

**Regular Meeting of the Shelton Public Schools Board of Education**  
**Monday, November 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. Final read and consideration to adopt Policy 3028 District Criteria for Selecting Evaluators to be Used for Special Education and Verification and Independent Educational Evaluations
  - 5.b. Discussion regarding the 2021-2022 Annual Report
  - 5.c. Discussion regarding Rule 10 safety audit
  - 5.d. Superintendent's Evaluation
6. Old Business
7. Adjournment

**Regular Meeting of the Shelton Public Schools Board of Education**  
**Wednesday, October 12, 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 Wednesday, October 12, 2022 in the Elementary Conference Room. The meeting was advertised in accordance with Policy 2003. An open meeting 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 Muhlback: Present, Emmy Power: Present, Lisa Stewart: Present. Present: 6.

Administrators Gannon, Kenton, and Meyers were present. There were 4 visitors present.

2. Routine matters

2.a. Review and approve minutes

Motion made by Chris Lewis seconded by Lisa Stewart to approve the minutes from Sept 12th for the Regular meeting and Budget hearing, as well as minutes from Sept 28th for the Special meeting to approve the budget and Special hearing to set the tax request. Vote: Passed Joe Berglund: Yea, Kay Johnson: Yea, Chris Lewis: Yea, Russ Muhlback: Yea, Emmy Power: Yea, Lisa Stewart: Yea  
Yea: 6, Nay: 0

2.b. Review and approve claims

Motion made by Emmy Power seconded by Joe Berglund to approve claims 55325-55391 in the amount of \$241,514.59 plus regular payroll. Vote: Passed  
Joe Berglund: Yea, Kay Johnson: Yea, Chris Lewis: Yea, Russ Muhlback: Yea, Emmy Power: Yea, Lisa Stewart: Yea  
Yea: 6, Nay: 0

3. Request to address the Board of Education

There were no requests to address the Board of Education.

4. Reports

4.a. Financial Report

Dr. Gannon gave an update on the financial status of the District.

4.b. Board Report

There were no committee meetings to report. Negotiations will begin next month. State school board convention November 16-18 at CHI, Omaha.

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

School audit was conducted by Dana Cole company on October 5-7. Everything went well. The first safety visit was for ALICAP and was completed on Sept 27. We received numerous commendations. There were a couple recommendations regarding signage and those have been corrected. Negotiations will begin next month.

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

Total Enrollment: 269 students. PT Conf attendance was 93% for elementary and 58% for JH/HS. Students have had the opportunity to attend several job and career fairs this fall. Senior parents met with Mrs. Flint and Mrs. Meyer to obtain information about the FAFSA, and other necessary information.

#### 5. New Business

##### 5.a. Discussion and consideration to approve Agriculture in Ireland Trip Request

Motion made by Emmy Power seconded by Joe Berglund to approve the Agriculture in Ireland Trip Request for Summer 2024. Vote: Passed

Joe Berglund: Yea, Kay Johnson: Yea, Chris Lewis: Yea, Russ Muhlbach: Yea, Emmy Power: Yea, Lisa Stewart: Yea  
Yea: 6, Nay: 0

##### 5.b. Discussion regarding alarm system for kitchen freezer and cooler

Dr. Gannon presented an estimate to purchase an alarm system for the kitchen freezer and cooler, as well as labor to install it. Still waiting on the cost of the ethernet cord to connect. Board members discussed and thought this was a good idea to move forward with.

##### 5.c. Information and possible action to adopt a resolution regarding Federal Disaster Mitigation and eligibility for FEMA relief.

Motion made by Chris Lewis seconded by Russ Muhlbach to adopt a resolution regarding Federal Disaster Mitigation and eligibility for FEMA relief. Vote: Passed

Joe Berglund: Yea, Kay Johnson: Yea, Chris Lewis: Yea, Russ Muhlbach: Yea, Emmy Power: Yea, Lisa Stewart: Yea  
Yea: 6, Nay: 0

##### 5.d. Review and/or revise Policy 9006 Admission of Part-Time Students, Policy 5012 School Safety and Security, Policy 5013 Data Breach Response, 5014 Technology in the Classroom, 5015 Workplace or Non-workplace Injuries or Illness and Return to Work

Motion made by Emmy Power seconded by Chris Lewis to approve Policy 5012 School Safety and Security as revised, and Policy 9006 Admission of Part-Time Students, Policy 5013 Data Breach Response, Policy 5014 Technology in the Classroom, Policy 5015 Workplace or Non

workplace Injuries or Illness and Return to Work as presented.. Vote: Passed Joe Berglund: Yea, Kay Johnson: Yea, Chris Lewis: Yea, Russ Muhlbach: Yea, Emmy Power: Yea, Lisa Stewart: Yea  
Yea: 6, Nay: 0

5.e. Information and first read of Policy 3028 District Criteria for Selecting Evaluators To Be Used For Special Education and Verification

The Board reviewed Policy 3028 as presented by Dr. Gannon. This policy will be brought back at next month's meeting for approval.

6. Old Business

There was no old business to come before the board.

7. Adjournment

Motion made by Lisa Stewart seconded by Kay Johnson to adjourn at 8:54 PM. Vote: Passed Joe Berglund: Yea, Kay Johnson: Yea, Chris Lewis: Yea, Russ Muhlbach: Yea, Emmy Power: Yea, Lisa Stewart: Yea  
Yea: 6, Nay: 0

Respectfully Submitted,  
Emmy Power, Secretary

# Shelton Public Schools

## Check Register Report by Check Number

Bank: [All]; Bank Account: [All]; Begin Check Number: 55396; End Check Number: 55460; Check Status: Paid; Created On: 11/11/2022 2:55:07 PM

Bank	Account Number				
Paid Date	Check Number	Type	Vendor Name	Amount	Check Status
11/14/2022	55396	Payroll Liability	Aflac	\$2,074.52	Paid
11/14/2022	55397	Payroll Liability	Blue Cross Blue Shield	\$52,274.41	Paid
11/14/2022	55398	Payroll Liability	Colonial Life & Accident Insurance Co	\$39.75	Paid
11/14/2022	55399	Payroll Liability	Companion Insurance Company	\$106.50	Paid
11/14/2022	55400	Payroll Liability	Dist. 19 Payroll Acct.	\$6,729.75	Paid
11/14/2022	55401	Payroll Liability	District 19 Payroll Acct.	\$44,672.13	Paid
11/14/2022	55402	Payroll Liability	General Collection Co.	\$482.70	Paid
11/14/2022	55403	Payroll Liability	Horace Mann Life Insurance Co	\$50.00	Paid
11/14/2022	55404	Payroll Liability	Payroll Account - Dist 19	\$433.33	Paid
11/14/2022	55405	Payroll Liability	Principal Life Insurance Co	\$739.64	Paid
11/14/2022	55406	Payroll Liability	Vision Service Plan	\$510.98	Paid
11/14/2022	55407	Payroll Liability	Shelton School Payroll Acct.	\$39,571.30	Paid
11/14/2022	55408	Accounts Payable	Albrecht, Marcus K	\$146.09	Paid
11/14/2022	55409	Accounts Payable	Amplify Education, Inc.	\$5,766.15	Paid
11/14/2022	55410	Accounts Payable	Ask Supply Co., LLC	\$1,665.29	Paid
11/14/2022	55411	Accounts Payable	Black Hills Energy	\$2,174.10	Paid
11/14/2022	55412	Accounts Payable	Bombeck, Susan L	\$27.98	Paid
11/14/2022	55413	Accounts Payable	Buffalo County	\$231.01	Paid
11/14/2022	55414	Accounts Payable	Builders How-to Warehouse	\$117.07	Paid
11/14/2022	55415	Accounts Payable	Business Card	\$794.42	Paid
11/14/2022	55416	Accounts Payable	Cash-wa Distributing Co.	\$566.60	Paid
11/14/2022	55417	Accounts Payable	Clipper Publishing Co., Inc.	\$1,365.21	Paid
11/14/2022	55418	Accounts Payable	Communications Engineering, Inc.	\$270.00	Paid
11/14/2022	55419	Accounts Payable	Culligan	\$45.00	Paid
11/14/2022	55420	Accounts Payable	Dana F. Cole & Company, LLP	\$4,000.00	Paid
11/14/2022	55421	Accounts Payable	DAS State Accounting - Central Finance	\$387.53	Paid
11/14/2022	55422	Accounts Payable	Diversified Drug Testing, LLC	\$60.00	Paid
11/14/2022	55423	Accounts Payable	Douglas County West Community School	\$250.00	Paid
11/14/2022	55424	Accounts Payable	Eakes Office Solutions	\$558.18	Paid
11/14/2022	55425	Accounts Payable	Educational Service Unit #10	\$32,673.70	Paid
11/14/2022	55426	Accounts Payable	Floral Occasions	\$50.00	Paid
11/14/2022	55427	Accounts Payable	Gopher	\$603.68	Paid
11/14/2022	55428	Accounts Payable	Harris School Solutions	\$464.80	Paid
11/14/2022	55429	Accounts Payable	Heartland Disposal, Inc.	\$335.00	Paid
11/14/2022	55430	Accounts Payable	Hometown Leasing	\$653.27	Paid
11/14/2022	55431	Accounts Payable	Innovative Office Solutions, LLC	\$60.00	Paid
11/14/2022	55432	Accounts Payable	J.W. Pepper & Son, Inc.	\$388.36	Paid
11/14/2022	55433	Accounts Payable	James Witt	\$400.00	Paid
11/14/2022	55434	Accounts Payable	K & K	\$1,923.77	Paid
11/14/2022	55435	Accounts Payable	Kearney County Treasurer	\$2.55	Paid
11/14/2022	55436	Accounts Payable	Kearney Public School	\$371.25	Paid
11/14/2022	55437	Accounts Payable	KSB School Law PC LLO	\$130.00	Paid
11/14/2022	55438	Accounts Payable	L and N Enterprises	\$1,422.50	Paid
11/14/2022	55439	Accounts Payable	Larry's Market	\$137.79	Paid
11/14/2022	55440	Accounts Payable	Lou's Sporting Goods	\$778.52	Paid
11/14/2022	55441	Accounts Payable	Todd C. Sutton	\$427.92	Paid
11/14/2022	55442	Accounts Payable	Matheson Tri-Gas, Inc.	\$78.17	Paid
11/14/2022	55443	Accounts Payable	MCI	\$61.86	Paid

11/14/2022	55444	Accounts Payable	Menards	\$324.29	Paid
11/14/2022	55445	Accounts Payable	Meyer, Jenette L	\$30.15	Paid
11/14/2022	55446	Accounts Payable	NASB ALICAP	\$728.00	Paid
11/14/2022	55447	Accounts Payable	Nebraska Central Telephone Co	\$264.80	Paid
11/14/2022	55448	Accounts Payable	Nebraska Public Power Dist.	\$5,465.54	Paid
11/14/2022	55449	Accounts Payable	Optum	\$150.00	Paid
11/14/2022	55450	Accounts Payable	Perma-Bound	\$44.33	Paid
11/14/2022	55451	Accounts Payable	Ravenna Goodfellow's Paint & Body	\$14,059.30	Paid
11/14/2022	55452	Accounts Payable	Reading with TLC	\$329.67	Paid
11/14/2022	55453	Accounts Payable	Safelite Fulfillment, INC	\$500.00	Paid
11/14/2022	55454	Accounts Payable	SYNCB/AMAZON	\$648.11	Paid
11/14/2022	55455	Accounts Payable	Today's Classroom LLC	\$1,051.01	Paid
11/14/2022	55456	Accounts Payable	Village Of Shelton	\$971.40	Paid
11/14/2022	55457	Accounts Payable	Kevin Willis	\$147.91	Paid
11/14/2022	55458	Accounts Payable	Woodward Disposal Service, Inc.	\$26.50	Paid
11/14/2022	55459	Accounts Payable	Yanda's Music	\$23.00	Paid
11/14/2022	55460	Accounts Payable	Zimmerman Printing & Shirt Shack	\$184.00	Paid
<b>Sub Total</b>				<b>\$232,020.79</b>	
<b>Grand Total</b>				<b>\$232,020.79</b>	

# Shelton Public Schools

## Check Listing Report

Accounting Cycle: FY22-23; Begin Date: 11/01/2022; End Date: 11/30/2022; Bank: [All]; Sort By Element: FUND; Account Expression: ([FUND] = "01"); Created On: 11/11/2022 2:50:29 PM

Check Date	Check Number	Payee	Type	Amount
11/14/2022	55408	Albrecht, Marcus K	Accounts Payable	\$146.09
11/14/2022	55409	Amplify Education, Inc.	Accounts Payable	\$5,766.15
11/14/2022	55410	Ask Supply Co., LLC	Accounts Payable	\$1,665.29
11/14/2022	55411	Black Hills Energy	Accounts Payable	\$2,174.10
11/14/2022	55412	Bombeck, Susan L	Accounts Payable	\$27.98
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11/14/2022	55415	Business Card	Accounts Payable	\$794.42
11/14/2022	55416	Cash-wa Distributing Co.	Accounts Payable	\$566.60
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11/14/2022	55423	Douglas County West Community School	Accounts Payable	\$250.00
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11/14/2022	55425	Educational Service Unit #10	Accounts Payable	\$32,673.70
11/14/2022	55426	Floral Occasions	Accounts Payable	\$50.00
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11/14/2022	55428	Harris School Solutions	Accounts Payable	\$464.80
11/14/2022	55429	Heartland Disposal, Inc.	Accounts Payable	\$335.00
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11/14/2022	55431	Innovative Office Solutions, LLC	Accounts Payable	\$60.00
11/14/2022	55432	J.W. Pepper & Son, Inc.	Accounts Payable	\$388.36
11/14/2022	55433	James Witt	Accounts Payable	\$400.00
11/14/2022	55434	K & K	Accounts Payable	\$1,923.77
11/14/2022	55435	Kearney County Trea	Accounts Payable	\$2.55
11/14/2022	55436	Kearney Public School	Accounts Payable	\$371.25
11/14/2022	55437	KSB School Law PC LLO	Accounts Payable	\$130.00
11/14/2022	55438	L and N Enterprises	Accounts Payable	\$1,422.50
11/14/2022	55439	Larry's Market	Accounts Payable	\$137.79
11/14/2022	55440	Lou's Sporting Goods	Accounts Payable	\$778.52
11/14/2022	55441	M&K Electric	Accounts Payable	\$427.92
11/14/2022	55442	Matheson Tri-Gas, Inc.	Accounts Payable	\$78.17
11/14/2022	55443	MCI	Accounts Payable	\$61.86
11/14/2022	55444	Menards	Accounts Payable	\$324.29
11/14/2022	55445	Meyer, Jenette L	Accounts Payable	\$30.15
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11/14/2022	55447	Nebraska Central Telephone Co	Accounts Payable	\$264.80
11/14/2022	55448	Nebraska Public Power Dist.	Accounts Payable	\$5,465.54
11/14/2022	55449	Optum	Accounts Payable	\$150.00
11/14/2022	55450	Perma-Bound	Accounts Payable	\$44.33
11/14/2022	55451	Ravenna Goodfellow's Paint & Body	Accounts Payable	\$14,059.30
11/14/2022	55452	Reading with TLC	Accounts Payable	\$329.67
11/14/2022	55453	Safelite Fulfillment, INC	Accounts Payable	\$500.00
11/14/2022	55454	SYNCB/AMAZON	Accounts Payable	\$648.11
11/14/2022	55455	Today's Classroom LLC	Accounts Payable	\$1,051.01
11/14/2022	55456	Village Of Shelton	Accounts Payable	\$971.40
11/14/2022	55457	Willis Repair, LLC	Accounts Payable	\$147.91
11/14/2022	55458	Woodward Disposal Service, Inc.	Accounts Payable	\$26.50
11/14/2022	55459	Yanda's Music	Accounts Payable	\$23.00

11/14/2022	55460	Zimmerman Printing & Shirt Shack	Accounts Payable	\$184.00
<b>Sub Total</b>				<b>\$84,335.78</b>

**DISTRICT 19 FINANCIAL STATUS AS OF September 30,2022**

**CASH RESERVES:**

GENERAL FUND CASH RESERVE	(10/31/2022 Interest + \$674.18)	\$597,327.69
SPECIAL BUILDING CASH RESERVE	(10/31/2022 Interest + \$59.30)	\$65,926.73
<b>TOTAL CASH RESERVE ACCOUNTS:</b>		<b>\$663,254.42</b>

**SAVINGS:**

GENERAL FUND CR SAVINGS 5882		\$295,508.00
		<b>\$295,508.00</b>

UNEMPLOYMENT SAVINGS #5891		\$26,578.34
VEH/BUS ACQ. Savings #9457	Transferred \$50,000 from GF 10/14/2022	\$82,410.50
TECHNOLOGY ACQ SAVINGS # 5918		\$51,238.53
PARKING LOT DEPR. SAVINGS #5909		\$70,351.82
BAND UNIFORM SAVINGS #5900		\$0.10
HVAC Savings #9475	Transferred \$100,000 from GF 10/14/2022	\$167,359.03
<b>TOTAL DEPRECIATION SAVINGS:</b>		<b>\$397,938.32</b>

**TOTAL SAVINGS: \$693,446.32**

**TOTAL OF DISTRICT FUNDS: \$1,356,700.74**

<b><u>TAXES:</u></b>	<b><u>GENERAL</u></b>	<b><u>BUILDING</u></b>	<b><u>FUND TOTALS:</u></b>	
BUFFALO	\$109,727.54	\$0.00	GENERAL	\$892,835.69
HALL	\$40,939.75	\$0.00	DEPRECIATION	\$397,938.32
ADAMS	\$0.00	\$0.00	LUNCH	\$16,397.88
KEARNEY	\$53.49	\$0.00	SPECIAL BLDG	65,926.73
<b>TOTAL TAXES</b>	<b>\$150,720.78</b>	<b>\$0.00</b>		

<b>Net Wages</b>	\$ 151,683.02
<b>General Fund Expenditures</b>	\$ 84,335.78
<b>Employee - Liabilities</b>	\$ 89,976.60

<b>Receipts for October 2022</b>	\$ 202,860.15
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**SHELTON PUBLIC SCHOOLS: GENERAL FUND MONTHLY COMPARISON**

	2021-22	2022-23		2021-22	2022-23
Sept. Expenditures Reported @ Board Mtg	\$80,685.10	\$94,052.00	Mar. Expenditures Reported @ Board Mtg	\$101,329.00	
Sept. Net Payroll	\$249,057.29	\$241,594.00	Mar. Net Payroll	\$244,426.00	
Sept. EOM Expenditures	-		Mar. EOM Expenditures	-	
Total Sept. Expenditures	<b>\$ 329,742.39</b>	<b>335,646.00</b>	Total Mar. Expenditures	<b>\$345,755.00</b>	
Percent of Budget Spent	4.88%	4.92%	Accumulated Totals	<b>\$ 2,409,387.00</b>	
Cash On Hand	<b>\$1,454,002.00</b>	<b>\$1,539,367.00</b>	Percent of Budget Spent	5.12%	0.00%
			Cash On Hand	<b>\$ 911,789.00</b>	
Oct. Expenditures Reported @ Board Mtg	\$90,029.71	\$84,336.00			
Oct. Net Payroll	\$243,908.31	\$240,976.00	April Expenditures Reported @ Board Mtg	\$57,244.00	
Oct. EOM Expenditures			April Net Payroll	\$244,969.00	
Total Oct. Expenditures	<b>\$392,165.00</b>	<b>325,312.00</b>	April EOM Expenditures	-	
Accumulated Totals	<b>\$ 721,907.39</b>	<b>\$660,958.00</b>	Total April Expenditures	<b>302,213.00</b>	
Percent of Budget Spent	5.81%	4.77%	Accumulated Totals	<b>\$ 2,711,600.00</b>	
Cash On Hand	<b>\$1,201,721.00</b>	<b>\$1,356,701.00</b>	Percent of Budget Spent	4.48%	0.00%
			Cash On Hand	<b>\$ 715,126.00</b>	
Nov. Expenditures Reported @ Board Mtg	\$55,418.07		May Expenditures Reported @ Board Mtg	\$57,241.00	
Nov. Total Payroll	\$247,510.19		May Net Payroll	\$247,243.00	
Nov. EOM Expenditures	-		May EOM Expenditures	-	
Total Nov. Expenditures	<b>\$361,671.00</b>		Total May Expenditures	<b>304,484.00</b>	
Accumulated Totals	<b>\$1,144,306.00</b>		Accumulated Totals	<b>\$ 3,016,084.00</b>	
Percent of Budget Spent	5.36%	0.00%	Percent of Budget Spent	4.51%	0.00%
Cash On Hand	<b>\$909,822.00</b>		Cash On Hand	<b>\$ 1,725,023.00</b>	
Dec. Expenditures Reported @ Board Mtg	\$86,223.32		June Expenditures Reported @ Board Mtg	\$58,000.00	
Dec. Total Payroll	\$245,585.81		June Net Payroll	\$239,179.00	
Dec. EOM Expenditures	-		June EOM Expenditures	-	
Total Dec. Expenditures	<b>331,809.00</b>		Total June Expenditures	<b>297,179.00</b>	
Accumulated Totals	<b>\$ 1,476,115.00</b>		Accumulated Totals	<b>\$ 3,313,263.00</b>	
Percent of Budget Spent	4.91%	0.00%	Percent of Budget Spent	4.40%	\$0.00
Cash On Hand	<b>\$ 686,300.00</b>		Cash On Hand	<b>\$ 1,678,362.00</b>	
Jan. Expenditures Reported @ Board Mtg	\$49,058.12		July Expenditures Reported @ Board Mtg	\$145,645.00	
Jan. Net Payroll	\$243,555.00		July Net Payroll	\$235,091.93	
Jan. EOM Expenditures			July EOM Expenditures	-	
Total Jan. Expenditures	<b>\$292,973.00</b>		Total July Expenditures	<b>309,177.00</b>	
Accumulated Totals	<b>\$ 1,769,088.00</b>		Accumulated Totals	<b>\$ 3,622,440.00</b>	
Percent of Budget Spent	4.34%	0.00%	Percent of Budget Spent	4.58%	\$0.00
Cash On Hand	<b>\$ 993,449.00</b>		Cash On Hand	<b>\$ 1,370,190.00</b>	
Feb. Expenditures Reported @ Board Mtg	\$52,409.00		August Expenditures Reported @ Board Mtg	\$160,866.00	
Feb. Net Payroll	\$242,135.00		August Net Payroll	\$247,959.00	
Feb. EOM Expenditures	-		August EOM Expenditures		
Total Feb. Expenditures	<b>294,544.00</b>		Total August Expenditures	<b>408,825.00</b>	
Accumulated Totals	<b>\$ 2,063,632.00</b>		Accumulated Totals	<b>\$ 4,031,265.00</b>	
Percent of Budget Spent	4.36%	0.00%	<b>BUDGET</b>	<b>\$6,752,833.00</b>	<b>\$6,817,360.00</b>
Cash On Hand	<b>\$ 1,050,940.00</b>		<b>TOTAL % OF BUDGET SPENT =</b>	59.70%	\$0.00
			Cash On Hand	<b>\$ 1,054,657.00</b>	\$269,361

# **Superintendent Report for November 2022**

## **Nebraska Department of Education Update**

- Resignations:
  - Commissioner Matthew Blomstedt effective January 3, 2023
  - Cory Epler, Director of Teaching, Learning, and Assessment (position currently vacant)
  - Jeremy Henniger, Director of Statewide Assessment (position is currently vacant)
  - Director of Mathematics (position currently vacant)
  - Director of Social Studies (position currently vacant)
- This has resulted in a lack of support from NDE regarding curriculum, instruction, and assessment
  - Currently, the 2022 NSCAS scores do not align with our scores on ACT or MAP growth. This is true across the state.
    - This misalignment has led districts to question the results of the NSCAS as not being valid or reliable.
      - One area from the state reporting that we do believe to be valid and reliable is the ELPA assessment which is administered to students who are learning English as a second language. The principals have been reworking the schedule to maximize K-3 EL instructional time while not missing core instruction. In addition, the EL program is under review to see if there is an instructional resource that would be more supportive for these students to help them progress in their language acquisition.

## **Annual Audit**

- The annual audit has been finalized and submitted. Dana Cole is mailing us the hard copies for board members to review. I hope to have the audit booklets by Monday's meeting to pass out to everyone.
  - Findings:
    - Each year one of the findings is that we do not have enough staff to adequately separate duties. We have adjusted as much as possible by having 2 people count gate money, a la carte money, and we also made a change a couple of years ago to have 2 board members sign checks. These checks and balances do help but are not enough for the finding to be removed from the audit report. We are still in compliance with our procedures.
    - A new finding this year is that if we overspend in an area we should amend the budget. This is different from than findings from previous audits and may be an adjustment for us. QCPUF is an area we overspend and the new findings would recommend a budget amendment. But this has been the case for the last 3 years, and this is the first time this has been a recommendation on an audit.
      - I am going to reach out to my superintendent colleagues as well as Carl to see if this is something they have experience with.

Respectfully submitted,

Dr. Gannon

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

- 268 Students
  - 155 in Elementary
  - 113 in High School
- Busy planning for Grandparent's Day
  - Grandparent's Day will be held on November 23rd from 10:30 - 11:30
  - We will start in the new gym with a few class activities and a slide show presentation.
  - Students and Grandparents will then transition to classrooms before dismissing at 11:30 for Thanksgiving Break
  - Thoughts on future Grandparent's Day?
    - Staff would like to not hold Grandparents Day in the future
- Monday, October 24th we had a HOLD in Place Drill
  - HOLD! In your room or area. Clear the halls.
    - Students
      - Clear Hallways and remain in the room or area until the "All Clear" is announced
      - Do business as usual
    - Adults
      - Close and lock the door
      - Account for students and adults
      - Do business as usual
- Thursday, November 17th we will have a Lockdown Drill
  - Lockdown! Locks, Lights, Out of Sight!
    - Students
      - Move away from Sight
      - Maintain Silence
      - Do not open the door
    - Adults
      - Recover students from the hallway if possible
      - Lock the classroom door
      - Turn out the lights
      - Move away from sight
      - Maintain Silence
      - Do not open the door
      - Prepare to evade or defend
- Discussion about Shelton Public Schools exercise facility use
  - Concerns about maintaining a secure building
- Friday, November 11th we had our annual Veteran's Day Program
  - The guest speaker was David Mueller SSG US Army
  - Shelton Jr/Sr High Band and Choir
  - Patriot's Pen Essay Contest Winners

Respectfully Submitted, Jeff Kenton

## **Policy 3028: District Criteria for Selecting Evaluators to be Used for Special Education Evaluation and Verification and Independent Educational Evaluations**

The following criteria shall be used for selecting evaluators according to 92 Nebraska Administrative Code 51-006.07B:

1. Those in-state service agencies that have approved rates for the current year established by the Nebraska Department of Education. A list of service agencies with approved rates, including state agencies, individual providers, and in-state providers may be found at <https://www.education.ne.gov/sped/service-agencies/>.
2. Those Nebraska providers are located within 60 miles of the building of the district where the child attends when driving by ordinary public roadways.
3. Evaluations must consider the educational, health, or other student records of the student provided by the district. The parents, guardians, or age-appropriate student must provide any required consent to the disclosure of these records unless disclosure is already authorized by state and federal law.
4. Evaluations must be provided to the district, including all educational, health, student, or other records created as part of or relied upon to complete the evaluation. The parents, guardians, or age-appropriate student must provide any required consent to the disclosure of these records unless disclosure is already authorized by state and federal law.
5. Evaluations must be conducted by a provider that is authorized, available, and willing to discuss, confer, or otherwise cooperate with the district regarding the evaluation, its results, or any other information related to the evaluation. Such cooperation may include reasonable participation in, or the submission of additional reports or information to, an IEP, MDT, or SAT team. Evaluators must make available to the district any documents or records created in relation to the evaluation, including evaluation and assessment protocols and responses, when the district determines in its sole discretion that such documentation is necessary in order to permit meaningful parental participation. The parents, guardians, or age-appropriate student must provide any required consent to the disclosure of these records or information unless disclosure is already authorized by state and federal law.
6. Evaluations must be sufficiently comprehensive for the evaluator to submit to the district a report that specifically details whether the student should be considered eligible for special education and related services, the nature of special education and related services recommended to accommodate the student's suspected disability, and the particular facts or findings underlying the evaluator's conclusions. This report must be submitted to the district within 45 days after the conclusion of the evaluation.
7. Evaluations must meet the then-current state standards for reliability, research-based processes, and educational or professional best practices.
8. Reimbursement to any evaluator chosen in conformance with this policy shall not exceed the cost that would be charged by the school district's contracted providers for the same or

substantially similar evaluation.

All special education evaluations, including those independently obtained at the district's expense, must be obtained in a manner consistent with the criteria set forth above, unless state or federal law requires waiver of one or more criteria in order to accommodate unique circumstances.

Adopted on: \_\_\_\_\_

Revised on: \_\_\_\_\_

Reviewed on: \_\_\_\_\_

PK-12 Enrollment		Demographics			NSCAS							
Grade	Number of Students Enrolled	Student		Grade	Reading	Reading State	Math	Math State	Science	Science State		
PK3	10	English Learner Students	11%	2021-2022*	*	*	*	*	*	*		
PK4	17	Special Education	19%	2020-2021	<a href="#">Link to Special Report From NDE</a>							
K	15	Free/Reduced Meals	41%	2019-2020	COVID	COVID	COVID	COVID	COVID	COVID		
1	20	Gifted	12%	2018-2019	44%	52%	35%	52%	69%	66%		
2	17	Graduation Rate	81%	2017-2018	35%	51%	32%	51%	49%	68%		
3	20	Staff		*During the 21-22 school year the NSCAS assessment changed. This is the first year for students to take this assessment so scores are <b>not</b> comparable to previous years data.								
4	19	Administrators	3	NSCAS- ACT % Who Met College Readiness Benchmarks								
5	18	Teachers	27	Grade	ELA	ELA State	Reading	Reading State	Math	Math State	Science	Science State
6	20	Master's Degrees	56%	2021-2022	74%	46%	35%	31%	22%	26%	22%	27%
7	19	Average Years of Experience	14	2020-2021	52%	46%	52%	32%	43%	27%	43%	27%
8	16			2019-2020	COVID	COVID	COVID	COVID	COVID	COVID	COVID	COVID
9	14	Total Valuations		2018-2019	44%	50%	22%	33%	19%	32%	19%	27%
10	14	2022	\$340,687,043	2017-2018	56%	50%	32%	35%	32%	31%	20%	29%
11	24	2021	\$349,195,327	NWEA MAP Median Percentile								
12	22	2020	\$364,958,792	Grade	Math	Reading	Science					
Total	265	2019	\$371,455,926	1		62%	62%	*				
Levies				2		56%	70%	*				
Year	General	Building	QCPUF	Bond	3		64%	60%	56%			
2022	1.049899	0	0.024465	0.068546	3		68%	54%	75%			
2021	1.025446	0.024468	0.023141	0.067977	4		50%	54%	70%			
2020	1.02353	0.024135	0.021948	0.026533	5		56%	57%	61%			
2019	0.99561	0.014877	0.020395	0.064991	6		44%	38%	44%			
					7		45%	57%	64%			
					8		68%	44%	69%			
					9		56%	57%	65%			
					10		64%	47%	61%			
					11		65%	62%	*			
					12		89%	75%	*			

Rule 10 Safety Review  
Shelton Public Schools  
Date: October 27, 2022

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

<u>ASSESSMENT AREA</u>	<u>YES</u>	<u>NO</u>	<u>COMMENTS</u>
The administration consulted with outside agencies, e.g. police, fire marshal emergency management, in the development of the Crisis Plan.	X		The district has involved the Shelton police chief and the chief of the fire department in the development of the Crisis Plan. The regional Emergency Management Director has also been involved. The district plans to have the building “walked” by these entities so they can decide how to properly number multiple entries/exits to the same rooms.
The district has or will participate in the Emergency Operations Planning training.	X		The district participated in the Emergency Operations Planning training held in the fall of 2020. They found the safety plan template given was unusable and therefore used a different template from another district. A variety of individuals comprised the team. These included the regional Emergency Management director, police chief, fire chief, a member of the Board, and staff members including administration.
Crisis drills are routinely practiced. (Lockdown, Secure, Evacuation, and Freeze/Hold)	X		There are two evacuation sites due to student numbers. Rosters are available at both sites. Lockdown and Secure drills are to be conducted annually at a minimum. A Freeze/ Hold drill had been performed at the time of my visit. A school evacuation drill was not held in the Fall of 2022 but is planned in November of the current year. At the time of my visit the district hadn’t practiced their Lockdown or Secure drills.
<u>ASSESSMENT AREA</u>	<u>YES</u>	<u>NO</u>	<u>COMMENTS</u>

Procedures are in place for addressing the aftermath of a crisis: e.g. grief and loss counseling, support groups, and memorials.

X

The district's guidance counselor and others on the team have received support training. The district has a mutual assistance agreement with other area schools. A memorial policy (5003) exists and is sufficient in conjunction with the materials found in the Crisis Team Handbook.

Blueprints of the school are readily available if needed.

X

Fire and law enforcement departments have been provided with "footprint" blueprints that include the location of the utility shutoffs.

Roles for the Crisis Team members are clearly defined.

X

Initial and on-going training is provided to team members. The Crisis Handbook provides specific information on the roles of team members.

A direct system of communication is in place for communicating crisis scenarios

X

A direct communication system is being employed. The district uses the SRP crisis directives.

Procedures for dealing with the police are defined.

X

Police are allowed to interview students at school regarding possible violations occurring at school with parental consent. Child abuse/neglect interviews are permitted at the school. This information is found in policy 3016. However, I was not able to locate this information in the Student Handbook.

Procedures for dealing with the media are defined.

X

This information is found in the Crisis Handbook as well as the Crisis Team Protocols Checklist.

ASSESSMENT AREA

YES

NO

COMMENTS

Procedures are in place for securing the building.	X	The district employs remote audio/video devices at both the main public entrances. All entrances to the building are locked throughout the day. Patrons of the district have after hours access to the weight room. Administration check the exterior doors in the morning to ensure they are locked and BCSO also check these doors throughout the day.
Procedures for dealing with hazardous materials are in place.	X	Chemicals used in the science, food preparation, and custodial areas were appropriately stored and secured. The science teacher is currently working on disposing the chemicals that are no longer used in the curriculum. The science teacher has also ordered a smaller flammable cabinet.
A binder the SDS (Safety Data Sheets) is readily available.	X	SDS binders were readily available in the food preparation and custodial areas. The science teacher was not able to locate his binder. This is the first year for this science teacher. However, he plans to have this binder in place at the time of my next visit.
The district has a plan to inform parents of inclement weather.	X	The district uses "Swift Reach" to provide this information via text, voice, and/or email to staff, students, and parents. Social media outlets as well as traditional radio and TV outlets are used.

ASSESSMENT AREA

YES

NO

COMMENTS

The district has a plan to inform parents of a crisis.	X		The district would release administratively approved information using some or all of the methods listed in the previous assessment area.
Procedures are in place to inform the community of a crisis.	X		See previous assessment area.
Procedures are in place for search and seizure.		X	Procedures for search of cars is included in policy (9004), but this policy does not include student lockers. The search of student lockers is found in the Student Handbook, but the handbook does not include information on cars parked on school property.
The district has a plan to deal with threats, e.g.; bomb threats or physical threats.	X		This information is found in the district Safety Plan.
A resource officer is assigned to the school.		X	A district the size of Shelton has little need. There is a strong liaison relationship with the local police department and BCSO as they also check the exterior doors.
The school is monitored by an after-hours security alarm system.		X	Although there is no after-hours security alarm there is a robust number of motion-triggered cameras that would capture footage of any intruders.
The district has surveillance cameras in use.	X		A total of 47 cameras are included in the system. There is remote, administrative access as well as remote access for the BCSO and the Shelton police department.
<u>ASSESSMENT AREA</u>	<u>YES</u>	<u>NO</u>	<u>COMMENTS</u>

Procedures are in place to deal with suicide.	X		Suicide procedures are found in the Crisis Handbook. Staff members receive the annual NDE suicide awareness training via the Safe Schools module.
The school has a dress code or uniforms are required.	X		The student dress code is found in the Student Handbook, but was not found in policy. Staff appearance is addressed in policy (7034), but not in the Staff Handbook. These policies and handbooks should mirror each other and the district is working towards this with ongoing revisions. When asked of their progress they thought they were 60-70% completed with their policy revision.
The district has a policy to deal with sexual harassment.	X		The district has a policy (7001) that addresses sexual harassment.
The district has a policy to deal with bullying.	X		This information is found in policy (9010) and information is also included in the Student Handbook. This policy is reviewed annually.
The district has a policy to address dating violence.		X	Superintendent Gannon indicated that a policy (9207) exists, but I could not locate this policy in the information I was provided. Information on dating violence was included in the Student Handbook.
A procedure is in place for students, staff, and parents to express their concerns	X		Policy (2018) exists which deals with complaints procedures.
<u>ASSESSMENT AREA</u>	<u>YES</u>	<u>NO</u>	<u>COMMENTS</u>

Title IX policies were updated to reflect required changes.	X		Superintendent Gannon indicated that a policy (3027) exists. Extensive information on Title IX was found in both the Student and Staff Handbooks.
Data is maintained by the school on discipline issues, weapons, and violent behavior.	X		The district uses the Power School disciplinary log feature for this purpose.
The district conducts both debriefing and regular meetings of the Crisis Team and quarterly meetings of the Safety Team. kept of these meetings.	X		Quarterly meetings of both the Crisis Team and the Safety Team are being held. Records are kept electronically. These are a record of both the agenda and the minutes of the meetings.
Fire and tornado drills are conducted according to State policy.	X		One of the two tornado has been planned but not held. Fire drills are practiced monthly.
Bus evacuation drills are held according to State policy.	X		The district conducts these drills each semester according to State policy.
The district has adopted a Safe Pupil Transportation Plan.	X		Limited information is found in policy (3020). This policy is entitled School Vehicle Use.
The district has surveillance cameras on buses.		X	
District buses are GPS equipped.		X	
There is controlled entry and access to classrooms.	X		All classroom doors were found to be locked and closed nearly without exception.

ASSESSMENT AREA

YES

NO

COMMENTS

Procedures are in place for staff to monitor student arrival, departures, and passing in halls.	X		There is typically a police presence in the HS parking area that also monitors traffic. The elementary has staff and student safety members present during arrival and departure. High school staff are assigned to the commons area. There was staff presence in the hallway during HS passing time.
Playground equipment is checked periodically for hazards		X	The administration indicated that the equipment is being checked. However, no records were available at the time of my visit.
Retractable backboard units have safety straps.	X		The retractable units recently installed and updated. I mentioned to the superintendent and head custodian that there is a company that inspects these units for defects and flaws.
Adequate exterior lighting is provided for all gates, doors, and parking areas.	X		The Superintendent feels that exterior lighting is adequate. However, the head custodian, Seth, believes that additional lighting is needed in the elementary playground area and possibly around the south side of the building.
Interior and exterior doors are numbered.	X		The district is revising their interior/exterior door numbering scheme. Plans are to place these revised numbers on both the interior and exterior sides of these doorways that match. In addition, plans are in place to bring in law enforcement agencies to walk-through the building to ensure that doors are numbered in the best possible way.
<u>ASSESSMENT AREA</u>	<u>YES</u>	<u>NO</u>	<u>COMMENTS</u>

Visual surveillance is possible from the school.	X			The majority of the classrooms have windows that provide surveillance opportunity. These windows also have shades that can be closed when necessary. The media center and band room do not have blinds.
Friend, relatives, or non-custodial parents must have written permission to pick up students from school.	X			Voice recognition of an authorized individual is also accepted.
First aid kits are available to staff as needed.	X			First aid materials are available for the classrooms and for evacuation backpacks.
The district employs a nurse.	X			A nurse is employed on a .2 FTE status.
AED units are present in the educational facilities as well as outdoor venues.	X			AEDs units are placed within the educational facility. A portable unit is available for outdoor venues.
There is two-way communication between the offices	X			Phones are used in the classroom for this purpose. An intercom system is used for common areas such as gyms and cafeteria. There is the ability to do an all-call from the classrooms. There is a lack of communication capability to and from the greenhouse and track.
Signs are posted for visitors to report to the office upon entering the building.	X			
<u>ASSESSMENT AREA</u>	<u>YES</u>	<u>NO</u>		<u>COMMENTS</u>

Visitors are required to sign-in.	X		Prior to receiving permission to enter through the locked, remotely controlled entry door, I was asked about my identity and the purpose for my visit. Immediately upon entering the office area I was required to sign-in.
Proper identification is required for visitors.	X		At the time of sign-in I was asked to wear a visitor identification badge.
Proper identification is required for staff.		X	This is not required by the district.
The district is aware of sex predators residing in the district.	X		This is an administrative task. Presently there are five sex offenders living within a three mile radius of the school.
Unused areas of the school can be closed off during activities.	X		Unused areas of the school can be closed off during events. The gate in the hallway leading from the weight room recently got a lock.
Fire extinguishers have been inspected for the current school year and monthly in-house inspections are being performed.		X	The annual inspection was conducted in August. The monthly inspection for September had not been completed and was delinquent.
Fire exit signage is operational.	X		All observed signage was operational.
Emergency routing is posted in all classrooms. Necessary items for leaving the classroom in an emergency situation are conveniently located.	X		This emergency routing was much more consistent in both the high school and elementary as compared to past years. Most classrooms had emergency routing posted in the best positions.

Pandemic Assessment Areas

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

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

GENERAL OBSERVATIONS

### Commendations:

1. The Crisis Team and Safety Team are well organized in terms of membership and training. These teams are scheduled to meet quarterly, and records of agendas and minutes are being kept. Crisis Plan and Safety Plan documents exist and are available to staff.
2. The district is in the process of updating their policies. This is a long process, but one which was long over-due. The district believes they are about 60-70% complete.
3. The secretarial area has been enhanced since my visit last year enabling both secretaries to view not only the main entrance doorway but the school hallway as well. This is a great practice for safety and security.
4. Clear plastic emergency bags are placed in each classroom.
5. Procedures for dealing with hazardous materials are in place. These materials were found to be securely stored in the food preparation, science, and custodial areas. The food preparation and custodial areas had readily available SDS information.
6. Most classrooms were found to be locked and closed. This is best practice.
7. The district has ordered and received numbers to put up on the doorways (interior/exterior). They are waiting to do this, however, because input is needed by law enforcement about the proper way to number the multiple entrances to the same classroom.
8. The playground area is fenced and appropriate equipment is in place.
9. Visual surveillance from the classrooms is excellent. These windows have shades that can be closed as necessary. An exception was found in the media center and band room where no curtains were in place.
10. The shared instructional classrooms e.g. art, physical education, and music are centralized and limits the contact between the elementary and secondary students.
11. The kitchen facility is well organized with dry, frozen, and refrigerated products stored on provided shelving and not being placed on the floors of these areas. The kitchen has gas shut offs, fire extinguisher, and fire suppression. Refrigeration and freezer logs are being maintained. However, at the time of my visit I did not locate certification of inspection for the fire suppression system. A binder of material safety data sheets is available.
12. Seth and at least one other custodian are aware of the utility shutoffs.
13. There are ADA capable restrooms in the elementary side of the building.
14. The custodial closets have signage that indicate these areas are restricted to authorized personnel.
15. The boys and girls locker room was locked and secure.
16. The weight room was very tidy and had adequate padding for the weights.

### Recommendations:

1. The stage area was cluttered with one act props and needs to be organized. There were extension cords on the floor at the entrance of the stage. Also, I could not locate a fire extinguisher on the stage.
2. Parking lot concrete needs to be redone or patched to avoid tripping hazards.
3. There were no handwashing, cellular use restrictions, or dating violence posters throughout most, if not all, the restrooms and locker rooms. This is an area in which the district could place these advisory posters to avoid larger problems later.
4. A more comprehensive Safe Pupil Transportation Plan might be considered for policy. The district's school law firm would likely have a sample policy.
5. The elementary playground needs better lighting during the night as communicated by Seth, the head custodian. This would enhance the safety and security of this area.
6. The fall material in the elementary playground is spotty and in need of leveling.
7. There is a need for a 2<sup>nd</sup> emergency bag in the SPED room because they may leave from either entrance to the class depending on the emergency.
8. The storage area in the middle school science/math classroom is cluttered.
9. The IT room was slightly cluttered and needed organization.
10. The weight room door that has a window missing needs to be replaced to control the access to the area.
11. Seth commented that they have an excess of chemicals in storage for the custodial team. The current inventory should be used before ordering additional inventory.
12. East elementary entrance needs to be less cluttered.
13. Asphalt needs patched or repaired in the elementary playground to avoid tripping hazards.

**SHELTON**  
**Performance Objectives Evaluation Instrument**  
**2022-2023**

*\*Provide updates to the board quarterly (August, November, February, May) on progress toward goals.*

**#1 - BUDGET**

- Create a realistic and workable budget
- Budget to be able to carry out the Shelton Capital Improvement Schedule
- Stay abreast of current budget and continue to build cash reserve
- Manage and build depreciation funds

**ASSESSMENT BASED ON EVIDENCE FOR DR. GANNON IN THIS AREA:**

<b>Exemplary</b>	<b>Proficient</b>	<b>Developing</b>	<b>Needs Improvement</b>
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**FEEDBACK / COMMENTS:**

**#2 - COMMUNICATION**

- Create a timely and consistent communication mechanism on hot topics or relevant information at least twice a month for the Board of Education
- Utilize district wide communication tools and social media to provide timely information as it relates to consistent communication for students and parents
- Develop and implement an action plan based on the results of the NASB Staff Well-being Survey
- Create a visible presence in the school at activities and local organizations
  - attend village board meetings or join local organizations

**ASSESSMENT BASED ON EVIDENCE FOR DR. GANNON IN THIS AREA:**

Exemplary	Proficient	Developing	Needs Improvement
-----------	------------	------------	-------------------

**FEEDBACK / COMMENTS:**

**#3 - EXPECTATIONS AND ACCOUNTABILITY**

- Promote high and consistent expectations for staff and students
- Create roles and responsibilities to determine if the current staffing is sustainable (all roles in the district).
- Continue to develop collaborative relationships between all staff to maximize opportunities for students.

**ASSESSMENT BASED ON EVIDENCE FOR DR. GANNON IN THIS AREA:**

Exemplary	Proficient	Developing	Needs Improvement
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**FEEDBACK / COMMENTS:**

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**OVERALL ASSESSMENT BASED ON EVIDENCE FOR SHANNA:**

<b>Exemplary</b>	<b>Proficient</b>	<b>Developing</b>	<b>Needs Improvement</b>
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**OVERALL SUMMARY FEEDBACK / COMMENTS:**

# Superintendent Goals Quarterly Update

## November 2022

### #1 - BUDGET

- Create a realistic and workable budget
  - [Shelton Working Budget 2022-2023](#)
    - *This working budget is what Missy and I use to budget general funds for each line item. In order to build this budget I use information like how much we spent in each code the previous year and how much I anticipate we might spend in 22-23. Then I try to make it balance out to the total revenue we anticipate receiving. I use this document to determine if we have funds in a specific category before approving staff requests and purchase orders.*
- Budget to be able to carry out the Shelton Capital Improvement Schedule
  - *At the end of the 21-22 budget year we were able to move \$50,000 into transportation depreciation and \$100,000 into HVAC Replacement depreciation.*
- Stay abreast of the current budget and continue to build cash reserve
  - *The budget is set this year to bring in \$128,000 more in revenue than we did in 21-22. One thing to keep in the back of our minds is that property valuations have already shown indications of decreasing again. This will be an important factor to consider in future planning.*
- Manage and build depreciation funds
  - See bullet point about capital improvement schedule.

### #2 - COMMUNICATION

- Create a timely and consistent communication mechanism on hot topics or relevant information at least twice a month for the Board of Education
  - *Continue with weekly updates*

# Superintendent Goals Quarterly Update

## November 2022

- Utilize district-wide communication tools and social media to provide timely information as it relates to consistent communication for students and parents
  - *The tech committee has identified a platform that they think will meet our website and communication needs. We are now in the process of determining what if any technology software we can use and shift those funds toward this new website platform.*
    - *The technology committee believes this new website will help improve communication between schools and parents because it also provides a user-friendly mobile app and text messaging communication.*
- Develop and implement an action plan based on the results of the NASB Staff Well-being Survey
  - *Structure of staff meetings is going well. We will have an opportunity for high school staff to give input and design the semester test schedule at the end of December. Staff appreciate the opportunity to give input and problem solve during these meetings.*
  - *Principals have consistently shared out data from the Taking Responsibility Sheets at monthly staff meetings. This helps with transparency.*
  - *The principals are routinely using the discipline matrix for office referrals to consistently implement student consequences. While this has led to improved consistency, there are some challenges. Not all students respond well to traditional school consequences and in some cases these do not stop or change the undesired behavior.*
  - *Challenge- there are some hard feelings about the make-up days from state volleyball.*
  - *I have reached out to Marcia Herring about readministering the wellness survey. Last year we targeted November to readminister the survey.*
- Create a visible presence in the school at activities and local organizations

# Superintendent Goals Quarterly Update

## November 2022

- o I recently joined the Shelton Lion's Club to become more involved in local organizations.
- o I also signed up to be a TeamMate.

### #3 - EXPECTATIONS AND ACCOUNTABILITY

- Promote high and consistent expectations for staff and students
  - o *One area that I think has shown continued progress and improvement is the upkeep of buildings and grounds. I think several things have contributed to this. One is the implementation of a custodial performance evaluation system. This has helped to clarify expectations and provide a vehicle for feedback. The other is the implementation of a daily schedule. This ensures that areas are routinely cleaned and maintained.*
  - o *The nutrition services staff has also shown great improvement. They have been focused on continued professional development and as a result, have made the following changes:*
    - *Implemented new warming plates to keep food hot in the serving line.*
    - *Detailed records and logs on sanitization processes.*
    - *Detailed records on food cooling, storage, and disposal.*
    - *More than one person is responsible for a la carte money to provide additional checks and balances.*
    - *Reinstated grab-and-go breakfast and a la carte which provides the kitchen about \$895 per month in additional income.*
    - *No longer using preportioned cups or disposable trays, which means every food item is served directly on a tray and this also saves in supplies costs.*
    - *Reinstated the salad bar. The cafeteria offers a salad bar with smaller selections for K-3 students and then a full salad bar for*

# Superintendent Goals Quarterly Update

## November 2022

*grades 4-12. Students may take unlimited portions from the salad bar.*

- Create roles and responsibilities to determine if the current staffing is sustainable (all roles in the district).
- Continue to develop collaborative relationships between all staff to maximize opportunities for students.
  - *Switched my professional reading to **Adjusting the Sails: Weathering The Storms of Administrative Leadership** because it had a better connection to the challenges we face in education.*
    - *I have been focused on seeking input from staff committees or groups before decisions are made.*
    - *I also participated in some instructional coaching rounds. This helps build relationships, and trust, and fosters collaboration where staff feels supported in their daily instruction.*
  - *Staff Celebrations and Recognitions:*
    - *Brenda Moeller was nominated and WON!!! Paraeducator of the year! Congratulations to Brenda, this award is well deserved.*
    - *The staff had indicated last year they would like to do some more lighthearted fun activities together as a staff. So far this year we did a staff scavenger hunt during the beginning of the year in-service days, and a costume contest on the October 31 professional development day. Coming up, we will have the Marshmallow Wars in January. This is something we did last year and it was very well received by staff and so we decided to make it an annual event.*