

**Regular Meeting of the Shelton Public Schools Board of Education**  
**Monday, January 15, 2024**  
**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
4. Reports
  - 4.a. Finance Report
  - 4.b. Board Report
  - 4.c. Superintendent Report
  - 4.d. Elementary Principal Report
  - 4.e. Secondary Principal's Report
5. New Business
  - 5.a. Evaluation of the superintendent's performance (closed session possible).
  - 5.b. Discussion and action to retain the following as the official Designees of School District 10-0019 for 2024: 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, 5.) Auditor of District Accounts - Dana F. Cole & Company, Minden
  - 5.c. Consideration to approve the district calendar for the 24-25 school year.
  - 5.d. Consideration to approve the resignation of Stephanie Flint.
  - 5.e. Consideration to allow even activities on snow days if conditions improve enough to hold them
6. Old Business

- 6.a. Review and/or revise Policy 2002 Organization of the Board, Board Officers, Check Signing, and Committees
  - 6.b. Continued discussion and update on the nutrition fund for 23-24.
7. Sine Die
  - 7.a. Election of the Board of Education President
  - 7.b. Election of the Board of Education Vice President
  - 7.c. Election of the Board of Education's Secretary
  - 7.d. Appointment of Treasurer of the Board of Education
  - 7.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
8. Adjournment

**Regular Meeting of the Shelton Public Schools Board of Education**  
**Monday, December 11, 2023**  
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, December 11, 2023 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

Kay Johnson: Present, Chris Lewis: Present, Russ Muhlbach: Present, Emmy Power: Present, Lisa Stewart: Present, Dana Tompkin: Present. Present: 6.

Administrators Dr. Gannon, Mr. Kenton and Mrs. Meyer were present as well as 4 visitors.

2. Routine matters

2.a. Review and approve minutes

Motion made by Emmy Power seconded by Dana Tompkin to review and approve minutes from the November 13th, 2023 Regular Board Meeting. Vote: Passed

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

2.b. Review and approve claims

Motion made by Lisa Stewart seconded by Russ Muhlbach to review and approve claims from 56237 to 56295 in the amount of \$235,500.02 plus regular payroll. Vote: Passed

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

3. Request to address the Board of Education

No requests were made to address the board.

4. Reports

4.a. Financial Report

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

4.b. Board Report

Americanism committee met prior to board meeting tonight, the Americanism staff committee will meet this summer to make sure standards are aligned with curriculum.

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

Calendar committee is working on the draft for the 24-25 school year and the Rule 10 safety audit is scheduled for February 2024.

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

Mrs. Meyer reported a 7-12 enrollment of 111 students, high school winter athletics are going well. Friendsgiving was celebrated with all K-12 students and was well received.

#### 4.e. Elementary Principal's Report

Mr. Kenton reported that elementary enrollment is 169 students. Continuous improvement process team is working on writing prompts and improvements for K-12 students.

### 5. New Business

#### 5.a. Information regarding the school counseling program

Mrs. Flint presented the school counseling program and resources available for students. A school counseling website link is available on the Shelton Bulldogs Website.

#### 5.b. Information regarding the NPAIT program for school finance.

Walker Zulkoski presented information from NPAIT, a money market fund for public entities.

#### 5.c. Consideration to approve a repair cracks and an area that has heaved in the track.

Motion made by Chris Lewis seconded by Dana Tompkin to approve bid of \$4500.00 to fix damage to track and repair cracks. Vote: Passed

Kay Johnson: Yea, Chris Lewis: Yea, Russ Muhlback: Yea, Emmy Power: Yea, Lisa Stewart: Yea, Dana Tompkin: Yea  
Yea: 6, Nay: 0

#### 5.d. Review and/or revise Policy 7034 Staff Dress and Appearance, Policy 7039 Non-School Certificated Staff Employment, Policy 2001 Role of the Board of Education, Policy 2002 Organization of the Board, Board Officers, Check Signing, and Committees

Motion made by Chris Lewis seconded by Kay Johnson to approve as amended Policy 7034 Staff Dress and Appearance, Policy 7039 Non-School Certificated Staff Employment and Policy 2002 Organization of the Board, Board Officers, Check Signing, and Committees and approve as presented Policy 2001 Role of the Board of Education. Vote: Passed

Kay Johnson: Yea, Chris Lewis: Yea, Russ Muhlback: Yea, Emmy Power: Yea, Lisa Stewart: Yea, Dana Tompkin: Yea  
Yea: 6, Nay: 0

5.e. Information regarding the school audit for the 22-23 school year.

Information about the 2022-2023 school audit was presented.

5.f. Discussion and possible action regarding transferring money into depreciation funds.

Discussion about adding money to depreciation funds based on information from school audit and NDE.

5.g. Discussion regarding the change in the use of ESSER III funds to be used to purchase and install a security camera system instead of using the funds for HVAC work.

No further discussion on the use of ESSER III funds.

5.h. Discussion regarding nutrition fund for the 23-24 school year.

Board discussion regarding the nutrition fund.

6. Old Business

7. Adjournment

Motion made by Lisa Stewart seconded by Emmy Power to to adjourn at 10:00 pm.. Vote:  
Passed

Kay Johnson: Yea, Chris Lewis: Yea, Russ Muhlback: Yea, Emmy Power: Yea, Lisa Stewart:  
Yea, Dana Tompkin: Yea

Yea: 6, Nay: 0

Respectfully Submitted,  
Lisa Stewart, Secretary





# Shelton Public School

## Check Listing Report

Accounting Cycle: FY23-24; Begin Date: 01/01/2024; End Date: 01/31/2024; Bank: [All]; Sort By Element: FUND; Account Expression: ([FUND] = "01"); Created On: 1/11/2024 2:51:17 PM

Check Date	Check Number	Payee	Type	Amount
01/15/2024	56310	ADMINPARTNERS	Accounts Payable	\$100.00
01/15/2024	56311	Amazon Capital Services, Inc.	Accounts Payable	\$232.77
01/15/2024	56312	Ask Supply Co., LLC	Accounts Payable	\$341.50
01/15/2024	56313	Black Hills Energy	Accounts Payable	\$4,610.82
01/15/2024	56314	Book Systems, Inc.	Accounts Payable	\$2,039.00
01/15/2024	56315	Builders How-to Warehouse	Accounts Payable	\$409.87
01/15/2024	56316	Cash-wa Distributing Co.	Accounts Payable	\$1,626.80
01/15/2024	56317	Clipper Publishing Co., Inc.	Accounts Payable	\$109.68
01/15/2024	56318	Copper Penny Station, LLC	Accounts Payable	\$1,132.91
01/15/2024	56319	Culligan	Accounts Payable	\$47.00
01/15/2024	56320	DAS State Accounting - Central Finance	Accounts Payable	\$912.22
01/15/2024	56321	District #7 Treasurer	Accounts Payable	\$10,258.75
01/15/2024	56322	Diversified Drug Testing, LLC	Accounts Payable	\$100.00
01/15/2024	56323	Eakes Office Solutions	Accounts Payable	\$579.86
01/15/2024	56324	Educational Service Unit #10	Accounts Payable	\$42,417.12
01/15/2024	56325	Harris School Solutions	Accounts Payable	\$99.40
01/15/2024	56326	Hobby Lobby Stores, Inc	Accounts Payable	\$90.07
01/15/2024	56327	Holmes Plbg & Htg Supply Co.	Accounts Payable	\$53.28
01/15/2024	56328	Hometown Leasing	Accounts Payable	\$653.27
01/15/2024	56329	Huyser, Nathan V	Accounts Payable	\$42.36
01/15/2024	56330	IXL Learning	Accounts Payable	\$4,263.00
01/15/2024	56331	J.W. Pepper & Son, Inc.	Accounts Payable	\$72.99
01/15/2024	56332	Jensen, Seth A	Accounts Payable	\$172.75
01/15/2024	56333	Kearney Area Landfill	Accounts Payable	\$47.46
01/15/2024	56334	KSB School Law PC LLO	Accounts Payable	\$105.00
01/15/2024	56335	L and N Enterprises	Accounts Payable	\$800.00
01/15/2024	56336	Larry's Market	Accounts Payable	\$66.16
01/15/2024	56337	Lockmobile, The	Accounts Payable	\$1,155.00
01/15/2024	56338	Matheson Tri-Gas, Inc.	Accounts Payable	\$83.75
01/15/2024	56339	MCI	Accounts Payable	\$65.41
01/15/2024	56340	Midwest Alarm Services	Accounts Payable	\$314.28
01/15/2024	56341	Nebraska Central Telephone Co	Accounts Payable	\$268.94
01/15/2024	56342	Nebraska Public Power Dist.	Accounts Payable	\$3,235.05
01/15/2024	56343	One Source The Background Check Company	Accounts Payable	\$17.00
01/15/2024	56344	Optum	Accounts Payable	\$150.00
01/15/2024	56345	Perma-Bound	Accounts Payable	\$52.84
01/15/2024	56346	School Specialty Inc	Accounts Payable	\$429.08
01/15/2024	56347	Shelton School Lunch Program	Accounts Payable	\$167.98
01/15/2024	56348	Shelton School Petty Cash	Accounts Payable	\$528.50
01/15/2024	56349	Sparq Data Solutions, Inc.	Accounts Payable	\$4,316.00
01/15/2024	56350	TK Elevator Company	Accounts Payable	\$1,199.00
01/15/2024	56351	Village Of Shelton	Accounts Payable	\$960.08
01/15/2024	56352	Willis Repair, LLC	Accounts Payable	\$98.82
01/15/2024	56353	Woodward Disposal Service, Inc.	Accounts Payable	\$26.50
01/15/2024	56354	Yanda's Music	Accounts Payable	\$28.00
<b>Sub Total</b>				<b>\$84,480.27</b>

# Shelton Public School

## Check Register Report by Check Number

Bank: [All]; Bank Account: [All]; Begin Check Number: 56299; End Check Number: 56354; Check Status: Paid; Created On: 1/11/2024 2:55:12 PM

Bank	Account Number				
Paid Date	Check Number	Type	Vendor Name	Amount	Check Status
1/15/2024	56299	Payroll Liability	Aflac	\$2,043.12	Paid
1/15/2024	56300	Payroll Liability	Blue Cross Blue Shield	\$54,564.75	Paid
1/15/2024	56301	Payroll Liability	Companion Insurance Company	\$106.50	Paid
1/15/2024	56302	Payroll Liability	Credit Management Services, Inc.	\$214.53	Paid
1/15/2024	56303	Payroll Liability	Dist. 19 Payroll Acct.	\$7,111.61	Paid
1/15/2024	56304	Payroll Liability	District 19 Payroll Acct.	\$46,462.75	Paid
1/15/2024	56305	Payroll Liability	Horace Mann Life Insurance Co	\$200.00	Paid
1/15/2024	56306	Payroll Liability	Payroll Account - Dist 19	\$225.00	Paid
1/15/2024	56307	Payroll Liability	Principal Life Insurance Co	\$771.36	Paid
1/15/2024	56308	Payroll Liability	Shelton School Payroll Acct.	\$40,685.54	Paid
1/15/2024	56309	Payroll Liability	Vision Service Plan	\$488.72	Paid
1/15/2024	56310	Accounts Payable	ADMINPARTNERS	\$100.00	Paid
1/15/2024	56311	Accounts Payable	Amazon Capital Services, Inc.	\$232.77	Paid
1/15/2024	56312	Accounts Payable	Ask Supply Co., LLC	\$341.50	Paid
1/15/2024	56313	Accounts Payable	Black Hills Energy	\$4,610.82	Paid
1/15/2024	56314	Accounts Payable	Book Systems, Inc.	\$2,039.00	Paid
1/15/2024	56315	Accounts Payable	Builders How-to Warehouse	\$409.87	Paid
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1/15/2024	56317	Accounts Payable	Clipper Publishing Co., Inc.	\$109.68	Paid
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1/15/2024	56351	Accounts Payable	Village Of Shelton	\$960.08	Paid
1/15/2024	56352	Accounts Payable	Kevin Willis	\$98.82	Paid
1/15/2024	56353	Accounts Payable	Woodward Disposal Service, Inc.	\$26.50	Paid
1/15/2024	56354	Accounts Payable	Yanda's Music	\$28.00	Paid
<b>Sub Total</b>				<b>\$237,354.15</b>	
<b>Grand Total</b>				<b>\$237,354.15</b>	

**DISTRICT 19 FINANCIAL STATUS AS OF DECEMBER 29, 2023**

**CASH RESERVES:**

GENERAL FUND CASH RESERVE	(12/29/2023 Interest + \$893.05)	\$290,161.38
SPECIAL BUILDING CASH RESERVE	(12/29/2023 Interest + \$204.12)	\$87,985.35

**TOTAL CASH RESERVE ACCOUNTS: \$378,146.73**

**SAVINGS:**

GENERAL FUND CR SAVINGS 5882	(12/29/2023 Interest + \$609.53)	\$296,851.72
		<b>\$296,851.72</b>

UNEMPLOYMENT SAVINGS #5891	(12/29/2023 Interest + \$148.90)	\$25,705.84
VEH/BUS ACQ. Savings #9457	(12/29/2023 Interest + \$488.61)	\$84,352.23
TECHNOLOGY ACQ SAVINGS # 5918	(12/29/2023 Interest + \$301.98)	\$52,132.15
PARKING LOT DEPR. SAVINGS #5909	(12/29/2023 Interest + \$414.62)	\$71,578.79
BAND UNIFORM SAVINGS #5900		\$0.10
HVAC Savings #9475	(12/29/2023 Interest + \$953.27)	\$151,646.90

**TOTAL DEPRECIATION SAVINGS: \$385,416.01**

**TOTAL SAVINGS: \$682,267.73**

**TOTAL OF DISTRICT FUNDS: \$1,060,414.46**

<b><u>TAXES:</u></b>		<b><u>GENERAL</u></b>	<b><u>BUILDING</u></b>	<b><u>FUND TOTALS:</u></b>	
BUFFALO		\$20,804.75	\$177.06	GENERAL	\$587,013.10
HALL		\$1,950.43	\$19.20	DEPRECIATION	\$385,416.01
ADAMS		\$0.00	\$0.00	LUNCH	\$10,256.16
KEARNEY		\$0.00	\$0.00	SPECIAL BLDG	87,985.35
<b>TOTAL TAXES</b>		<b>\$22,755.18</b>	<b>\$196.26</b>		

<b>Net Wages</b>	\$ 167,022.38
<b>Employee - Liabilities</b>	\$ 93,072.46
<b>General Fund Expenditures</b>	\$ 84,480.27
<b>Receipts for December 2023</b>	\$ 129,854.32

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

	2022-23	2023-24		2022-23	2023-24
Sept. Expenditures Reported @ Board Mtg	\$94,052.00	\$93,109.00	Mar. Expenditures Reported @ Board Mtg	\$51,047.00	
Sept. Net Payroll	\$241,594.00	\$253,040.00	Mar. Net Payroll	\$252,300.00	
Sept. EOM Expenditures			Mar. EOM Expenditures		
Total Sept. Expenditures	<b>335,646.00</b>	<b>346,149.00</b>	Total Mar. Expenditures	<b>\$303,347.00</b>	<b>\$0.00</b>
Percent of Budget Spent	4.92%	5.08%	Accumulated Totals	<b>\$2,250,396.00</b>	<b>\$1,371,901.00</b>
Cash On Hand	<b>\$1,539,367.00</b>	<b>\$1,813,436.00</b>	Percent of Budget Spent	4.45%	0.00%
			Cash On Hand	<b>\$1,042,928.00</b>	
Oct. Expenditures Reported @ Board Mtg	\$84,336.00	\$77,028.00			
Oct. Net Payroll	\$240,976.00	\$257,895.00	April Expenditures Reported @ Board Mtg	\$65,530.00	
Oct. EOM Expenditures			April Net Payroll	\$242,787.00	
Total Oct. Expenditures	<b>325,312.00</b>	<b>334,923.00</b>	April EOM Expenditures		
Accumulated Totals	<b>\$660,958.00</b>	<b>\$681,072.00</b>	Total April Expenditures	<b>\$308,317.00</b>	<b>\$0.00</b>
Percent of Budget Spent	4.77%	4.91%	Accumulated Totals	<b>\$2,558,713.00</b>	<b>\$1,371,901.00</b>
Cash On Hand	<b>\$1,356,701.00</b>	<b>\$1,651,848.00</b>	Percent of Budget Spent	4.52%	0.00%
			Cash On Hand	<b>\$1,056,228.00</b>	
Nov. Expenditures Reported @ Board Mtg	\$68,926.00	\$80,361.00	May Expenditures Reported @ Board Mtg	\$71,765.00	
Nov. Total Payroll	\$245,884.00	\$265,893.00	May Net Payroll	\$243,409.00	
Nov. EOM Expenditures			May EOM Expenditures		
Total Nov. Expenditures	<b>314,810.00</b>	<b>346,254.00</b>	Total May Expenditures	<b>\$315,174.00</b>	<b>\$0.00</b>
Accumulated Totals	<b>\$975,768.00</b>	<b>\$1,027,326.00</b>	Accumulated Totals	<b>\$2,873,887.00</b>	<b>\$1,371,901.00</b>
Percent of Budget Spent	4.62%	5.08%	Percent of Budget Spent	4.62%	0.00%
Cash On Hand	<b>\$1,097,486.00</b>	<b>\$1,336,760.00</b>	Cash On Hand	<b>\$1,788,144.00</b>	
Dec. Expenditures Reported @ Board Mtg	\$88,189.00	\$84,480.00	June Expenditures Reported @ Board Mtg	\$90,172.00	
Dec. Total Payroll	\$243,477.00	\$260,095.00	June Net Payroll	\$235,878.00	
Dec. EOM Expenditures			June EOM Expenditures		
Total Dec. Expenditures	<b>331,666.00</b>	<b>344,575.00</b>	Total June Expenditures	<b>\$326,050.00</b>	<b>\$0.00</b>
Accumulated Totals	<b>1,307,434.00</b>	<b>1,371,901.00</b>	Accumulated Totals	<b>\$3,199,937.00</b>	<b>\$1,371,901.00</b>
Percent of Budget Spent	4.87%	5.05%	Percent of Budget Spent	4.78%	0.00%
Cash On Hand	<b>\$972,329.00</b>	<b>\$1,060,414.00</b>	Cash On Hand	<b>\$1,888,548.00</b>	
Jan. Expenditures Reported @ Board Mtg	\$72,612.00		July Expenditures Reported @ Board Mtg	\$29,600.00	
Jan. Net Payroll	\$245,094.00		July Net Payroll	\$234,445.00	
Jan. EOM Expenditures			July EOM Expenditures		
Total Jan. Expenditures	<b>\$317,706.00</b>	<b>\$0.00</b>	Total July Expenditures	<b>\$264,045.00</b>	<b>\$0.00</b>
Accumulated Totals	<b>1,625,140.00</b>	<b>1,371,901.00</b>	Accumulated Totals	<b>\$3,463,982.00</b>	<b>\$1,371,901.00</b>
Percent of Budget Spent	4.66%	0.00%	Percent of Budget Spent	3.87%	0.00%
Cash On Hand	<b>\$1,162,754.00</b>		Cash On Hand	<b>\$1,568,869.00</b>	
Feb. Expenditures Reported @ Board Mtg	\$73,729.00		August Expenditures Reported @ Board Mtg	\$187,330.00	
Feb. Net Payroll	\$248,180.00		August Net Payroll	\$267,007.00	
Feb. EOM Expenditures			August EOM Expenditures		
Total Feb. Expenditures	\$321,909.00	\$0.00	Total August Expenditures	<b>\$454,337.00</b>	<b>\$0.00</b>
Accumulated Totals	<b>1,947,049.00</b>	<b>1,371,901.00</b>	Accumulated Totals	<b>\$3,918,319.00</b>	<b>\$1,371,901.00</b>
Percent of Budget Spent	4.72%	0.00%	<b>BUDGET</b>	<b>\$6,817,360.00</b>	<b>\$7,889,587.00</b>
Cash On Hand	<b>\$1,331,775.00</b>		<b>TOTAL % OF BUDGET SPENT =</b>	0.5747560639	
			Cash On Hand	<b>\$1,247,293.00</b>	

# **Superintendent Report for January 2024**

## **Snow Days**

With the weather closings so far this year, we may have to use the makeup days indicated in May on the 23-24 District Calendar. We had a total of 3.5 snow days available and we have used 2. There is more weather expected Thursday into Friday. Possible makeup days are May 21-23. I will try to communicate as soon as possible if we need to use those so parents, students, and staff can prepare.

Staff would be interested in E-Learning days to avoid having to make up days. I am researching this now with NDE, but this could likely be a solution for future weather closings.

## **Perkins Funding**

Districts in the state will be receiving an additional \$7,500 in Perkins funding to be used to support Career Technical Education (CTE) programs. I am meeting with CTE instructors (Ms. Horak, Mrs. Pope, Mr. Province, and Mrs. Flint) to develop a budget. We plan to use a combination of the funds to offset purchases made since July 2023 as well as future purchases through June 2024. Once I have the budget created, I will submit that to NDE for reimbursement of the funds.

Respectfully submitted,

Dr. Gannon

To: Board of Education  
From: Jeff Kenton  
Date: January 15, 2024  
Re: Board Report

- Elementary Enrollment is 170 students
- School-wide Assessments
  - Currently planning for Winter MAP testing.
  - Middle of The Year Dibels Benchmark Assessments are currently taking place.
- Formal Evaluations
  - I continue to work on formal evaluations of certified staff.
  - Hope to have them all completed before the end of March.
- Working with Kindergarten and PK to finalize dates for Registration.

**Respectfully Submitted,**

**Jeff Kenton**

To: Board of Education  
From: Jenette Meyer  
Date: January 15, 2024  
Re: Board Report

7-12 Enrollment: 111

- Scheduling Committee has met and has started working on class offerings for 2024-2025
  - Working through different scenarios
- February 7, 2024 KSB Assembly
  - 2 sessions 1 for grades 6-8 and 1 for grades 9-12
  - Addressing phone and social media safety
- New Class offering this semester through NSAA & Ref Reps
  - 11th and 12th grade students are able to complete a semester-long course that will allow them to apply for their reffing certification.
  - Each course costs the student \$50
  - Students are able to earn 5 credit hours of elective credits
- January 24th and 25th I will be part the the External Review team for Gibbon
- After receiving final grades for dual credit courses Mrs. Flint and I want to sit down and create some perimeters for students to take the courses. I.e. GPA, past performance in classes, etc.
  - 9 classes taken
  - 5 classes passed
- Snow days for 7-12
  - We received NDE approval on 1/11/24 of running an 11:30 dismissal schedule through Schoology conferences.
  - Students will be required to login and meet with their teacher during that time frame regular attendance will be taken.
  - Teachers will remain on until 3:30 as office hours so they can meet with students independently to offer assistance with assignments.
  - This will allow us to count any more snow days as instructional days and not miss those required instructional hours.

Respectfully submitted,  
Jenette Meyer

<b>Year</b>	<b>Month</b>	<b>Start Day</b>
2024	7	1: Saturday, 2: Sunday

# Shelton School Calendar

## 2024-2025



### Important Dates

July 24						
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 24						
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		17.00				

March 25						
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		17.00				

August 24						
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		13.00				

December 24						
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 25						
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		21.00				

September 24						
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		18.00				

January 25						
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				

May 25						
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 24						
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		21.00				

February 25						
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 25						
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	173.00	173.00
Teacher Duty Day	12.00	12.00
<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 5	Conditioning For Fall Sports
August 12	Fall Sports Practice Begins
August 8 & 12	Teacher Professional Learning
August 13	Teacher Work Day (NO SCHOOL) <b>Elementary Open House</b>
August 14	<b>First Day of 1st Semester - (11:30 EARLY OUT)</b>
August 26	First Day of PK
September 2	NO SCHOOL - Labor Day
September 25	Parent-Teacher Conferences 4:00pm-8:00pm <b>(2:30 EARLY OUT)</b>
September 26	Parent-Teacher Conferences 8:00am-12:00pm <b>(NO SCHOOL)</b>
September 27	<b>NO SCHOOL</b>
October 18	<b>1st Qtr. Ends</b> 43 days
October 17	Teacher Professional Development (NO SCHOOL)
October 18	Teacher Work Day (NO SCHOOL)
November 7-8	Fall break (NO SCHOOL)
Nov. 28-Dec. 1	<b>Thanksgiving Vacation</b>
December 20	<b>2nd Qtr. Ends (2:30 EARLY OUT)</b> 41 days
December 23-January 3	<b>Winter Break</b> <b>Gym Moratorium Dec. 22-26</b>
January 6	Teacher Professional Development (NO SCHOOL)
January 7	Teacher Work Day (NO SCHOOL)
January 8	<b>First Day of 2nd Semester</b>
February 12	Parent-Teacher Conferences 4:00pm-8:00pm <b>(2:30 EARLY OUT)</b>
February 13	Parent-Teacher Conferences 8:00am-12:00pm <b>(NO SCHOOL)</b>
February 14	<b>No School</b>
March 6-7	<b>Spring Break (NO SCHOOL)</b>
March 14	<b>3rd Qtr. Ends</b> 42 days
March 10	Teacher Professional Development (NO SCHOOL)
March 11	Teacher Work Day (NO SCHOOL)
April 12	Prom
April 18-21	<b>Spring Holiday (NO SCHOOL)</b>
April 25	Activities Banquet
May 10	Graduation 3:00 pm
May 21	<b>4th Qtr Ends (2:30 EARLY OUT)</b> 47 days
May 22	Teacher Check-out Day
May 23-28	Potential snow days if needed
<b>Parent Teacher Conferences</b>	
September 25	4:00pm-8:00pm
September 26	8:00am-12:00pm
February 12	4:00pm-8:00pm
February 13	8:00am-12:00pm

**2:30 Early Out - School Improvement**  
 Aug. 14,21,28,Sept 4,11,18,25, Oct. 2,9,16,23,30, Nov. 6,13, 20 Dec. 4,11,18, 20  
 Jan. 8,15, 22, 29 Feb. 5,12,19, 28, Mar. 5,12,19,26 Apr. 2, 9,16, 23, 30 May 7, 14, 21, 22

**11:30 Early Out**  
 Aug. 14, Nov. 27

**Teach Professional Development Day - NO SCHOOL**  
 Aug. 8 & 12, Oct. 14, Jan. 6, Mar. 10

**Teacher Work Day - No School**  
 Aug. 13, Oct. 14, Jan. 7, March 11

**NO SCHOOL**  
 Sept. 2, Sept. 27, Nov. 7-8, 28-29 Dec. 23-Jan. 7  
 Feb. 14, Mar. 6-7, 29, April 18-21

# SHELTON PUBLIC SCHOOLS

P.O. Box 610, Shelton, NE 68876

sheltonbulldogs.org



308-647-6742 District Office  
308-647-5459 High School Office  
308-647-6558 Elementary Office  
308-647-5233 Fax

Superintendent: Shanna Gannon  
7-12 Principal: Jenette Meyer  
PK-6 Principal: Jeff Kenton  
Athletic Director: Ryan Province

January 12, 2024

Dear Board Members,

Please accept this letter as a notice of my resignation as the K-12 school counselor at Shelton Public Schools. I have accepted a counseling position for the 2024-2025 school year in the district where I reside. I will fulfill all of the obligations of my 2023-2024 contract with Shelton Public Schools.

Throughout my time in Shelton, I have had the privilege of working alongside a strong administrative team who consistently puts students first. Dr. Gannon, Mrs. Meyer, and Mr. Kenton are supportive leaders who can often be found covering classrooms and interacting with students while they assist with recess and lunch duty. This type of lateral hierarchy is rare and Shelton should be so proud of its administrative team and all of the ways in which they put students and staff first.

In addition to a strong administration, Shelton also has an exceptional special education team who I have enjoyed working with and learning from. I value the connections I have made both professionally and personally and will miss working with the Shelton staff as a whole.

I am passionate about meeting the social and emotional needs of students and was fortunate to work in a district that values this as well. Thank you for allowing me to serve the students of Shelton. I will always cheer on the Shelton Bulldogs!

Sincerely,

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Stephanie Flint

**POLICY 2002: ORGANIZATION OF THE BOARD, BOARD OFFICERS,  
CHECK SIGNING, AND COMMITTEES**

1. Membership, Term, and Election
  - a. The Board of Education shall be comprised of six members who will be elected at large.
  - b. Those who wish to serve on the board shall file, be elected, and serve terms of office on the board according to law.
2. Internal Organization and Officers
  - a. President
    - i. At the regular January meeting, the board shall elect from among its members a president who shall serve in that capacity for one year.
    - ii. The president shall preside at all board meetings and shall perform such other duties as may be prescribed by law or by action of the board.
  - b. Vice President
    - i. At the regular January meeting, the board shall elect from among its members a vice president who shall serve in that capacity for one year.
    - ii. The vice president shall preside in the absence of the president and shall perform such other duties as are assigned by the board.
  - c. Secretary
    - i. At the regular January meeting, the board shall elect a secretary who need not be a member of the board. The secretary shall serve in that capacity for one year. If the secretary is a member of the board, an assistant secretary may be named, and his or her duties and compensation set by the board.
    - ii. The secretary shall see that an accurate record of the proceedings of the board is kept, that a copy of the proceedings is provided to each board member and to the superintendent and that a concise summary of each month's meeting is published along with a list of all approved claims. The secretary shall perform such other duties as are prescribed by law and assigned by the board.

d. Treasurer

- i. At the regular January meeting, the board shall elect, employ, or appoint a treasurer who need not be a member of the board if permitted by law. The treasurer shall serve in that capacity for one year unless the board designates a longer term for the treasurer.
- ii. The treasurer may be designated to sign checks and certain other documents. The treasurer is the custodian of the monies of the district.
- iii. The treasurer shall give a bond or equivalent insurance coverage payable to the district as prescribed by law with the cost of the bond being paid by the district.
- iv. The treasurer shall issue no warrant or payment of claim against the district until such claim has been duly authorized by the board and has been duly countersigned by the president.
- v. The treasurer shall issue no warrant or payment of a claim against the district until such claim has been duly authorized.

3. Signing and Authorizing Checks, Warrants, and other Instruments.

- a. Unless otherwise delegated by the board, the president and secretary of the board shall sign checks, warrants, and other instruments of the district.
- b. The board may delegate another person to sign and validate any checks, warrants, and other instruments. Facsimile signatures of board members may be used.
- c. The board delegates that the vice president or treasurer may sign any warrant in the absence of either the president or the secretary.

4. Board Officer Voting and Tie Breakers

- a. The vote to elect board officers may be taken by secret ballot, but the total number of votes for each candidate shall be recorded in the minutes.
- b. In the event any officer cannot be elected by a majority after 10 votes; no votes occur after ten motions fall for lack of a "second"; or no member volunteers to serve as an officer for a particular position, the tie will be broken by the applicable method:
  - i. If the board is split between two members, the officer will be determined by a coin flip. The winning member will be the officer

for the upcoming year unless the position changes by action of the board.

- ii. If the board is split between more than two members who wish to serve as the officer, any member wanting to serve as the officer will put his/her name into a drawing. The name drawn out will be the officer for the upcoming year unless the position changes by the action of the board.
- iii. If no member is willing to serve as an officer for a position that is required to be a member of the board, all nonofficers' names will be put into a drawing. The name drawn out will be the officer for the upcoming year unless the position changes by the action of the board.

## 5. Committees

- a. The board shall authorize special committees as it deems necessary. The board president shall appoint members to the committee, and designate its function, tasks it is to perform, and a completion date for its work.
- b. On or before the beginning of each calendar year, the board shall appoint three members to form a Committee of American Civics**
  - i. Committee duties shall be those prescribed by Nebraska statutes, which include:
    - 1. Hold no fewer than two public meetings annually at least one when public testimony is accepted;
    - 2. Keep minutes of each meeting showing the time and place of the meeting, which members were present or absent, and the substance and details of all matters discussed;
    - 3. Examine and ensure that the social studies curriculum used in the district is aligned with the social studies standards adopted under section 79-760.01 and teaches foundational knowledge in civics, history, economics, financial literacy, and geography;
    - 4. Review and approve the social studies curriculum to ensure that it stresses the services of men and women who played a crucial role in the achievement of national independence, establishment of our constitutional government, and preservation of the union and includes the incorporation of multicultural education as outlined in section 79-719 to 79-723 to instill pride and respect for the nation's institutions and not be merely a recital of events and dates;

5. Ensure that the social studies curriculum in the district incorporates one or more of the following for each student:
  - a. Administration of a written test that is identical to the entire civics portion of the naturalization test used by the United States Citizenship and Immigration Services prior to the completion of 8th grade and then again before the completion of twelfth grade with the individual score from each test for each student made available to a parent or guardian of such student; or
  - b. Attendance or participation between the commencement of eighth grade and completion of twelfth grade in a meeting of a public body as defined by section 84-1409 followed by the completion of a project or paper in which each student demonstrates or discusses the personal learning experience of such student related to such attendance or participation; or
  - c. Completion of a project or paper and a class presentation between the commencement of eighth grade and the completion of twelfth grade on a person or persons or an even commemorated by a holiday listed in section 79-724(6) or on a topic related to such person or persons or events;
6. Take all such other steps as will assure the carrying out of the provision of this section and provide a report to the school board regarding the committee's findings and recommendations.

6. Vacancies

- a. A vacancy on the board of education shall exist when any one of the following occurs:
  - i. A member submits his or her formal resignation from the board.
  - ii. A member removes himself or herself from the district or is absent from the district for a continuous period of sixty days.

- iii. A member misses more than two consecutive regular board meetings unless excused by a majority of the remaining members.
  - iv. Such other reasons are set forth in Nebraska statutes.
- b. The board shall make note of the vacancy in its minutes and shall give notice of the date the vacancy occurred, the office vacated, and the length of the unexpired term to (1) the election commissioner or county clerk, and (2) the public by published notice in a newspaper of general circulation in the district.
- c. Vacancies shall be filled in the manner set forth in Nebraska statutes.

Adopted on: 12/08/08

Revised on: 09/15/15, 7/13/20 1/15/21, 7/12/21, 12/11/23

Reviewed on: 6/15/20