

**Regular Meeting of the Shelton Public Schools Board of Education**  
**Monday, October 11, 2021**  
**the School Library**  
**7:30 PM Central**

1. Call to order and roll call
2. Routine matters
  - 2.a. Review and approve minutes
  - 2.b. Review and approve claims
3. Request to address the Board of Education
4. Reports
  - 4.a. Financial Report
  - 4.b. Board Report
  - 4.c. Superintendent's Report
  - 4.d. Principal's Report
5. New Business
  - 5.a. Discussion and possible action on the Shelton Safe Return Plan
  - 5.b. Discussion and possible action regarding Varsity Football coop between Shelton and Wood River for the 22-23 and the 23-24 school years.
  - 5.c. Discussion and possible action to designate a Terry Redlin painting and China stored in the kitchen as surplus.
  - 5.d. Consideration to approve a Spanish Honor Society trip to San Antonio.
  - 5.e. Consideration to recognize the Shelton Education Association as the collective bargaining agent for all the Shelton teachers for the 2021-22 school year.
  - 5.f. Revise Policy 9023 Extracurricular Drug Testing Program
6. Old Business
  - 6.a. Delete policy 4015 Bid Letting and Contracts
7. Adjournment

**Budget Hearing of the Shelton Public Schools Board of Education**  
**Monday, September 13, 2021**  
the Elementary Conference Room  
7:00 PM

President Lewis called the Budget Hearing of the Shelton Public Schools Board of Education to order at 7:00 PM on Monday, September 13, 2021 in the Elementary Conference Room. The meeting was advertised in accordance to Policy 2003. An open meetings poster, agendas and procedures to address the Board of Education were available to visitors.

1. Call to order and roll call

Joe Berglund: Present, Kay Johnson: Present, Chris Lewis: Present, Russ Muhlbach: Present, Emmy Power: Present, Lisa Stewart: Present. Present: 6.

Three visitors were present. Administrators Dr. Gannon, Mr. Kenton and Mrs. Meyer were present.

2. Request to address the Board of Education

There were no requests to address the Board of Education.

3. Hear support, opposition, criticism, suggestions or observations of taxpayers relating to the proposed 2021-22 budget

Dr. Gannon discussed the proposed 2021-22 budget. There were no outside comments or concerns.

4. Adjournment

Motion made by Chris Lewis seconded by Joe Berglund to adjourn at 7:31 PM. Vote: Passed  
Joe Berglund: Yea, Kay Johnson: Yea, Chris Lewis: Yea, Russ Muhlbach: Yea, Emmy Power:  
Yea, Lisa Stewart: Yea  
Yea: 6, Nay: 0

Respectfully Submitted,  
Emmy Power, Secretary

**Regular Meeting of the Shelton Public Schools Board of Education**

**Monday, September 13, 2021**

the Elementary Conference Room

7:00 PM

President Lewis called the Regular Meeting of the Shelton Public Schools Board of Education to order at 7:00 PM on Monday, September 13, 2021 in the Elementary Conference Room. The meeting was advertised in accordance to Policy 2003. An open meetings poster, agendas and procedures to address the Board of Education were available to visitors.

1. Call to order and roll call

Joe Berglund: Present, Kay Johnson: Present, Chris Lewis: Present, Russ Muhlbach: Present, Emmy Power: Present, Lisa Stewart: Present. Present: 6.

Three visitors were present. Administrators Dr. Gannon, Mr. Kenton and Mrs. Meyer were present.

2. Routine matters

2.a. Review and approve minutes

Motion made by Lisa Stewart seconded by Kay Johnson to approve minutes from the Aug 16th regular Board Meeting and Aug 23rd Special worksheet as presented. Vote: Passed Joe Berglund: Yea, Kay Johnson: Yea, Chris Lewis: Yea, Russ Muhlbach: Yea, Emmy Power: Yea, Lisa Stewart: Yea  
Yea: 6, Nay: 0

2.b. Review and approve claims

Motion made by Emmy Power seconded by Lisa Stewart to Approve claims 54450-54524 in the \$217,765.24 plus regular payroll. Vote: Passed  
Joe Berglund: Yea, Kay Johnson: Yea, Chris Lewis: Yea, Russ Muhlbach: Yea, Emmy Power: Yea, Lisa Stewart: Yea  
Yea: 6, Nay: 0

3. Request to address the Board of Education

There were no requests to address the Board of Education

4. Reports

4.a. Financial Report

Dr. Gannon reported on the financial status of the District.

4.b. Board Report

Steward and Gannon provided an update on the NASB annual membership meeting held in

Kearney Sept 8th. Americanism committee will meet next month directly after the regular board meeting.

#### 4.c. Superintendent's Report

SPS received a generous donation from Ken Schepers. Admin team is working to finalize how that money will be spent. Dr. Gannon has submitted grant applications for ESSER III funds and High Ability Learners. Work continues on the new front end for our district HVAC system. Work is being done this week to resurface the high jump pad and runways. NDE postponed development of Health Standards at this time.

#### 4.d. Principal's Report

Current enrollment is 285. Nebraska Reading Improvement Act assessments have been completed for the Fall. Fall MAP testing has been completed and will be shared with parents at Parent Teacher Conf this Wednesday & Thursday. Mr. Kenton reported on athlete numbers for fall sports. Staff have been working hard to implement practices learned in professional development, primarily focusing on learning targets, success criteria, and student teaming. The Admin team has completed trend walks and will share data next month.

#### 5. New Business

##### 5.a. Discussion regarding NDE Health Education Standards

Mrs. Thober and Jackie Cornelius spoke about the health education curriculum they currently teach students at Shelton Public schools. The board appreciated the staff members for speaking on this topic and provided positive feedback with the content currently being taught.

##### 5.b. Discussion and decision regarding the Employee Assistance Program continuation for the 21-22 school year.

Motion made by Lisa Stewart seconded by Chris Lewis to continue the Employee Assistance Program for the 2021-2022 school year. Vote: Passed

Joe Berglund: Yea, Kay Johnson: Yea, Chris Lewis: Yea, Russ Muhlbach: Yea, Emmy Power: Yea, Lisa Stewart: Yea

Yea: 6, Nay: 0

##### 5.c. Review or revise policies 4012 through 4021

Motion made by Chris Lewis seconded by Kay Johnson to Approve Policy 4013:

Reimbursement and Miscellaneous Expenditures and Policy 4017: Gifts, Grants, and Bequests, as amended; and approve the review of Policy 4012: Payroll Procedures; Policy 4014: Deposits; Policy 4016: Controlling Receipts; Policy 4018: Insurance; Policy 4019: Purchasing Credit Card Program; Policy 4020: Petty Cash; and Policy 4021: Procurement, Suspension, and Debarment as presented. Vote: Passed

Joe Berglund: Yea, Kay Johnson: Yea, Chris Lewis: Yea, Russ Muhlbach: Yea, Emmy Power: Yea, Lisa Stewart: Yea

Yea: 6, Nay: 0

## 6. Old Business

There was no old business to discuss

## 7. Adjournment

Motion made by Chris Lewis seconded by Joe Berglund to move to adjourn at 9:24 PM. Vote:  
Passed

Joe Berglund: Yea, Kay Johnson: Yea, Chris Lewis: Yea, Russ Muhlback: Yea, Emmy Power:  
Yea, Lisa Stewart: Yea

Yea: 6, Nay: 0

Respectfully Submitted,  
Emmy Power, Secretary

**Special Hearing to set the final tax request**  
**Monday, September 13, 2021**  
the Elementary Conference Room  
7:00 PM

President Lewis called the Special Hearing to set the final tax request to order at 7:00 PM on Monday, September 13, 2021 in the Elementary Conference Room. The meeting was advertised in accordance to Policy 2003. An open meetings poster, agendas and procedures to address the Board of Education were available to visitors.

1. Call to order and roll call

Joe Berglund: Present, Kay Johnson: Present, Chris Lewis: Present, Russ Muhlbach: Present, Emmy Power: Present, Lisa Stewart: Present. Present: 6.

Three visitors were present. Administrators Dr. Gannon, Mr. Kenton and Mrs. Meyer were present.

2. Request to address the Board of Education

There were no requests to address the Board of Education

3. Hear support, opposition, criticism, suggestions or observations of taxpayers relating to setting the final tax request at a different amount than the prior year tax request

Dr. Gannon made a recommendation to increase the tax asking for the bond fund from \$176,790 to \$233,529 to ensure we had adequate funds to make the bond payments. The board agreed with the recommendation. There were no outside comments or concerns.

4. Adjournment

Motion made by Chris Lewis seconded by Lisa Stewart to Adjourn at 7:38 PM. Vote: Passed  
Joe Berglund: Yea, Kay Johnson: Yea, Chris Lewis: Yea, Russ Muhlbach: Yea, Emmy Power:  
Yea, Lisa Stewart: Yea  
Yea: 6, Nay: 0

Respectfully Submitted,  
Emmy Power, Secretary

**Special Board Meeting**  
**Friday, September 17, 2021**  
the Elementary Conference Room  
7:45 AM

President Lewis called the Special Board Meeting to order at 7:45 AM on Friday, September 17, 2021 in the Elementary Conference Room. The meeting was advertised in accordance to Policy 2003. An open meetings poster, agendas and procedures to address the Board of Education were available to visitors.

1. Call to order and roll call

Joe Berglund: Present, Kay Johnson: Present, Chris Lewis: Present, Russ Muhlbach: Absent, Emmy Power: Present, Lisa Stewart: Present. Present: 5, Absent: 1.

Motion made by Joe Berglund seconded by Lisa Stewart to to excuse Russ Mulbach from the meeting. Vote: Passed

Russ Muhlbach: Absent, Joe Berglund: Yea, Kay Johnson: Yea, Chris Lewis: Yea, Emmy Power: Yea, Lisa Stewart: Yea  
Yea: 5, Nay: 0, Absent: 1

2. Request to address the Board of Education

There were no requests to address the Board of Education

3. Discussion and approval of 2021-2022 budget

Motion made by Chris Lewis seconded by Kay Johnson to approve the 2021-2022 budget as presented with changes. Vote: Passed

Russ Muhlbach: Absent, Joe Berglund: Yea, Kay Johnson: Yea, Chris Lewis: Yea, Emmy Power: Yea, Lisa Stewart: Yea  
Yea: 5, Nay: 0, Absent: 1

4. Discussion and approval of property tax resolution for 2021-2022

Motion made by Chris Lewis seconded by Emmy Power to approve the 2021-2022 tax request resolution for Shelton School District #19 as presented. Vote: Passed

Russ Muhlbach: Absent, Joe Berglund: Yea, Kay Johnson: Yea, Chris Lewis: Yea, Emmy Power: Yea, Lisa Stewart: Yea  
Yea: 5, Nay: 0, Absent: 1

5. Adjournment

Motion made by Lisa Stewart seconded by Kay Johnson to adjourn at 7:56AM. Vote: Passed

Russ Muhlbach: Absent, Joe Berglund: Yea, Kay Johnson: Yea, Chris Lewis: Yea, Emmy Power: Yea, Lisa Stewart: Yea  
Yea: 5, Nay: 0, Absent: 1

Respectfully Submitted,  
Emmy Power, Secretary

**Petty Cash Reimbursement - 9-13-21 - 9-22-2021**

Date	Check #	Vendor	Cost
9/13/21	3360	NELAC - Quiz Bowl	\$50.00
9/13/21	3361	Holdrege Public School - Quiz Bowl	\$75.00
9/13/2021	3362	GFWC NFWC - Quiz Bowl	\$50.00
9/16/2021	3363	Aflac	\$99.19
9/21/21	3364	Crane River Theater Company - Sec Guidance	\$225.00
9/22/21	3365	Bank of America #4738	
		Board Misc	\$59.90
		Elem Technology	\$24.50
		Secondary Technology	\$24.50
		Bank of America #2674	
		Board Misc	\$274.45
		Elem Technology	\$61.80
		Secondary Technology	\$61.80
		SPED Secondary	\$139.65
		REAP	\$199.00
		Secondary Lib	\$150.00
		Elem Lib	\$149.99
		Bank of America #8377	
		Elem SPED	\$9.99
		Secondary Periodicals	\$15.99
		Spanish - Secondary Teaching	\$149.00
		<b>Total</b>	<b>\$1,819.76</b>

# Shelton Public Schools

## Check Listing Report

Accounting Cycle: FY21-22; Begin Date: 10/01/2021; End Date: 10/31/2021; Bank: [All]; Sort By Element: FUND; Account Expression: ([FUND] = "01"); Created On: 10/8/2021 3:07:38 PM

Check Date	Check Number	Payee	Type	Amount
10/08/2021	54543	Academic Hallmarks, Inc.	Accounts Payable	\$40.00
10/08/2021	54544	Black Hills Energy	Accounts Payable	\$736.24
10/08/2021	54545	Blessing LLC	Accounts Payable	\$562.50
10/08/2021	54546	Book Systems, Inc.	Accounts Payable	\$85.00
10/08/2021	54547	Capital One	Accounts Payable	\$21.00
10/08/2021	54548	Cash-wa Distributing Co.	Accounts Payable	\$437.51
10/08/2021	54549	Clipper Publishing Co., Inc.	Accounts Payable	\$1,913.93
10/08/2021	54550	Computer Hardware, Inc.	Accounts Payable	\$75.00
10/08/2021	54551	Construction Rental Inc.	Accounts Payable	\$115.50
10/08/2021	54552	Culligan	Accounts Payable	\$45.00
10/08/2021	54553	CybrSchool LLC	Accounts Payable	\$900.00
10/08/2021	54554	DAS State Accounting - Central Finance	Accounts Payable	\$466.92
10/08/2021	54555	Eakes Office Solutions	Accounts Payable	\$251.59
10/08/2021	54556	Educational Service Unit #10	Accounts Payable	\$33,882.31
10/08/2021	54557	Egan Supply Co.	Accounts Payable	\$583.08
10/08/2021	54558	ESpecialNeeds	Accounts Payable	\$24.75
10/08/2021	54559	FFA Convention Tour - Nebraska Group	Accounts Payable	\$585.00
10/08/2021	54560	First National Capital Markets	Accounts Payable	\$12,500.00
10/08/2021	54561	Heartland Disposal, Inc.	Accounts Payable	\$299.00
10/08/2021	54562	Hellerich, Joshua A	Accounts Payable	\$9.88
10/08/2021	54563	Hometown Leasing	Accounts Payable	\$641.05
10/08/2021	54564	Integrated Security Solutions	Accounts Payable	\$612.00
10/08/2021	54565	Jamf	Accounts Payable	\$110.00
10/08/2021	54566	JourneyEd.com, Inc.	Accounts Payable	\$98.32
10/08/2021	54567	K & K	Accounts Payable	\$1,995.60
10/08/2021	54568	KSB School Law PC LLO	Accounts Payable	\$224.00
10/08/2021	54569	L and N Enterprises	Accounts Payable	\$977.05
10/08/2021	54570	Larry Witt	Accounts Payable	\$400.00
10/08/2021	54571	Larry's Market	Accounts Payable	\$112.07
10/08/2021	54572	Lincoln Journal Star	Accounts Payable	\$253.30
10/08/2021	54573	Masters True Value	Accounts Payable	\$184.25
10/08/2021	54574	Matheson Tri-Gas, Inc.	Accounts Payable	\$75.65
10/08/2021	54575	McGraw-Hill, LLC	Accounts Payable	\$2,369.86
10/08/2021	54576	MCI	Accounts Payable	\$61.43
10/08/2021	54577	Midwest Alarm Services	Accounts Payable	\$255.00
10/08/2021	54578	Nebr Assoc Of School Boards	Accounts Payable	\$75.00
10/08/2021	54579	Nebraska Central Telephone Co	Accounts Payable	\$325.16
10/08/2021	54580	Nebraska Public Power Dist.	Accounts Payable	\$8,917.70
10/08/2021	54581	One Source The Background Check Company	Accounts Payable	\$25.00
10/08/2021	54582	Optum	Accounts Payable	\$150.00
10/08/2021	54583	Orkin Pest Control	Accounts Payable	\$91.25
10/08/2021	54584	Pyramid School Products	Accounts Payable	\$27.15
10/08/2021	54585	School Health Corporation	Accounts Payable	\$128.69
10/08/2021	54586	School Specialty Inc	Accounts Payable	\$1,217.51
10/08/2021	54587	Shelton School Petty Cash	Accounts Payable	\$1,720.57
10/08/2021	54588	SYNCB/AMAZON	Accounts Payable	\$1,080.66
10/08/2021	54589	Village Of Shelton	Accounts Payable	\$1,000.06
10/08/2021	54590	Wholeness Healing EAP	Accounts Payable	\$2,500.00
10/08/2021	54591	Willis Repair, LLC	Accounts Payable	\$649.33
10/08/2021	54592	Woodward Disposal Service, Inc.	Accounts Payable	\$25.00
10/08/2021	54593	Xerox Financial Services	Accounts Payable	\$622.14
10/08/2021	54594	Yanda's Music	Accounts Payable	\$226.09

**Sub Total**

**\$80,685.10**

# Shelton Public Schools

## Check Register Report by Check Number

Bank: [All]; Bank Account: [All]; Begin Check Number: 54531; End Check Number: 54594; Check Status: Paid; Created On: 10/8/2021 3:14:02 PM

Bank	Account Number				
Paid Date	Check Number	Type	Vendor Name	Amount	Check Status
10/11/2021	54531	Payroll Liability	Principal Life Insurance Co	\$940.69	Paid
10/11/2021	54532	Payroll Liability	Aflac	\$2,115.86	Paid
10/11/2021	54533	Payroll Liability	Blue Cross Blue Shield	\$56,808.14	Paid
10/11/2021	54534	Payroll Liability	Colonial Life & Accident Insurance Co	\$39.75	Paid
10/11/2021	54535	Payroll Liability	Companion Insurance Company	\$109.50	Paid
10/11/2021	54536	Payroll Liability	Credit Management Services, Inc.	\$207.64	Paid
10/11/2021	54537	Payroll Liability	Dist. 19 Payroll Acct.	\$7,050.17	Paid
10/11/2021	54538	Payroll Liability	District 19 Payroll Acct.	\$46,066.77	Paid
10/11/2021	54539	Payroll Liability	Horace Mann Life Insurance Co	\$50.00	Paid
10/11/2021	54540	Payroll Liability	Payroll Account - Dist 19	\$600.00	Paid
10/11/2021	54541	Payroll Liability	Shelton School Payroll Acct.	\$42,749.54	Paid
10/11/2021	54542	Payroll Liability	Vision Service Plan	\$611.97	Paid
10/8/2021	54543	Accounts Payable	Academic Hallmarks, Inc.	\$40.00	Paid
10/8/2021	54544	Accounts Payable	Black Hills Energy	\$736.24	Paid
10/8/2021	54545	Accounts Payable	Blessing LLC	\$562.50	Paid
10/8/2021	54546	Accounts Payable	Book Systems, Inc.	\$85.00	Paid
10/8/2021	54547	Accounts Payable	Capital One	\$21.00	Paid
10/8/2021	54548	Accounts Payable	Cash-wa Distributing Co.	\$437.51	Paid
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10/8/2021	54555	Accounts Payable	Eakes Office Solutions	\$251.59	Paid
10/8/2021	54556	Accounts Payable	Educational Service Unit #10	\$33,882.31	Paid
10/8/2021	54557	Accounts Payable	Egan Supply Co.	\$583.08	Paid
10/8/2021	54558	Accounts Payable	ESpecialNeeds,LLC	\$24.75	Paid
10/8/2021	54559	Accounts Payable	FFA Convention Tour - Nebraska Group	\$585.00	Paid
10/8/2021	54560	Accounts Payable	First National Capital Markets, Inc.	\$12,500.00	Paid
10/8/2021	54561	Accounts Payable	Heartland Disposal, Inc.	\$299.00	Paid
10/8/2021	54562	Accounts Payable	Hellerich, Joshua A	\$9.88	Paid
10/8/2021	54563	Accounts Payable	Hometown Leasing	\$641.05	Paid
10/8/2021	54564	Accounts Payable	Integrated Security Solutions	\$612.00	Paid
10/8/2021	54565	Accounts Payable	Jamf	\$110.00	Paid
10/8/2021	54566	Accounts Payable	JourneyEd.com, Inc.	\$98.32	Paid
10/8/2021	54567	Accounts Payable	K & K	\$1,995.60	Paid
10/8/2021	54568	Accounts Payable	KSB School Law PC LLO	\$224.00	Paid
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10/8/2021	54570	Accounts Payable	Larry Witt	\$400.00	Paid
10/8/2021	54571	Accounts Payable	Larry's Market	\$112.07	Paid
10/8/2021	54572	Accounts Payable	Lincoln Journal Star	\$253.30	Paid
10/8/2021	54573	Accounts Payable	Masters True Value	\$184.25	Paid
10/8/2021	54574	Accounts Payable	Matheson Tri-Gas, Inc.	\$75.65	Paid
10/8/2021	54575	Accounts Payable	McGraw-Hill, LLC	\$2,369.86	Paid
10/8/2021	54576	Accounts Payable	MCI	\$61.43	Paid
10/8/2021	54577	Accounts Payable	Midwest Alarm Servces	\$255.00	Paid
10/8/2021	54578	Accounts Payable	Nebr Assoc Of School Boards	\$75.00	Paid
10/8/2021	54579	Accounts Payable	Nebraska Central Telephone Co	\$325.16	Paid

10/8/2021	54580	Accounts Payable	Nebraska Public Power Dist.	\$8,917.70	Paid
10/8/2021	54581	Accounts Payable	One Source The Background Check Company	\$25.00	Paid
10/8/2021	54582	Accounts Payable	Optum	\$150.00	Paid
10/8/2021	54583	Accounts Payable	Orkin Pest Control	\$91.25	Paid
10/8/2021	54584	Accounts Payable	Pyramid School Products	\$27.15	Paid
10/8/2021	54585	Accounts Payable	School Health Corporation	\$128.69	Paid
10/8/2021	54586	Accounts Payable	School Specialty Inc	\$1,217.51	Paid
10/8/2021	54587	Accounts Payable	Shelton School Petty Cash	\$1,720.57	Paid
10/8/2021	54588	Accounts Payable	SYNCB/AMAZON	\$1,080.66	Paid
10/8/2021	54589	Accounts Payable	Village Of Shelton	\$1,000.06	Paid
10/8/2021	54590	Accounts Payable	Wholeness Healing EAP	\$2,500.00	Paid
10/8/2021	54591	Accounts Payable	Kevin Willis	\$649.33	Paid
10/8/2021	54592	Accounts Payable	Woodward Disposal Service, Inc.	\$25.00	Paid
10/8/2021	54593	Accounts Payable	Xerox Financial Services	\$622.14	Paid
10/8/2021	54594	Accounts Payable	Yanda's Music	\$226.09	Paid
<b>Sub Total</b>				<b>\$238,035.13</b>	
<b>Grand Total</b>				<b>\$238,035.13</b>	

**SHELTON PUBLIC SCHOOLS: GENERAL FUND MONTHLY COMPARISON**

	2020-21	2021-22		2020-21	2021-22
Sept. Expenditures Reported @ Board Mtg	\$221,441.00	\$238,035.00	Mar. Expenditures Reported @ Board Mtg	202,274.00	
Sept. Net Payroll	\$154,292.00	\$152,435.00	Mar. Net Payroll	151,673.00	
Sept. EOM Expenditures	-	-	Mar. EOM Expenditures	-	-
Total Sept. Expenditures	<b>\$ 375,733.00</b>	<b>\$ 390,470.00</b>	Total Mar. Expenditures	<b>353,947.00</b>	
Percent of Budget Spent	5.08%	5.21%	Accumulated Totals	<b>\$ 2,559,255.00</b>	<b>\$ -</b>
Cash On Hand	<b>\$ 1,279,562.89</b>	<b>\$1,454,002.00</b>	Percent of Budget Spent	4.79%	0.00%
			Cash On Hand	<b>\$ 670,187.00</b>	
Oct. Expenditures Reported @ Board Mtg	220,279.00		April Expenditures Reported @ Board Mtg	204,634.00	
Oct. Net Payroll	153,801.00		April Net Payroll	153,248.00	
Oct. EOM Expenditures			April EOM Expenditures	-	-
Total Oct. Expenditures	<b>374,080.00</b>		Total April Expenditures	<b>357,882.00</b>	-
Accumulated Totals	<b>\$ 749,813.00</b>		Accumulated Totals	<b>\$ 2,917,137.00</b>	<b>\$ -</b>
Percent of Budget Spent	5.06%	0.00%	Percent of Budget Spent	4.84%	0.00%
Cash On Hand	<b>\$ 1,238,265.00</b>		Cash On Hand	<b>\$ 651,643.00</b>	
Nov. Expenditures Reported @ Board Mtg	225,593.00		May Expenditures Reported @ Board Mtg	251,846.00	
Nov. Net Payroll	157,908.00		May Net Payroll	154,483.00	
Nov. EOM Expenditures	-	-	May EOM Expenditures	-	-
Total Nov. Expenditures	<b>383,501.00</b>		Total May Expenditures	<b>406,329.00</b>	
Accumulated Totals	<b>\$ 1,133,314.00</b>		Accumulated Totals	<b>\$ 3,323,466.00</b>	<b>\$ -</b>
Percent of Budget Spent	5.19%	0.00%	Percent of Budget Spent	5.50%	0.00%
Cash On Hand	<b>\$ 946,507.90</b>		Cash On Hand	<b>\$ 1,435,584.00</b>	
Dec. Expenditures Reported @ Board Mtg	217,069.00		June Expenditures Reported @ Board Mtg	230,250.00	
Dec. Net Payroll	152,404.00		June Net Payroll	145,871.00	
Dec. EOM Expenditures		-	June EOM Expenditures	-	-
Total Dec. Expenditures	<b>369,473.00</b>		Total June Expenditures	<b>376,121.00</b>	-
Accumulated Totals	<b>\$ 1,502,787.00</b>	<b>\$ -</b>	Accumulated Totals	<b>\$ 3,699,587.00</b>	<b>\$ -</b>
Percent of Budget Spent	5.00%	0.00%	Percent of Budget Spent	5.09%	0.00%
Cash On Hand	<b>\$ 667,873.95</b>		Cash On Hand	<b>\$ 1,425,759.00</b>	
Jan. Expenditures Reported @ Board Mtg	197,420.00		July Expenditures Reported @ Board Mtg	286,319.00	
Jan. Net Payroll	148,885.00		July Net Payroll	146,403.00	
Jan. EOM Expenditures	-	-	July EOM Expenditures	-	-
Total Jan. Expenditures	<b>346,305.00</b>		Total July Expenditures	<b>432,722.00</b>	
Accumulated Totals	<b>\$ 1,849,092.00</b>		Accumulated Totals	<b>\$ 4,132,309.00</b>	<b>\$ -</b>
Percent of Budget Spent	4.69%	0.00%	Percent of Budget Spent	5.86%	0.00%
Cash On Hand	<b>\$ 801,434.00</b>		Cash On Hand	<b>\$ 1,110,707.00</b>	
Feb. Expenditures Reported @ Board Mtg	206,032.00		August Expenditures Reported @ Board Mtg	\$217,765.00	
Feb. Net Payroll	150,184.00		August Net Payroll	\$171,935.00	
Feb. EOM Expenditures		-	August EOM Expenditures	-	
Total Feb. Expenditures	<b>356,216.00</b>		Total August Expenditures	<b>389,700.00</b>	
Accumulated Totals	<b>\$ 2,205,308.00</b>		Accumulated Totals	<b>\$ 4,522,009.00</b>	<b>\$ -</b>
Percent of Budget Spent	4.82%	0.00%	<b>BUDGET</b>	<b>\$7,389,889.00</b>	<b>\$7,491,037.00</b>
Cash On Hand	<b>\$ 759,347.00</b>		<b>TOTAL % OF BUDGET SPENT =</b>	<b>62.21%</b>	
			Cash On Hand	<b>\$ 785,296.00</b>	

**DISTRICT 19 FINANCIAL STATUS AS OF SEPT 30,2021**

**CASH RESERVES:**

GENERAL FUND CASH RESERVE	(9/30/21 Interest + \$812.20)	\$747,554.35
SPECIAL BUILDING CASH RESERVE	(9/30/21 Interest + \$132.52)	\$87,244.04

**TOTAL CASH RESERVE ACCOUNTS: \$834,798.39**

**SAVINGS:**

GENERAL FUND CR SAVINGS 5882	(9/30/21 Interest + \$37.24)	\$295,533.94
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**\$295,533.94**

UNEMPLOYMENT SAVINGS #5891	(9/30/21 Interest + \$3.35)	\$26,558.22
VEH/BUS ACQ. Savings #9457	(9/30/21 Interest + \$216.39)	\$41,891.66
TECHNOLOGY ACQ SAVINGS # 5918	(9/30/21 Interest + \$6.45)	\$51,199.74
PARKING LOT DEPR. SAVINGS #5909	(9/30/21 Interest + \$8.86)	\$70,298.55
BAND UNIFORM SAVINGS #5900	(9/30/21 Interest + \$4.06)	\$32,207.79
HVAC Savings #9475	(9/30/21 Interest + \$541.03)	\$101,513.48

**TOTAL DEPRECIATION SAVINGS: \$297,111.22**

**TOTAL SAVINGS: \$592,645.16**

**TOTAL OF DISTRICT FUNDS: \$1,427,443.55**

<b>TAXES:</b>	<b>GENERAL</b>	<b>BUILDING</b>	<b>FUND TOTALS:</b>	
BUFFALO	\$773,450.70	\$18,268.69	GENERAL	\$1,043,088.29
HALL	\$214,243.22	\$5,105.73	DEPRECIATION	\$297,111.22
ADAMS	\$670.53	\$241.46	LUNCH	\$13,442.81
KEARNEY	\$35.99	\$0.86	SPECIAL BLDG	87,244.04
<b>TOTAL TAXES</b>	<b>\$988,400.44</b>	<b>\$23,616.74</b>		



**2021-2022 SUMMARY REPORT  
CARL DIETZ, LOSS CONTROL CONSULTANT  
SHELTON PUBLIC SCHOOLS**

Member School District: Shelton

Inspection date: September 30, 2021

NASB Loss Control Consultant: Carl Dietz

Key persons met with: Shanna Gannon, Superintendent; Dennis Lehn, Maintenance

Work Comp: 2021-.85; 2020-0.89; 2019-1.25; 2018-1.11.

Safe Schools: 51 Complete Courses

**BUILDING OVERVIEW:**

- ❖ The PK-12 building is at the south end of the town.
- ❖ The football field and track are west of the main building.

**NOTES FROM ADMINISTRATIVE INTERVIEW**

- I. Rule 10 Safety Committee-The Rule 10 and LB 757 Worker Safety Committee are the same, but there is a separate Crisis Team. The committee meets at least quarterly and sometimes monthly. The meetings are documented and there is a follow-up to correct any concerns. Law enforcement, school nurse, maintenance staff, community members, school administration, teachers and parents are all part of this committee. A Rule 10 Safety Inspection is done annually.
- II. LB 757 Committee-same committee
- III. **Cyber Security:**
  - A. The district accounting software is backed up at a remote site.
  - B. The Student Information System is backed up at a remote site.
  - C. The district is working on Multi-factor authentication for staff and students.
- IV. Title IX Guidelines-August 2020: The three items below have been completed.
  - A. Coordinator (1) your Title IX Coordinator must be an employee; and (2) you cannot have the Title IX Coordinator or investigator also serve as the decision-maker or the individual who would hear an appeal. The Title IX Coordinator has been identified. The district Investigator and Decision Maker need to be identified and trained. These do NOT need to be school district employees.
  - B. Make sure your Title IX policy is updated. The new regulations require you to provide notice of your Title IX policy and your grievance procedure. This includes posting it on your website and including it in your handbooks.
  - C. One of the most significant changes in the new regulations is expanding the people who can--on behalf of the school district--have "actual knowledge" of sexual harassment to ALL EMPLOYEES. Title IX training will be provided for staff members.
- V. Employee Orientation includes (1) Guidelines for appropriate contact/communication between staff and students, (2) Sexual harassment, (3) Concussion protocol, (4) Dating violence, (5) Suicide prevention-all staff completed the required training.

- VI. Job Descriptions are current and they include lifting requirements.
- VII. Monthly tours of the buildings-administrators periodically tour the buildings to look for any safety concerns.
- VIII. MSDS-The Safety Data Sheets are available.
- IX. Accident Reports-Accident reports are filled out when an employee is injured on the job.
- X. Drills-Tornado, Lock-Down, Fire, Evacuation, Bus Evacuation-all completed.
- XI. Concussion Protocol: Shelton performed baseline testing for all students at the start of the year.
- XII. Suicide Prevention: All staff members have completed the NDE required suicide awareness/prevention training.
- XIII. The local fire department and law enforcement tour the buildings frequently. They also have access to keys for the building.

## **INTERIOR WALK THROUGH SUMMARY**

### **COMMENDATIONS**

1. The hallways and classrooms were very clean and well maintained.
2. The district has a secure entry system.
3. All classrooms were locked when occupied.
4. The kitchen had all the proper safety equipment.

### **RECOMMENDATIONS**

1. Please check to be sure the electrical outlets in the science room are connected to Ground Fault Circuit Interrupters, GFCI
2. The emergency lights in the weight room do not work.
3. I recommend that you install a new air vent/filtration system in the welding area.
4. Fire extinguishers should be inspected and documented on a monthly basis.
5. The boiler was inspected on 8/21/19. Dennis said the boiler has been inspected, but the certificate was not hanging in the boiler room.
6. The emergency exit in the industrial arts room was blocked with a piece of equipment.
7. The tech room was very messy with a lot of trip hazards.
8. The gas shutoff valve for both science rooms is located in one classroom. Please consider installing a separate shutoff in both classrooms and label the shutoff valve
9. The kiln is properly vented, but it is not in a separate room.
10. Combustibles and corrosive acids should be locked in proper storage units.
11. Please consider installing emergency lights in the shop

## **EXTERIOR WALK THROUGH SUMMARY**

### **COMMENDATIONS**

1. The loading/unloading zone is identified and appears to be very safe for children.
2. Regular inspections of the playground take place and repairs are done quickly. The crumb rubber around the equipment was the proper depth (6"-9").

### **RECOMMENDATIONS**

1. The sidewalk from the main building to the greenhouse is very low and water sits on the sidewalk. Consider replacing this sidewalk and elevating it to prevent ice from forming here.
2. The football field, track, bleachers and the area around the field appeared to be in good condition.

## **TRANSPORTATION FLEET:**

1. All school districts need to conduct bus evacuation drills. Rule 91 Section IV, subsection C-2 of Standard 17 of the Federal Highway Safety Act of 1966 and Section 79-609(2)(a) R.R.S. states: "At least twice during each school year, each pupil who is transported in a school vehicle shall be instructed in safe riding practices and participate in emergency evacuation drills." Leaders and Helpers should be identified during the evacuation training. Bus evacuation drills are performed twice annually.
2. RULE 92 005.41A2 Each bus shall be equipped with a durable webbing cutter (belt cutter) having a full width handgrip and a protected, replaceable or non-corrodible blade. The belt cutter shall be mounted in a location accessible to the seated driver in an easily detachable manner. Bus numbers #1 and #3 did not have seat belt cutting devices.
3. The vehicles were equipped with first aid kits, body fluid clean-up kits, fire extinguishers and emergency markers. All vehicles I inspected had these items.

## **RULE 10 AND LB-757 SUMMARY**

- (1) One set of requirements comes from the Nebraska Department of Education Rule 10. These requirements include that the school district has a safety committee composed of representatives of the faculty, parents, and community. The committee meets at least once a year and keeps accurate documentation of the meeting(s). The school district shall bring in an outside person to conduct an annual safety review and write a report and submit the written report to the superintendent.**
- (2) The other requirement is found in Nebraska law LB-757. The school district is an employer, and as such, all state and federal worker safety laws apply to your school district. The law requires that you have a safety committee that meets quarterly and documents these meetings (keep the records for at least three years). The composition of the safety committee includes representatives from all departments (teachers, maintenance/custodial, secretarial, kitchen, transportation, and para's).**
- (3) 48-443. Safety committee; when required; membership; employee rights and remedies. (1)(a) Not later than January 1, 1994, every public and private employer subject to the Nebraska Workers' Compensation Act shall establish a safety committee. Such committee shall adopt and maintain an effective written injury prevention program. (b) A client of a professional employer organization is not relieved of its obligation to establish a safety committee based on its workers being co-employees of the professional employer organization. A professional employer agreement shall not allocate the client's responsibility to establish a safety committee to the professional employer organization. For**

**purposes of this subdivision, the terms client, professional employer organization, and professional employer agreement shall have the same meaning as in section 48-2702. This subdivision became operative on January 1, 2012.**

## **DISCLAIMER**

*Because it is solely your responsibility to make safety and health inspections and take whatever actions may be necessary to prevent losses, enforce safety procedures, detect and eliminate hazardous conditions and comply with any federal, state or local law, annual NDE Rule 10 review or any other rule or regulation concerning safety or health, we must advise you that by conduction of surveys and issuing recommendations or reports, ALICAP does not undertake to render services or assume a duty to you or for your benefit or to any third person or for that person's benefit. ALICAP's surveys, recommendations and reports are made solely for the purpose of aiding us in reducing our losses and are not intended to detect or point out all the hazardous conditions on your property or in your operations. There may be hazardous conditions on your property or in your operations which have not been either detected or pointed out to you. You must not rely solely on ALICAP's surveys, recommendations or reports to discover any hazardous conditions as it is your responsibility to do so.*

Carl Dietz, NASB, ALICAP  
308 289-3920

Rule 10 Safety Review  
Shelton Public Schools  
Date: September 9, 2021

<u>ASSESSMENT AREA</u>	<u>YES</u>	<u>NO</u>	<u>COMMENTS</u>
The district has a Crisis Plan.	X		The Crisis Plan is substantial. This information is located in the Safety Plan which has a focus on preventative actions and the Crisis Plan that has a focus on crisis situations. The Crisis Plan is a document that has a primary usage intended for the Crisis Team. Finally, all staff members receive a Crisis Card.
The district has a Crisis Team.	X		The team includes the guidance counselor who serves as the team leader. Also comprising the team are the school nurse and three classroom teachers. Administrative staff and local fire/law enforcement staff support the team as needed.
The district has a Safety Team.	X		This team is comprised of the three administrators, one police officer, four classroom teachers, and one representative each from the food preparation and maintenance areas.
There is an Emergency Medical Responders Team.	X		This group of staff members also serve on the Crisis Team. These staff members have received CPR/AED training. This team is led by the school nurse.

<u>ASSESSMENT AREA</u>	<u>YES</u>	<u>NO</u>	<u>COMMENTS</u>
The administration consulted with outside agencies, e.g. police, fire marshal emergency management, in the development of the Crisis Plan.	X		The district has involved the Shelton police chief and the chief of the fire department in the development of the Crisis Plan. The regional Emergency Management Director has also been involved.
The district has or will participate in the Emergency Operations Planning training.	X		The district participated in the Emergency Operations Planning training held in the fall of 2020. A variety of individuals comprised the team. These included the regional Emergency Management director, police chief, fire chief, a member of the Board, and staff members including administration.
Crisis drills are routinely practiced. (Lockdown, Secure, Evacuation, and Freeze/Hold)	X		There are two evacuation sites due to student numbers. Rosters are available at both sites. Lockdown and Secure drills are conducted annually at a minimum. An evacuation drill was conducted held in the Spring of 2021 that included a limited reunification process.
Procedures are in place for addressing the aftermath of a crisis: e.g. grief and loss counseling, support groups, and memorials.	X		The district's guidance counselor and others on the team have received support training. The district has a mutual assistance agreement with other area schools. A memorial policy (5003) exists.
Blueprints of the school are readily available if needed.	X		Fire and law enforcement departments have been provided with these "footprint" blueprints that include the location of the utility shutoffs.

<u>ASSESSMENT AREA</u>	<u>YES</u>	<u>NO</u>	<u>COMMENTS</u>
Roles for the Crisis Team members are clearly defined.	X		Initial and on-going training is provided to team members. The Crisis Handbook provides specific information on the roles of team members.
A direct system of communication is in place for communicating crisis scenarios	X		A direct communication system is being employed. The district uses the SRP crisis directives.
Procedures for dealing with the police are defined.	X		Police are allowed to interview students at school regarding possible violations occurring at school with parental consent. Child abuse/neglect interviews are permitted at the school. This information is found in policy 3016. However, I was not able to locate this information in the Student Handbook.
Procedures for dealing with the media are defined.	X		This information is found in the Crisis Handbook as well as the Crisis Team Protocols Checklist.
Procedures are in place for securing the building.	X		The district employs remote audio/video devices at both the main public entrances. All entrances to the building are locked throughout the day.
Procedures for dealing with hazardous materials are in place.	X		Chemicals used in the science, food preparation, and custodial areas were appropriately stored and secured.

<u>ASSESSMENT AREA</u>	<u>YES</u>	<u>NO</u>	<u>COMMENTS</u>
A binder the SDS (Safety Data Sheets) is readily available.		X	SDS binders were readily available in the food preparation and custodial areas. The science teacher was not able to locate his binder.
The district has a plan to inform parents of inclement weather.	X		The district uses "Swift Reach" to provide this information via text, voice, and/or email to staff, students, and parents. Social media outlets as well as traditional radio and TV outlets are used.
The district has a plan to inform parents of a crisis.	X		The district would release administratively approved information using some or all of the methods listed in the previous assessment area.
Procedures are in place to inform the community of a crisis.	X		See previous assessment area.
Procedures are in place for search and seizure.		X	Procedures for search of cars is included in policy (9004), but this policy does not include student lockers. The search of student lockers is found in the Student Handbook, but the handbook does not include information on cars parked on school property.
The district has a plan to deal with threats, e.g.; bomb threats or physical threats.	X		This information is found in the district Safety Plan.
A resource officer is assigned to the school.		X	A district the size of Shelton has little need. There is a strong liaison relationship with the local police department.

<u>ASSESSMENT AREA</u>	<u>YES</u>	<u>NO</u>	<u>COMMENTS</u>
The school is monitored by an after-hours security alarm system.		X	
The district has surveillance cameras in use.	X		A total of 47 cameras are included in the system. There is remote administrative access as well as remote access for the BCSO and the Shelton police department.
Procedures are in place to deal with suicide.	X		Suicide procedures are found in the Crisis Handbook. Staff members receive the annual NDE suicide awareness training via the Safe Schools module.
The school has a dress code or uniforms are required.	X		The student dress code is found in the Student Handbook, but was not found in policy. Staff appearance is addressed in policy, but not in Staff Handbook.
The district has a policy to deal with sexual harassment.	X		The district has a policy (7001) that addresses sexual harassment.
The district has a policy to deal with bullying.	X		This information is found in policy (9010) and Information is also included in the Student Handbook. This policy is reviewed annually.
The district has a policy to address dating violence.	X		Superintendent Gannon indicated that a policy (9207) exists, but I could not locate this policy in the information I was provided. I suspect this may be the result of the policy revision that is in process. Information on dating violence was included in the Student Handbook.

<u>ASSESSMENT AREA</u>	<u>YES</u>	<u>NO</u>	<u>COMMENTS</u>
A procedure is in place for students, staff, and parents to express their concerns.	X		Two policies (2018 and 7012) exist. The first has a parent, community member, and student focus. The second has more of staff focus.
Title IX policies were updated to reflect required changes.	X		Superintendent Gannon indicated that a policy (3027) exists, but I could not locate this policy in the information I was provided. I suspect this may be the result of the policy revision that is in process. Extensive information on Title IX was found in both the Student and Staff Handbooks.
Data is maintained by the school on discipline issues, weapons, and violent behavior.	X		The district uses the Power School disciplinary log feature for this purpose.
The district conducts both debriefing and regular meetings of the Crisis Team and quarterly meetings of the Safety Team. Records are kept of these meetings.	X		Quarterly meetings of both the Crisis Team and the Safety Team are being planned. It is the intention to keep a record of both the agenda and the minutes of these meetings.
Fire and tornado drills are conducted according to State policy.	X		One of the two tornado drills are being conducted in the Fall as is best practice.
Bus evacuation drills are held according to State policy.	X		The district conducts these drills each semester according to State policy.
The district has adopted a Safe Pupil Transportation Plan.	X		Limited information is found in policy (3020). This policy is entitled School Vehicle Use.
The district has surveillance cameras on buses.		X	
District buses are GPS equipped.		X	

<u>ASSESSMENT AREA</u>	<u>YES</u>	<u>NO</u>	<u>COMMENTS</u>
There is controlled entry and access to classrooms.	X		All classroom doors were found to be locked and closed.
Procedures are in place for staff to monitor student arrival, departures, and passing in halls.	X		There is typically a police presence in the HS parking area that also monitors traffic. The elementary has staff and student safety members present during arrival and departure. High school staff are assigned to the commons area. There was good staff presence in the hallway during HS passing time.
Playground equipment is checked periodically for hazards	X		Presently the equipment is being checked and records are being kept.
Retractable backboard units have safety straps.	X		The side backboards in the older gym have had security straps added since the time of my last visit. In addition, the other retractable units were inspected.
Adequate exterior lighting is provided for all gates, doors, and parking areas.	X		The Superintendent feels that exterior lighting is adequate.
Interior and exterior doors are numbered.	X		The district has completed a revised, interior door numbering scheme. A new footprint with this numbering scheme has been developed. Plans are to place these revised numbers on both the interior and exterior sides of these doorways. In addition, numbering is planned for the interior side of the exterior doors.

<u>ASSESSMENT AREA</u>	<u>YES</u>	<u>NO</u>	<u>COMMENTS</u>
Visual surveillance is possible from the school.	X		The majority of the classrooms have windows that provide surveillance opportunity. These windows also have shades that can be closed when necessary.
Friend, relatives, or non-custodial parents must have written permission to pick up students from school.	X		Voice recognition of an authorized individual is also accepted.
First aid kits are available to staff as needed.	X		First aid materials are available for the classrooms and for evacuation backpacks.
The district employs a nurse.	X		A nurse is employed on a .2 FTE status.
AED units are present in the educational facilities as well as outdoor venues.	X		AEDs units are placed within the educational facility. A portable unit is available for outdoor venues.
There is two-way communication between the offices	X		An update occurred in the 19-20 school year. Phones are used in the classroom for this purpose. An intercom system is used for common areas such as gyms and cafeteria.
Signs are posted for visitors to report to the office upon entering the building.		X	The door to the high school area was missing this signage.
Visitors are required to sign-in.	X		Prior to receiving permission to enter through the locked, remotely controlled entry door, I was asked about my identity and the purpose for my visit. Immediately upon entering the office area I was required to sign-in.

<u>ASSESSMENT AREA</u>	<u>YES</u>	<u>NO</u>	<u>COMMENTS</u>
Proper identification is required for visitors.	X		At the time of sign-in I was asked to wear a visitor identification badge.
Proper identification is required for staff.		X	This is not required by the district.
The district is aware of sex predators residing in the district.	X		This is an administrative task. Presently there are five sex offenders living within a three mile radius of the school.
Unused areas of the school can be closed off during activities.	X		Unused areas of the school can be closed off during events. However, the gate in the hallway leading from the weight room is not a secured gate.
Fire extinguishers have been inspected for the current school year and monthly in-house inspections are being performed.		X	The annual inspection was conducted in July. The monthly inspection for August had not been completed and was delinquent.
Fire exit signage is operational.	X		All observed signage was operational.
Emergency routing is posted in all classrooms. Necessary items for leaving the classroom in an emergency situation are conveniently located.		X	This emergency routing was inconsistent in both the high school and elementary.

Pandemic Assessment Areas

Thankfully, at the time of my visit there were no recommended COVID protocols in place by the State or by the Twin Rivers Health Department. Therefore, this section was not completed in the 21 – 22 school visit.

<u>ASSESSMENT AREA</u>	<u>YES</u>	<u>NO</u>	<u>COMMENTS</u>
Daily temperature monitoring is being conducted for both students and staff.			
An isolation area is available for students that develop flu-like symptoms during the school day.	X		
There is a consistent usage of masks by students and staff.	X		
Hand sanitizer is available in every classroom.	X		
Routine handwashing is promoted.	X		
Touchless faucets, soap dispensers, and paper towel dispensers are in restrooms and classroom sinks where present.		X	
Student spacing is promoted in common areas.	X		
Student spacing is promoted in classroom areas.	X		
Enhanced custodial practices are being employed.	X		

## GENERAL OBSERVATIONS

### Commendations:

1. The Crisis Team and Safety Team are well organized in terms of membership and training. These teams are scheduled to meet quarterly with records of agendas and minutes being kept. Crisis Plan and Safety Plan documents exist and are available to staff.
2. The district recently completed the required updates of Title IX. Title IX information has been included in both the Staff and Student Handbooks.
3. The district is in the process of updating their policies. This is a long process, but one which was long over-due.
4. The sign-in process has been enhanced since my visit of last year.
5. The district has revised its room numbering schematic and both interior and exterior side door numbering is being completed.
6. Clear plastic emergency bags are being prepared for each classroom.
7. The communication system between offices and classrooms was updated within the 19-20 school year.
8. Procedures for dealing with hazardous materials are in place. These materials were found to be securely stored in the food preparation, science, and custodial areas. The food preparation and custodial areas had readily available SDS information.
9. All classrooms were found to be locked and with the doors closed as is best practice.
10. The playground area is fenced and appropriate equipment is in place.
11. Visual surveillance from the classrooms is excellent. These windows have shades that can be closed as necessary. An exception was found in the media center where no curtains were in place. Curtains might also be considered for window 35 and the adjacent door.
12. The shared instructional classrooms e.g. art, physical education, and music are centralized and limit the contact between the elementary and secondary students.
13. The kitchen facility is well organized with dry, frozen, and refrigerated products stored on provided shelving and not being placed on the floors of these areas. The kitchen has gas shut offs, fire extinguisher, and fire suppression. Refrigeration and freezer logs are being maintained. A binder of material safety data sheets is available.
14. Seth and Dennis are aware of the utility shutoffs.
15. The custodial closets have signage that indicates these areas are restricted to authorized personnel. All custodial storage areas were found to be locked with the exception of one.

### Recommendations:

1. More consistent emergency routing signage and emergency bags should be found at the exit of the classroom doorways.
2. The locker rooms should be locked when not in use.
3. A more comprehensive Safe Pupil Transportation Plan might be considered for policy.
4. A handful of fire extinguishers had not received their annual inspection and monthly inspections were missing for August.
5. Boiler inspection was overdue and should be completed prior to the heating season.

# **Superintendent Report for October 2021**

## **Ken Schepers Donation**

- Just a quick follow-up on this. I did reach out to both science teachers and Ms. Horak about ag needs. They gave me a list of dissection supplies for science and some tools needed for ag, so we will work on getting some quotes for those items.

## **School Finance**

- Shelton received a small adjustment of land valuations. This report came out Oct. 7 and shows that the adjustment resulted in a \$5,434,200 increase. This is a good sign for next year's valuations. I'm not anticipating a large increase, but perhaps we could expect a 1%-2% increase.
- Missy and I had a meeting with Jean Anderson from ESU. By making some slight changes to the way we have been coding our IDEA and Special Education expenditures, we can get a little bit more in our state reimbursements. This won't result in a large savings but every little bit counts.
- Our school auditors informed us during the September audit that they will be raising their prices for next year. Currently, we pay about \$8,500 and they said next year they wouldn't be able to do it for less than \$20,000. As a result, I would like to call around to different auditors and get a few proposals to see if we can find a more reasonable cost. I will try to have those for the board to review in November.

## **Safety Audits**

Recommendations we are currently working to repair:

- fixing/replacing emergency lights in the weight room
- Boiler inspection completed
- Inspections of fire extinguishers completed
- Investigate options to shut the gas off in Mrs. Rabbe's room

Respectfully Submitted,

Dr. Gannon

To: Board of Education  
From: Jeff Kenton  
Date: October 11, 2021  
Re: Board Report

### **PK-12 Enrollment**

- 275 Students

### **Elementary**

- 85% PTC Attendance

### **Junior High and High School**

- 43% PTC Attendance

### **Activities**

- The Nebraska Coaches Association (NCA), the Nebraska State Interscholastic Athletic Administrators Association (NSIAAA), and the Nebraska School Activities Association (NSAA) are proud to present four locations for the 2021 Sportsmanship and Leadership Summits – *The Future Is In Your Hands*
- Kearney High School - Wednesday, Nov 17, 2021
- For 21 years the summits have provided students and adults with valuable resources in the areas of both sportsmanship and leadership.
- The 2021 Summits will feature a hands-on workshop-style day with school administrators, school board members, coaches and/or sponsors working with their students the entire day.
- This experience can be an extremely positive, productive, and impactful in relation to your school's culture, social media, mental health ~and~ how today's high school youth can impact the future of Nebraska's high school officials' shortage. We encourage you to invite a school board member from your community to attend.

### **PBIS (Positive Behavioral Interventions and Supports)**

- See attached Brands for our new K-12 PBIS Initiative
- First step will be developing common expectations in all Commons Areas throughout the building.

Respectfully Submitted,

Jeff Kenton

***BE BLUE BE YOU***



RESPECTFUL. RESPONSIBLE. RELENTLESS.

**BE BLUE  
BE YOU**



RESPECTFUL RESPONSIBLE RELENTLESS

**BE BLUE  
BE YOU**



**RESPECTFUL  
RESPONSIBLE  
RELENTLESS**

**Be Blue.  
Be You.**



**Respectful. Responsible. Relentless.**

**Be Blue. Be You.**



**Respectful. Responsible. Relentless.**

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**BE BLUE BE YOU**



**RESPECTFUL RESPONSIBLE RELENTLESS**

**Be Blue.  
Be You.**



**Respectful. Responsible. Relentless.**

**BE BLUE  
BE YOU**



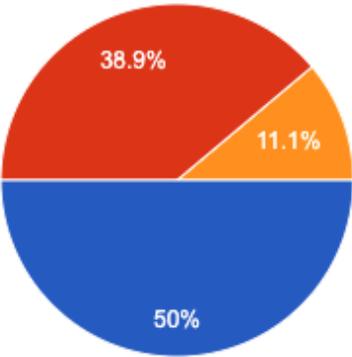
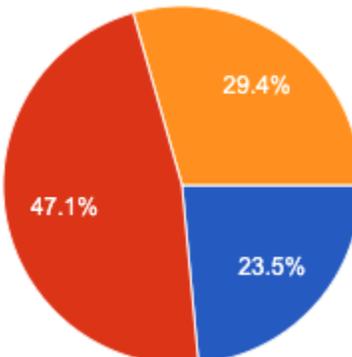
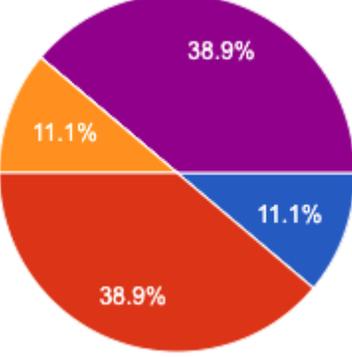
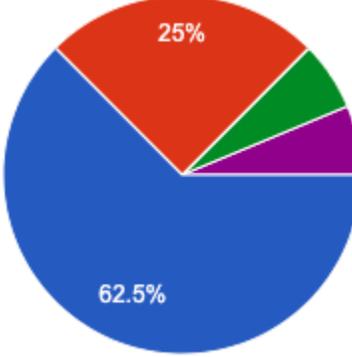
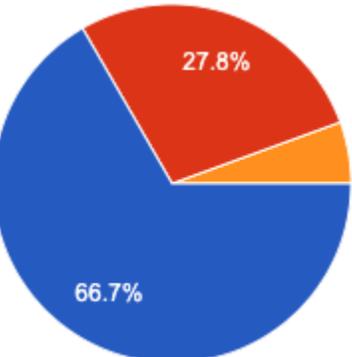
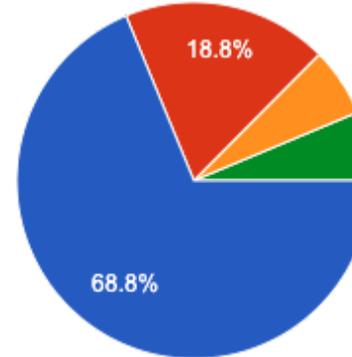
RESPECTFUL RESPONSIBLE RELENTLESS

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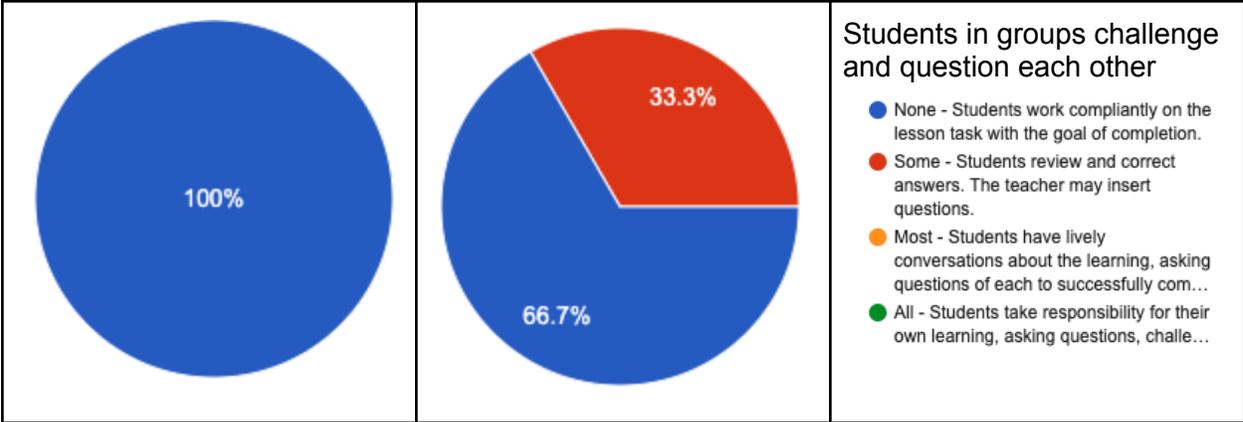


**RESPECTFUL  
RESPONSIBLE  
RELENTLESS**

Trend Walk Data  
Classroom Instruction Progress

Winter 2021	Fall 2021	Graph Legend																				
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<p>A pie chart with three segments: a large blue segment (44.4%), a smaller red segment (11.1%), and another large blue segment (44.4%).</p>	<p>A pie chart with three segments: a large orange segment (50%), a smaller red segment (12.5%), and another large blue segment (37.5%).</p>	<p><b>Student task is aligned to the learning target</b></p> <ul style="list-style-type: none"> <li>● No - There is no task. The task is not aligned to the target.</li> <li>● Partial - The task is partially aligned to the target. It may be the same content but a lower taxonomy level.</li> <li>● Yes - The task is completely aligned to the target. It represents the appropriate taxonomy level or higher.</li> </ul>
<p>A pie chart with three segments: a large blue segment (77.8%), a smaller red segment (16.7%), and a very small orange segment (5.5%).</p>	<p>A pie chart with four segments: a large blue segment (64.7%), a red segment (23.5%), an orange segment (8.3%), and a small green segment (4.5%).</p>	<p><b>Students are working together in groups</b></p> <ul style="list-style-type: none"> <li>● None - Students do not interact in partners or groups. Students may be sitting together.</li> <li>● Some - Students are interacting as partners or in groups. The interaction is minimal, may be spur-of-the-moment,...</li> <li>● Most - Most students are interacting as partners or in groups about the lesson...</li> <li>● All - All students are interacting as partners or in groups about the lesson...</li> </ul>
<p>A pie chart that is entirely blue, representing 100%.</p>	<p>A pie chart with three segments: a large blue segment (66.7%), a red segment (16.7%), and an orange segment (16.7%).</p>	<p><b>Students experience productive struggle</b></p> <ul style="list-style-type: none"> <li>● None - Students do not struggle. Students struggle but it is not productive or not related to the learning.</li> <li>● Some - Students struggle but teachers rescue quickly to eliminate the struggle.</li> <li>● Most - Students experience productive struggle but still demonstrate some dependency on the teacher.</li> <li>● All - Students experience productive struggle and can work through succes...</li> </ul>
<p>A pie chart with two segments: a large blue segment (75%) and a red segment (25%).</p>	<p>A pie chart with two segments: a large red segment (83.3%) and an orange segment (16.7%).</p>	<p><b>Students in groups use academic vocabulary</b></p> <ul style="list-style-type: none"> <li>● None - Students do not use academic vocabulary related to the standard.</li> <li>● Some - Students use minimal academic vocabulary. They may have teacher-provided supports.</li> <li>● Most - Students are using academic vocabulary on a regular basis with some prompting and support.</li> <li>● All - Academic vocabulary has become a natural part of the culture of student gr...</li> </ul>



# Shelton Public Schools

## Return To School Plan

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Participants in the focus group used to develop Return to School Plan include:

- Megan Schnerigner- School Psychologist
- Matt Walter- K-12 PE/7-12 History
- Ryan Province- 7-12 Business/Athletic Director
- Seth Jensen- Head Custodian/ Transportation
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### Maintaining Health and Safety

Mitigation strategies listed below are required in the District's plan. By checking the box before each time, Shelton agrees to include information in the plan to address the components listed below:

- ✓ Universal and correct wearing of masks
- ✓ Modifying facilities to allow for physical distancing (e.g., including using of cohorts/podding)
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Green, yellow, orange, and red will be based on the percent of students and staff absent due to any illness for a three day period. If the absentee rate for ANY ILLNESS reaches or exceeds 5% over a 3 day period, it will result in a mask mandate for 14 calendar days for students and staff. If the absentee rate is below the 5% at the END OF THE 14-DAY REQUIREMENT, students and staff will no longer be required to wear masks.

0% people absent due to illness	2% people absent due to illness	4% people absent due to illness	5% people absent due to illness
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## Football Coop-Parent Meeting

October 5, 2021 6:30 pm in school library

- Appreciate the chance to have a JV experience with the COOP
- How likely would it be that if we stayed together everyone would want to go C-2?
  - Think this is a likely scenario
- Do you think we can compete better at C-2? Yes
- Do we have any say in the schedule? No
- Concern is that we compete with teams that are similar in size so our boys don't get hurt
- I think if we start winning the games, more kids will go out because they see the success
- What happens if WR says yes we will do the coop but no we won't go C-2? Not likely, I think WR will want to go C-2
- I don't think the boys fully understand the inevitability of not playing football games because we are short players
- It was already decided at the last meeting, it was already decided for us
- One parent mentioned that her son feels like we need to stick with it
- No JV opportunity with 6 man
- Culture is negative and that's why kids aren't going out, so what's our best chance to succeed
- When kids have to ride the bench at the JH level, then why would they want to go out for high school football. In JH why couldn't they play more so they stay out.
- When are we going to talk about the JH coop? We have so many kids that aren't very good and aren't playing. We will lose them and our participation stays low.
- Is there 6 man football in JH? I think if you do varsity then you have to do JH. But in the same breath if we don't have enough kids to play JH then we better think about cooping.
- We have to figure something out for consistency, we can't be flip-flopping with coops and changing coaches every couple of years.
  - That's a reason to keep the coop together for consistency
- I think we made the commitment to do it, so I think we stick with the coop
- One thing I don't want is for the kids to not have the opportunity to play and then you are losing kids in your school
- I just want to be able to go out and compete and C-1 isn't the place to do that
  - I think they learn that at the JH level, are they getting the experience they need to be ready to play when they get to HS
- If we continue to have this many players, can we try and get a 7th grade and 8th grade game?
  - Last year we had a 5th quarter with 7th grade
- Mr. Province will send the bitly out to football parents
- If we do the coop we have to have all the kids at summer camp and workout together
- Could we have more games here?
- The kids feel like they are going over there to help them out because we practice there and we play games there
- Take off which school the kids are from off of the program

- Whatever we decide we need to start brainstorming ideas for how to get kids out and get them excited about football
  - Team meals
  - Go to camps and stay in a dorm for 3 days
- Need to know what is going on before last minute
  - Need to know summer stuff really early so we can plan around it
- Make sure we communicate with all the parents so they know what the plan is moving forward
  - Our fans really like the SportsYou app for communication

	<p>6 sets of 12 dinner plates, 12 salad plates, 12 cups \$60 per set</p> <p>11 sets of 12 dinner plates, 12 salad plates \$45 per set</p> <p>1 set of 7 dinner plates, 7 salad plates \$25 set</p> <p>13 extra salad plates \$2 each</p> <p>12 glass bowls \$2 each</p>
White China	20 glass relish trays \$4 each
Terry Redlin Painting	\$250?

Dates: Thursday, November 4 - Sunday, November 7

Transportation: School Van

Total Attending: 11

- Sponsors: Ms. Held & ?
- Eligible Students: Carrie Gangwish, Coby Reutzel, Vinna Garcia, Brianna Simmons, Alia Gomez, Mayte Meza, Steven Snyder, Samantha Snyder, Madison Krehmeyer

Lodging: <https://www.vrbo.com/tripboard/c42cb1ea-bbaf-4fa6-af12-4c477ef72b66>

### Agenda:

Thursday, November 4:

- Depart from high school @ 7:00am. Driving.
- Stop for lunch in Wichita or Oklahoma City

Friday, November 5:

1. [UNESCO World Heritage Site: San Antonio Missions National Park](#) - FREE
2. [Altares y Ofrendas - Centro Aztlan](#) - FREE
3. [Alamo Tour](#): FREE
4. [La Villita Artisans Market](#) - FREE
5. Return to house
6. [Supper on the Paseo del Río](#) - \$20
7. [Haunted History Walk](#) - \$25

Saturday, November 6:

1. [The Pearl Market](#) - FREE
2. [Market Square](#): lunch
3. Return to house
4. [Supper on the Paso del Río](#) - \$20
5. Concert: Ricky Martin, Enrique Iglesias, Sebastian Yatra - \$61.00

Sunday, November 7: Driving.

Student Cost: **\$154.23** + food & shopping

- The main costs for the trip are the *ghost tour ticket*, *concert ticket* and half of the *lodging* share.
- The total cost of the lodging is \$1502.30. Spanish Club/Spanish Honor Society is picking up half the cost of lodging as well as transportation costs.
  - $\frac{1}{2}$  Cost of lodging (\$751.15) / # of attendees (11) = **\$68.23**
  - Concert Ticket: **\$61.00**

- Ghost Tour: **\$25.00**
- Additional costs for food & shopping are at the choice and expense of the student.

Student Contract:

October 8th, 2021

From: Kelsey Hubbert

Shelton Education Association President

To: Dr. Gannon and the Shelton School Board

Dear Dr. Gannon,

The Shelton Education Association requests to be recognized by the Shelton School Board as the negotiating body for the 2021-2022 school year.

Sincerely,

A handwritten signature in blue ink that reads "Kelsey Hubbert". The signature is written in a cursive, flowing style.

Kelsey Hubbert

Shelton Education Association President

## **POLICY 9023 9003: EXTRACURRICULAR DRUG TESTING PROGRAM**

The school district supports and values student participation in extracurricular activities, but such participation in school district extracurricular activities is a privilege and not a right. Students in all extracurricular activities in grades 9-12 shall be subject to mandatory and random testing for the presence of alcohol or illegal drugs.

### **1. Purpose of Random Drug Testing**

- a. The school district has recognized that observed and suspected drug and alcohol use and abuse has increased among the student population, including students participating in extracurricular activities.
  - b. The school district seeks to provide safe, drug-free schools.
  - c. The school district seeks to deter the use of illegal and prohibited drugs and alcohol among students.
  - d. The school district recognizes that students who use illegal and prohibited drugs pose a threat to the health and safety of themselves, other students, teachers, administrators, and other persons.
  - e. The school district finds that the drug and alcohol problem among the student body will be effectively addressed by making sure that the large number of students participating in extracurricular activities do not use drugs and alcohol.
2. **Notice:** Each student who participates or seeks to participate in extracurricular activities shall be given a copy of this policy either in written form or included in the student and activities handbook. The policy and all forms will be posted on the district's website
3. **Drug Testing Coordinator:** The Drug Testing Coordinator shall be the Elementary Principal or his or her designee unless otherwise indicated.
4. **Extracurricular Activities:** This policy applies to any activity that meets the guidelines of an extracurricular activity at the school district, which includes but is not necessarily limited to the following:
- |            |               |               |
|------------|---------------|---------------|
| Basketball | Dance         | Football      |
| Musicals   | Quiz Bowl     | Swing Choir   |
| Wrestling  | Cheerleading  | FFA           |
| Golf       | One Act Play  | Choir         |
| Track      | Cross-country | Flag Team     |
| Mock Trial | Jazz Band     | Speech/Debate |
| Volleyball |               |               |

### **5. Students Who Are Required to Submit to Drug Testing**

- a. **Grades:** All students in grades 9-12 who participate in any extracurricular

- activity or competition are part of the pool subject to random drug testing.
- b. **Consent:** A student and his or her parent(s)/guardian(s) must sign a consent form before the student shall be eligible to try out for, practice with, or participate in the extracurricular activity. The consent form is attached to this policy.
  - c. **Selection Pool Eligibility:** Students shall remain in the selection pool for an entire calendar year (365 days) from the date the consent form is received by the school district except that students who quit during the season or activity (prior to being selected for testing) or students who are cut from an activity will be removed from the testing pool. Only students who are participating in active extracurricular activities at the time of random testing will be in the random drug testing pool.
  - d. **Withdrawal:** Students who have a consent form on file remain eligible for drug tests from the date the consent form is received by the school district and throughout the remainder of the school year or until the student files a Withdrawal of Student from Activity form signed by the student and his or her parent(s)/guardian(s). Upon withdrawal, the student shall not be eligible to participate in any activity that is subject to drug testing for the remainder of the school year. A student who files a Withdrawal of Student from Activity form after selected for a random drug test but before submitting to the test or after testing positive shall be ineligible to participate in any extracurricular activities for one calendar year from the date the Withdrawal of Student from Activity form is received by the Drug Testing Coordinator.
6. **Drugs:** Students participating in extracurricular activities are prohibited from using, possessing, distributing, manufacturing, or having drugs present in their system. "Drugs" means:

*Any substance considered illegal by the Uniform Controlled Substances Act, Neb. Rev. Stat. § 28-401 et seq. Any substance, which is controlled by the Food and Drug Administration unless prescribed to the student by any licensed medical practitioner authorized to prescribe controlled substances or other prescription drugs; Alcohol for any student under the age of 21. Alcohol shall have the meaning as provided in NEB. REV. STAT. § 48-1902(1).*

## 7. Testing Procedures

- a. **Student Selection:** All students who participate in extracurricular activities and submit a consent form will be included in a master list and will be subject to random drug screening. The master list shall be submitted to the company employed by the district to conduct the testing.
- b. **Parental Request:** Students who do not participate in extracurricular activities may be added to the random drug screening master list upon parental/guardian

request and filling out the forms. If a parent requests that they have their student drug tested, the parent/guardian, not the district, will pay the cost of that test.

8. **Type of Test:** The school district reserves the right to utilize breath or a 12-panel urinalysis testing procedures. Urine samples, which screen positive, will be confirmed by either a Gas Chromatography/Mass Spectrometry (GC/MS) or Liquid Chromatography/Mass Spectrometry (LC/MS) confirmatory test. Positive breath alcohol tests will be confirmed by EBT (Evidential Breath Tester).
9. **Collection Site:** The Drug Testing Coordinator will designate the ~~boy's and girl's varsity locker rooms~~ teacher restrooms next to the cafeteria office as the collection sites at which the student will provide specimens.
10. **Collection Procedures:** The school board will select a Drug Program Administrator (DPA). The DPA shall randomly select the students subject to drug testing from the master list of the active students participating in extracurricular activities at the time of the test. The DPA will maintain and follow generally accepted industry standards for collecting, maintaining, shipping, and accessing all specimens. The DPA will seek to obtain the sample in a manner designed to insure accurate testing protocols while minimizing intrusion into a student's privacy. The DPA and the school district will provide a copy of the collection procedures upon request. Collection of specimens will occur at or near the end of the school day.
  - a. **Drugs:** Students may be randomly tested for any drugs, including but not limited Alcohol, amphetamines, barbiturates, benzodiazepines, cocaine, metabolites, LSD, marijuana, metabolites, methadone, methaqualone, opiates, phencyclidine, propoxyphene, and ecstasy.
  - b. **Results:** The Drug Program Administrator or their representative shall notify the student's parent/guardian of any positive test after the initial screening. The DPA will use a secure method to transmit all positive test results to the DPA's Medical Review Officer (MRO). An MRO accreditation body will certify the MRO. The MRO will be responsible for reviewing test results and determining whether the use of a substance identified by the sample analysis is from illicit use or a legitimate medical use. Prior to making a final decision, the MRO or his or her assistant shall contact the student and his or parent(s)/guardian(s) to discuss the result over the telephone. If the MRO determines the test results are negative, no further action shall be taken against the student. The MRO will only report results of verified positives to the DPA. The DPA shall then notify the Drug Testing Coordinator of the positive test result. The Drug Testing Coordinator shall notify the student and his or her parent(s)/guardian(s) and any staff members responsible for implementing the consequences of this policy.
  - c. **Request for a Retest:** A split specimen will be collected for all testing methods, with the exception of alcohol testing. A positive alcohol test will be confirmed with an EBT device. A student's parent(s)/guardian(s) may request that the split specimen be tested at a second nationally certified laboratory from a list provided by the MRO. The request for the test must be submitted in writing to the MRO

(with a copy sent to the Drug Testing Coordinator) within 72 hours of being notified of the final testing result. The student and his or her parent(s)/guardian(s) must pay the associated costs for an additional test in advance. The costs will be reimbursed if the result of the split sample test is negative. The student will remain subject to the consequences of this policy during the retesting procedure.

11. **Negative Tests:** Students and their parents will receive verbal or written notice when the student's test result is negative by the district's Drug Testing Coordinator.
12. **Consequences for Testing Positive:** Whenever the test results indicate the presence of drugs, Drug Testing Coordinator shall schedule and hold a confidential meeting with the student, parent/guardian, and sponsor/coach. Other members of the school's administration may also attend the meeting. At the meeting, the Drug Testing Coordinator shall explain the drug testing procedures and the policy of the district. The consequences shall be as follows (All offenses are cumulative in grades 9-12): a. First Offense

The student shall be required to attend practices but not participate.

The student will be ineligible to publicly perform in any extracurricular activity for 14 calendar days. The day of the positive test results received by the district shall be the first day for counting purposes. If the end of the activity precedes the end of the 14 days, the remaining days will carry over to the next activity so the student completes the required number of days.

The student shall obtain a drug and alcohol assessment and counseling from a certified substance abuse counselor or licensed mental health provider who holds a valid license that includes in its scope of practice the ability to administer substance abuse evaluations and/or treatment. The drug and alcohol assessment and counseling will be provided to the student by the district. This will be arranged and approved by the Guidance Counselor and the student's parents or guardians. The student shall provide written proof of obtaining the assessment to the guidance counselor. The student is strongly encouraged to comply with the assessment and counselor's recommendations.

The student will be subject to follow-up drug tests at least one time per month for the next 6 months when school is in session or end upon graduation.

### **Second Offense**

The student shall be required to attend practice but not participate.

The student will be ineligible to publicly perform in any extracurricular activity for 30

calendar days. The day of the positive test result is received by the district shall be the first day for counting purposes. If the end of the activity precedes the end of the 30 days, the remaining days will carry over to the next activity so the student completes the required number of days.

The student shall attend additional drug and alcohol counseling or educational program provided by the district. The counseling will be arranged by the Guidance Counselor in conjunction with the student's parents or guardians.

The student must submit to a district-administered test and test negative before returning to the activity. The student will be subject to follow-up drug tests at least one time per month for the next 9 months when school is in session or end upon graduation.

### **Third Offense**

The student will be ineligible to practice or publicly perform in any extracurricular activity for one year from the date of the third positive test or end upon graduation. The day of the positive test result is received by the district shall be the first day for counting purposes.

The student must submit to a district-administered test and test negative before returning to the activity. The student will be subject to follow-up drug tests at least one time per month for the next 12 months when school is in session or end upon graduation.

d.

#### **Fourth Offense**

I.

The student will be ineligible to participate in

any

extracurricular activity for the remainder of the student's time at the school district.

### **10. Refusal to Test**

A student who refuses to submit to a drug test authorized under this policy, or fails or refuses to comply with any other provision of this policy, shall not be eligible to participate in

any activities covered under this policy including all meetings, practices, performances and competitions for one calendar year.

11.

#### Tampering

Tampering is the use of any agent or technique, which is designed to avoid detection of a drug and/or compromise the integrity of a drug test and is prohibited. This includes providing false urine samples (for example, urine substitution), contaminating the urine sample with chemicals or chemical products, the use of diuretics to dilute urine samples, and the use of masking. If the Drug Program Administrator, the MRO, or the onsite-collecting agent determines that a student tampered with a drug test, they will contact the Drug Testing Coordinator and the student shall not be eligible to participate in any activities covered under this policy including all meetings, practices, performances and competitions for one calendar year.

The use of any such agent or technique shall be treated as a positive test for drugs prohibited by this Policy and shall be subject to the penalties set forth in Section 9 of this Policy.

12.

#### Maintenance of Records

All results of drug testing shall be confidential, Procedures for maintaining confidentiality will be developed by the school district and the testing organization. The Drug Testing Coordinator shall maintain records of positive tests in a secure location. This information will not be available to anyone other than appropriate school personnel and parents. This information will be destroyed upon the student's graduation or one year after the student's class graduates. Under no circumstances will this information become a part of the student's permanent file, nor will it be sent to another school when the student moves to another district or transfers to another school. The school district will not share drug-testing results with any law enforcement

agencies.

13. Appeal

A student participating in extracurricular activities who has been determined by school district officials to be in violation of this policy shall have the right to appeal the decision to the Superintendent or his/her designee(s). The request for a review must be submitted to the Superintendent in writing within five (5) calendar days of notice of the positive test. A student requesting a review will remain eligible to participate in any extracurricular activities until the review is completed. The Superintendent or his/her designee(s), in consultation with the Drug Program Administrator and the Medical Review Officer, shall then determine whether the original finding was justified. No further review of the Superintendent's decision will be provided, and his/her decision shall be final in all respects. Any necessary interpretation or application of this policy shall be in the sole and exclusive judgment and discretion of the Superintendent, which shall be final and non-appealable to the School Board.

14.

#### Severability

If any portion of this policy is deemed to be contrary to the law of the state of Nebraska or the United States by judicial decision or an act of Congress, then only such portion or provision directly deemed to be unconstitutional shall be stricken, and the remainder of the policy shall remain in full force.

Adopted on: 8/12/19 Revised on: 9/16/19 Reviewed on: 7/15/19

## **POLICY 4015: BID LETTING AND CONTRACTS**

### **1. General Bidding Policy**

- a) At the discretion of the board, contracts may be oral or written, formal or informal, expressed or implied, or true or quasi contracts.
- b) The quality of the product and its suitability for the purpose for which it will be used, not price alone, shall be considered in determining the awarding of contracts.
- c) The board reserves the right to reject any or all bids.

### **2. Informal Bidding for Moderate Purchases**

- a) Written or verbal quotes may be requested on orders of supplies and equipment, new construction, or repair and renovation, when the estimated cost is below \$10,000. Such written quotes shall be kept for reference.
- b) These quotes may be accepted without board action, but shall be requested in writing and shall be kept on file.

### **3. Formal Bidding for Major Purchases and Construction**

- a) The board or superintendent may solicit either quotes or bids for the provision of large orders of supplies and equipment, new construction, repair or renovation, if the estimated amount for the supplies and/or equipment exceeds \$20,000.
- b) The board will advertise for bids when the contemplated expenditure of the project exceeds \$109,000 for the construction, remodeling, or repair of a school-owned building or for site improvement.
- c) The bidding requirements described in this policy shall not apply to emergency expenditures if the district has suffered a disaster, emergency or civil defense emergency as provided for in Nebraska law.
- d) In projects that involve professional engineering or architecture, the board will have a registered professional engineer or architect prepare the plans, specifications, and estimates when the anticipated cost of the project exceeds \$118,000.
- e) Advertising for Bids
  - 1) The superintendent or designee will arrange to advertise for bids

under this section by publishing notice in any newspaper of general circulation within the school district at least 7 calendar days prior to the date on which bids are due.

- 2) Nothing in this policy shall prevent the superintendent or designee from advertising in additional media outlets or for a longer period of time.

f) Bid Documents

- (1) The bid documents shall identify the day upon which the bids shall be returned, received or opened and shall identify the hour at which the bids will close or be received or opened.
- (2) The bid documents shall also provide that such bids shall be opened simultaneously in the presence of the bidders or their representatives.
- (3) Bids received after the date and time specified in the bid documents shall be returned to the bidder unopened.
- (4) If bids are being opened on more than one contract, the board, in its discretion, may award each contract as the bids are opened.
- (5) Sealed bids will be opened in a place and at the specific time stated in the bid form. Bidders shall be notified of the opening and invited to be present.
- (6) The board shall have discretion in determining which bidders are responsible and responsive and shall award the contract to the lowest, responsible, and responsive bidder whose bid meets the bid specifications.

Adopted on:

Revised on: 7/9/12, 11/14/16

Reviewed on: 7/20/15, 8/17/15