attitudes, respects dignity, worth of staff, students, and complies with established lines of authority
- Orients and assists new staff and new students through an established mentor program
- Provides regular communication to the Superintendent and the Nebraska Department of Education Deputy Commissioner, Dr. Deborah Frison or designee, via conference calls, email, etc., regarding the status and completion of assigned responsibilities

#### **Provides support and evaluation of Santee Community School budgets (1-5%)**

- Reviews, approves, and monitors the development and implementation of school site budgets, Title I, etc. to ensure effective use of allocated funds within approved budget
- Manages, directs, and maintains records on the materials, supplies and equipment which are necessary to carry out the daily school routine. Involves the staff in determining priorities for instructional expenditures and needs
- Maintains and controls the various local funds generated by student activities
- Works with the Superintendent to review school expenditures and how the expenditures improve student achievement
- Participates in the preparation of the annual budget

#### **Builds a Winning Team (1-5%)**

- Meets regularly with key personnel throughout the schools to ensure that proper information flows through leadership, including established goals and action steps
- Coaches and builds capacity in order to ensure the success of the leaders and teaching staff
- Advocates change within the schools
- Collaborates with peers to develop a consistent approach for cultivating a successful team

#### **Performs Other Duties As Assigned by the Superintendent, NDE Deputy Commissioner or Designee**

## Administrator's Contract: Elementary Principal

1. **Parties.** The parties to this Contract are:
  - A. Santee Community School ("School"); and
  - B. Cindy Nagel ("Principal").
  
2. **Term.** The term of this Contract will be one year during the 2017-18 School Year. It is a 220 day Contract. The Superintendent will select the start date after discussing the start date with the Principal. The Contract will automatically renew if the Principal is not notified before April 15<sup>th</sup>, in writing, of its termination.

3. **Principal's Duties, Compensation, and Fringe Benefits.**

- A. **Duties.** In consideration of the Principal's salary and fringe benefits, the Principal agrees to:
  - ▶ Faithfully perform the duties of a Principal under the laws of the State of Nebraska;
  - ▶ Carry out the responsibilities described in the Santee School Board Policies;
  - ▶ Perform the duties and responsibilities contained in this Contract; and
  - ▶ Complete, in timely fashion, those tasks given by the Superintendent and the School Board.

accrue, and will therefore not be banked. For purposes of this Contract, "working days" exclude Saturdays, Sundays, and Legal Holidays. If the Principal is terminated for cause or resigns, all unused sick and personal leave days are forfeited. If the Principal is placed on long-term disability, the Principal will be paid the personal leave days.

4. **Duty of Loyalty.** During the term of this Contract, the Principal affirms and agrees that the Principal is not, and will not be, under a contractual obligation with another School District or any other person or business which would interfere with the timely performance of the Principal's duties. The Principal will be under a duty of loyalty to the School, and will devote the Principal's full time attention and employment efforts for the good of the School. The Principal also affirms that throughout the term of this Contract, the Principal will hold a valid and appropriate Certificate.

5. **Residency.** Residency on school property or in the District is not a requirement of the Contract.

6. **Duties and Responsibilities; Duty Days.**

A. **Duties.** The specific duties and responsibilities that the Board and Superintendent requires are described in the attached and incorporated Exhibit "A". These duties and responsibilities are subject to change by the Superintendent or the Board. The amount of time allocated to each area is to serve as a guideline.

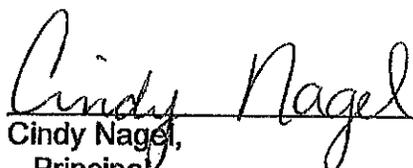
evaluated at least one time each School Year. Observations and evaluations of greater frequency or number than required may be conducted and made at the request of the Principal or at the discretion of the appraiser. The appraisal process is the responsibility of the Principal and the Principal's immediate Supervisor.

9. **Compensation at Termination.** On the termination of this Contract for cause, resignation, or long-term disability, the Principal's compensation will be prorated to the date of termination, resignation, or long-term disability. Any portion of the salary paid but not earned prior to the date of termination of this Contract will be paid back to the School.

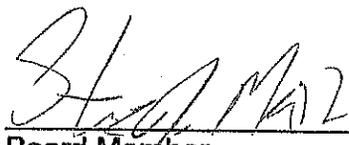
10. **Amendments.** With the exception of the Principal's Duties and Responsibilities and the School Calendar, this Contract may only be modified or amended by a written document signed and dated by both parties.

**Signatures**

Date: June 13, 2017

  
Cindy Nagel,  
Principal

Date: June 13, 2017

  
Board Member,  
Santee Community School

- Seeks to upgrade own professional knowledge and skills

**Implements the Priority School Progress Plan (11-15%)**

- Meets with the Secondary Principal and Superintendent weekly and the Continuous Improvement Steering Committee at least monthly to review, monitor and communicate progress toward attainment of the Priority School Progress Plan goals and action steps
- Participates in at least quarterly school quality reviews with Nebraska Department of Education (NDE) representatives and ensures results are reviewed with the teachers and addressed in the classroom

**Serves as the liaison and communicates with all stakeholders (11-15%)**

- Communicates the vision, mission, and cardinal virtues of Santee Community Schools with stakeholders in order to establish a shared commitment to improving student achievement
- Initiates and maintains ongoing and effective communication with other school administrators, teaching and classified staff, local school board members, community programs/directors, parents/guardians, all relatives, elders, and tribal council community regarding student achievement and school programs
- Maintains weekly inter-school communication and seeks assistance from stakeholders to improve performance of the school
- Maintains professional and supportive relationships with students, staff, parents/guardians, and the community
- Supports school-based parent outreach programs and strategies to engage parents in student learning
- Acts as an advocate for the Santee Community Schools
- Oversees the management and response to parent complaints and participates in parent meetings
- Participates in all Board of Education meetings
- Promotes and maintains open communications, positive student attitudes, respects dignity, worth of staff, students, and complies with established lines of authority
- Orients and assists new staff and new students through an established mentor program
- Provides regular communication to the Superintendent and the Nebraska Department of Education Deputy Commissioner, Dr. Deborah Frison or designee, via conference calls, email, etc., regarding the status and completion of assigned responsibilities

**Provides support and evaluation of Santee Community School budgets (1-5%)**

- Reviews and monitors the development and implementation of school site budgets, Title I, etc. to ensure effective use of allocated funds within approved budget
- Manages, directs, and maintains records on the materials, supplies and equipment which are necessary to carry out the daily school routine. Involves the staff in determining priorities for instructional expenditures and needs
- Works with the Superintendent to review school expenditures and how the expenditures improve student achievement
- Participates in the preparation of the annual budget

**Builds a Winning Team (1-5%)**

- Meets regularly with key personnel throughout the schools to ensure that proper information flows through leadership, including established goals and action steps
- Coaches and builds capacity in order to ensure the success of the leaders and teaching staff
- Advocates change within the schools
- Collaborates with peers to develop a consistent approach for cultivating a successful team

**Performs Other Duties As Assigned by the Superintendent, NDE Deputy Commissioner or Designee**

**D. Fringe Benefits.** The School will provide the following fringe benefits:

- (1) Family Health and Dental Insurance;
- (2) Long-term Disability Insurance;
- (3) \$10,000.00 Term Life Insurance Policy;
- (4) 10 sick days during working days each year. Unused sick days are permitted to accrue, and will roll over each year into a Sick Leave Bank not to exceed 30 days. Any banked days above 30 will be forfeited. The Superintendent is also entitled to 3 days of personal leave during working days each year. Personal days will not accrue. For purposes of this section, "working days" exclude Saturdays, Sundays, and Legal Holidays. If the Superintendent is terminated for cause or resigns, all unused sick and personal leave days are forfeited. If the Superintendent is placed on long-term disability, the Superintendent will be paid the personal leave days;
- (5) 15 vacation days. Vacation days will not accrue. If the Superintendent is terminated for cause or resigns, all

**Superintendent of Schools  
Santee Community Schools  
Job Description**

**Position Summary**

The Superintendent of Schools for Santee Community Schools is the chief executive officer of the Santee Community Schools and will serve as the Nebraska Department of Education (NDE) liaison. The Superintendent is responsible for providing support to the principals and teachers in order to improve school operations and carry out the policies of the Board of Education. The Superintendent ensures the effective operation and instructional efficiency of the PreK-12 school by developing, managing, evaluating, and supporting all resources essential to increasing student achievement and reports progress to the Santee Community Schools' Board of Education. The Superintendent pursues opportunities to increase instructor leadership capacity in building leaders as well as ensures the implementation of the school's Progress Pla.I.

**Duties and Responsibilities**

**Provides support and guidance to school leadership (26-30%)**

- Provides leadership, direction, support and accountability to principals to ensure that instructional and curricular programs are fully and appropriately implemented and evaluated in all subject areas
- Supervises, trains, and evaluates the performance of principals based on school performance, academic growth and operations management
- Provides professional and leadership development to principals and leadership teams
- Reviews observation paperwork monthly and discusses teachers/staff performance with principals

**Supervises curriculum and instructional programs of schools (16-20%)**

- Supervises principals in analyzing school achievement data and implications for curriculum and instructional needs
- Supervises principals in evaluating classroom implementation of state content standards and lesson planning/delivery frameworks
- Ensures implementation of federal, state, and local mandated programs
- Builds instructional coherence within the schools

**Implements the Priority School Progress Plan (11-15%)**

- Meets with principals weekly to review, monitor and communicate progress toward attainment of the Priority School Progress Plan goals and action steps
- Participates in quarterly school quality reviews with NDE representatives and ensures results are reviewed with the principal and addressed in the schools

**Serves as the liaison and communicates with all stakeholders (11-15%)**

- Communicates the vision, mission, and cardinal virtues of Santee Community Schools with stakeholders in order to establish a shared commitment to improving student achievement
- Initiates and maintains ongoing and effective communication with school administration, teaching and classified staff, local school board members, community programs/directors, parents/guardians, all relatives, elders, and tribal council community regarding student achievement and school programs;
- Supports school-based parent outreach programs and strategies to engage parents in student learning
- Acts as an advocate for the Santee schools
- Oversees the management and response to parent complaints and participates in parent meetings
- Supports the alignment of functions between the schools, the Santee Board of Education and NDE
- Participates in all Board of Education meetings and conducts frequent interaction with members of the Board of Education

*Revised June 22, 2016*

**Exhibit "A"**

# SANTEE COMMUNITY SCHOOL CALENDAR 2017-2018

10-28 Summer School

JULY 2017						
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 2018						
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			

1-2 No School  
 3 In-Service  
 4 Classes Resume  
 15 No School  
 M.L. King Day  
 22 10:00 a.m. Start  
 8:00 a.m. In-Service

106/110

14-15 In-Service  
 15 Community Night  
 5:00 – 6:00  
 16 First Day of School  
 12:30 Dismissal

AUGUST 2017						
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		

FEBRUARY 2018						
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			

12 10:00 a.m. Start  
 8:00 a.m. In-Service  
 19 No School  
 Presidents' Day

125/129

4 No School - Labor Day  
 18 10:00 a.m. Start  
 8:00 a.m. In-Service

SEPTEMBER 2017						
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

MARCH 2018						
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

2 No School  
 9 No School  
 12 10:00 a.m. Start  
 8:00 a.m. In-Service  
 29-30 No School

143/147

9 No School -  
 Native American Day  
 18 End of 1<sup>st</sup> Quarter  
 23 10:00 a.m. Start  
 8:00 a.m. In-Service

OCTOBER 2017						
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				

APRIL 2018						
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					

2 No School  
 23 10:00 a.m. Start  
 8:00 a.m. In-Service

163/167

6 Native American Symposium  
 No – School  
 10 No School  
 Veterans Day  
 22 2:00 Dismissal  
 23-24 No School  
 27 10:00 a.m. Start  
 8:00 a.m. In-Service

NOVEMBER 2017						
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 2018						
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		

9 Senior's Last Day  
 11 Graduation  
 14 10:00 a.m. Start  
 8:00 a.m. In-Service  
 23 Last Day of School  
 24 In-Service

180/185

11 10:00 a.m. Start  
 8:00 a.m. In-Service  
 22 2:00 Dismissal  
 End of 1<sup>st</sup> Semester  
 25-29 No School  
 Christmas Break

DECEMBER 2017						
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						

JUNE 2018						
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

4 - 22 Summer School

87/90

# Proposed SANTEE COMMUNITY SCHOOL CALENDAR 2018-2019

9-27 Summer School

JULY 2018						
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 2019						
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		

1-2 No School  
 3 Classes Resume  
 21 No School  
 M.L. King Jr. Day  
 30 PLC 1-4pm  
 Parent/Teacher  
 Conferences 4-6pm  
 106/111

9 New Staff In-Service  
 13-14 In-Service  
 14 Community Night  
 6:00 – 7:00  
 15 First Day of School  
 12:30 Dismissal  
 31 2:45 Dismissal  
 13/15

AUGUST 2018						
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	

FEBRUARY 2019						
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		

18 No School - Presidents' Day  
 27 PLC 1-4pm  
 125/130

3 No School - Labor Day  
 28 No School -  
 MAP Data Retreat and  
 PLC  
 Parent/Teacher  
 Conferences 4-6 pm  
 31/34

SEPTEMBER 2018						
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						

MARCH 2019						
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						

1 No School (Snow Day Make Up)  
 8 No School (Snow Day Make Up)  
 13 PLC 1-4pm  
 End of 3<sup>rd</sup> Quarter  
 144/149

5 2:15 Dismissal  
 8 No School -  
 Native American Day  
 17 End of 1<sup>st</sup> Quarter  
 PLC 1-4 pm  
 19 1:45 Dismissal  
 53/56

OCTOBER 2018						
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			

APRIL 2019						
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				

3 Parent/Teacher  
 Conferences 4-6 pm  
 17 PLC 1-4pm  
 18 No School (Snow Day Make Up)  
 19-22 No School  
 163/168

7 Parent/Teacher  
 Conferences 4-6 pm  
 12 No School  
 Veterans Day  
 21 PLC 1-4pm  
 22-23 No School  
 71/75

NOVEMBER 2018						
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 2019						
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	

8 Senior's Last Day  
 10 Graduation  
 23 Last Day of School  
 24 In-Service  
 179/185

20 PLC 1-4pm  
 21 In-Service  
 End of 1<sup>st</sup> Semester  
 24-28 No School  
 Christmas Break  
 85/90

DECEMBER 2018						
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					

JUNE 2019						
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						

3 - 21 Summer School

9-27 Summer School

JULY 2018						
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 2019						
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		

1-2 No School  
 3 Focus Team/PLC 9-3  
 4 PD 9-2  
 7 Students 1st Day  
 21 No School-M.L. King Jr. Day  
 30 PLC 1-4pm  
 Parent/Teacher  
 Conferences 4-6pm  
 106/111

9 New Staff In-Service  
 13-14 In-Service  
 14 Community Night  
 6:00 – 7:00  
 15 First Day of School  
 12:30 Dismissal  
 31 2:45 Dismissal  
 13/15

AUGUST 2018						
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	

FEBRUARY 2019						
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		

18 No School - Presidents' Day  
 27 PLC 1-4pm  
 125/130

3 No School - Labor Day  
 28 No School -  
 MAP Data Retreat and  
 PLC  
 Parent/Teacher  
 Conferences 4-6 pm  
 31/34

SEPTEMBER 2018						
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						

MARCH 2019						
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						

1 No School (Snow Day Make Up)  
 8 No School (Snow Day Make Up)  
 13 End of 3<sup>rd</sup> Quarter  
 20 Focus Teams/PLC 1-4 pm  
 144/149

5 2:15 Dismissal  
 8 No School -  
 Native American Day  
 17 End of 1<sup>st</sup> Quarter  
 24 Focus Team/ PLC 1-4 pm  
 19 1:45 Dismissal  
 53/56

OCTOBER 2018						
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			

APRIL 2019						
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				

3 Parent/Teacher  
 Conferences 4-6 pm  
 17 PLC 1-4pm  
 18 No School (Snow Day Make Up)  
 19-22 No School  
 163/168

7 Parent/Teacher  
 Conferences 4-6 pm  
 12 No School- Veterans Day  
 21 Focus Team/ PLC 1-4pm  
 22-23 No School  
 71/75

NOVEMBER 2018						
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 2019						
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	

8 Senior's Last Day  
 10 Graduation  
 15 Focus Team/PLC  
 22 Last Day Elementary  
 23 H.S. Blitz Day-2:00 Dismissal  
 24 In-Service  
 179/185

12 Focus Team/PLC 1-4  
 20 Last Day Elementary  
 21 No Elementary/HS Blitz  
 End of 1<sup>st</sup> Semester  
 24-28 No School  
 Christmas Break  
 85/90

DECEMBER 2018						
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					

JUNE 2019						
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						

3 - 21 Summer School

## **Staff Proposal for 2018-2019**

The current FTE for 2017-2018 is 32.

We have two resignations repurposed to STEM Facilitator and CTE Coordinator and one repurposed FTE from full-time substitute to a full time school counselor. The counselor addition is in anticipation of a future opening. We are growing our own counselor to move into that position. This position will also sub when needed and works within the schedule.

**Net effect is 0.**

We would like to add 1 FTE for Industrial Technology/Arts. If Industrial Technology/Arts is not available, computer science will be the alternative. Computer science supports efforts aligned with building a strong CTE program and supports STEM. In addition, options for industrial technology through alternative offerings will be explored with neighboring districts.

**Net effect is +1.**

***The proposed FTE for 2018-2019 would be 33. Therefore, we need the Board to approve one additional FTE for 2018-2019.***

\*One of the repurposed positions from the resignations is using the 3 year old teaching position to cover the CTE coordinator for our initial implementation period. We would like to preserve the 3 year old preschool teacher position for a current employee who will be certified in 2019-2020. An evaluation of the CTE coordinator position would be performed to determine if an additional FTE would be necessary.

We would like to implement and house our own Behavior (Tower) program. It will take a certain amount of time to transition and build the program. Tentatively, we will begin housing the program in the district in the 2019-2020. We would offset the costs of hiring a teacher to run a Special Education program with the costs associated with Tower.

**Net effect is 0.**