

**Regular Meeting of the Shelton Public Schools Board of Education**  
**Monday, February 14, 2022**  
**the Elementary Conference Room**  
**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. Review and possible action on bids for QCPUF HVAC project
  - 5.b. Consideration to approve the master contract agreement with the Shelton Education Association for the 2022-2023 school year.
  - 5.c. Consideration to approve the district calendar for 2022-2023
  - 5.d. Discussion and action regarding ESU 10 Special Education Contracts for 2022-2023
  - 5.e. Discussion and possible action regarding a NASB Strategic Planning Service Agreement
  - 5.f. Consideration to approve the resignation of Janelle Gegg at the end of the school year.
  - 5.g. Consideration to approve a contract for Stephanie Flint as the guidance counselor for the 22-23 school year.
6. Old Business

7. Executive session to protect the privacy of individuals
8. Adjournment

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

**Monday, January 17, 2022**

the Elementary Conference Room

7:30 PM

President Lewis called the Regular Meeting of the Shelton Public Schools Board of Education to order at 7:30 PM on Monday, January 17, 2022 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: Absent, Lisa Stewart: Present. Present: 5, Absent: 1.

No visitors present, administrator Mr. Kenton & Mrs. Meyer present at the meeting. Dr. Gannon and Emmy Powers attended the meeting through ZOOM.

Motion made by Chris Lewis seconded by Russ Muhlbach to Excuse Emmy Power. Vote: Passed

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

2. Sine Die

Motion made by Chris Lewis seconded by Russ Muhlbach to enter Sine Die. Vote: Passed  
Emmy Power: Absent, Joe Berglund: Yea, Kay Johnson: Yea, Chris Lewis: Yea, Russ Muhlbach: Yea, Lisa Stewart: Yea  
Yea: 5, Nay: 0, Absent: 1

2.a. Election of the Board of Education President

Nomination of Chris Lewis for President.  
Chris Lewis voted as President

2.b. Election of the Board of Education Vice President

Nomination of Russ Muhlbach.  
Russ Muhlbach voted as Vice President.

2.c. Election of the Board of Education's Secretary

Nomination of Emmy Power

Emmy Power voted as Secretary.

2.d. Appointment of Treasurer of the Board of Education

Emmy Power appointed as Treasure of the BoE.

2.e. Appointment of members to the following board committees: American Civics, Buildings & Grounds, Crisis Assistance, NASB Delegate, Negotiations, Resource Sharing, Safety Committee, School Improvement, and Transportation

Board committees assigned.

Negotiations: Chair- Russ Muhlbach, Lisa Stewart, Emmy Power

Building Grounds: Chair- Lisa Stewart, Kay Johnson, Joe Berglund

American Civics: Chair- Emmy Power, Kay Johnson, Chris Lewis

Transportation: Chair- Kay Johnson, Chris Lewis, Russ Muhlbach

Resource Sharing: Chair- Chirs Lewis, Emmy Power, Joe Berglund

School Improvement: Russ Muhlbach, Lisa Stewart

Safety: Joe Berglund

NASB Delegate: Chris Lewis

3. Routine Matters

3.a. Review and approve minutes

Motion made by Lisa Stewart seconded by Chris Lewis to approve the December 13th, 2021 regular meeting minutes as presented. Vote: Passed

Emmy Power: Absent, Joe Berglund: Yea, Kay Johnson: Yea, Chris Lewis: Yea,

Russ Muhlbach: Yea, Lisa Stewart: Yea

Yea: 5, Nay: 0, Absent: 1

3.b. Review and approve claims

Motion made by Joe Berglund seconded by Kay Johnson to approve claims 54738-54790 in the amount of \$237,194.92, plus regular payroll. Vote: Passed

Emmy Power: Absent, Joe Berglund: Yea, Kay Johnson: Yea, Chris Lewis: Yea,

Russ Muhlbach: Yea, Lisa Stewart: Yea

Yea: 5, Nay: 0, Absent: 1

4. Request to address the board

No Request to address the BOE

5. Reports

5.a. Finance Report

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

5.b. Board Report

Chris Lewis reported on the status of negotiations with the SEA.

5.c. Superintendent Report

Dr. Gannon had no additions to her report.

5.d. Principal Report

Mr. Kenton reported that Formal Evaluation and Mid-year MAPS will be pushed, rescheduled due to no school for January 18-19.

6. New Business

6.a. Information regarding the QCPUF HVAC project

Presentation by Martin Kasl from ETI about the job scope to replace/repair needed HVAC systems.

6.b. Discussion and action to retain the following as the official Designees of School District 10- 0019 for 2022: 1.) LEA representative for State and Federal Programs - Superintendent of School or designee, 2.) Attorneys - KSB School Law, 3.)Newspaper - Shelton Clipper, 4.) depository of District Funds - Cornerstone Bank of Shelton

Motion made by Chris Lewis seconded by Lisa Stewart to retain Designees of School District 10-0019 for 2022: 1.) LEA representative for State and Federal Programs - Superintendent of School 2.) Attorneys - KSB School Law, 3.)Newspaper - Shelton Clipper, 4.) depository of District Funds - Cornerstone Bank of Shelton. Vote: Passed

Emmy Power: Absent, Joe Berglund: Yea, Kay Johnson: Yea, Chris Lewis: Yea,

Russ Muhlbach: Yea, Lisa Stewart: Yea

Yea: 5, Nay: 0, Absent: 1

6.c. Consideration to approve the contract for Marc Albrecht for the 2022-23 school year.

Motion made by Lisa Stewart seconded by Kay Johnson to approve teaching contract for Mr. Albrecht as presented. Vote: Passed

Emmy Power: Absent, Joe Berglund: Yea, Kay Johnson: Yea, Chris Lewis: Yea,

Russ Muhlbach: Yea, Lisa Stewart: Yea

Yea: 5, Nay: 0, Absent: 1

6.d. Discussion and possible action to select a School Auditor for the 2022-23 school year

Motion made by Chris Lewis seconded by Lisa Stewart to approve contract and designate Dana F Cole and Company of Minden Nebraska as district auditor for 2022 school year. Vote: Passed  
Emmy Power: Absent, Joe Berglund: Yea, Kay Johnson: Yea, Chris Lewis: Yea, Russ  
Muhlbach: Yea, Lisa Stewart: Yea  
Yea: 5, Nay: 0, Absent: 1

6.e. Consideration to approve the master contract agreement with the Shelton Education Association for the 2022-2023 school year.  
No Agreement reached yet. Will table till next meeting.

6.f. Discussion and Information regarding the capital improvement  
schedule Review and discussion of the capital improvement schedule.

7. Old Business

8. Adjournment

Motion made by Russ Muhlbach seconded by Lisa Stewart to adjourn at 9:08. Vote: Passed  
Emmy Power: Absent, Joe Berglund: Yea, Kay Johnson: Yea, Chris Lewis: Yea, Russ  
Muhlbach: Yea, Lisa Stewart: Yea  
Yea: 5, Nay: 0, Absent: 1

Motion made by Lisa Stewart seconded by Russ Muhlbach to adjourn at 9:08pm. Vote: Passed  
Emmy Power: Absent, Joe Berglund: Yea, Kay Johnson: Yea, Chris Lewis: Yea, Russ  
Muhlbach: Yea, Lisa Stewart: Yea  
Yea: 5, Nay: 0, Absent: 1

Respectfully Submitted,  
Joe Berglund

Petty Cash Reimbursement - 1-6-2022 - 1-27-2022					
Date	Check #	Vendor	Cost	Program	Amount
1/6/2022	3379	Twin River Pub - Speech Fee	\$ 28.00	Speech/Drama	\$493.00
1/7/2022	3380	Jeanne Pope - Judge Speech	\$ 75.00	JV GBB	\$150.00
1/13/2022	3381	Jeanne Pope - Judge Speech	\$ 75.00	Student Council	\$70.86
1/13/2022	3382	Kelsey Hubbert - Judge Speech	\$ 75.00	Elem SPED	\$9.99
1/20/2022	3383	Dwight Jones - JV GBB Official	\$ 75.00	Lunch/Kitchen	\$783.41
1/20/2022	3384	Matthew Walter - JV GBB Official	\$ 75.00	Secondary Teach Supplies	\$28.47
1/21/2022	3385	Boone Central Speech Fee	\$ 40.00	Secondary Periodicals	\$19.99
1/21/2022	3386	Jeanne Pope - Judge Speech	\$ 75.00	Postage	\$60.00
1/24/2022	3387	Bank Of America Credit #3923			
		Student Council	\$ 70.86		
		Speech	\$ 50.00		
		Elem SPED	\$ 9.99		
		Kitchen/Lunch	\$ 783.41		
		CC #1495			
		Secondary Teach Supp	\$ 28.47		
		Secondary Periodicals	\$ 19.99		
1/26/2022	3388	Void			
1/26/2022	3389	Jeanne Pope - Judge Speech	\$ 75.00		
1/27/22	3390	Postage Fund	\$ 60.00		
		<b>Total</b>	<b>\$ 1,615.72</b>		<b>\$1,615.72</b>

GF - 4611045  
 Activity - 220.84  
 Lunch - 783.41  
 1,615.72

# Shelton Public Schools

## Check Listing Report

Accounting Cycle: FY21-22; Begin Date: 02/01/2022; End Date: 02/28/2022; Bank: [All]; Sort By Element: FUND; Account Expression: ([FUND] = "01") ; Created On: 2/14/2022 4:41:27 PM

Check Date	Check Number	Payee	Description	Amount
02/10/2022	54809	ADMINPARTNERS	Board Dues and Fees - Annual Document	\$100.00
02/10/2022	54810	Ask Supply Co., LLC	Custodial Supplies	\$736.42
02/10/2022	54811	ATS	Maint Vehicle - Wheel Alignment	\$98.95
02/10/2022	54812	Black Hills Energy	Gas - Utility	\$12,388.88
02/10/2022	54813	Cash-wa Distributing Co.	Custodial Supplies	\$96.67
02/10/2022	54813	Cash-wa Distributing Co.	Custodial Supplies	\$359.75
02/10/2022	54814	Central Community College	Action Days - 2022	\$375.00
02/10/2022	54815	Clipper Publishing Co., Inc.	Invitation - Notice of Meetings - Claims	\$141.85
02/10/2022	54816	Culligan	RO System Rent W/Pump - Maint	\$45.00
02/10/2022	54817	DAS State Accounting - Central Finance	Distance Learning	\$453.03
02/10/2022	54818	Eakes Office Solutions	Elem Supplies	\$24.08
02/10/2022	54818	Eakes Office Solutions	Teaching Supplies/Elem/Supplies	\$50.28
02/10/2022	54818	Eakes Office Solutions	Elem Teaching Supplies	\$78.90
02/10/2022	54818	Eakes Office Solutions	Elem Teaching Supplies/Secondary Teaching Supplies - Paper	\$199.95
02/10/2022	54819	Educational Service Unit #10	Audiology 3-4	\$4.68
02/10/2022	54819	Educational Service Unit #10	Speech SA Secondary	\$1,477.27
02/10/2022	54819	Educational Service Unit #10	Speech B-2	\$531.82
02/10/2022	54819	Educational Service Unit #10	Audiology School Age Sec.	\$18.73
02/10/2022	54819	Educational Service Unit #10	Speech SA Elementary	\$5,140.89
02/10/2022	54819	Educational Service Unit #10	OT School Age Secondary	\$490.36
02/10/2022	54819	Educational Service Unit #10	OT School Age Elem	\$490.36
02/10/2022	54819	Educational Service Unit #10	OT Ages 3-4	\$122.58
02/10/2022	54819	Educational Service Unit #10	OT B-2	\$122.58
02/10/2022	54819	Educational Service Unit #10	Psychology Secondary	\$1,000.61
02/10/2022	54819	Educational Service Unit #10	Psychology Elementary	\$1,000.61
02/10/2022	54819	Educational Service Unit #10	Psychology Ages 3-4	\$250.15
02/10/2022	54819	Educational Service Unit #10	Psychology Ages B-2	\$250.15
02/10/2022	54819	Educational Service Unit #10	PT Secondary	\$324.72
02/10/2022	54819	Educational Service Unit #10	PT Elementary	\$324.72
02/10/2022	54819	Educational Service Unit #10	Speech Ages 3 -4	\$2,304.54
02/10/2022	54819	Educational Service Unit #10	PT Ages 3-4	\$81.17
02/10/2022	54819	Educational Service Unit #10	PT Birth -2	\$81.17
02/10/2022	54819	Educational Service Unit #10	SPED Supervision Secondary	\$334.56
02/10/2022	54819	Educational Service Unit #10	SPED Supervision Elementary	\$334.56
02/10/2022	54819	Educational Service Unit #10	SPED Supervision Ages3-4	\$66.17
02/10/2022	54819	Educational Service Unit #10	SPED Supervision Ages B-2	\$66.17
02/10/2022	54819	Educational Service Unit #10	Credit - Vocational Secondary	(\$386.57)

02/10/2022	54819	Educational Service Unit #10	EsserIII-LMHPS -SA	\$500.00
02/10/2022	54819	Educational Service Unit #10	EsserIII-LMHPS -EL	\$500.00
02/10/2022	54819	Educational Service Unit #10	Network Operations - Technology	\$18.75
02/10/2022	54819	Educational Service Unit #10	Staff Development Workshop - T. Burmood	\$20.00
02/10/2022	54819	Educational Service Unit #10	Audiology School Age Elem	\$18.73
02/10/2022	54819	Educational Service Unit #10	Audiology - B - 2	\$4.67
02/10/2022	54819	Educational Service Unit #10	Deaf Education Secondary	\$155.87
02/10/2022	54819	Educational Service Unit #10	Deaf Education Elementary	\$310.81
02/10/2022	54820	Hawks, Tanner R	Fuel for Van	\$25.00
02/10/2022	54821	Heartland Disposal, Inc.	Trash Removal	\$299.00
02/10/2022	54822	Hobby Lobby Stores, Inc	Art Supplies - 109767644/109767761	\$19.95
02/10/2022	54823	Hometown Leasing	Copy Machine Lease	\$641.05
02/10/2022	54824	Johnstone Supply	Custodial Supplies	\$237.35
02/10/2022	54825	Jostens, Inc.	Secondary Misc - Diploma	\$290.32
02/10/2022	54825	Jostens, Inc.	Secondary Misc - Diploma	\$32.40
02/10/2022	54826	K & K	Fuel for Transportation	\$1,207.76
02/10/2022	54827	Knowbuddy Resources	Elem Library Books	\$180.48
02/10/2022	54828	KSB School Law PC LLO	Legal Services	\$65.00
02/10/2022	54829	L and N Enterprises	Maint Repair - Vehicle Inspection Bus #3	\$100.00
02/10/2022	54829	L and N Enterprises	Maint Repair - Vehicle Inspection Bus #16	\$50.00
02/10/2022	54829	L and N Enterprises	Maint Repair - Vehicle Inspection Bus #2	\$100.00
02/10/2022	54829	L and N Enterprises	Maint Repair - Vehicle Inspection Bus #15	\$50.00
02/10/2022	54829	L and N Enterprises	Maint Repair - Vehicle Inspection Bus #13-1 - Tire Repair	\$80.00
02/10/2022	54829	L and N Enterprises	Vehicle Inspection - Red Freestyle - Maint/Repair	\$50.00
02/10/2022	54829	L and N Enterprises	Vehicle Inspection - Blue Ford Taurus - Maint/Repair	\$50.00
02/10/2022	54829	L and N Enterprises	Vehicle Inspection - Chevy Van - Maint/Repair	\$50.00
02/10/2022	54829	L and N Enterprises	Vehicle Inspection - Silver Van #2 - Maint/Repair	\$50.00
02/10/2022	54830	Larry's Market	Ag Supplies, Science, HS Sped	\$93.46
02/10/2022	54831	Lincoln Journal Star	HVAC Upgrades-Invitation for Bids	\$82.59
02/10/2022	54832	Lookout Books	Library Elementary Books	\$167.60
02/10/2022	54833	Matheson Tri-Gas, Inc.	Ag Supplies	\$77.71
02/10/2022	54834	MCI	Telephone	\$62.67
02/10/2022	54835	Nebr Assoc Of School Boards	Annual Membership Dues for NASB 4/1/2022-3/31/2023	\$3,703.00
02/10/2022	54836	Nebraska Air Filter, Inc.	Custodial Supplies - Air Filters	\$37.68
02/10/2022	54837	Nebraska Central Telephone Co	Telephone	\$319.34
02/10/2022	54838	Nebraska Public Power Dist.	Electricity	\$31.58
02/10/2022	54838	Nebraska Public Power Dist.	Utility	\$2,419.89
02/10/2022	54838	Nebraska Public Power Dist.	Utility - Electricity	\$47.37
02/10/2022	54838	Nebraska Public Power Dist.	Electricity	\$913.14
02/10/2022	54839	Optum	Ins. Premium Benefit	\$150.00
02/10/2022	54839	Optum	Ins. Premium Benefit	\$150.00
02/10/2022	54839	Optum	FSA Plan	\$150.00
02/14/2022	54849	Potter, Misti L	Reimbursement for Garnishment - Garnishment Cancelled	\$360.09

02/10/2022	54840	School Specialty Inc	Art Supplies	\$38.21
02/10/2022	54841	Shelton School Petty Cash	Reimbursement - 1-6-2022-1-27-2022 - Speech, Elem SPED, Sec Teaching Supplies, Sec Periodicals, Postage	\$611.45
02/10/2022	54842	Sparq Data Solutions, Inc.	Board Dues/Fee-Admin Technology Software - Sparq Meeting Subscription/North Star Negotiations Software	\$3,800.00
02/10/2022	54843	Spracklin Chiropractic	DOT Physical - Lehn	\$90.00
02/10/2022	54844	SYNCB/AMAZON	Sec. Misc/Custodial Supplies (Heater)	\$215.70
02/10/2022	54845	Village Of Shelton	Water/Sewer	\$982.12
02/10/2022	54846	Willis Repair, LLC	Maint Vehicles	\$23.44
02/10/2022	54846	Willis Repair, LLC	Custodial Supplies	\$135.27
02/10/2022	54846	Willis Repair, LLC	Vehicle Main - Tire Repair	\$25.00
02/10/2022	54847	Woodward Disposal Service, Inc.	Document Destruction	\$25.00
02/10/2022	54848	Yanda's Music	Music - Reeds	\$18.00
<b>Sub Total</b>				<b>\$49,418.21</b>

# Shelton Public Schools

## Check Register Report by Check Number

Bank: [All]; Bank Account: [All]; Begin Check Number: 54796; End Check Number: 54849; Check Status: Paid; Created On: 2/14/2022 4:47:

Bank	Account Number			
Cornerstone Bank	031038968			
Paid Date	Check Number	Type	Vendor Name	Amount
2/14/2022	54796	Payroll Liability	Principal Life Insurance Co	\$940.69
2/14/2022	54797	Payroll Liability	Aflac	\$2,115.86
2/14/2022	54798	Payroll Liability	Blue Cross Blue Shield	\$55,894.08
2/14/2022	54799	Payroll Liability	Colonial Life & Accident Insurance Co	\$39.75
2/14/2022	54800	Payroll Liability	Companion Insurance Company	\$109.50
2/14/2022	54801	Payroll Liability	Credit Management Services, Inc.	\$216.18
2/14/2022	54802	Payroll Liability	Dist. 19 Payroll Acct.	\$6,539.01
2/14/2022	54803	Payroll Liability	District 19 Payroll Acct.	\$43,899.82
2/14/2022	54804	Payroll Liability	General Collection Co.	\$360.09
2/14/2022	54805	Payroll Liability	Horace Mann Life Insurance Co	\$50.00
2/14/2022	54806	Payroll Liability	Payroll Account - Dist 19	\$600.00
2/14/2022	54807	Payroll Liability	Shelton School Payroll Acct.	\$39,233.31
2/14/2022	54808	Payroll Liability	Vision Service Plan	\$513.68
2/10/2022	54809	Accounts Payable	ADMINPARTNERS	\$100.00
2/10/2022	54810	Accounts Payable	Ask Supply Co., LLC	\$736.42
2/10/2022	54811	Accounts Payable	ATS	\$98.95
2/10/2022	54812	Accounts Payable	Black Hills Energy	\$12,388.88
2/10/2022	54813	Accounts Payable	Cash-wa Distributing Co.	\$456.42
2/10/2022	54814	Accounts Payable	Central Community College	\$375.00
2/10/2022	54815	Accounts Payable	Clipper Publishing Co., Inc.	\$141.85
2/10/2022	54816	Accounts Payable	Culligan	\$45.00
2/10/2022	54817	Accounts Payable	DAS State Accounting - Central Finance	\$453.03
2/10/2022	54818	Accounts Payable	Eakes Office Solutions	\$353.21
2/10/2022	54819	Accounts Payable	Educational Service Unit #10	\$15,960.83
2/10/2022	54820	Accounts Payable	Hawks, Tanner R	\$25.00
2/10/2022	54821	Accounts Payable	Heartland Disposal, Inc.	\$299.00
2/10/2022	54822	Accounts Payable	Hobby Lobby Stores, Inc	\$19.95
2/10/2022	54823	Accounts Payable	Hometown Leasing	\$641.05
2/10/2022	54824	Accounts Payable	Johnstone Supply	\$237.35
2/10/2022	54825	Accounts Payable	Jostens, Inc.	\$322.72
2/10/2022	54826	Accounts Payable	K & K	\$1,207.76
2/10/2022	54827	Accounts Payable	Knowbuddy Resources	\$180.48
2/10/2022	54828	Accounts Payable	KSB School Law PC LLO	\$65.00
2/10/2022	54829	Accounts Payable	L and N Enterprises	\$580.00
2/10/2022	54830	Accounts Payable	Larry's Market	\$93.46
2/10/2022	54831	Accounts Payable	Lincoln Journal Star	\$82.59
2/10/2022	54832	Accounts Payable	Lookout Books	\$167.60
2/10/2022	54833	Accounts Payable	Matheson Tri-Gas, Inc.	\$77.71
2/10/2022	54834	Accounts Payable	MCI	\$62.67
2/10/2022	54835	Accounts Payable	Nebr Assoc Of School Boards	\$3,703.00
2/10/2022	54836	Accounts Payable	Nebraska Air Filter, Inc.	\$37.68
2/10/2022	54837	Accounts Payable	Nebraska Central Telephone Co	\$319.34
2/10/2022	54838	Accounts Payable	Nebraska Public Power Dist.	\$3,411.98
2/10/2022	54839	Accounts Payable	Optum	\$450.00
2/10/2022	54840	Accounts Payable	School Specialty Inc	\$38.21
2/10/2022	54841	Accounts Payable	Shelton School Petty Cash	\$611.45
2/10/2022	54842	Accounts Payable	Sparq Data Solutions, Inc.	\$3,800.00
2/10/2022	54843	Accounts Payable	Spracklin Chiropractic	\$90.00
2/10/2022	54844	Accounts Payable	SYNCB/AMAZON	\$215.70
2/10/2022	54845	Accounts Payable	Village Of Shelton	\$982.12

2/10/2022	54846	Accounts Payable	Kevin Willis	\$183.71
2/10/2022	54847	Accounts Payable	Woodward Disposal Service, Inc.	\$25.00
2/10/2022	54848	Accounts Payable	Yanda's Music	\$18.00
2/14/2022	54849	Accounts Payable	Potter, Misti L	\$360.09
<b>Sub Total</b>				<b>\$199,930.18</b>
<b>Grand Total</b>				<b>\$199,930.18</b>



Paid
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**DISTRICT 19 FINANCIAL STATUS AS OF JANUARY 31,2022**

**CASH RESERVES:**

GENERAL FUND CASH RESERVE	(1/31/22 Interest + \$292.73)	\$486,161.42
SPECIAL BUILDING CASH RESERVE	(1/31/22 Interest + \$57.14)	\$61,307.63
<b>TOTAL CASH RESERVE ACCOUNTS:</b>		<b>\$547,469.05</b>

**SAVINGS:**

GENERAL FUND CR SAVINGS 5882	\$166,312.82
<b>\$166,312.82</b>	

UNEMPLOYMENT SAVINGS #5891	\$26,561.57
VEH/BUS ACQ. Savings #9457	\$42,109.18
TECHNOLOGY ACQ SAVINGS # 5918	\$51,206.19
PARKING LOT DEPR. SAVINGS #5909	\$70,307.41
BAND UNIFORM SAVINGS #5900	\$0.10
HVAC Savings #9475	\$89,483.43

**TOTAL DEPRECIATION SAVINGS: \$279,667.88**

**TOTAL SAVINGS: \$445,980.70**

**TOTAL OF DISTRICT FUNDS: \$993,449.75**

<u>TAXES:</u>	<u>GENERAL</u>	<u>BUILDING</u>	<u>FUND TOTALS:</u>	
BUFFALO	\$444,889.66	\$311.72	GENERAL	\$652,474.24
HALL	\$153,344.60	\$136.64	DEPRECIATION	\$279,667.88
ADAMS	\$662.55	\$0.00	LUNCH	\$23,747.73
KEARNEY	\$18,175.11	\$0.00	SPECIAL BLDG	61,307.63
<b>TOTAL TAXES</b>	<b>\$617,071.92</b>	<b>\$448.36</b>		

<b>Net Wages</b>	\$ 150,278.54
<b>General Fund Expenditures</b>	\$ 49,418.21
<b>Employee - Liabilities</b>	\$ 93,276.49

<b>Receipts for January 2022</b>	\$ 694,434.27
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**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	\$241,803.00	April Expenditures Reported @ Board Mtg	204,634.00	
Oct. Net Payroll	153,801.00	\$150,362.00	April Net Payroll	153,248.00	
Oct. EOM Expenditures			April EOM Expenditures	-	-
Total Oct. Expenditures	<b>\$374,080.00</b>	<b>\$392,165.00</b>	Total April Expenditures	<b>357,882.00</b>	-
Accumulated Totals	<b>\$ 749,813.00</b>	<b>\$ 782,635.00</b>	Accumulated Totals	<b>\$ 2,917,137.00</b>	<b>\$ -</b>
Percent of Budget Spent	5.06%	5.24%	Percent of Budget Spent	4.84%	0.00%
Cash On Hand	<b>\$ 1,238,265.00</b>	<b>\$1,201,721.00</b>	Cash On Hand	<b>\$ 651,643.00</b>	
Nov. Expenditures Reported @ Board Mtg	\$225,593.00	\$94,208.00	May Expenditures Reported @ Board Mtg	251,846.00	
Nov. Total Payroll	\$157,908.00	\$267,463.00	May Net Payroll	154,483.00	
Nov. EOM Expenditures	-	-	May EOM Expenditures	-	-
Total Nov. Expenditures	<b>\$383,501.00</b>	<b>\$361,671.00</b>	Total May Expenditures	<b>406,329.00</b>	
Accumulated Totals	<b>\$ 1,133,314.00</b>	<b>\$1,144,306.00</b>	Accumulated Totals	<b>\$ 3,323,466.00</b>	<b>\$ -</b>
Percent of Budget Spent	5.19%	4.83%	Percent of Budget Spent	5.50%	0.00%
Cash On Hand	<b>\$ 946,507.90</b>	<b>\$909,822.00</b>	Cash On Hand	<b>\$ 1,435,584.00</b>	
Dec. Expenditures Reported @ Board Mtg	217,069.00	\$86,223.00	June Expenditures Reported @ Board Mtg	230,250.00	
Dec. Total Payroll	152,404.00	\$245,586.00	June Net Payroll	145,871.00	
Dec. EOM Expenditures			June EOM Expenditures	-	-
Total Dec. Expenditures	<b>369,473.00</b>	<b>331,809.00</b>	Total June Expenditures	<b>376,121.00</b>	-
Accumulated Totals	<b>\$ 1,502,787.00</b>	<b>\$ 1,241,631.00</b>	Accumulated Totals	<b>\$ 3,699,587.00</b>	<b>\$ -</b>
Percent of Budget Spent	5.00%	4.43%	Percent of Budget Spent	5.09%	0.00%
Cash On Hand	<b>\$ 667,873.95</b>	<b>\$ 686,300.00</b>	Cash On Hand	<b>\$ 1,425,759.00</b>	
Jan. Expenditures Reported @ Board Mtg	197,420.00	\$49,418.00	July Expenditures Reported @ Board Mtg	286,319.00	
Jan. Net Payroll	148,885.00	\$243,555.00	July Net Payroll	146,403.00	
Jan. EOM Expenditures	-	-	July EOM Expenditures	-	-
Total Jan. Expenditures	<b>\$346,305.00</b>	<b>\$292,613.00</b>	Total July Expenditures	<b>432,722.00</b>	-
Accumulated Totals	<b>\$ 1,849,092.00</b>	<b>\$ 1,534,244.00</b>	Accumulated Totals	<b>\$ 4,132,309.00</b>	<b>\$ -</b>
Percent of Budget Spent	4.69%	3.91%	Percent of Budget Spent	5.86%	0.00%
Cash On Hand	<b>\$ 801,434.00</b>	<b>\$ 993,449.00</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>	

# Superintendent Report for February 2022

## Climate/Culture Strategies

During the retreat we discussed strategies the board has considered as part of the negotiations process (additional work days, paying staff to cover classes) to improve culture and climate. I thought it might be helpful for the board to also have information on what strategies the admin team has implemented to impact culture and climate.

<p>Culture: Grounded in shared values and beliefs, deeper sense of how people act in the school.</p>	<p>Climate: Perception-based, is how people feel in school.</p>	
<p>Developed <a href="#">core belief statements</a> collaboratively as a staff. We started with a leadership team of certified and classified staff to generate a list of core beliefs, then we prioritized and narrowed the list. Then we brought the core beliefs in front of the whole staff at the beginning of the 20-21 school year where the whole staff had input, wordsmithed, and narrowed the core beliefs to 5.</p>	<p>Monthly staff potlucks</p>	
<p>Created opportunities for staff to have input in district decisions and systems:</p> <ul style="list-style-type: none"> <li>● Calendar committee to develop the calendar draft, then calendar is shared with all certified and classified staff with a survey link to provide feedback</li> <li>● Teacher Leadership Team to create open lines of communication and problem solving</li> <li>● Elementary scheduling committee to develop the daily schedules for specials like P.E., music, guidance, art, etc.</li> </ul>	<p>Thank yous and pick-me-ups from the admin team.</p> <ul style="list-style-type: none"> <li>● We buy coffees from Rise and Grind and have them delivered to the school and surprise teachers in the morning as a way to thank them for going the extra mile or as a little pick-me-up if we know they are going through a difficult time.</li> <li>● Motivational notes with a little gift (pack of EmergenC or post it notes and pens) just to let them know we are thinking of them.</li> <li>● Jeans day coupons for covering classes or volunteering to let us observe in their classrooms for staff development.</li> <li>● Canceled the last day of school before Christmas break as a thank you for covering classes during plan periods.</li> </ul>	
<p>Developed a district <a href="#">instructional vision</a> with input from all certified staff to clarify and clearly communicate what high quality instruction looks and sounds like.</p>	<p>Fun and light-hearted games and activities</p> <ul style="list-style-type: none"> <li>● <a href="#">Marshmallow Wars</a></li> </ul>	
	<p>Celebrations</p> <ul style="list-style-type: none"> <li>● We saw big improvements in our trend</li> </ul>	

walk data from fall 2021 to winter 2022. On February 14 we will share our data with staff and have a fun celebration to say thank you for all their hard work. We consulted staff to see what type of celebration they would appreciate.

### NASB Strategic Planning References

Here is the feedback I've received so far from superintendents who are working with Marcia Herring on strategic planning. I will update the board if I receive any additional comments.

District	Strengths	Challenges
<p>Mark Lenihan, Ed.D Superintendent Wayne Community Schools</p> <p>Overall, so far, I give the NASB Strategic Planning process a strong recommendation. It will fit in very nicely to our school improvement plan, and ties AQUESTT and the district goals in as well</p>	<p>1) Great opportunities for community input via surveys and community meetings 2) It challenges you to think of key community members to invite to be part of the Strategic Planning Team. 3) It gives the school board and administration a chance to listen to the community members. Marcia and Kari facilitated the community meetings, being neutral I think that helped community members trust the process. 4) We are at the point in which we will see our needs analysis, although I think we have a good idea of what it will be based on the feedback. 5) In the end, I believe we will have a good strategic plan that involves all of our stakeholders, including staff, students, parents, business leaders, and community members. Invite students to your sessions if you do this, the students gave great feedback for us!</p>	<p>1) At first, the work is pretty cumbersome for administrators. Getting email lists, names of community members, distributing surveys, etc. 2) Make sure your staff and students understand why they are taking the surveys, what they are for, etc.. 3) Arranging logistics for community meetings, making sure all of the community knows when and where the meetings will occur, and following up on those details will take some time.</p>
<p>Dr. Chad Denker Superintendent David City Public Schools</p>	<p>Yes; we were pleased with the process. It is not cheap but so far we feel like it was worth the cost.</p>	<p>It took longer than expected because we were interrupted by covid.</p>

Respectfully submitted,

Dr. Gannon

To: Board of Education  
From: Jeff Kenton  
Date: February 14, 2022  
Re: Board Report

- District Enrollment is 281 students
  - Elementary = 166 students
  - JH/HS = 115 students
  
- Activities
  - District Wrestling was held on Friday and Saturday. I will update you with our State Qualifiers on Monday.
  - The girls basketball team has had a fantastic season and they have earned the privilege of hosting D1-9 Subdistrict. Games are scheduled for Monday, Tuesday, and Thursday.
  - The boys basketball team has also had a nice season and it looks as if they will also earn the privilege of hosting D2-8 Subdistrict. We will not know for sure until later in the week, but it looks like the next two weeks we will be busy hosting basketball games.
  - The speech team is also competing well and bringing home some hardware. They will be competing @ GICC on Friday, and in Minden on Saturday.
  - JHBB will finish up their season @ Lawrence / Nelson on Saturday.
  
- Assessment
  - MAP Assessments have been completed and information has been shared with parents through Parent Teacher Conferences.
  - NSCAS Assessments are just around the corner with the testing window opening up at the end of March and running through the beginning of May.
  
- Registration
  - We have been accepting PK registrations and have set a deadline for March 31, 2022. We are again expecting two full classrooms.

- Kindergarten Registration has been scheduled for March 25th. We are planning on having two registration sessions. One at 9:00 am and one at 1:00 pm.

**Respectfully Submitted,**

**Jeff Kenton**



January 26, 2022

Dr. Shanna Gannon  
Superintendent  
Shelton Public Schools  
210 9th Street  
P.O. Box 610  
Shelton, NE 68876

Re: Shelton Public Schools HVAC Upgrades  
Bid Results  
ETI Project No. 2021-106

Dear Dr. Gannon:

Engineering Technologies, Inc. has received and reviewed the January 25, 2022 contractor proposals, submitted per ETI's Project Manual and Specifications for the "Shelton Public Schools HVAC Upgrades". Jerry's Sheet Metal Heating and Cooling, Inc. submitted an apparent low Base Bid amount of \$215,000.00.

Please have the board advise of the acceptance of this base bid. We recommend the contract be awarded to the apparent low bidder, Jerry's Sheet Metal Heating and Cooling, Inc. if the proposal is accepted.

We have had past experience working with Jerry's Sheet Metal Heating and Cooling, Inc. and believe them to be a reputable Contractor and capable of the work involved with this Project.

We will begin execution of the specified contract between the Owner and Contractor as outlined in our bid specifications, after the Shelton Public School Board review. Please let us know if the bid has been accepted.

If there are any questions, please contact me.

Sincerely,

Martin D. Kasl, P.E.

**BID PROPOSAL FORM**

Sealed Bid Number 001

**TO**

Shelton Public Schools  
Attention: Shanna Gannon – Superintendent  
210 9th Street  
P.O. Box 610  
Shelton, NE 68876

**FOR**

Shelton Public Schools – HVAC Upgrades  
210 9th Street  
Shelton, NE 68876

**BIDDER INFORMATION**

Bidders Legal Name: Rasmussen Mechanical Services Inc. Dated 1-25-22

(a Corporation organized and existing under the laws of the State of IOWA)

or a partnership consisting of: \_\_\_\_\_ partners

or an individual hereinafter called the bidder.

Address 3211 NEBRASKA AVENUE

City, State, Zip Council Bluffs, IA 51501

Phone No. 712-323-0541 Fax No. 712-323-8681

**BID AMOUNT**

We, the bidder, acknowledge receipt of the following Addendum or Addenda. The modifications to the Bid Documents noted below have been considered and all costs are included in the Bid Sum.

Addendum # 1 Date 1-18-22  
Addendum # \_\_\_\_\_ Date \_\_\_\_\_  
Addendum # \_\_\_\_\_ Date \_\_\_\_\_

The undersigned in compliance with your Invitation for Bids for the Shelton Public Schools – HVAC Upgrades Project, having examined the plans and specifications with related documents and the site of the proposed work and being familiar with all of the conditions surrounding the construction of the proposed project, including the availability of labor, hereby propose to furnish all labor, materials and supplies and to construct the project in accordance with the Contract Documents, at the prices stated below. The prices are to cover all expenses incurred in performing the work required under the Contract Documents of which this proposal is a part.

We have included the required 5% security Bid Bond as required by the Instruction to Bidders. Indicate in writing as "Yes" that security is enclosed with this Bid Form: YES

For all work described in the specifications and shown on the plans for the project, we agree to perform all work for the sum of:

**BASE BID:**

For all work described in the specifications and shown on the plans for the project, we agree to perform all work for **Shelton Public Schools – HVAC Upgrades** for the Base Bid sum of:

Two Hundred Twenty Five Thousand Three Hundred Thirteen Dollars + no  
(Amount written in words)

\$ 225,313<sup>00</sup>  
(Amount written in figures)

As part of Bid, the Bidder declares that he/she is and will comply with the Nebraska Fair Labor SS73-102 to 73-105 RRS Nebr. in pursuit of its business and in execution of this Contract.

**ACCEPTANCE**

This offer shall be open to acceptance and is irrevocable for thirty (30) days from the bid closing date.

If this bid is accepted by the Owner within the time period stated above, we will:

1. Furnish all material, labor, tools, expendable equipment, and all utility and transportation services necessary to perform and complete, in a workmanlike manner, all of the Work required for the Combined Contract, including General Conditions, Mechanical Work and Electrical Work in accord with the Bidding Documents prepared by Engineering Technologies, Inc., for the consideration hereinafter set forth.
2. Hold his/her bid open for 30 days after the receipt of bids, and to accept the provisions of the Instructions to Bidders regarding disposition of Bid Security.
3. Enter into and execute a Contract, if awarded on the basis of this bid, and to furnish a Performance Bond and a Payment Bond in accord with the General Conditions and General Requirements of this Contract.
4. Start, Substantially Complete and Fully Complete the Work according to the schedule specified in the Construction Documents.

If this bid is accepted within the time stated, and we fail to commence the Work or fail to provide the required Performance and Payment Bonds, the security deposit shall be forfeited as damages to the Owner by reason of failure, limited in amount to the lesser of the face value of the security deposit of the difference between this bid and the bid upon which a Contract is signed.

In the event our bid is not accepted within the time stated above, the required security deposit shall be returned to the undersigned, in accordance with the provisions of the Instructions to Bidders; unless a mutually satisfactory arrangement is made for its retention and validity for an extended period of time.

**CONTRACT TIME**

If this bid is accepted, we will:

1. Substantially complete all work by July 29, 2022

ETI #2021-106  
Shelton Public Schools – HVAC Upgrades

BID PROPOSAL FORM  
00 4100-2

**BID FORM SIGNATURE**

If the Bid is a joint venture or partnership, add additional forms of execution for each member of the joint venture in the appropriate form or forms as above.

The Corporate Seal of:

Bidder: Rasmussen Mechanical Services Inc.

was hereunto affixed in the presence of:

Authorized Officer, Title: Ron Paul (Sales Engineer)  
Seal:

END OF SECTION

# Document A310™ – 2010

Conforms with The American Institute of Architects AIA Document 310

## Bid Bond

**CONTRACTOR:**

*(Name, legal status and address)*

Rasmussen Mechanical Services, Inc.  
7200 Gibbon Road  
Gibbon, NE 68840

**SURETY:**

*(Name, legal status and principal place of business)*

Merchants Bonding Company (Mutual)  
P.O. Box 14498  
Des Moines, IA 50306-3498

This document has important legal consequences. Consultation with an attorney is encouraged with respect to its completion or modification.

Any singular reference to Contractor, Surety, Owner or other party shall be considered plural where applicable.

**OWNER:**

*(Name, legal status and address)*

Shelton Public Schools  
210 9th Street  
Shelton, NE 68876

**BOND AMOUNT:** \$ Five Percent (5%) of the Total Amount Bid

**PROJECT:**

*(Name, location or address, and Project number, if any)*


HVAC Upgrade Project (2-RTU, 2-Condensers, 2-Coils), Shelton Public Schools, Shelton, NE

The Contractor and Surety are bound to the Owner in the amount set forth above, for the payment of which the Contractor and Surety bind themselves, their heirs, executors, administrators, successors and assigns, jointly and severally, as provided herein. The conditions of this Bond are such that if the Owner accepts the bid of the Contractor within the time specified in the bid documents, or within such time period as may be agreed to by the Owner and Contractor, and the Contractor either (1) enters into a contract with the Owner in accordance with the terms of such bid, and gives such bond or bonds as may be specified in the bidding or Contract Documents, with a surety admitted in the jurisdiction of the Project and otherwise acceptable to the Owner, for the faithful performance of such Contract and for the prompt payment of labor and material furnished in the prosecution thereof; or (2) pays to the Owner the difference, not to exceed the amount of this Bond, between the amount specified in said bid and such larger amount for which the Owner may in good faith contract with another party to perform the work covered by said bid, then this obligation shall be null and void, otherwise to remain in full force and effect. The Surety hereby waives any notice of an agreement between the Owner and Contractor to extend the time in which the Owner may accept the bid. Waiver of notice by the Surety shall not apply to any extension exceeding sixty (60) days in the aggregate beyond the time for acceptance of bids specified in the bid documents, and the Owner and Contractor shall obtain the Surety's consent for an extension beyond sixty (60) days.

If this Bond is issued in connection with a subcontractor's bid to a Contractor, the term Contractor in this Bond shall be deemed to be Subcontractor and the term Owner shall be deemed to be Contractor.

When this Bond has been furnished to comply with a statutory or other legal requirement in the location of the Project, any provision in this Bond conflicting with said statutory or legal requirement shall be deemed deleted herefrom and provisions conforming to such statutory or other legal requirement shall be deemed incorporated herein. When so furnished, the intent is that this Bond shall be construed as a statutory bond and not as a common law bond.

Signed and sealed this 25th day of January 2022

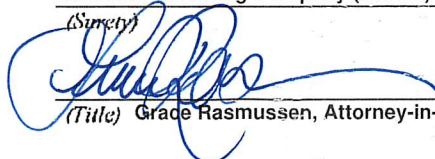
  
\_\_\_\_\_  
*(Witness)*

Rasmussen Mechanical Services, Inc.  
*(Principal)* \_\_\_\_\_ *(Seal)*

  
\_\_\_\_\_  
*(Title)* LOCATION MANAGER

  
\_\_\_\_\_  
*(Witness)* Greg Krier

Merchants Bonding Company (Mutual)  
*(Surety)* \_\_\_\_\_ *(Seal)*

  
\_\_\_\_\_  
*(Title)* Grace Rasmussen, Attorney-in-Fact

**MERCHANTS**  
**BONDING COMPANY™**  
**POWER OF ATTORNEY**

Know All Persons By These Presents, that MERCHANTS BONDING COMPANY (MUTUAL) and MERCHANTS NATIONAL BONDING, INC., both being corporations of the State of Iowa (herein collectively called the "Companies") do hereby make, constitute and appoint, individually, Anne Crowner; Ashlea McCaughey; Ben Williams; Brian M Deimerly; Cameron M Burt; Cindy Bennett; Craig E Hansen; D Gregory Stitts; Dione R Young; Donald E Appleby; Douglas Muth; Ginger Hoke; Grace Rasmussen; Greg Krier; Jaimie Kangas; Jay D Freiermuth; Jessica Jean Rini; Kathleen Brewer; Mark R DeWitt; Mark Sweigart; Michelle R Gruis; Sarah C Brown; Seth D Rooker; Stacie Christensen; Stacy Venn; Tim McCulloh; Todd Bengford; Wendy A Lewis

their true and lawful Attorney(s)-in-Fact, to sign its name as surety(ies) and to execute, seal and acknowledge any and all bonds, undertakings, contracts and other written instruments in the nature thereof, on behalf of the Companies in their business of guaranteeing the fidelity of persons, guaranteeing the performance of contracts and executing or guaranteeing bonds and undertakings required or permitted in any actions or proceedings allowed by law.

This Power-of-Attorney is granted and is signed and sealed by facsimile under and by authority of the following By-Laws adopted by the Board of Directors of Merchants Bonding Company (Mutual) on April 23, 2011 and amended August 14, 2015 and adopted by the Board of Directors of Merchants National Bonding, Inc., on October 16, 2015.

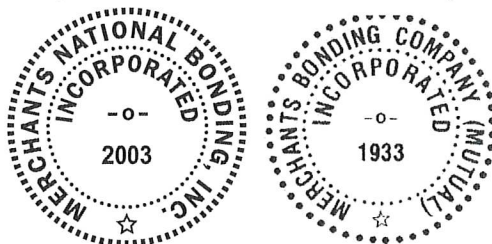
"The President, Secretary, Treasurer, or any Assistant Secretary or any Vice President shall have power and authority to appoint Attorneys-in-Fact, and to authorize them to execute on behalf of the Company, and attach the seal of the Company thereto, bonds and undertakings, recognizances, contracts of indemnity and other writings obligatory in the nature thereof."

"The signature of any authorized officer and the seal of the Company may be affixed by facsimile or electronic transmission to any Power of Attorney or Certification thereof authorizing the execution and delivery of any bond, undertaking, recognizance, or other suretyship obligations of the Company, and such signature and seal when so used shall have the same force and effect as though manually fixed."

In connection with obligations in favor of the Florida Department of Transportation only, it is agreed that the power and authority hereby given to the Attorney-in-Fact includes any and all consents for the release of retained percentages and/or final estimates on engineering and construction contracts required by the State of Florida Department of Transportation. It is fully understood that consenting to the State of Florida Department of Transportation making payment of the final estimate to the Contractor and/or its assignee, shall not relieve this surety company of any of its obligations under its bond.

In connection with obligations in favor of the Kentucky Department of Highways only, it is agreed that the power and authority hereby given to the Attorney-in-Fact cannot be modified or revoked unless prior written personal notice of such intent has been given to the Commissioner-Department of Highways of the Commonwealth of Kentucky at least thirty (30) days prior to the modification or revocation.

In Witness Whereof, the Companies have caused this instrument to be signed and sealed this 2nd day of August, 2021.



MERCHANTS BONDING COMPANY (MUTUAL)  
MERCHANTS NATIONAL BONDING, INC.

By *Larry Taylor*  
President

STATE OF IOWA  
COUNTY OF DALLAS ss.

On this 2nd day of August, 2021, before me appeared Larry Taylor, to me personally known, who being by me duly sworn did say that he is President of MERCHANTS BONDING COMPANY (MUTUAL) and MERCHANTS NATIONAL BONDING, INC.; and that the seals affixed to the foregoing instrument are the Corporate Seals of the Companies; and that the said instrument was signed and sealed in behalf of the Companies by authority of their respective Boards of Directors.

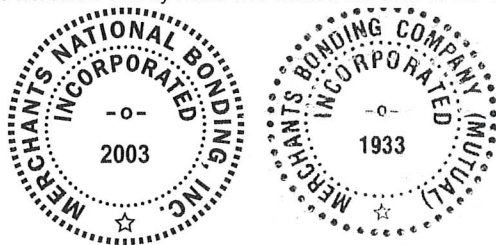


*Polly Mason*  
Notary Public

(Expiration of notary's commission does not invalidate this instrument)

I, William Warner, Jr., Secretary of MERCHANTS BONDING COMPANY (MUTUAL) and MERCHANTS NATIONAL BONDING, INC., do hereby certify that the above and foregoing is a true and correct copy of the POWER-OF-ATTORNEY executed by said Companies, which is still in full force and effect and has not been amended or revoked.

In Witness Whereof, I have hereunto set my hand and affixed the seal of the Companies on this 25th day of January, 2022.



*William Warner Jr.*  
Secretary

**BID PROPOSAL FORM**

Sealed Bid Number 001

**TO**

Shelton Public Schools  
Attention: Shanna Gannon – Superintendent  
210 9th Street  
P.O. Box 610  
Shelton, NE 68876

**FOR**

Shelton Public Schools – HVAC Upgrades  
210 9th Street  
Shelton, NE 68876

**BIDDER INFORMATION**

Bidders Legal Name: Jerry's Sheet Metal Heating-Cooling, Inc. Dated 1/25/22

(a Corporation organized and existing under the laws of the State of Nebraska)

or a partnership consisting of: - 0 - partners

or an individual hereinafter called the bidder.

Address 907 W. Oklahoma Ave

City, State, Zip Grand Island, NE 68801

Phone No. 308-384-2881 Fax No. 308-384-6267

**BID AMOUNT**

We, the bidder, acknowledge receipt of the following Addendum or Addenda. The modifications to the Bid Documents noted below have been considered and all costs are included in the Bid Sum.

Addendum # 1 Date 1/18/22  
Addendum #      Date       
Addendum #      Date     

The undersigned in compliance with your Invitation for Bids for the Shelton Public Schools – HVAC Upgrades Project, having examined the plans and specifications with related documents and the site of the proposed work and being familiar with all of the conditions surrounding the construction of the proposed project, including the availability of labor, hereby propose to furnish all labor, materials and supplies and to construct the project in accordance with the Contract Documents, at the prices stated below. The prices are to cover all expenses incurred in performing the work required under the Contract Documents of which this proposal is a part.

We have included the required 5% security Bid Bond as required by the Instruction to Bidders. Indicate in writing as "Yes" that security is enclosed with this Bid Form: Yes

For all work described in the specifications and shown on the plans for the project, we agree to perform all work for the sum of:

**BASE BID:**

For all work described in the specifications and shown on the plans for the project, we agree to perform all work for **Shelton Public Schools – HVAC Upgrades** for the Base Bid sum of:

Two Hundred Fifteen Thousand and 07100 Dollars  
(Amount written in words)

\$ 215,000<sup>00</sup>  
(Amount written in figures)

As part of Bid, the Bidder declares that he/she is and will comply with the Nebraska Fair Labor SS73-102 to 73-105 RRS Nebr. in pursuit of its business and in execution of this Contract.

**ACCEPTANCE**

This offer shall be open to acceptance and is irrevocable for thirty (30) days from the bid closing date.

If this bid is accepted by the Owner within the time period stated above, we will:

1. Furnish all material, labor, tools, expendable equipment, and all utility and transportation services necessary to perform and complete, in a workmanlike manner, all of the Work required for the Combined Contract, including General Conditions, Mechanical Work and Electrical Work in accord with the Bidding Documents prepared by Engineering Technologies, Inc., for the consideration hereinafter set forth.
2. Hold his/her bid open for 30 days after the receipt of bids, and to accept the provisions of the Instructions to Bidders regarding disposition of Bid Security.
3. Enter into and execute a Contract, if awarded on the basis of this bid, and to furnish a Performance Bond and a Payment Bond in accord with the General Conditions and General Requirements of this Contract.
4. Start, Substantially Complete and Fully Complete the Work according to the schedule specified in the Construction Documents.

If this bid is accepted within the time stated, and we fail to commence the Work or fail to provide the required Performance and Payment Bonds, the security deposit shall be forfeited as damages to the Owner by reason of failure, limited in amount to the lesser of the face value of the security deposit of the difference between this bid and the bid upon which a Contract is signed.

In the event our bid is not accepted within the time stated above, the required security deposit shall be returned to the undersigned, in accordance with the provisions of the Instructions to Bidders; unless a mutually satisfactory arrangement is made for its retention and validity for an extended period of time.

**CONTRACT TIME**

If this bid is accepted, we will:

1. Substantially complete all work by July 29, 2022

**BID FORM SIGNATURE**

If the Bid is a joint venture or partnership, add additional forms of execution for each member of the joint venture in the appropriate form or forms as above.

The Corporate Seal of:

Bidder: Jerry's Sheet Metal Heating-Cooling Inc.

was hereunto affixed in the presence of:

Authorized Officer, Title: Moto V Hehle, Pres. of Corp.  
Seal:

END OF SECTION



P.O. Box 80468 • Lincoln, Nebraska 68501-0468  
PHONE • 1-800-755-2666  
FAX • 402-435-3274

---

## BID BOND

---

KNOW ALL MEN BY THESE PRESENTS: That we Jerry's Sheet Metal-Heating & Cooling Inc.

as Principal, hereinafter called the principal, and Inland Insurance Company a corporation duly organized under the laws of the State of **NEBRASKA**, as Surety, hereinafter called the Surety, are held and firmly bound unto

Shelton Public Schools  
210 9<sup>th</sup> Street Shelton, NE 68876

as Obligee, hereinafter called the Obligee, in the sum of \*\*\*Five per cent of amount bid\*\*\*

(\*\*\*5% of bid\*\*\* ) DOLLARS,

lawful money of the United States of America, for the payment of which sum of money well and truly to be made, the said Principal and Surety bind themselves, their and each of their heirs, executors, administrators, successors and assigns, jointly and severally, firmly by these presents.

WHEREAS, the Principal has submitted a bid for:  
Shelton Public Schools – HVAC Upgrades Project Bid #21-106

NOW THEREFORE, if the Obligee shall accept the bid of the Principal and the Principal shall enter into a Contract with the Obligee in accordance with the terms of such bid, and give such bond or bonds as may be specified in the bidding or Contract Documents with good and sufficient surety for the faithful performance of such Contract and for the prompt payment of labor and material furnished in the prosecution thereof, or in the event of the failure of the Principal to enter such Contract and give such bond or bonds, if the Principal shall pay to the Obligee the difference not to exceed the penalty hereof between the amount specified in said bid and such larger amount for which the Obligee may in good faith contract with another party to perform the Work covered by said bid, then this obligation shall be null and void, otherwise to remain in full force and effect.

Signed, Sealed and Dated, this 25 day of January 2022.

Jerry's Sheet Metal-Heating & Cooling Inc  
Principal (Seal)

By: [Signature] MESIAO  
Name (Title)

Universal Surety Company  
Surety (Seal)

By: [Signature]  
Jennifer Klajecky (Attorney-in-Fact)

\_\_\_\_\_  
(Witness)

[Signature]  
(Witness)

# INLAND INSURANCE COMPANY

Lincoln, Nebraska

## POWER OF ATTORNEY

### KNOW ALL MEN BY THESE PRESENTS:

That the **INLAND INSURANCE COMPANY**, a corporation of the State of Nebraska having its principal office in the City of Lincoln, Nebraska, pursuant to the following Bylaw, which was adopted by the Board of Directors of the said Company on July 23, 1981, to wit:

"Article V-Section 6. **RESIDENT OFFICERS AND ATTORNEYS-IN-FACT**. The President or any Vice President, acting with any Secretary or Assistant Secretary, shall have the authority to appoint Resident Vice Presidents and Attorneys-In-Fact, with the power and authority to sign, execute, acknowledge and deliver on its behalf, as Surety: Any and all undertakings of suretyship and to affix thereto the corporate seal of the corporation. The President or any Vice President, acting with any Secretary or Assistant Secretary, shall also have the authority to remove and revoke the authority of any such appointee at any time." does hereby make, constitute and appoint

Gary Rosacker or Jay C Huston or Brindy Lawver or Tami Towne or Christopher Rosacker  
or Todd Price or April Empfield, Grand Island, Nebraska  
or Maureen Wagoner, Phillips, Nebraska or Jennifer Klanecky, Cairo, Nebraska

its true and lawful Attorney(s)-in-Fact, to make, execute, seal and deliver for and on its behalf, as Surety:  
Any and all undertakings of suretyship

And the execution of such bonds or undertakings in pursuance of these presents, shall be as binding upon said Company, as fully and amply, to all intents and purposes, as if they had been duly executed and acknowledged by the regularly elected officers of the Company at its offices in Lincoln, Nebraska, in their own persons.

The following Resolution was adopted at the Regular Meeting of the Board of Directors of the **INLAND INSURANCE COMPANY**, held on July 23, 1981:  
"RESOLVED, That the signatures of officers of the Company and the seal of the Company may be affixed by facsimile to any Power of Attorney executed in accordance with Article V-Section 6 of the Company Bylaws: and that any such Power of Attorney bearing such facsimile signatures, including the facsimile signature of a certifying Assistant Secretary and facsimile seal shall be valid and binding upon the Company with respect to any bond, undertaking or contract of suretyship to which it is attached."

All authority hereby conferred shall remain in full force and effect until terminated by the Company.  
IN WITNESS WHEREOF, **INLAND INSURANCE COMPANY** has caused these presents to be signed by its President and its corporate seal to be hereunto affixed this 10th day of May, 20 21.

*Carol J. Clark*

Secretary/Treasurer

By

State of Nebraska

County of

of

ss.  
Lancaster

INLAND INSURANCE COMPANY

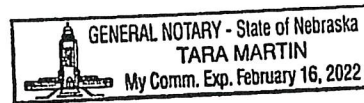
*Curt L. Hartter* President



On this 10th day of May, 20 21, before me personally came Curtis L. Hartter, to me known, who being by me duly sworn, did depose and say that (s)he resides in the County of Lancaster, State of Nebraska; that (s)he is the President of the **INLAND INSURANCE COMPANY**, the corporation described in and which executed the above instrument; that (s)he knows the seal of the said corporation; that the seal affixed to the said instrument is such corporate seal; that it was so affixed by order of the Board of Directors of said corporation; that (s)he signed (his) (her) name by like order; and that Bylaw, Article V-Section 6, adopted by the Board of Directors of said Company, referred to in the preceding instrument, is now in force.

*Tara Martin*

Notary Public



My Commission Expires February 16, 2022.

I, Philip C. Abel, Director of **INLAND INSURANCE COMPANY**, do hereby certify that the above and foregoing is a true and correct copy of a Power of Attorney executed by said **INLAND INSURANCE COMPANY**, which is still in full force and effect.

Signed and sealed at the City of Lincoln, Nebraska this 25 day of January, 20 22.

*Philip C. Abel*

Director





# CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)  
01/24/2022

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

<b>PRODUCER</b> Ryder, Rosacker, McCue & Huston 509 W. Koenig St. Grand Island NE 68801	<b>CONTACT NAME:</b> Jennifer Klanecky <b>PHONE (A/C, No, Ext):</b> (308) 382-2330 <b>E-MAIL ADDRESS:</b> jklanecky@ryderinsurance.com	<b>FAX (A/C, No):</b> (308) 382-7109
	<b>INSURER(S) AFFORDING COVERAGE</b>	
<b>INSURED</b> Jerry's Sheet Metal-Heating & Cooling Inc 907 W Oklahoma Grand Island NE 68801	<b>INSURER A :</b> Nationwide	
	<b>INSURER B :</b>	
	<b>INSURER C :</b>	
	<b>INSURER D :</b>	
	<b>INSURER E :</b>	
	<b>INSURER F :</b>	

**COVERAGES**                      **CERTIFICATE NUMBER:**                      **REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR  GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input checked="" type="checkbox"/> PROJECT <input type="checkbox"/> LOC OTHER:			ACP GLDO 3100216125	12/10/2021	12/10/2022	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 300,000 MED EXP (Any one person) \$ 5,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COMP/OP AGG \$ 2,000,000
A	<input checked="" type="checkbox"/> AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/> OWNED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> HIRED AUTOS ONLY <input type="checkbox"/> NON-OWNED AUTOS ONLY			ACP BAA 3100216125	12/10/2021	12/10/2022	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ <b>Uninsured Motorist</b> \$ 1,000,000
A	<input checked="" type="checkbox"/> UMBRELLA LIAB <input checked="" type="checkbox"/> OCCUR <input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE <input type="checkbox"/> DED <input checked="" type="checkbox"/> RETENTION \$ 10,000			ACP CAA 3100216125	12/10/2021	12/10/2022	EACH OCCURRENCE \$ 5,000,000 AGGREGATE \$ 5,000,000
A	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below		N/A	ACP WCA 3100216125	12/10/2021	12/10/2022	<input checked="" type="checkbox"/> PER STATUTE <input type="checkbox"/> OTHER E.L. EACH ACCIDENT \$ 500,000 E.L. DISEASE - EA EMPLOYEE \$ 500,000 E.L. DISEASE - POLICY LIMIT \$ 500,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

<b>CERTIFICATE HOLDER</b> Shelton Public Schools 210 9th Street PO Box 610 Shelton, NE 68876	<b>CANCELLATION</b> SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.  AUTHORIZED REPRESENTATIVE <i>Katie Folkert</i> <KF>
--	--

**Negotiated Agreement  
Shelton Public Schools District #19  
Shelton Education Association  
2022-2023**

**1. Salary**

A base salary of \$35,075 for the 2022-2023 contract year with increments for years experience and accepted college credit beyond the BA level according to the attached salary schedule. A teacher's contract year shall be considered 185 days of service which include 12 duty days for teacher in-service. The teacher in-service days will be allocated to allow for 5 professional learning days, 2 Parent-Teacher Conference days, 4 teacher work days, and a teacher check-out day at the end of the year.

**2. Payment for Sponsorship of Extra-Curricular Activities**

See the attached Extra-Curricular salary schedule

**3. Steps on the salary schedule**

The attached schedule will be used for the placement of teachers. The maximum advancement for years of experience for any contract year is one step. (Policy 7014)

**4. Additional Compensation**

To attract and retain quality teachers, the district may grant additional years of experience beyond a teacher's actual years of experience or provide additional compensation in the forms of signing and retention bonuses. Signing bonuses will be paid during the teacher's first pay period. Retention bonuses will be paid following the teacher signing a contract for the next school year.

**5. Health Insurance Contributions**

The school district shall pay 100% of a \$900 deductible premium, for the plan endorsed by the Educators Health Alliance.

**6. Life Insurance Contribution**

The school district shall pay \$3.00 per month for each teacher for a \$20,000.00 Life Insurance Policy through a mutually agreed upon carrier.

**7. Dental Insurance Contributions**

The school district shall pay 100% of BC/BS dental plan PPO-80% A, B, and C with 50% D coverage.

## **8. Personal Leave**

Full time employees shall receive 2 days of personal leave. Part time employees will receive a prorated amount of leave.

Teachers who have been employed by the district for 10 or more years of continuous service may trade in 3 sick leave days for one additional personal day giving them a maximum of 3 personal days per contract year.

Teachers who have been employed by the district from 1 to 9 years of continuous service may trade in 4 sick leave days for one additional personal day giving them a maximum of 3 personal days per contract year.

Personal leave will be subject to (1) availability of substitutes and (2) adequate notice to the administration. In the instance when a personal day is requested on the day preceding or following a holiday or at the beginning or end of the school year it shall be subject to the following restrictions: Two days off will be granted on a first come, first served basis to the first two staff members presenting their request in writing to the superintendent. After that, no personal days will be granted on any of those particular days. Personal days will not be taken on in-service days. Requests for personal leave will begin on the first contract day of the school year, no sooner. Personal days granted before or after a holiday must be taken as a full day, regardless of the length of the instructional day missed. (ie-a half day of school missed will be taken as a full personal day, no partial personal days.

Unused personal leave will be reimbursed at a daily rate equal to the employee's daily rate of pay. Personal leave may not be accumulated.

## **9. Sick Leave**

Full time employees shall receive 13 days of sick leave per year. Part time employees will receive a prorated amount of leave. Sick leave shall mean absence due to personal illness, injury or accident, absence due to illness of family member residing in the same home and also children, parents, parents in law, and siblings.

Unused sick leave can be accumulated to 40 days.

In order for certificated employees to utilize accumulated sick leave, all 13 of the current year sick leave days must have been utilized and an absence taken place.

After a certified staff member has used up all of their current year sick leave days and their accumulated sick leave days, they may borrow up to 5 days from their following year's sick leave days. If the staff member should leave the district for any reason, and have borrowed from the following year's sick leave days, then that employee will owe the district 1/185<sup>th</sup> of their total compensation per day for the sick leave days that were borrowed. This will either be deducted from their final check, or in the case of a late resignation, will be paid to the district before they will be released from their contract.

## **10. Bereavement Leave**

Bereavement leave can be taken from personal leave or sick leave days.

**11. Professional Leave**

A teacher shall receive up to two (2) days of non-accumulative professional leave per year. Professional leave is intended for meetings, workshops, conferences, and professional gatherings as detailed in Board Policy 7017. Workshops, seminars, and functions attended by the teacher at the request of the superintendent shall not be included in the above limit. Initial requests shall be made at least one week in advance of the planned leave day(s) to the principal. Head and assistant coaches will be granted two additional days of professional leave to attend NSAA sponsored state championships in their respective sports.

**12. 125 Plan**

The school district will offer an IRS Section 125 for its employees

**13. Direct Deposit**


The Board of Education will make available to all staff Direct Deposit of checks.

**14. Agreement**


This agreement will remain in force until superseded by future agreement.

The Board of Education and Shelton Education Association agree that this document constitutes a complete agreement on all matters and all other proposals that have been made or considered have been withdrawn in consideration of this agreement.

\_\_\_\_\_  
Board Member

  
\_\_\_\_\_  
SEA Member

\_\_\_\_\_  
Board Member

  
\_\_\_\_\_  
SEA Member

\_\_\_\_\_  
Board Member

  
\_\_\_\_\_  
SEA Member

Dated this \_\_\_\_\_ day of \_\_\_\_\_ 2022.



## 2022 - 2023 Extra-Curricular Salary Schedule

Payments shall be based on a percentage of the base salary of \$35,075.

### Varsity Head Coaches & Activities Director

1-2 year(s) of experience	0.11	\$3,858
3-4 years of experience	0.12	\$4,209
5-6 years of experience	0.13	\$4,560
7-9 years of experience	0.14	\$4,911
10 or more years of experience	0.15	\$5,261

### Assistant Varsity Coaches

1-2 year(s) of experience	0.080	\$2,806
3-4 years of experience	0.085	\$2,981
5-6 years of experience	0.090	\$3,157
7-9 years of experience	0.095	\$3,332
10 or more years of experience	0.100	\$3,508

Junior High Head Coaches	0.055	\$1,929
--------------------------	-------	---------

Assistant Junior High Coaches	0.04	\$1,403
-------------------------------	------	---------

The head junior high and head high school track coach shall receive 1½ times the index listed in the extra curricular pay schedule. The additional index is only applicable if there is one head coach for both boys' and girls'.

Coaching experience will be granted when moving from a head to an assistant with experience in that sport within the district. A staff member returning as a head or assistant coach to a sport they have previously coached for the district will receive credit for the experience at that level in the sport. The sports shall be considered as football, volleyball, basketball, track, wrestling, cross country, and golf.

Cross-country and golf will follow the assistant varsity coach schedule.

Teachers asked to give up any portion of their scheduled instructional planning time to cover classes or supervise students will be compensated at a prorated rate equivalent to \$15.00 for a standard high school class period.

**Other Activities 2022-2023**

Vocal	0.04	\$1,403
Instrumental	0.045	\$1,578
Summer program	0.04	\$1,403
Drama (One Act)	0.06	\$2,105
Asst. Drama (One Act)	0.03	\$1,052
Speech	0.06	\$2,105
Asst. Speech	0.03	\$1,052
Yearbook	0.03	\$1,052
FFA	0.035	\$1,228
Cheer/Dance	0.04	\$1,403
Senior Class	0.025	\$877
Junior Class	0.035	\$1,228
Sophomore Class	0.015	\$526
Freshman Class	0.01	\$351
8th Grade Class	0.005	\$175
7th Grade Class	0.005	\$175
National Honor Society	0.015	\$526
Quiz Bowl	0.03	\$1,052
National Art Honor Society	0.015	\$526
Red Ribbon/STAND	0.015	\$526
Student Council	0.02	\$702
Spanish Club	0.015	\$526
Teammates	0.04	\$1,403
Summer Weights		\$13.00 per hour
<b>(Provides for a single sponsor for each contract hour for summer weight supervision only)</b>		

Year 2022 Month 7 Start Day 1: Sunday, 2: Monday

# Shelton School Calendar

## 2022-2023



### Important Dates

July 22						
Su	M	Tu	W	Th	F	Sa
					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						
0.00		0.00				

November 22						
Su	M	Tu	W	Th	F	Sa
		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			
0.00		20.00				

March 23						
Su	M	Tu	W	Th	F	Sa
			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	
2.00		19.00				

August 22						
Su	M	Tu	W	Th	F	Sa
	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			
3.00		12.00				

December 22						
Su	M	Tu	W	Th	F	Sa
				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
0.00		15.00				

April 23						
Su	M	Tu	W	Th	F	Sa
						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						
0.00		18.00				

September 22						
Su	M	Tu	W	Th	F	Sa
				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	
1.00		19.00				

January 23						
Su	M	Tu	W	Th	F	Sa
	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			
2.00		19.00				

May 23						
Su	M	Tu	W	Th	F	Sa
		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		
1.00		15.00				

October 22						
Su	M	Tu	W	Th	F	Sa
						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					
2.00		18.00				

February 23						
Su	M	Tu	W	Th	F	Sa
				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			
1.00		18.00				

June 23						
Su	M	Tu	W	Th	F	Sa
						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						
0.00		0.00				

	ELEM	JH SH
Student School Day	172.00	172.00
Teacher Duty Day	10.00	10.00
<b>Total Days</b>	<b>185.00</b>	<b>185.00</b>

Totals	Students	Teachers
1st Semester	84.00	90.00
2nd Semester	89.00	95.00

August 1 Conditioning For Fall Sports  
 August 8 Fall Sports Practice Begins  
 August 10-11 Teacher Professional Learning  
 August 15 Teacher Work Day (NO SCHOOL) **Elementary Open House**  
**August 16 First Day of 1st Semester - (11:30 EARLY OUT)**  
 August 22 First Day of PK  
 September 5 NO SCHOOL - Labor Day  
 September 14 Parent-Teacher Conferences 4:00pm-8:00pm **(2:30 EARLY OUT)**  
 September 15 Parent-Teacher Conferences 8:00am-12:00pm **(NO SCHOOL)**  
**NO SCHOOL**  
 October 1 **1st Qtr. Ends** 41 days  
 October 14 Fall Break (NO SCHOOL)  
 October 31 Teacher Professional Development (NO SCHOOL)  
 November 1 Teacher Work Day (NO SCHOOL)  
 November 23 Grandparents Day (11:30 EARLY OUT)  
**November 24-25 Thanksgiving Vacation** 44 days  
 December 21 **2nd Qtr. Ends (2:30 EARLY OUT)**  
**December 22-January 4 Winter Break** **Gym Moratorium Dec. 23-27**  
 January 3 Teacher Professional Development (NO SCHOOL)  
 January 4 Teacher Work Day (NO SCHOOL)  
 January 5 **First Day of 2nd Semeste (2:30 early out)**  
 February 8 Parent-Teacher Conferences 4:00pm-8:00pm **(2:30 EARLY OUT)**  
 February 9 Parent-Teacher Conferences 8:00am-12:00pm ( 43 days)  
**3rd Qtr. Ends**  
**Spring Break (NO SCHOOL)**  
 March 9-10 Teacher Professional Development (NO SCHOOL)  
 March 13 Teacher Work Day (NO SCHOOL)  
**April 7-10 Easter Break (NO SCHOOL)**  
 April 15 Prom  
 April 28 Activities Banquet  
 May 6 Graduation 3:00 pm 47 days  
 May 19 **4th Qtr Ends (2:30 EARLY OUT)**  
 May 22 Teacher Check-out Day

### Parent Teacher Conferences

September 14	4:00pm-8:00pm
September 15	8:00am-12:00pm
February 8	4:00pm-8:00pm
February 9	8:00am-12:00pm

### 2:30 Early Out - School Improvement

Sept 14, Oct. 5, Oct. 19, Nov. 2, Nov. 16, Dec. 7, Dec. 21  
 Jan. 11, Jan. 25, Feb. 8, Mar. 8, Mar. 22, Apr. 5, Apr. 19

### 11:30 Early Out

Aug. 16, Nov. 23

### Teach Professional Development Day - NO SCHOOL

Aug. 10, Aug. 11, Oct. 31, Jan. 3, Mar. 13

### Teacher Work Day - No School

Aug. 15, Nov. 1, Jan. 4, March 14

### NO SCHOOL

Sept. 5, Sept. 16, Oct. 28, Nov. 25 & 26, Dec. 22-Jan. 4  
 Feb. 10, Mar. 9-10, April 7-10



76 Plaza Boulevard PO Box 850 Kearney NE 68848-0850  
308.237.5927 Fax 308.237.5920

*Our focus is on serving you!*

---

DATE: January 7, 2022

TO: Superintendents

FROM: *JA* Jean Anderson, Special Education Director

SUBJECT: Special Education Contract and Cooperative Service Agreements  
A Special Education Contract for the 2022-23 school year is enclosed for you to sign and return. The signature does not need to be notarized; however, your board should officially authorize the services at your next board meeting. This contract includes Speech Therapy Services. If your district contracts for this service, it will be indicated on the enclosed Schedule A. Also, enclosed are the cooperative service agreements for Special Education Supervision, Deaf Education Services, Psychology Services, Audiology Services, Physical Therapy, Occupational Therapy, Vision Services, Mental Health and Vocational Services if you contract for these services. Please sign and date all of the cooperative service agreements, the contract and return them along with Schedule A to me **no later than March 1, 2022**. The ESU board will approve the contract, and a copy will be returned to you.

Schedule A (enclosed) is the service and FTE provided for the 2021-22 school year and the anticipated service for the 2022-23 school year. If for any reason your district intends to change the service or FTE for 2022-23, **please make note of the change on Schedule A**, sign and return it to me as part of the contract. The cost of service will be approximately 5% above the current year. A description of all services provided is available upon request.

Schedule B (enclosed) is a brief description of how each service is billed and the rationale for the different billing categories we use. Again, if you have any questions, please do not hesitate to contact me.

To recap, you need to return to ESU 10:

1. The Special Education Contract (1 contract, **sign back page**)
2. Schedule A (1 form, **sign on front**)
3. Cooperative Program Agreements (1 to 9 forms, **sign on front**)

**Approval by both boards indicate agreement and cannot be changed for the 22-23 school year after they have been approved.**

Please feel free to contact me if you have any questions.

Enclosures

**EDUCATIONAL SERVICE UNIT 10  
CONTRACT FOR  
SPECIAL EDUCATION SERVICES**

**THIS AGREEMENT**, made and entered into this 1st day of July, 2022, by and between **EDUCATIONAL SERVICE UNIT 10** of the State of Nebraska hereinafter called "**SERVICING AGENCY**," and **SHELTON PUBLIC SCHOOLS**, called "**DISTRICT**."

**WITNESSETH:**

The District does hereby agree to hire the Servicing Agency to service its age-eligible students with disabilities during the school year 2022-23, and the Servicing Agency agrees to act as such Servicing Agency, for the consideration and under the terms and conditions as hereinafter set forth:

1. A description of the program of special education and related services to be provided to District students shall be as set forth in Schedule "A" hereto attached, including full-time equivalency (FTE) provided in 2021-22 and anticipated in 2022-23 unless district notifies servicing agency otherwise.
2. The District shall pay the Servicing Agency for said special education and related services in accordance with Schedule A. This Schedule shall be in full force and effect during the school year of 2022-23, commencing not earlier than August 1, 2022, and ending not later than August 20, 2023. The total dollar amount of this contract will be submitted to the district on or before July 1, 2022, or as soon as the budgets are set for the Servicing Agency, whichever is later.
3. The District agrees that the costs for the actual services rendered will be reconciled by the Service Agency, and the amount payable for those special education services to be delivered by the Servicing Agency shall be paid in full. All programs and services will be billed based on the actual services delivered as outlined in Schedule A, based on the structure in Schedule B.
4. The District agrees that the amount payable for special education services the first month of the school year will be one-tenth (1/10) of the budgeted cost with payment due on or before October 17, 2022.
5. The Servicing Agency agrees to bill the District for the actual cost of special education services rendered and to reconcile prior overpayment or underpayment based on actual services rendered.
6. The Servicing Agency agrees to provide the District with the final billing, a complete reconciliation of the actual costs of services rendered, and the actual rate for cost of services. The final billing to the District shall serve as a final reconciliation of the amount of payment previously agreed upon in item two of this contract.
7. The District agrees that the final billing for special education services submitted to the District by the Servicing Agency for actual services rendered during the contract period shall be considered as an amendment to the original contract and shall be included in full by this reference. If the District does not dispute any of the amounts or services contained in the final billing within 30 days, the parties agree that it will be incorporated in full as an amendment to this contract.
8. Special education programs or services which extend beyond the regular school year will be provided by the Servicing Agency upon request by the District. Extended programs shall be covered by separate contract.
9. It is further agreed that in the event the District does not pay the Servicing Agency as herein set forth, the Servicing Agency may cancel this contract and refuse further service. In the event of such Cancellation, the Servicing Agency may recover any past due amounts and exercise any other rights that may exist by law.
10. The Servicing Agency shall record and supply to the District, upon request, information on each child for whom services are contracted, including time-and-effort logs detailing the services provided, the name of the provider, the duration of the services, and the date on which services were provided. The Servicing Agency agrees to confer with the District for purposes of evaluating such child's progress and the District's compliance with applicable laws.

11. The Servicing Agency shall assist the District with the preparation of plan and budget, financial reports and other procedures, artifacts, and obligations required by NDE Rule 51 or 52.
12. The District and the Servicing Agency agree to abide by the mandated procedures for identification, verification, placement, development of the individualized program, inspection and review of student records, and other requirements as specified in NDE Rules 51 and 52, Regulations and Standards for Special Education Programs, Nebraska State Department of Education, and the current Federal Regulations implementing IDEA.
13. The District hereby agrees that changes or modifications in the program or children served shall be mutually agreed upon before said change or modifications are implemented.
14. Should the Servicing Agency be unable to render the services contracted because of the Servicing Agency's inability to employ personnel who meet the criteria for employment of the Servicing Agency and/or the certification requirements of the State of Nebraska, or for other reasons which are determined by the Servicing Agency to be valid, the Servicing Agency has no obligation to provide services contracted for but not provided or reimburse the District for any additional cost incurred to procure those services. The Servicing Agency values its collaborative relationship with the District and will give reasonable efforts to assist the District in procuring those services. The District will be notified no later than September 1, 2022 of the Service Agency's inability to provide any services under this contract.
15. The District agrees that any act intentionally and unilaterally done which may cause litigation against the Servicing Agent shall be defended at the sole expense of the District and any damages assessed against the District for the Servicing Agency or either of them shall be borne entirely by the District. This paragraph shall not operate to indemnify or relieve the Servicing Agency of any liability otherwise attaching to it under any applicable state or federal law, nor to any action undertaken by the District in the provision of special education services or related services which are undertaken in consultation with the Servicing Agency or in a good faith effort by the District to comply with lawful obligations of the District.
- 16. The District agrees that in the event the District desires to change the services provided by this contract for a subsequent year whether by change in full-time equivalency, staffing, change in percentage FTE of any area of endorsement held by personnel presently assigned to the District, or to eliminate any program or service being provided pursuant to this contract, the District shall notify the Servicing Agency administrator in writing of such requested change on or before March 1 next preceding the starting date of the school year to be affected by any changes as are described in this paragraph.**
- 17. The District agrees that in the event that no such written notice is made to the Servicing Agency on or before March 1, that the Servicing Agency shall be entitled to assume that the District desires the same FTE in all areas of endorsement, certification or other qualification, and in all programs it had through this contract with the Servicing Agency, including in Schedule A. In the event the District should later notify the Servicing Agency of a diminished request for FTE in any area of endorsement, certification or other qualification, or in any program or service provided by this contract, the Servicing Agency shall use its best effort to find other employment for such affected personnel, provided, however, that in the event such personnel cannot be reassigned and to the extent that such personnel constitute a cost to the Servicing Agency that cannot be passed through by way of contract or otherwise, the District agrees to pay any cost incurred by the Servicing Agency for such personnel.**
18. This contract may be renegotiated or amended by mutual agreement.

ACCEPTED FOR **SHELTON PUBLIC SCHOOLS** SCHOOL AS **DISTRICT**

THIS \_\_\_\_\_ DAY OF \_\_\_\_\_ 2022

BY \_\_\_\_\_  
 President or Secretary of Board

ACCEPTED FOR **EDUCATIONAL SERVICE UNIT 10** AS SERVICING AGENCY

THIS \_\_\_\_\_ DAY OF \_\_\_\_\_ 2022

BY \_\_\_\_\_  
 Secretary of the Board of Education, ESU 10

## **Schedule B**

**Special Education Services are billed in 3 different ways. They are explained below including the rationale for the way the different services are billed.**

### **FTE**

Speech Language Pathology (SLP) is billed by FTE. The FTE amount is calculated by taking the total budget for the SLP program and dividing it by the amount of SLP FTE employed by the service unit for that fiscal year. Districts are billed based on the percentage of FTE they contract for.

Rationale for billing it this way: Historically, districts have requested a specific number of days of SLP time according to their districts' needs and duties of their SLP. Billing by FTE guarantees that they are able to secure the time they desire. SLPs spend more consistent time in a district than other disciplines.

### **ADM**

Audiology, Physical Therapy, Occupational Therapy, School Psychology, and Supervision are billed as cooperative programs. This means that the programs are joined by school districts and the cost of the program is billed to the school district based on their Average Daily Membership (ADM) as submitted annually to NDE.

Rationale for billing this way: The needs in these programs ebb and flow as often as week by week so billing them in this manner means that districts can have their needs met as they come up without budget adjustments week by week. It allows for flexibility for districts and ESU staff to respond more immediately to whatever needs arise. Logically, a district with more students is going to have more needs so they have more time in the staff member's schedule. Because districts pay based on ADM, larger districts will have higher charges and smaller districts will have lower charges.

### **Per Student**

Deaf Education (DHH) and Vision Education (VI) are billed on a per student cost according to the caseload of the provider. The budget or costs for the month are divided by the number of students on a service provider's caseload and that gives us the per student cost. The per student cost is multiplied by the number of students on the caseload in that specific district and then billed to the district.

Rationale for billing this way: Students who are DHH or VI are a very low incidence disability so there is not a need to bill by FTE and it is inequitable to bill by ADM. The low incidence of these disabilities and the size of ESU 10 districts make it unlikely that statistically it would fit the ADM pattern so we bill these programs on a per student basis to the districts who need the service.

Schedule A

EDUCATIONAL SERVICE UNIT 10 BUDGET FORM  
2022-2023  
Agency Code--950010

District Name: Shelton Public Schools

Contracted Reimbursable School Age Services	NDE Service Code	2021-22 Percent Per District	2022-23 Percent Per District
Speech Teacher School Age - Secondary	4001	0.2800	0.2530
Speech Teacher School Age - Elementary		1.0500	0.9250
SpEd Supervision School Age - Secondary	0001	0.0200	0.0200
SpEd Supervision School Age - Elementary		0.0200	0.0200
D/E Audiology School Age - Secondary	1003	0.0050	0.0050
D/E Audiology School Age - Elementary		0.0050	0.0050
Deaf Education Services School Age - Secondary	2014	-	0.0190
Deaf Education Services School Age - Elementary		0.0900	0.0370
D/E Psychology School Age - Secondary	1002	0.0180	0.0210
D/E Psychology School Age - Elementary		0.0180	0.0210
Occupational Therapy School Age - Secondary	4006	0.0200	0.0220
Occupational Therapy School Age - Elementary		0.0200	0.0220
Physical Therapy School Age - Secondary	4005	0.0200	0.0214
Physical Therapy School Age - Elementary		0.0200	0.0214
Vision Services School Age - Secondary	2008	-	-
Vision Services School Age - Elementary		-	-
Vocational	4012	0.0290	0.0310
Licensed Mental Health Provider Service - Secondary		1 day a week	-
Licensed Mental Health Provider Service- Elementary		for LMHP	-

Contracted Nonreimbursable Preschool Services		2021-22 Percent Per District	2022-23 Percent Per District
Speech Teacher Ages 3 - 4	4001	0.1800	0.3350
Speech Teacher Birth - 2		0.0900	0.0870
SpEd Supervision Ages 3 - 4	0001	0.0210	0.0210
SpEd Supervision Birth - 2		0.0210	0.0210
D/E Audiology Ages 3 - 4	1003	0.0010	0.0010
D/E Audiology Birth - 2		0.0010	0.0010
Deaf Education Services Ages 3 - 4	2014	-	-
Deaf Education Services Birth - 2		-	-
D/E Psychology Ages 3 - 4	1002	0.0040	0.0050
D/E Psychology Birth - 2		0.0040	0.0050
Occupational Therapy Ages 3 - 4	4006	0.0051	0.0054
Occupational Therapy Birth - 2		0.0051	0.0054
Physical Therapy Ages 3 - 4	4005	0.0049	0.0053
Physical Therapy Birth - 2		0.0049	0.0053
Vision Services Ages 3 - 4	2008	-	-
Vision Services Birth - 2		0.0095	0.0000

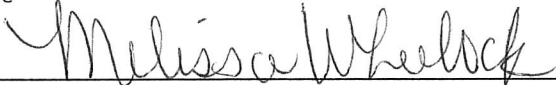
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signature of authorized school representative

NEBRASKA DEPARTMENT OF EDUCATION SPECIAL EDUCATION  
COOPERATIVE PROGRAM AGREEMENT  
SCHOOL YEAR 2022-2023

Cooperative Program Name: **ESU 10 Audiology Cooperative**

Part V:

<b>NAME OF ADMINISTRATIVE AGENCY:</b>	Educational Service Unit 10	School District or ESU ESU Number 950010
Address:	P.O. Box 850 Kearney, NE 68848	
Phone:	308-237-5927	
Name / Title of Administrative Agency Representative: Dr. Melissa Wheelock, Administrator		
Name / Title of Contact Person: Jean Anderson, Special Education Director		
Address:	Same	
Phone:	Same	
Signature:		Date: 01 / 07 / 2022
	Administrative Agency	


Part VI:

<b>Cooperative Program Participant:</b>	Shelton Public Schools	School District or ESU Number: 10-0019
Address:	210 9th St., Box 610 Shelton, NE 68876-0610	
Phone:	308-647-6742	
Name / Title of Cooperative Program Participant Representative: Shanna Gannon, Superintendent		
Name / Title of Contact Person: Same		
Address:	Same	
Phone:	Same	
Signature:	_____	Date: _____
	Cooperative Program Participant Representative	

NEBRASKA DEPARTMENT OF EDUCATION SPECIAL EDUCATION  
COOPERATIVE PROGRAM AGREEMENT  
SCHOOL YEAR 2022-2023

Cooperative Program Name: **ESU 10 Deaf Education Cooperative**

Part V:

<b>NAME OF ADMINISTRATIVE AGENCY:</b>	Educational Service Unit 10	School District or ESU ESU Number 950010
Address:	P.O. Box 850 Kearney, NE 68848	
Phone:	308-237-5927	
Name / Title of Administrative Agency Representative: Dr. Melissa Wheelock, Administrator		
Name / Title of Contact Person: Jean Anderson, Special Education Director		
Address:	Same	
Phone:	Same	
Signature:		Date: 01 / 07 / 2022
	Administrative Agency	

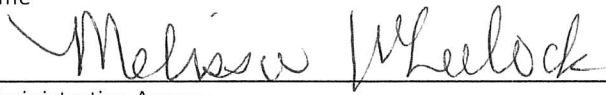
Part VI:

<b>Cooperative Program Participant:</b>	Shelton Public Schools	School District or ESU Number: 10-0019
Address:	210 9th St., Box 610 Shelton, NE 68876-0610	
Phone:	308-647-6742	
Name / Title of Cooperative Program Participant Representative: Shanna Gannon, Superintendent		
Name / Title of Contact Person: Same		
Address:	Same	
Phone:	Same	
Signature:	_____	Date: _____
	Cooperative Program Participant Representative	

NEBRASKA DEPARTMENT OF EDUCATION SPECIAL EDUCATION  
COOPERATIVE PROGRAM AGREEMENT  
SCHOOL YEAR 2022-2023

Cooperative Program Name: **ESU 10 School Psychology Cooperative**

Part V:

<b>NAME OF ADMINISTRATIVE AGENCY:</b>	Educational Service Unit 10	School District or ESU ESU Number 950010
Address:	P.O. Box 850 Kearney, NE 68848	
Phone:	308-237-5927	
Name / Title of Administrative Agency Representative: Dr. Melissa Wheelock, Administrator		
Name / Title of Contact Person: Jean Anderson, Special Education Director		
Address:	Same	
Phone:	Same	
Signature:	 Administrative Agency	Date: 01 / 07 / 2022

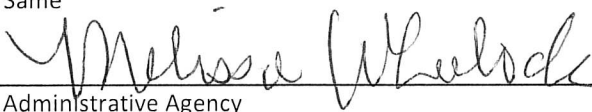
Part VI:

<b>Cooperative Program Participant:</b>	Shelton Public Schools	School District or ESU Number: 10-0019
Address:	210 9th St., Box 610 Shelton, NE 68876-0610	
Phone:	308-647-6742	
Name / Title of Cooperative Program Participant Representative: Shanna Gannon, Superintendent		
Name / Title of Contact Person: Same		
Address:	Same	
Phone:	Same	
Signature:	Cooperative Program Participant Representative	Date:

NEBRASKA DEPARTMENT OF EDUCATION SPECIAL EDUCATION  
COOPERATIVE PROGRAM AGREEMENT  
SCHOOL YEAR 2022-2023

Cooperative Program Name: **ESU 10 Physical Therapy Cooperative**

Part V:

<b>NAME OF ADMINISTRATIVE AGENCY:</b>	Educational Service Unit 10	School District or ESU ESU Number 950010
Address:	P.O. Box 850 Kearney, NE 68848	
Phone:	308-237-5927	
Name / Title of Administrative Agency Representative: Dr. Melissa Wheelock, Administrator		
Name / Title of Contact Person: Jean Anderson, Special Education Director		
Address:	Same	
Phone:	Same	
Signature:	 Administrative Agency	Date: 01 / 07 / 2022

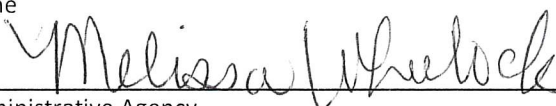
Part VI:

<b>Cooperative Program Participant:</b>	Shelton Public Schools	School District or ESU Number: 10-0019
Address:	210 9th St., Box 610 Shelton, NE 68876-0610	
Phone:	308-647-6742	
Name / Title of Cooperative Program Participant Representative: Shanna Gannon, Superintendent		
Name / Title of Contact Person: Same		
Address:	Same	
Phone:	Same	
Signature:	_____	Date: _____
Cooperative Program Participant Representative		

NEBRASKA DEPARTMENT OF EDUCATION SPECIAL EDUCATION  
COOPERATIVE PROGRAM AGREEMENT  
SCHOOL YEAR 2022-2023

Cooperative Program Name: **ESU 10 Occupational Therapy Cooperative**

Part V:

<b>NAME OF ADMINISTRATIVE AGENCY:</b>	Educational Service Unit 10	School District or ESU ESU Number 950010
Address:	P.O. Box 850 Kearney, NE 68848	
Phone:	308-237-5927	
Name / Title of Administrative Agency Representative: Dr. Melissa Wheelock, Administrator		
Name / Title of Contact Person: Jean Anderson, Special Education Director		
Address:	Same	
Phone:	Same	
Signature:	 Administrative Agency	Date: 01 / 07 / 2022

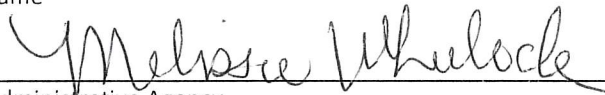
Part VI:

<b>Cooperative Program Participant:</b>	Shelton Public Schools	School District or ESU Number: 10-0019
Address:	210 9th St., Box 610 Shelton, NE 68876-0610	
Phone:	308-647-6742	
Name / Title of Cooperative Program Participant Representative: Shanna Gannon, Superintendent		
Name / Title of Contact Person: Same		
Address:	Same	
Phone:	Same	
Signature:	_____ Cooperative Program Participant Representative	Date: _____

NEBRASKA DEPARTMENT OF EDUCATION SPECIAL EDUCATION  
COOPERATIVE PROGRAM AGREEMENT  
SCHOOL YEAR 2022-2023

Cooperative Program Name: **ESU 10 Vision Cooperative**

Part V:

<b>NAME OF ADMINISTRATIVE AGENCY:</b>	Educational Service Unit 10	School District or ESU ESU Number 950010
Address:	P.O. Box 850 Kearney, NE 68848	
Phone:	308-237-5927	
Name / Title of Administrative Agency Representative:	Dr. Melissa Wheelock, Administrator	
Name / Title of Contact Person:	Jean Anderson, Special Education Director	
Address:	Same	
Phone:	Same	
Signature:	 Administrative Agency	Date: 01 / 07 / 2022


Part VI:

<b>Cooperative Program Participant:</b>	Shelton Public Schools	School District or ESU Number: 10-0019
Address:	210 9th St., Box 610 Shelton, NE 68876-0610	
Phone:	308-647-6742	
Name / Title of Cooperative Program Participant Representative:	Shanna Gannon, Superintendent	
Name / Title of Contact Person:	Same	
Address:	Same	
Phone:	Same	
Signature:	_____ Cooperative Program Participant Representative	Date: _____

NEBRASKA DEPARTMENT OF EDUCATION SPECIAL EDUCATION  
COOPERATIVE PROGRAM AGREEMENT  
SCHOOL YEAR 2022-2023

Cooperative Program Name: **ESU 10 Vocational Cooperative**

Part V:

<b>NAME OF ADMINISTRATIVE AGENCY:</b>	Educational Service Unit 10	School District or ESU ESU Number 950010
Address:	P.O. Box 850 Kearney, NE 68848	
Phone:	308-237-5927	
Name / Title of Administrative Agency Representative: Dr. Melissa Wheelock, Administrator		
Name / Title of Contact Person: Jean Anderson, Special Education Director		
Address:	Same	
Phone:	Same	
Signature:		Date: 01 / 07 / 2022
	Administrative Agency	

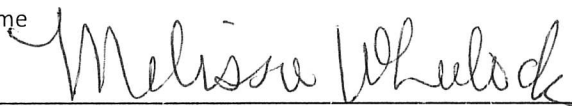
Part VI:

<b>Cooperative Program Participant:</b>	Shelton Public Schools	School District or ESU Number: 10-0019
Address:	210 9th St., Box 610 Shelton, NE 68876-0610	
Phone:	308-647-6742	
Name / Title of Cooperative Program Participant Representative: Shanna Gannon, Superintendent		
Name / Title of Contact Person: Same		
Address:	Same	
Phone:	Same	
Signature:	_____	Date: _____
	Cooperative Program Participant Representative	

NEBRASKA DEPARTMENT OF EDUCATION SPECIAL EDUCATION  
COOPERATIVE PROGRAM AGREEMENT  
SCHOOL YEAR 2022-2023

Cooperative Program Name: **ESU 10 Special Education Preschool Supervision Cooperative**

Part V:

<b>NAME OF ADMINISTRATIVE AGENCY:</b>	Educational Service Unit 10	School District or ESU ESU Number 950010
Address:	P.O. Box 850 Kearney, NE 68848	
Phone:	308-237-5927	
Name / Title of Administrative Agency Representative: Dr. Melissa Wheelock, Administrator		
Name / Title of Contact Person: Jean Anderson, Special Education Director		
Address:	Same	
Phone:	Same	
Signature:		Date: 01 / 07 / 2022
Administrative Agency		

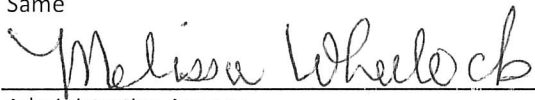
Part VI:

<b>Cooperative Program Participant:</b>	Shelton Public Schools	School District or ESU Number: 10-0019
Address:	210 9th St., Box 610 Shelton, NE 68876-0610	
Phone:	308-647-6742	
Name / Title of Cooperative Program Participant Representative: Shanna Gannon, Superintendent		
Name / Title of Contact Person: Same		
Address:	Same	
Phone:	Same	
Signature:	_____	Date: _____
Cooperative Program Participant Representative		

NEBRASKA DEPARTMENT OF EDUCATION SPECIAL EDUCATION  
COOPERATIVE PROGRAM AGREEMENT  
SCHOOL YEAR 2022-2023

Cooperative Program Name: **ESU 10 Supervision Cooperative**

Part V:

<b>NAME OF ADMINISTRATIVE AGENCY:</b>	Educational Service Unit 10	School District or ESU ESU Number 950010
Address:	P.O. Box 850 Kearney, NE 68848	
Phone:	308-237-5927	
Name / Title of Administrative Agency Representative: Dr. Melissa Wheelock, Administrator		
Name / Title of Contact Person: Jean Anderson, Special Education Director		
Address:	Same	
Phone:	Same	
Signature:	 Administrative Agency	Date: 01 / 07 / 2022

Part VI:

<b>Cooperative Program Participant:</b>	Shelton Public Schools	School District or ESU Number: 10-0019
Address:	210 9th St., Box 610 Shelton, NE 68876-0610	
Phone:	308-647-6742	
Name / Title of Cooperative Program Participant Representative: Shanna Gannon, Superintendent		
Name / Title of Contact Person: Same		
Address:	Same	
Phone:	Same	
Signature:	Cooperative Program Participant Representative	Date:



## NASB STRATEGIC PLANNING SERVICE AGREEMENT

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This Strategic Planning Service Agreement (the “Agreement”) is made this \_\_\_\_ day of February 2022 (the “Effective Date”), by and between the Nebraska Association of School Boards (“NASB”), a non-profit corporation organized and existing under the laws of Nebraska, and **Shelton Public Schools** (the “Client”), a Nebraska Political Subdivision.

WHEREAS, NASB, provides services to Nebraska school boards to strengthen public education and offers a Strategic Planning Service in which to engage internal and external stakeholders in the development of the district’s mission, vision, and goals to support student learning; and

WHEREAS, the Client desires that NASB provide this Strategic Planning Service to the Client; and

WHEREAS, NASB desires to provide such service to the Client under the terms and conditions of this Agreement;

NOW THEREFORE, in consideration of the mutual promises, covenants, and conditions contained in this Agreement, the parties agree as follows:

1. Services. Subject to the terms and conditions of this Agreement, the Client hereby retains NASB to provide Strategic Planning Services (the “Service”), and NASB agrees, subject to the terms and conditions of this Agreement, to render such Services during the term of this Agreement. Such Services shall be limited to those described in Exhibit A, as amended, by mutual agreement, in writing from time to time. NASB shall render Services hereunder at such times and places as shall be mutually agreed upon by Client and NASB.

2. Fees.

- a. In consideration of the Services to be provided by NASB, subject to the terms and conditions of this Agreement, the Client shall, within 30 days of NASB’s invoice, pay to NASB the applicable Service Fees for the Services as described in Exhibit A, in addition to reasonable travel and other expenses NASB incurs in connection with performing the Services.
- b. All fees are exclusive of any applicable taxes. Client shall be responsible for payment of such taxes of any kind.

- c. To obtain payment, NASB shall submit to the Client, an invoice describing services rendered and expenses incurred under this Agreement. The Client shall pay to NASB invoiced amounts within thirty (30) days after the date of invoice.

3. Term. This Agreement shall commence on the Effective Date above, and shall continue for a period of one year, unless extended by agreement of the parties.

4. Cancellation Policy. If the Client cancels any of the Services described in Exhibit A less than 36 hours before the start of the scheduled Services, the Client will be billed for any travel or other expenses actually incurred by NASB in connection with this Agreement, which may include the purchase of nonrefundable airline tickets. If the Client cancels any of the Services described in Exhibit A within 36 hours of the start of the scheduled Services, the Client will be charged a Cancellation Fee equal to the total cost of the applicable Service Fee(s), as described in Exhibit A and Paragraph 2 above, plus any actual travel or other expenses actually incurred by NASB in connect with this Agreement. If the Client reschedules the Services, within two weeks of cancellation, for a later time mutually agreed upon and available by both parties, the Client will be charged the Service Fees as described in Paragraph 2 above, minus half of the Cancellation Fee charged to the Client in accordance with this Paragraph.

5. Termination. NASB may terminate this Agreement if Client is in default of any of the terms and conditions of this Agreement and fails to correct such default within ten (10) days after written notice from NASB. Any provision of this Agreement, which imposes an obligation after termination, or expiration of this Agreement shall survive the termination, cancellation or expiration of this Agreement.

6. Intellectual Property. Except as described below, the work products, which are first produced or created for Client by NASB, under this Agreement, shall be the property of the Client and shall be considered works made for hire under this Agreement. Notwithstanding the foregoing, any developed technology, including patentable and unpatentable ideas, know-how, trade secrets, confidential information, technical data, or techniques, and all intellectual property rights appurtenant thereto which may be developed by NASB under this Agreement or in the delivery of any services hereunder that derive from, improve, enhance or modify NASB's product(s) and services, or pre-existing intellectual property will be the property of NASB.

7. Confidential Information Defined. For the purposes of this Agreement "Confidential Information" shall mean all nonpublic information relating to or in any way connected with the business, operational, technical and/or financial affairs of NASB, its members, the results of its or their operations and/or any and all nonpublic information relating to the Services provided or performed by NASB pursuant to this Agreement including, without limitation, all policies, practices, research, protocols, specifications,

characteristics, means, methods, processes, routines, trade secrets, and know-how used or developed by NASB. Anything herein to the contrary notwithstanding, Confidential Information does not include information that Client can prove through written or electronic records or other physical evidence: (a) to have been or become generally known to the public through no fault of Client or its agents or representatives; (b) to have been already in the possession of Client at the time of the disclosure and was obtained from NASB; or (c) to have been later obtained by Client from a third party not under any obligation of confidentiality to NASB.

Client agrees that it shall not use for any purpose or disclose to any third party any of NASB's Confidential Information without NASB's prior express written consent. Client agrees to safeguard the Confidential Information against use or disclosure other than as authorized by or pursuant to this Agreement through measures, and exercising a degree of care, which are at least as protective as Client exercises in safeguarding the confidentiality of its own Confidential Information, but no less than a reasonable degree of care under the circumstances.

Client shall not use the name, logos, trademarks, or depictions of NASB, or any officer, director, employee, appointee, or any adaptation thereof, in any promotional, advertising, or marketing literature, or in any other way without the prior express written consent of NASB.

8. Data. As part of Service provided by the NASB, surveys will be conducted with Stakeholder groups that may include, but not be limited to; the Board of Education, School Administration, Certified Staff, Classified Staff, Students, Parents, Community Members, and Business Leaders. The NASB shall be the custodian of all raw data collected from these surveys and shall be responsible for housing and maintaining all data. The raw data collected will not be accessible by the Client without the permission of the NASB.

The NASB will make available to Client a thematic report, which is a summarized report of the data. This thematic report shall be provided to the Client in the Needs Analysis.

9. Limited Warranties and Limited Liabilities. NASB warrants that the Services provided hereunder will be performed in a professional manner consistent with the quality of NASB's performance of services for similarly situated customers and in accordance with generally accepted industry standards. NASB makes no guarantees or assurances that the Services will achieve Client's specific goals or provide additional functionality to Client.

NASB EXPRESSLY DISCLAIMS ALL OTHER WARRANTIES EXPRESS OR IMPLIED INCLUDING ANY WARRANTIES OF MERCHANTABILITY, FITNESS FOR A PARTICULAR PURPOSE OR NON-INFRINGEMENT. EXCEPT FOR DAMAGES OR LOSSES ARISING FROM A PARTY'S

INDEMNIFICATION OBLIGATIONS OR INFRINGEMENT OR MISAPPROPRIATION OF A PARTY'S INTELLECTUAL PROPERTY, IN NO EVENT SHALL NASB BE LIABLE FOR ANY SPECIAL, CONSEQUENTIAL, INCIDENTAL, INDIRECT, PUNITIVE OR EXEMPLARY DAMAGES, HOWEVER CAUSED, WHETHER FOR BREACH OF WARRANTY, CONTRACT, TORT NEGLIGENCE, STRICT LIABILITY, LOSS OF DATA, LOSS OF USE, OR OTHERWISE, EVEN IF SUCH PARTY HAS BEEN ADVISED OF THE POSSIBILITY OF SUCH DAMAGES. NASB'S MAXIMUM LIABILITY FOR ANY BREACH OF WARRANTY HEREUNDER SHALL BE A REFUND OF THE SERVICES FEES PAID UNDER THIS AGREEMENT.

10. Indemnification. Notwithstanding any other term of this Agreement, Client shall indemnify, defend and hold harmless NASB, its corporate affiliates, current or future directors, trustees, officers, employees, and agents and their respective successors, heirs and assigns against any claim, liability, cost, damage, deficiency, loss, expense or obligation of any kind or nature (including without limitation reasonable attorneys' fees and other costs and expenses of litigation) incurred by or imposed upon any one of them in connection with any claims, suits, actions, demands or judgments arising out of this Agreement (including, but not limited to, actions in the form of tort, warranty, or strict liability).

11. Governing Law. This Agreement shall be governed and interpreted by the laws of the State of Nebraska. Any action under or concerning this Agreement shall be brought exclusively in the District Court of Lancaster County, Nebraska. Both parties hereby consent to such personal and exclusive jurisdiction.

12. Severability. In the event any provision of this Agreement is determined to be illegal, void, or unenforceable, the remainder of this Agreement shall remain in full force and effect.

13. No Partnership or Agency. No agency, partnership, joint venture, or employment relationship is created by this Agreement and neither party shall have the authority to act in the name or on behalf of or otherwise bind the other in any way.

14. Force Majeure. NASB will not be held responsible for any delay or failure in performance of any part of this Agreement to the extent that such delay is caused by events or circumstances beyond NASB's reasonable control, including but not limited to fire, flood, storm, act of God, war, malicious damage, failure of a utility service or transport or telecommunications network.

15. Waiver. No delay or omission by a party in exercising any right under this Agreement shall operate as a waiver of that or any other right. A waiver or consent given by a party on any one occasion shall be effective only in that instance and shall not be construed as a bar or waiver of any right on any other occasion.

16. Entire Agreement. This Agreement sets forth the entire understandings between the parties with respect to the Services, and merges and supersedes all prior or contemporaneous understandings or agreements whether written or oral. No amendment or modification of this Agreement will be binding unless reduced to a writing signed by duly authorized representatives of the parties and such writing makes specific reference to this Agreement and its intention as an amendment hereto.

The above provisions are agreed to effective as of the date written above.

Shelton Public Schools

Nebraska Association of School Boards

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

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

Print Name: \_\_\_\_\_

Print Name: \_\_\_\_\_

Title: \_\_\_\_\_

Title: \_\_\_\_\_

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

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

## Exhibit A

The following is a description of Services to be provided by NASB:

### **Phase I: Organize and Plan the Process**

NASB will engage the Client in stakeholder engagement and Strategic Overview Committee meetings as needed and mutually agreed upon, to be conducted by the NASB Board Leadership Team members.

- Create a timeline
- Identify and engage internal stakeholders
- Distribute the communications packet
- Research and compile extant data
- Provide administrative support and leadership

### **Phase II: District Needs Assessment, Analyze and Code Data, and Develop the District Needs Analysis**

NASB will:

- Distribute the Comprehensive Needs Index
- Facilitate the Strategic Overview Committee (SOC) Meetings
- Conduct the Needs Assessment
- Compile the data
- Analyze and Code the data
- Prepare the Needs Analysis

### **Phase III: Define and Build the Strategic Plan**

NASB will draft the plan by creating the Guiding Principles, Objectives, Strategies, and Performance Indicators.

### **Phase IV: Adopt, Implement, and Monitor**

NASB will assist the Client in developing an effective assessment process to ensure the success of the Strategic Plan. Complete Strategy Prioritization Ranking (\*\**Urgency and Impact Graphing*-Specific Stakeholder Group Graphing Fee +\$100/Group). Align strategies to AQuESTT Tenets and NE Framework or COGNIA Standards and embed the Strategic Plan Framework into the NASB Strategic Plan model.

#### **Optional components:**

- Option 1:** Integration of School Improvement Plan Fee: \$300
- Option 2:** SPARQ Meeting Integration and Training Fee: \$250
- The district *declines* the Integration of School Improvement Plan and SPARQ integration.

## **Phase V: Support and Evaluation**

NASB will provide guidelines to support the Strategic Implementation Team (SIT) and ongoing analysis of the strategic plan progress and success.

### **Years One, Two, and Three Progress Analysis**

- Administer Progress Analysis of all Strategies to Administrators
- Modify superintendent evaluation to include strategic plan component
- Advocate for board to complete Board Self-Assessment
- Provide Progress Analysis Report end of year one, two, and three

Total Estimated Cost: \$6,000 to \$8,000 (Not including reasonable travel expenses.)



SHELTON  
PUBLIC SCHOOLS  
STRATEGIC PLAN PROPOSAL



# Strategic Planning Proposal for Shelton Public Schools



## **Superintendent**

Shanna Gannon

## **Board of Education**

Chris Lewis, President

Russ Muhlbach, Vice President

Joe Berglund

Kay Johnson

Emmy Power

Lisa Stewart

## **Presented by the Nebraska Association of School Boards**

Marcia Herring, NASB Director of Board Leadership

Tori Pierce, NASB Board Leadership Associate

Kari Stephens, NASB Board Leadership Associate

Katie Coble, NASB Board Leadership Associate



February 2, 2022

Superintendent Gannon and Shelton Public Schools Board of Education,

We appreciate the opportunity to share the NASB Strategic Plan Proposal with the Shelton Public Schools Administrators and Board of Education. The NASB Board Leadership Department is pleased to provide a multitude of programs and services to our members, including the following strategic planning process.

The Association adopted protocol and procedures are characteristic of a comprehensive planning process. The proposal outlines the scope and sequence that includes engagement of both internal and external stakeholders through one-to-one interviews, online surveys, and purposeful focus group discussion. The process ensures open and continuous communication with our staff, but also a strategic plan design that will meet the vision and expectations of administration and the board of education.

The team at NASB would value the opportunity to work with Shelton Public Schools through this most important endeavor. As the Director of the Leadership Department, I will work alongside our team, Tori Pierce, NASB Associate, Kari Stephens, NASB Associate, and Katie Coble, NASB Associate, to provide a quality service and outcome to support the long-term vision of the Shelton School District.

Once again, thank you for allowing us to present a proposal. I look forward to the opportunity to discuss and address questions and points of clarification as needed. Please feel free to contact me at 402-817-0296 at your convenience.

Respectfully submitted,

***Marcia R. Herring***

Marcia R. Herring, Director of Board Leadership

Nebraska Association of School Boards



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## NEED FOR STRATEGIC PLANNING

For many school districts, the purpose for engaging in strategic planning begins with the belief that a school district's primary mission is the education of students and all actions and decisions are dedicated to improving educational outcomes. Experienced educators also understand that, although the district is accomplished, the bar must be raised to ensure improvement and growth of learning for all students. This commendable goal is quite often tempered by the certainty that most school districts are challenged with needs that exceed access to adequate resources and meeting the expectations of stakeholders to be more efficient and accountable with the investment of resources.

## NASB STRATEGIC PLANNING

The Nebraska Association of School Boards has been advocating for, working with, and training Nebraska school boards since 1918. Traditionally, the NASB's Board Leadership department has worked with school boards and their superintendents in more narrowly focused goal setting exercises. As recent as 2014, district leaders requested that we expand community engagement to include a comprehensive strategic planning process. Since that time, NASB has facilitated strategic planning for more than 65 school districts ranging from Class A to Class D (see Appendix IV for testimonials).

NASB strategic planning ensures that common purpose and values are established for the school through the strategic direction for the next three to five years. The strategic plan is expressed through guiding principles, objectives, and strategies, and is a critical component that ensures stakeholders the district is operating strategically and planning for the future and success.

The NASB Strategic Planning Process:

- Validates the mission, vision, and beliefs of the district
- Informs through internal and external engagement
- Produces qualitative and quantitative data to identify needs
- Empowers the district leadership team to prioritize and focus on target areas
- Enables the district to allocate and align resources to address priorities
- Provides a mechanism for the board to monitor and assess the progress and success of learning





## NASB STRATEGIC PLANNING MODEL

The NASB approach to strategic planning utilizes tested methods for guiding schools through this important process. We modify our methodology to align to the vision and expectations of the process as defined by the **District Leadership Team** (see Appendix VI for Glossary) and Board of Education. The process is designed to meet two, central goals: the collection of high-quality data necessary for the creation of prioritized strategies and to engage stakeholders' perspective, ideas, and suggestions for growing education.





Step I



Who are we?

Organize and Plan the Process:

Prospective Timeline | Strategic Overview Committee | Mission, Vision, Beliefs

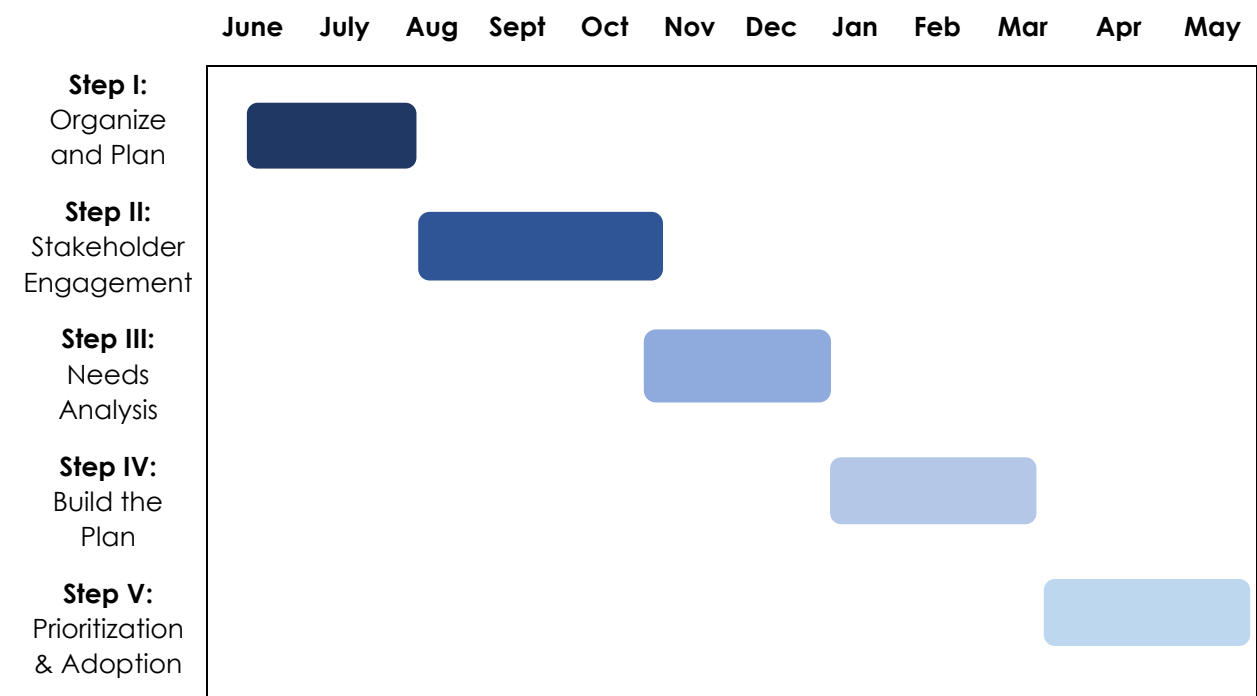
### ORGANIZE AND PLAN THE PROCESS

Embarking on an effective strategic plan begins with organizing a timeline to establish a unified vision and expectations amongst stakeholders regarding how the process will unfold. This phase provides the district an opportunity to identify internal and external stakeholders that contribute to the community and district's identity. Once identified, the stakeholders are extended an invitation take part in the strategic planning process.

### PROSPECTIVE TIMELINE

While each district's timeline is unique, dependent upon the varying schedule and the timeframe by which the strategic planning process is initiated, the general outline and respective expenses are depicted in the diagram below. The Association will work diligently with the district to create a cost-effective and timely schedule to meet the needs of the district. For a more detailed timeline, see Appendix I.

### STRATEGIC PLAN DEVELOPMENT





## THE STRATEGIC OVERVIEW COMMITTEE

The most diverse and instrumental group to the creation of a purposeful and effective strategic plan is the development of the Strategic Overview Committee (SOC). The committee represents a cross-section of both internal and external stakeholders. This committee will be tasked with:

- Reviewing and providing feedback regarding the district mission, vision, and beliefs.
- Engaging in a SWOT analysis discussion pertaining to the:
  - Strengths of the district
  - Needs of the district
  - Opportunities for growth in the district
  - Barriers that may potentially prevent achievement of goals in the district

## IDENTIFICATION OF THE SOC MEMBERS

The creation of the SOC shall be initiated by the board and administration. In accordance with the guidelines defined throughout this proposal, the Association recommends that the committee encompasses the following essential stakeholders including, but not limited to:

- Superintendent
- Members of the Board of Education
- District Level Directors
- Building Level Administrators
- Staff Leaders
- Parents
- Business Leaders
- Students
- Other

The membership of this committee will ensure greater participation, provide a diversity of perspectives, lessen the workload of individual team members, and contributes to the success of the strategic plan process.

## MISSION, VISION, BELIEFS

Before assessing district needs, NASB engages the SOC committee on a review of mission, vision, and beliefs (see Appendix III for a description of engagement methods). By revisiting the core of “who we are” at the outset of the process sets the tone for the purpose and direction of all stakeholder engagement and the development of the strategic plan.



Step II



## Where are we now?

District Needs Assessment:

Stakeholder Engagement | Comprehensive Needs Index  
Program/Service Overview | Extant Data | Needs Analysis

## DISTRICT NEEDS ASSESSMENT AND DATA COLLECTION

The core of a good strategic plan rests on the collection of accurate and relevant data. The **Needs Assessment** is the period of collecting and assessing district needs and challenges, as well as the expectations for the future of the district structured to collaboratively engage internal and external stakeholders while remaining focused on student learning. The Needs Assessment data will:

- provide direction for programs and services that support the system's mission and vision;
- allow staff to determine priorities and allocate limited resources to activities that will have the greatest impact;
- create cohesion through the alignment of goals, strategies, professional development, and desired outcomes;
- enable benchmarking and monitoring of implementation and impact; and
- assist with continuous improvement by helping staff identify change, which instructional and other practices are working, and the strategies associated with the greatest success.

Direct stakeholder data collection provides an objective view of the district that informs the needs, goals, and strategies to be outlined in the plan. Examples of this type of data include, but are not limited to, current school district standards, assessment and achievement data, information about curriculum and instructional models, prior or current strategic plans, school improvement plans, facilities and maintenance master plans, community demographic information, and annual reports.





## INTERNAL AND EXTERNAL STAKEHOLDER ENGAGEMENT

Shaping and strengthening the public image of the school district and building a positive working relationship with stakeholders is a requirement in this era of accountability.

**Stakeholders** are those who may be affected by or influence the mission, vision, goals, and/or policies of the school district (for a list of potential stakeholders to engage in your strategic planning process, see Appendix II). Engaging stakeholders in the strategic planning process aids in:

- Creating transparency
- Demonstrating why key stakeholders should trust and value the school district
- Conveying what is being done to improve and grow student learning
- Providing evidence of how tax dollars are properly invested in education
- Expressing to stakeholders that their input is relevant
- Demonstrating commitment to inclusion by removing barriers to participation
- Establishing open lines of communication with stakeholders enables the school district to foster positive relations and interactions moving forward

The Association utilizes a variety of methods to engage stakeholders including focus group discussion, one-to-one interviews, and online surveys available in both English and Spanish. The process is directed and focused so that it does not simply become an opportunity for individuals to air complaints (see Appendix III for details regarding engagement methods).

Our team collects and compiles all responses and feedback from stakeholder engagement and organizes the data into a useful format. Although not all this data will directly inform the final strategic plan, the responses, organized by stakeholder group and, in the case of staff, organized by building, can be a valuable source of information for administrators.

### STAKEHOLDER QUESTION TOPICS

Stakeholder engagement provides an analysis of the district that informs the needs, goals, and strategies to be outlined in the plan by providing data on:

- district strengths





- diversity, equity, and inclusion initiatives
- student and staff social-emotional health and well-being
- academic achievement
- staff accountability & support processes
- district climate/culture
- professional development
- staffing needs
- facility needs
- the highest priority needs for students

## COMPREHENSIVE NEEDS INDEX

The Comprehensive Needs Index (CNI) is a secondary mechanism by which to identify needs that possibly did not surface in the engagement data and provides an additional lens to confirm, compare, and contrast the identified stakeholder needs in the needs analysis by building / level and across the district.

## PROGRAM / SERVICE OVERVIEW

The Program / Service Overview (PSO) is an analysis by district-level and building-level administrators of the effectiveness of programs, services, and instruction in supporting the district's mission while efficiently utilizing all resources (i.e., funding, facilities, technology, personnel, time, graduation rates, etc.). The process enables administrators to answer fundamental questions about the district's programs and services.

## EXTANT DATA

The extant data component is the opportunity to provide a footprint of the current state of the district. This includes data on the school itself such as: NSCAS performance, enrollment, student/teacher ratios, etc.; it also includes data on the school district community such as: population trends, poverty rates, and housing availability. As the district progresses after the adoption of the strategic plan, that footprint of extant data can be used to monitor how the district is moving the needle on student achievement.



## NEEDS ANALYSIS

Together the CNI, stakeholder data, PSO, and extant data provide a comprehensive needs analysis for the district. Once NASB facilitators have completed the data collection, the results are analyzed, compiled, organized into summaries, and developed into a thorough summary of the needs of the district.

This document will provide the board, administration, and other stakeholders with a detailed summary of all significant, emergent themes from the data. Once the district needs have been established, the Board Leadership team will draft and present a Strategic Framework to assist the district in addressing the identified needs.



Step III

## Where do we want to go?

Define and Build the Plan:

Guiding Principles | Objectives | Strategies | Performance Indicators  
Strategy Prioritization | Alignment Matrix

## BUILDING THE STRATEGIC PLAN

Once the Needs Analysis has been reviewed, the creation of the strategic plan begins. Development of the plan is a collaborative process between the SOC, District Leadership and NASB facilitators, which is modified dependent upon the leadership preference of the school district. Building the plan begins with collaborative input to identify **Guiding Principles, Objectives, and Strategies**. Following identification of these components of the plan, the facilitator will organize and draft a preliminary version of the strategic plan that also includes **Performance Indicators**. Once a complete drafted plan has been created, the plan will be presented, made available for modifications, and the final plan will be prepared for adoption by the board. The 3-5-year plan will contain additional elements useful for planning implementation and monitoring. These components include:

- Target Date
- Point Person Responsible
- Program, Level, or Building
- Action Plan
- Funding Status
- Annual Evidence of Progress

Note: For detailed explanations and examples of Guiding Principles, Objectives, Strategies, Performance Indicators, and the other components mentioned above, see Appendix VI: Components of the Strategic Plan.



## STRATEGY PRIORITIZATION

Upon adopting the comprehensive strategic plan, districts can become overwhelmed with strategizing an effective implementation process. The Association provides a process by which to engage internal stakeholders to prioritize the strategies within the plan according to impact and urgency. The prioritization feedback is processed and graphed, providing direction to administration as to which areas of the plan are considered most impactful and/or extremely urgent.

## ALIGNMENT MATRIX

The Association recognizes that each district has significant responsibilities and commitments to improvement and student learning. The alignment matrix is designed to assist the district in this capacity by cross-referencing the components of the strategic plan with AQUEST tenets, Nebraska Framework standards, or COGNIA standards, and your School Improvement Goals. In doing so, this matrix saves administration time while also indicating the level of connection the strategic plan has in supporting districtwide improvement.



Step IV



### How do we plan to get there?

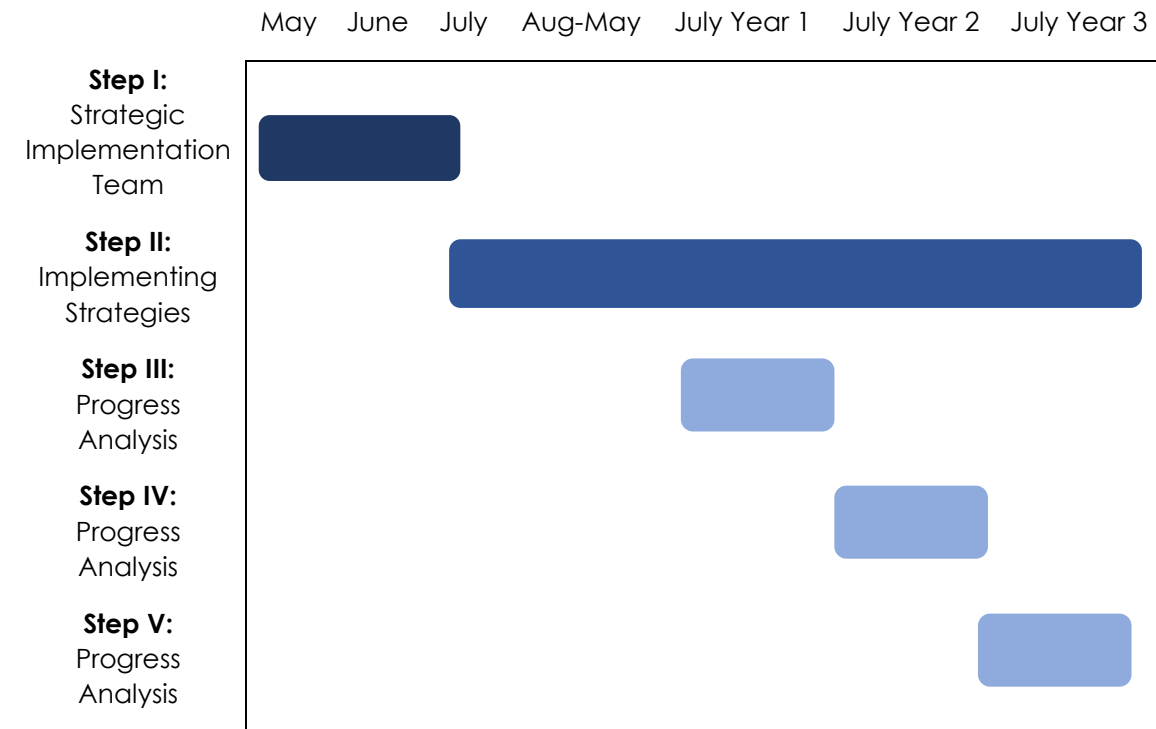
Implement and Monitor:

Strategic Implementation Team | Implementing Strategies

## IMPLEMENT AND MONITOR

A strategic plan, no matter how good it is on paper, is of little value if it is not implemented well. NASB will work closely with District Leadership to put mechanisms in place to ensure the strategic plan is implemented in a realistic and meaningful way; often this means creating action plans inclusive of specific tasks and goals at the building or classroom-level.

### STRATEGIC PLAN IMPLEMENTATION





## STRATEGIC IMPLEMENTATION TEAM

Even where a well-crafted strategic plan has been properly implemented, it can be difficult to gauge success. Therefore, NASB recommends that the district leadership adopt the **Strategic Implementation Team** (SIT) Process to ensure that administration and staff effectively implement and assess progress and/or success of the Strategies through accomplishment of Performance Indicators.

**Ensuring fidelity** – ensuring all staff and administrators responsible for implementing the strategic plan are carrying it out with fidelity requires tremendous communication and coordination. If the district fails to track progress, the district will fail to reach the plan's desired result. Progress of implementation must be monitored regularly and on a scheduled basis to ensure staff remains on track. Therefore, the plan must be prioritized in order for the cabinet, directors, and principals to establish action steps that are specific, measurable, and timely.

**Reporting to the Board** – the Board will expect the superintendent to regularly report the status of implementation, including progress toward each of the overall strategic goals. In turn, the superintendent will expect regular status reports from the Strategic Implementation Team regarding the status toward achieving the goals and objectives.

**Celebrate Success** – too often we fail to acknowledge and/or celebrate success. Celebration is as important as accomplishing objectives – maybe more important! In the absence of closure and acknowledgement, it may be difficult to generate the support and enthusiasm of staff to embark upon the next challenge.



**Step V**



## How do we know when we have arrived?

Support and Evaluation:

Superintendent Evaluation | Board Self-Assessment | Progress Analysis

### SUPPORT AND EVALUATION

Ongoing support from the Board Leadership Team will continue after the board has officially adopted the plan. Regular meetings for the SIT team, goal setting with the board, evaluation of the superintendent, and board self-assessment are all components of evaluating the progress of the strategic plan in the district-level.

### PROGRESS ANALYSIS

In addition to the district's internal evaluation through the components mentioned above, the Board Leadership Team will distribute a Progress Analysis Rubric to all administrators in the district in July at the 1-year, 2-year, and 3-year interval to provide the board and superintendent with a comprehensive, anonymous assessment of the progress that has been realized each year.

### NEED FOR PHASE II OF STRATEGIC PLANNING

The Nebraska Association of School Boards strives to provide comprehensive strategic plans that will guide and serve the district for 3-5 years. Based on the outcome of the Progress Analysis at year 3, the Board Leadership Team will work with the district to determine whether the progress that has been realized warrants a re-engagement of the district stakeholders and an update of the strategic plan through Phase II.



Exhibit A

The following is a description of Services to be provided by NASB:

**Engagement & SOC Meetings**

NASB will engage the Client in stakeholder engagement and Strategic Overview Committee meetings as needed and mutually agreed upon, to be conducted by the NASB Board Leadership Department.

**Data Collection & Analysis**

NASB will provide additional consultants on an as-needed basis for the purposes of data collection and analysis.

**Needs Analysis & Strategic Plan**

NASB will provide analysis, drafting, and planning work including the writing and presentation of a comprehensive Needs Analysis, creation of the District Priorities/Goals and writing the final Strategic Plan document, as well as the following:

- Define a timeline to support the board/district's intended outcome of Strategic Planning.
- Work collaboratively with the board/superintendent/district representative to define the internal/external stakeholders engagement process and procedures to meet the vision and expectations for Strategic Planning.
- Design communications for district approval.
- Provide administrative support and leadership through the planning process as requested by the board and/or superintendent.
- Prepare outcomes from the meetings for district web posting and distribution as directed.
- Compile and analyze the needs assessment stakeholder data and summarize the needs and priorities for the District Needs Analysis.
- Develop the Strategic plan and administer the Prioritization Matrix.

**Shelton Public Schools Enrollment: 236**

**Total Estimated Cost: \$6,000 - \$8,000**

\*Note: The estimated cost does not include reasonable travel expenses and the addition of optional services.



## APPENDIX I: DETAILED PROSPECTIVE TIMELINE

The draft timeline provides a general scope of the project and the optimum timeline for strategic planning. The timeline for a district will vary based upon the ability to schedule stakeholder engagement meetings.

Phase One		
Organize and Plan the Process	Target Date	Date Complete
Identify district point person		
Distribute District Profile		
Identify Strategic Overview Committee (SOC)		
Identify internal and external stakeholders		
Create a proposed timeline to support: <ul style="list-style-type: none"> <li>▪ Strategic Overview Committee meetings</li> <li>▪ Staff engagement surveys</li> <li>▪ Community engagement meeting</li> <li>▪ Strategic Overview Committee Mtgs.</li> <li>▪ Business leader survey</li> </ul>		
Send invites, press release, social media promo community mtg.		
Phase Two		
District Needs Assessment	Target Date	Date Complete
Distribute Superintendent and Administrator Survey		
Comprehensive Needs Index		
Program and services overview		
Facilitate Community Mtg and Strategic Overview Committee Mtgs		
Stakeholder engagement (Board, Certified, Classified, Student, Parent, and Business Leader Surveys)		
NASB codes all stakeholder data		
NASB compiles the Needs Analysis and Strategic Plan Framework		
Phase Three		
Review the Strategic Plan and Finalize	Target Date	Date Complete
Present Needs and Analysis and Framework to Board and Administration		
Administration reviews Framework		
NASB aligns strategies to SIP goals, AQuESTT, NE Framework/COGNIA		
NASB embeds the Framework into the Strat Plan Template		
NASB administers the Prioritization Matrix with Administrators		



Board adopts plan		
<b>Phase Four</b>		
<b>Implement and Monitor</b>	Target Date	Date Complete
Establish Strategic Implementation Team to monitor progress and success at regular intervals		
<b>Phase Five</b>		
<b>Support and Evaluation</b>	Target Date	Date Complete
Contact, schedule, and conduct Progress Analysis/SIT with NASB		
Annual analysis of strategic plan progress and success		
Establish superintendent evaluation aligned to strategic plan		
Establish board self-assessment aligned to strategic plan		
Annual Progress Analysis Report		



## APPENDIX II: IDENTIFICATION OF STAKEHOLDERS

Below contains an unexclusive list of potential stakeholders to consider in the engagement process:

### External Stakeholders

a. Community

- Parents (e.g., households with school-age and non-school age children)
- Residents
- Community groups
- Neighborhood leaders

b. Business and Industry Representatives

- Chamber of Commerce
- Community Economic Development
- Developers
- Business owners/leaders
- Realtors
- Banking
- Preschool providers
- Daycare providers
- Post-Secondary Institutions
- News media

c. Community and Youth Service Organization Representatives

- Ministerial leaders
- YMCA, Teammates, other
- Civic Club Youth Programs (Optimist, Rotary, Kiwanis, Legion, Lions, etc.)
- Veteran organizations (United Way)
- Community Based Programs
- Family/Student resource systems and organizations

d. Social and Mental Health Service Representatives

- Comprehensive care centers, drug prevention programs
- Social Services
- Health and Human Services

e. Local and State Government Representatives

- Mayor and/or City Council Members
- County Board
- Sheriff and Chief of Police
- Legislators
- Commissions
- Minority Advocacy groups

### Internal Stakeholders

- Board
- Superintendent
- Assistant Superintendents
- District Level Administration
- Building Level Administrators
- Certificated/Classified Staff
- Students (Middle and High School)
- Advisory Councils
- Booster Club Officers/Members
- PTO/PTA Groups
- Organized Parental Support Groups
- Foundation
- Alumni



## APPENDIX III: STAKEHOLDER ENGAGEMENT METHODS

The following are some of the assessments that are conducted in engaging the external stakeholders.

### ***Mission, Vision, Beliefs***

The first engagement of the Strategic Overview Committee will consist of reviewing the mission, vision, and beliefs of the district. This process will incorporate group discussion and assessment of the current mission, vision, and belief statements and will provide opportunity for constructive feedback for potential areas of growth.

### ***District Program and Service Overview***

The Program Service Overview invites district-level and building-level administrators to analyze how effective district programs, services, and instruction enhance the district's mission while efficiently utilizing all resources. The process enables administrators to answer fundamental questions about the district's programs and services:

- Are we mastering the learning process the curriculum is designed to achieve?
- Are we providing the professional development needed to ensure success in our classrooms?
- Do we have appropriate policies and procedures in place?
- Do we create, review, implement, and disseminate our policies and procedures consistently throughout the district?

The comprehensive study of the programs and services through the strategic planning process will add to the data necessary to make informed decisions related to continuing services, addition of new services and to direct limited resources where needed and effective.

Note: The inclusion of the Program and Service Overview has helped numerous districts to realize tangible improvements of the services and programs provided. The absence of the Program and Service Overview would be detrimental to the development and design of a credible strategic plan.

### ***SWOT Analysis***

Various stakeholders, often including the Strategic Overview Committee, Administration, and the Board, play a key role in assessing the strengths, weaknesses, opportunities, and threats of the district. This engagement tool helps identify areas that the district is excelling as well as potential areas of concern for the future.

### ***Comprehensive Needs Index***

As briefly described on page 10, the Comprehensive Needs Index (CNI) is a secondary method by which to identify needs that possibly did not surface in the engagement data; it is a rubric by which participating stakeholders can review the district's efforts in six priority areas.





## APPENDIX IV: TESTIMONIALS

“Our Board and Superintendent engaged the leadership services of Marcia and the NASB team to facilitate our district's development and adoption of our strategic plan. Marcia provided instrumental assistance in guiding and eliciting stakeholder input to identify key strategic plan goals. The strategic plan developed through the assistance of Marcia and NASB has been crucial in district decision-making to help our Board maintain strong governance to support our students.” - Superintendent and Board President

“I really appreciated that we had the time to discuss real issues and the possibility to solve them.” -District Administrator

“I learned that it takes oversight and effort from all to have a lasting impact in our schools.” -Business Leader

“I liked the opportunity to hear multiple viewpoints from such knowledgeable people.”  
-Business Leader

“Every school needs a road map to move forward from where they currently are to where they want to be in the future. NASB was instrumental in assisting us collaborate with district stakeholders through a guided process that has helped accomplish this. Together, we were able to identify our district's Vision, Mission, Values and Core Beliefs which has defined who we are, and who we want to be.” -Superintendent

“The NASB process is a powerful experience for school and community! It is an opportunity for school administration and board of education members to hear patron perception, and in turn provide stakeholders with factual information pertaining to the school. Deficit areas are discussed which aids in the strategic planning and school improvement processes of the district, but the strengths of the district will dominate the discussion. It is awesome! The process truly helps a school district to move forward for the betterment of kids!” -Superintendent



## APPENDIX V: THE NASB STRATEGIC PLANNING TEAM

The Nebraska Association of School Boards has been advocating for, working with, and training Nebraska school boards since 1918. Traditionally, the NASB's Board Leadership department has worked with school boards and their superintendents in more narrowly focused goal setting exercises. However, in 2014 district leaders requested that we expand community engagement to include a comprehensive strategic planning process. Since that time, NASB has facilitated strategic planning for more than 41 Nebraska school districts. As demand has grown, our Strategic Planning Team has grown to include four facilitators:

### ***Marcia Herring – NASB Director of Board Leadership***

Marcia began her service to public education as a school board member on the Waverly School District Board of Education, completing 12 years of service. During her tenure as a local board member, she was elected by her peers to serve on the Nebraska Association of School Boards—Board of Directors completing three terms as Director. She began her work as a superintendent search consultant more than 20 years ago. Marcia served as Director of NASB Search Services for 8 years.

As the Director of Board Leadership, Marcia has expanded the programs and services to meet the ever-changing needs of our members. We currently support our members through Strategic Planning, Community Engagement, Board Development Learning Retreats and Workshops, and Online Board Self-Assessment and Superintendent Evaluation. The growth of the Department and scope of services has enabled our team to provide impactful and purposeful leadership for school districts across the state and ranging in enrollment from 125 students to more than 10,000.

### ***Tori Pierce – NASB Board Leadership Associate***

Tori began her career in public education at the post-secondary education level, previously teaching leadership courses at the University of Nebraska-Lincoln. She has a Master's in Leadership Education and continues studying organizational leadership and change and expanding her knowledge and leadership skills as she completes her PhD. Tori's studies have included an emphasis on organizational change and strategic planning. The perspective she brings to the NASB Strategic Planning process has ensured that our stakeholder engagement tools are valid, reliable, and effective through the engagement of all district internal and external stakeholder groups. In addition to her work in the NASB Strategic Planning process, Tori is leading NASB Board Leadership through a macro data analysis that will provide supporting evidence for the improvement and growth of Board Leadership programs and services we provide our membership.

### ***Kari Stephens – NASB Board Leadership Associate***

Kari has been involved in education over the past 26 years as an instructor at all levels from Kindergarten through Twelfth grade most recently teaching English to Seniors. She has a BS in Elementary Education and continues to be passionate about literacy, inclusion, diversity, and equality for all students. The perspective she brings to the NASB Strategic Planning process will be unique as she will offer an educator's lens to ensure that our stakeholder engagement tools, and training are valid, reliable, and effective through the engagement of all internal and external stakeholder groups in the district. Kari provides support to board members primarily through Strategic Planning, Community Engagement, and Superintendent Evaluation. She also serves as the NASB facilitator for the NASB Equity Collaborative.

### ***Katie Coble – NASB Board Leadership Associate***

Being from rural-Nebraska and always having an interest and love for public education, Katie is passionate about serving school boards across Nebraska to best support their efforts of providing a positive impact on student learning and achievement. Katie graduated with a BA in Psychology and Sociology and went on to pursue a career in child behavioral health. Though she enjoyed this path, Katie quickly realized that she wanted to pursue a career path that had a larger impact on education. As a Board Leadership Associate, Katie provides support to board members primarily through Superintendent Evaluation and Leadership Encompass 360. She also provides support to the members of the Nebraska Administrative Education Professionals group.



## APPENDIX VI: STRATEGIC PLANNING GLOSSARY

### **Strategic Planning Terms**

**Assessment of Needs** The period of collecting and assessing data, structured to ensure a high level of collaboration among the internal and external stakeholders.

**Comprehensive Needs Index (CNI)** A supplemental assessment that provides a comprehensive analysis of areas of excellence and need; especially useful in detecting overlooked needs that did not surface in the stakeholder feedback.

**District Leadership** A group comprised of the superintendent, other specified district administrators, and the school board.

**External Stakeholders** May include, but not be limited to parents, community leaders, local business leaders, elected officials, representatives from community service organizations, local and state government officials, representatives from local or regional institutions of higher education, all interested members of the community.

**Internal Stakeholders** Include superintendent, assistant superintendent(s), district directors, coordinators, administrators, building administrators, certified staff, classified staff, and students.

**Needs Analysis** A comprehensive, multifaceted reflection of the district as well as its perceived and potential needs. The collected data and summary of needs enable the district to address and discuss the objectives and planned outcomes. It is a distinct and necessary phase of the strategic planning process to ensure the board and administration model educational accountability through purposeful planning and measurable goals to support growth of student learning districtwide.

**Program and Service Overview** The analysis by district-level and building-level administrators of district effectiveness in programs, services, and instruction to support the district's mission while efficiently utilizing all resources (i.e., funding, facilities, technology, personnel, time, graduation rates, etc.). The process enables administrators to answer fundamental questions about the district's programs and services:

- Are we mastering the learning process the curriculum is designed to achieve?
- Are we providing the professional development needed to ensure success in our classrooms?
- Do we have appropriate policies and procedures in place?
- Do we create, review, implement, and disseminate our policies and procedures consistently throughout the district?

**Stakeholders** Individuals who may be affected by or have an effect on the mission, vision, goals, and/or policies of the school district.

**Strategic Overview Committee (SOC)** A diverse group of 15 to 25 internal and external stakeholders identified by district leadership. The SOC meets multiple times throughout the process and plays a critical role in guiding the creation of the strategic plan by defining the district's mission and vision, reviewing collected data, and helping to set guiding principles. Individuals to consider for the SOC may include, but are not limited to:

- |                                 |                     |
|---------------------------------|---------------------|
| ▪ Board Members                 | ▪ Parents           |
| ▪ District Level Directors      | ▪ Business Leaders  |
| ▪ Building Level Administrators | ▪ Community Leaders |
| ▪ Staff Leaders                 | ▪ Students          |



**Strategy Prioritization** Supplemental data collected and graphed to support the district in identifying the most impactful and urgent priorities within the strategic plan.

**Strengths, Weaknesses, Opportunities, and Threats (SWOT) Analysis** For various stakeholder engagement sessions, we ask the participants to discuss what they perceive to be the SWOT of the district. This is a very effective approach for initiating purposeful discussion and conversations as the stakeholder groups begin to identify needs.

## **Components of the Strategic Plan**

**Alignment Matrix** A correlation of each strategy to corresponding AQuESTT and Nebraska Framework/Cognia standards or tenets.

**District Point Person** A member of administrative staff appointed to be the primary point of contact between NASB and the district to direct and coordinate all activities, scheduling, and communication for the district.

**Evidence of Progress** The action(s) that has/have been taken to meet an indicator.

**Funding** An approximate figure for how the program/service will impact district resources.

**GAP Analysis** The process we use with district leadership and administrators to help answer the question, "What can we do to meet our goal?" It includes identifying the goal (the desired outcome), examining the current conditions that relate to that goal, and analyzing the difference between the current state and the goal (the "gap"). Understanding what is missing can help create a plan of action to meet the goal.

**Guiding Principle** An area of identified need that the district addresses in the Strategic Plan. It is the direction in which the district would like to move. Example: To ensure that quality student service programs engage, empower, and equip students districtwide.

**Objective** A specific, achievable goal the district identifies as a way of measuring progress in the direction it has set out in the guiding principle. Example: To provide a comprehensive before and after school program to address the needs of students and families.

**Performance Indicators** Any method that measures whether a specific strategy has been implemented; it does not necessarily indicate whether an entire objective has been achieved. However, if the strategy or strategies have been thoughtfully crafted, implementation of all strategies under an objective should result in the district achieving the associated objective. Example (with respect to Strategies Example (a)): completed plan for implementation presented to Board of Education.

**Program/Building Level** The defined point of impact for the respective performance indicator, strategy, or objective.

**Strategies** The specific actions to be implemented that will allow the district to achieve an objective. A district often employs more than one strategy to achieve a particular goal. Strategies may be applicable to the entire district, or to specific buildings, departments, or programs. Example: (a) study, assess, and design a plan to implement a before and after school program for PK-6 students; (b) address obstacles that may prevent implementation of this program including, but not limited to funding, transportation, space, staff, and community support.

**Target Date** An identified point in time when the indicator is assessed for progress and/or a target completion date.

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**Janelle Gegg**

706 Chalma Lane  
Shelton, NE 68876

February 3, 2022

**Dr. Shanna Gannon**

Superintendent, Shelton Public School  
210 9th ST  
Shelton, NE 68876

Dear Dr. Gannon,

With regret, I am resigning from my teaching position at Shelton Public School at the end of the 2021-22 school year. Teaching here for the past four years has provided me with many opportunities for professional and personal growth. I will miss working with the school faculty, staff, administration, students and members of our community.

I am thankful for the opportunity to have taught here and to have been part of the hard-working and dedicated teaching staff. Even though I will no longer be a faculty member, I plan to remain an active member in the community and a school supporter. Shelton has much to be proud of and I hope the students and staff will continue to strive for excellence.

Moving forward, I will remember the Bulldogs with pride and draw upon this experience in order to make a positive impact in my next position. I appreciate the opportunity to serve the district and I am thankful for the relationships I have developed.

Sincerely,



**Janelle R. Gegg**

# TEACHER'S CONTRACT

THIS CONTRACT is made by and between the Board of Education of Buffalo County School District No.19 referred to herein as the "Board" and "District" respectively, and **Stephanie Flint** a legally qualified teacher, referred to herein as the "Teacher".

WITNESSETH: The Board agrees to employ Teacher above named in the schools of the District for a school year, which shall begin on or about **August 12, 2022** and conclude on or about **May 19, 2023**. Teacher accepts such employment at a salary of **\$57,172** (Step 8/MA+18) under the following conditions:

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

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

**THIRD:** In addition to the teaching duties set forth herein, Teacher may be assigned such "extra duty" assignments which shall be for such compensation as may be agreed upon by the District and the Teacher or at compensation based upon the negotiated extra curricular pay schedule.

**FOURTH:** This contract may be canceled or amended during its term by majority of the Board members for any of the following reasons: (a) upon cancellation, termination, revocation or suspension of Teacher's certificate by the State Board of Education; (b) breach of any material provision of this contract; (c) any reason set forth in this contract; (d) incompetence; (e) neglect of duty; (f) unprofessional conduct; (g) insubordination; (h) immorality; (i) physical or mental incapacity; or (j) any conduct that interferes substantially with the teacher's continued performance of duties. Cancellation or amendment under this contract shall be governed by applicable provisions of Nebraska statute.

**FIFTH:** Upon termination of this contract for just cause, or upon Teacher's release from this contract, the compensation paid or to be paid hereunder shall be an amount that bears the same ratio to the yearly compensation herein specified as the number of days of service to the date of such termination bears to the number of days

of service in the contract year. Teacher shall refund any unearned fractional portion of an installment paid but not earned prior to termination of the contract.

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

**SEVENTH:** This contract shall conform to the regulations governing deductions from the above-stated compensation with reference to withholding tax, social security and Teacher's retirement. Other deductions may be withheld as agreed to by the parties to this contract.

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

**NINTH:** The compensation set forth in this agreement shall be subject to such adjustments as the Board and Teacher or Teacher's duly authorized bargaining agent may agree upon from time to time.

**TENTH:** Teacher's failure to return a signed copy of the contract or renewal agreement to the Superintendent of Schools or Secretary of the Board of Education of the District on or before **February 18, 2022** shall constitute a rejection of this offer of employment.

**ELEVENTH:** Other Contract Terms:

Executed February 10, 2022.

Stephanie Flint  
Teacher

Executed \_\_\_\_\_, 2022.

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

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